



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## BEHAVIOR ANALYST / ASSISTANT BEHAVIOR ANALYST LICENSE APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in black ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

**DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.**

1. NAME – Write your legal name in the spaces provided. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
2. GENDER – Select whether you are male or female.
3. DATE OF BIRTH – Write your birthdate.
4. SOCIAL SECURITY NUMBER – Social Security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at:  
[www.texasattorneygeneral.gov/child-support](http://www.texasattorneygeneral.gov/child-support) or call (512) 460-6000 or (800) 252-8014
5. EMAIL ADDRESS – Write your email address. By providing my email address I authorize the Texas Department of Licensing and Regulation (TDLR) to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law. (Required)
6. PERSONAL PHONE NUMBER – Write a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
7. MAILING ADDRESS – Write your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
8. TYPE OF LICENSE FOR WHICH YOU ARE APPLYING – Please place a check mark in the box next to the type of license for which you are applying. Write your Behavior Analyst Certification Board (BACB) certificate number and the expiration date. **TDLR will only accept BACB certification at this time.**
9. CRIMINAL HISTORY – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any Misdemeanor or Felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be obtained from the TDLR website at [www.tdlr.texas.gov/MISC/lic002.pdf](http://www.tdlr.texas.gov/MISC/lic002.pdf).  
If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before you submit your application and pay non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed on deferred adjudication for, and a \$10.00 fee. You can find more information on the process and download the necessary forms on the TDLR website at [www.tdlr.texas.gov/crimHistoryEval.htm](http://www.tdlr.texas.gov/crimHistoryEval.htm).
10. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had a professional license, certification, or registration suspended, revoked, or denied in any state. If Yes, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at [www.tdlr.texas.gov/misc/Disciplinary Action Questionnaire.pdf](http://www.tdlr.texas.gov/misc/Disciplinary%20Action%20Questionnaire.pdf).

11. **STATEMENT OF APPLICANT** - Carefully read the statement before dating and signing your application. The law and rules you must comply with are on TDLR's Behavior Analysts web page.

**APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES**

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the **Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at: <http://www.tdlr.texas.gov/misc/militarysupplemental.pdf>.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the TDLR Military Information web page at: <http://www.tdlr.texas.gov/military.htm>.

**SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:**

TDLR  
P.O. Box 12157  
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the [TDLR website](#). You can request assistance or submit required attachments via [TDLR webform](#) or fax (512) 463-9468. You may contact Customer Service Representatives by calling (800) 803-9202 (in state only) or (512) 463-6599; Relay Texas -TDD (800) 735-2989. Customer Service Representatives are available Monday through Friday from 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

**TDLR Public Information Act Policy:**

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the [TDLR Public Information Act Policy](#).



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## BEHAVIOR ANALYST / ASSISTANT BEHAVIOR ANALYST LICENSE APPLICATION

**Behavior Analyst License Fee: \$165 (Fee is non-refundable)**

**Assistant Behavior Analyst License Fee: \$110 (Fee is non-refundable)**

**This completed form must be accompanied by any required documents and the application fee**

1. Name:			2. Gender:	
_____	_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	
Last		First	Middle Name	Suffix
3. Date of Birth:		4. Social Security Number:		
Month	Day	Year	See Instruction Sheet for Disclosure Information	
5. Email Address:			6. Personal Phone Number:	
(Ex: johndoe@aol.com) See Instructions sheet for Disclosure			( )	
			Area Code	Number
7. Mailing Address:				
(P.O. Box, Number, Street Name/Apartment Number)				
City				
			State	Zip Code
8. Type of license for which you are applying: (Please check the box next to the type of license for which you are applying)				
<input type="checkbox"/> <b>Behavior Analyst</b>				
I am a Behavior Analyst or a Behavior Analyst-Doctoral certified by the Behavior Analyst Certification Board (BACB).				
Certification number: _____			Expiration Date: _____	
<input type="checkbox"/> <b>Assistant Behavior Analyst</b>				
I am an Assistant Behavior Analyst certified by the Behavior Analyst Certification Board (BACB).				
Certification number: _____			Expiration Date: _____	
9. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If YES, complete and submit a Criminal History questionnaire (CHQ) for each offense.				
<u>See instructions sheet for more information</u>				
10. Have you ever had a professional or occupational license, certification, registration or permit suspended, revoked or denied in any state? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If YES, complete and submit a Disciplinary Action Questionnaire (DAQ) with this application.				
(This does <u>not</u> include your driver license)				
11. STATEMENT OF APPLICANT				
I certify that I have read and will comply with all applicable provisions of the Behavior Analyst Licensing Act and the TDLR law in Texas Occupations Code, Chapter 506 and Chapter 51; and the Behavior Analyst Administrative Rules and the TDLR universal rules at 16 Texas Administrative Code, Chapter 78 and Chapter 60. I understand that providing false information on this application may result in denial of this application and/or revocation of the license I am requesting, and the imposition of administrative penalties.				
Signature				Date