



**IDFPR**

Illinois Department of  
Financial and Professional Regulation

Division of Professional Regulation

Qualifications For Licensure:  
LICENSED ASSISTANT BEHAVIOR  
ANALYST  
(153)

Effective: 12/2024

Revised: 1/2025

## READ ME FIRST

The Division of Professional Regulation hopes that you will find the information below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate many processing delays.

### Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our [FAQs](#) for answers to most questions.
- If your question is not addressed in our FAQ's, please contact the Department at 1-800-560-6420.

## LICENSE QUALIFICATIONS

### Education:

- A graduate level education experience as described in [Rules 68 IAC Section 1376.20](#).

### Examination:

- Board Certified Assistant Behavior Analyst (BCaBA) Certification Examination of the Behavior Analyst Certification Board (BACB).

### Fingerprint Background Check:

- Detailed Fingerprint Background Check Instructions can be found [here](#). Fingerprint results will be checked against Illinois State Police (ISP) and Federal Bureau of Investigation (FBI) criminal history record databases.
- Applicants residing in Illinois may schedule an appointment for fingerprinting through an [approved Illinois Fingerprint Vendor or Agency](#).
- Applicants outside of Illinois or applicants unable to schedule an appoint with an approved Illinois Fingerprint Vendor or Agency may be printed by a certifying agency such as a local police department, HOWEVER, the fingerprint results MUST then be forwarded to an [approved Illinois Fingerprint Vendor or Agency](#) with "Card Scan" capability for processing. **Do NOT mail, scan, or email fingerprint results to IDFPR. The results must be processed by an approved Illinois Fingerprint Vendor or Agency with "Card Scan" capability.**
- The ORI/Purpose code for Behavior Analyst and Assistant Behavior Analyst is **IL922015Z**.
- Fingerprints must be not more than 60 days old at the time the application is submitted to IDFPR.
- A list of licensed Illinois Fingerprint Vendors can be found [here](#).

## REQUIRED SUPPORTING DOCUMENTS

**You must submit one of the below options:**

- A. Evidence of **current/active BCaBA certification**;

**OR**

- B. **Official Transcript(s)** or [Certification of Education \(ED\) form\(s\)](#) documenting a BCBA approved education experience as required by [Rules 68 IAC Section 1376.20](#),

**AND**

Proof of successful completion of the Board Certified Assistant Behavior Analyst (BCaBA) Examination.

**Applicants licensed in another state must also provide:**

**Certification of Licensure** from the other state/US jurisdiction. Certification of Licensure is detailed information about the license such as current status, issue and expiration date, and whether or not the license has been disciplined. The other state board or agency provides the information and CERTIFIES that it is true and correct as of a specific date. You may use [form CT](#) to request Certification of Licensure from the other state board. Most states have their own format for this information. IDFPR will accept other states formats as long as it contains the required minimum information. If the Certification is only available online, you may print the online certification/verification and upload it. If the other state board will only send the certification directly to IDFPR, you will need to upload evidence of ordering the certification or confirmation of delivery to IDFPR.

## IMPORTANT INFORMATION ONCE LICENSED

- All Behavior Analyst licenses expire October 31 of odd years. The first licensure period may be less than 2 years. After the first renewal, the licensure cycle is 2 years. No Continuing Education is required for the first renewal.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.