



Montana Board of Psychology

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Licensing Requirements and Application Checklist Assistant Behavior Analyst

License Requirements for Assistant Behavior Analyst

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Passed a Montana-approved background check ([37-17-403\(2c\)](#) MCA)
2. Holds a current certification as an assistant behavior analyst from the behavior analyst certification board; ([37-17-403\(2d and 4b\)](#) MCA)
3. Of good moral character; ([37-17-403\(2e\)](#) MCA)
4. Attests to abiding by professional and ethical requirements indicated in the Professional and Ethical Compliance Code for Behavior Analysts recognized by the behavior analyst certification board; ([37-17-403\(2f\)](#) MCA)
5. Have passed the board-certified assistant behavior analyst examination by the behavior analyst certification board; ([37-17-403\(4a\)](#) MCA)
6. Must be supervised by a licensed behavior analyst ([ARM 24.189.907\(2f\)](#); [ARM 24.189.910](#))

Checklist of Required Documents to Submit for Application for Assistant Behavior Analyst

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type
- Completed Noncriminal Justice Applicant's Rights form ([37-17-403\(2c\)](#) MCA; [ARM 24.189.907\(2d\)](#))
- Completed background check results sent directly from State of Montana Department of Justice to board offices. ([37-17-403\(2c\)](#) MCA; [ARM 24.189.907\(2d\)](#))
- An original letter of good standing sent directly to the board office from the behavior analyst certification board documenting applicant's passage of the behavior analysis examination, current certification level, and date of certification, as well as disciplinary action(s), if any. ([37-17-403\(2d\)](#), (4a) and (4b) MCA)
- A copy of the completed supervision form identifying your licensed behavior analyst supervisor. The supervisor completes and submits the original form, with the supervision fee which the supervisor pays, to the Board's office. The form is available on the Board's website ([ARM 24.189.907\(2f\)](#))
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.)



Application Fee(s) for Assistant Behavior Analyst

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$250 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.