

RENEWAL APPLICATION

License No

Check For New Address.  
Indicate any changes below.

Name

Address

City

State

Zip Code

Country

Your Montana Assistant Behavior Analyst license will expire on December 31.

**TO RENEW YOUR LICENSE ONLINE GO TO: <https://ebiz.mt.gov/pol>** (Online transactions must be completed no later than 11:59 PM, MST on December 31. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.) Alternatively, in order to renew your Assistant Behavioral Analyst license by mail:

- 1) Complete the renewal application.
- 2) Read the continuing education affirmation statement below AND answer the disciplinary question.
- 3) Submit a check or money order for \$200.00 made payable to the Board of Psychologists. Do not send cash. Canadian and foreign residents pay in U.S. funds only.
- 4) Renewals with a U.S. Postal Service postmark after December 31 will be assessed a penalty fee by state law of \$200.00, for a total amount of \$400.00. NO EXCEPTIONS!
- 5) Sign the renewal application.
- 6) Return the renewal application and fee to the Board office postmarked by December 31. Incomplete renewal applications will not be processed, will be returned, and may be subject to a penalty fee if not received in the board office completed and postmarked by December 31.

**HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST?**

**Yes** If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

**No**

Please refer to the Board rules regarding further CE information and requirements pursuant to ARM 24.189.913 and 24.189.919. The Board will conduct a random audit of licensees following the renewal cycle to ensure compliance pursuant to ARM 24.189.916. If you are among those selected, you will be notified to submit documentation that you have completed the requirement.

Assistant Behavior Analysts renewing their license for the FIRST time who have held the license for less than one year will be exempt from the CE requirement.

CONTINUING EDUCATION AFFIRMATION STATEMENT: I understand I have a recurring duty to comply with continuing education, certification, or other requirements established by ARM 24.189.916 and that I may be audited for compliance with these requirements. If I am found to be out of compliance with these requirements, I understand my license may be subject to disciplinary action or administratively suspended until I meet the requirements of the law or rules stated above.

I hereby declare under penalty of perjury the information included in my renewal to be true and complete to the best of my knowledge.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

DO NOT SEND CASH