

BEHAVIOR ANALYST LICENSURE

Frequently Asked Questions

1. How do I qualify for licensure?

A license may be issued to applicants who have passed the Board Certified Behavior Analyst (BCBA) examination and maintain active status with the Behavior Analyst Certification Board (BACB) as a board certified behavior analyst or board certified behavior analyst-doctoral.

Alternatively, a license may be issued through licensure by endorsement. To qualify through this route, the applicant must hold a current and unencumbered license in another state, provided that the requirements in that state at the time the applicant was licensed are equivalent or higher than Hawaii's.

2. Where do I obtain an application for licensure?

Applications for licensure are posted on our web site at <https://cca.hawaii.gov/pvl>.

To request an application be mailed to you, please provide the following:

- *Name
- *Mailing address
- *Type of application

3. How much are the licensing fees?

For licenses issued between January 1 of an even-numbered year to December 31 of an odd-numbered year, the cost is \$310.00

For licenses issued between January 1 of an odd-numbered year to December 31 of an even-numbered year, the cost is \$200.00

4. How long does it take to process an application?

It takes approximately 15 to 20 business days to process an application for **completeness** ensuring that all fields are completed and all requirements (i.e. fees, verifications, certification, etc.) are met. Provided that you have submitted a **completed** application and there are no issues with it, a license may then be issued.

Should there be "Issues" (i.e. disciplinary action in another state, criminal conviction, etc.) with an application, further review may be warranted.

5. How do I follow up on the status of my application?

To check on the status of your application, please call the Licensing Branch at (808) 586-3000, between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

6. After licensure, how often will I have to renew?

You will need to renew by December 31 of every odd-numbered year. A notice of renewal will be sent to you approximately two months prior to the renewal.

7. Are there continuing education (CE) requirements for licensure renewal?

No, there are no CE requirements for renewal.

8. Can I place my license on inactive status?

Yes, behavior analysts have the option to place their license on inactive.

9. Where can I find the licensing law and administrative rules?

Return to the behavior analyst home page and click on "Statute/Rule Chapter".

10. I did not renew my license. How do I restore it?

Licenses that are not renewed by December 31 of every odd-numbered year become forfeited. A forfeited license may be restored within one year of the forfeiture. To restore a license, you may email the program (from the link on the behavior analyst home page) or call the Licensing Branch at (808) 586-3000 between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time, and request to have a restoration application form sent to you.