

MICHIGAN ASSISTANT BEHAVIOR ANALYST LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain an assistant behavior analyst license.)

APPLICATION AND FEES

- Online Application for an Assistant Behavior Analyst License - Complete all fields, answer all questions, and upload any supporting documentation. Online application can be completed by visiting www.michigan.gov/miplus
- Application Fee + 4 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
Assistant Behavior Analyst \$443.70

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, for a license that expired within the last three years).
- Good Moral Character Questions – Documentation and explanation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- Sex Offender Question – Applicant will be asked if he/she has ever been convicted of a listed offense as that term is defined in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722.
- Human Trafficking Training – Beginning January 7, 2024, completion of a one-time training to identify victims of human trafficking is required for an individual seeking licensure or registration that meets the standards of Administrative Rule 338.1821.
- Implicit Bias Training – Beginning June 1, 2022, completion of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or registration is required. This requirement does not apply to applicants for relicensure.
- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure, Certification, or Registration – Verification must be sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license, certification, or registration as an assistant behavior analyst. Verification includes, but is not limited to, showing proof that the applicant’s license, certification, or registration is in good standing and, if applicable, the record of any

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disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant's required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under R 338.7002b(2) of the Public Health Code – General Rules.
- Proof of current certification in good standing with the Behavior Analyst Certification Board (BACB) must be submitted directly from the BACB to this office by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Verification of Supervision for Assistant Behavior Analyst form – The supervising Michigan licensed behavior analyst in this state who is currently certified and in good standing with the BACB and certifying that the supervision complies with current BACB supervision requirements must complete this form. The form will need to be directly uploaded to the license application, emailed to bpldata@michigan.gov, or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to ALL Applicants)

- Online application can be completed by visiting www.michigan.gov/miplus, select MiPLUS Login, select "Modification" next to your license number and this will start the relicensure process.
- Assistant Behavior Analyst Relicensure: \$463.70 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

RENEWAL REQUIREMENTS CHECKLIST

- Online application for Assistant Behavior Analyst Renewal – Can be completed by visiting www.michigan.gov/miplus.
- Renewal Application Fee: \$367.20 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
- Renewal Cycle: 4 years
- Good Moral Character Questions – Documentation and explanation will be required if you answer "yes" to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.

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- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Sex Offender Question – Licensee will be asked if he/she has ever been convicted of a listed offense as that term is defined in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722.
- Human Trafficking Training – Beginning in 2023, and all renewals thereafter, licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.1821.
- Implicit Bias Training – For initial renewals completed after June 1, 2021, completion of one hour of implicit bias training is required for each year of licensure since June 1, 2021. If renewing prior to June 1, 2022 implicit bias training is not required for that renewal. Once the initial renewal is completed, then 1 hour of implicit bias training will be required for each year of the current license cycle going forward. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.
- Proof of current certification in good standing with the BACB must be submitted directly from the BACB to this office by email to bpldata@michigan.gov or by mail to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Verification of Supervision for Assistant Behavior Analyst form – Form must be completed by the supervising Michigan licensed behavior analyst in this state who is currently certified and in good standing with the BACB and certifying that the supervision complies with current BACB supervision requirements. Form will need to be uploaded to the assistant behavior analyst renewal application.
- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met the requirements and all information provided on your renewal application is true and correct.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the behavior analyst link you can access the following helpful resources and forms:

Resources:

- Public Health Code
- Administrative Rules for Behavior Analysts