

**INSTRUCTIONS FOR COMPLETING AN ASSISTANT BEHAVIOR ANALYST
LICENSURE **REINSTATEMENT** APPLICATION**

(This form has been designed to be used as a checklist for submitted required documentation.)

- The licensure and Fee** – The completed four (4) page application should be returned with the required fee of **\$90.00**. Applications will not be processed unless the fee is attached. Applications submitted without the application fee will be returned. Checks should be made payable to the “Treasurer of Virginia”. This document **may not** be faxed.
- Claims History Sheet (Form A)** – Complete if you answered yes to question #11 on page three of the application. This documentation **may** be faxed to 804-527-4426.
- Employment Activity (Form B)** – Forward form B to all places of employment listed on the chronological page of your application since the expiration date of your Virginia license. This form may be copied as necessary. This documentation **may** be faxed to 804-527-4426.
- Jurisdiction Clearance (Form C)** - Forward Form C to all jurisdictions in which you have been licensed, certified or registered. Please contact the applicable jurisdictions to inquire about processing fees. This documentation **may** be faxed to 804-527-4426.
- Evidence of Competency** – One of the following should be submitted:
 1. Information on continued practice in another jurisdiction as a licensed behavior analyst or a licensed assistant behavior analyst or with certification as a BCBA® or BCaBA® during the period in which the license has been inactive or lapsed;
 2. Submit copies of twelve hours of continuing education for each year in which the license has been inactive or lapsed, not to exceed three years; or
 3. Recertification by passage of the BCBA® or the BCaBA® certification examination from the BACB.

Please note:

- Applications not completed within 12 months are expired.
- *Application fees are non-refundable.*
- Additional information may be requested after review by board representatives.
- Contact medbd@dhp.virginia.gov