

BEHAVIOR ANALYST LICENSE ONLINE RENEWAL INSTRUCTIONS

For licenses expiring 9/30/2016

Renewal period 10/1/2016- 9/30/2018

Licenses not renewed will lapse on 10/1/16

Division's website: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing.aspx>

Behavior Analyst website: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BehaviorAnalysts.aspx>

CURRENT BACB CERTIFICATION:

To renew online, you must have a copy of your current BACB certification on file with the division. If you are unable to renew online, you will be required to submit a paper renewal with a copy of the current BACB certificate.

ONLINE RENEWAL

You must know your license number to renew online. If you do not know your license number, you may find it on the Division's website at <https://www.commerce.alaska.gov/cbp/Main/CBPLSearch.aspx?mode=Prof>

Complete all sections of the online renewal. Payment is made by credit card. We accept Visa and Mastercard. If you are unable to submit an online renewal, you must submit a paper renewal which may be found on the Behavior Analyst webpage.

If you answer "yes" to any of the professional fitness questions on the renewal, you will not be allowed to proceed and must submit a paper application with the required documentation.

SOCIAL SECURITY NUMBERS: AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a social security number, your license may not be renewed online. Please download the Request for Exception from SSN Requirement form from the Division webpage and the paper renewal from the Acupuncturist webpage. Fill out both forms and submit with the renewal fee by mail.

PAPER APPLICATIONS

If you must submit a paper application, complete all sections of the paper renewal, sign and date and submit with the proper payment to the address on the top of the first page of the form. All supporting documentation must be submitted with the paper renewal to ensure the renewal is processed in a timely manner. Processing of paper applications takes up to three weeks after receipt. Plan accordingly to ensure your license is renewed by 9/30/16.

EFFECTIVE DATE OF RENEWED LICENSE

The effective date of a renewed license will be the date a complete renewal application is filed with the Division as determined by 12 AAC 02.920 and 12 AAC 02.940. A complete application includes all supporting documents and fees.

GENERAL INFORMATION

ADDRESS CHANGE: You may update your address as part of the online application process. You may also provide an email address if you would like to receive communication from the Division by email. In accordance with 12 AAC 02.900, you must notify the Division in writing of any name or address changes. The address of record will be used to send renewals and all other official notifications and correspondence.

NAME CHANGE: If you have had a legal name change since your last license was issued, you may not renew online. You must download a renewal application from the Division's website, and provide a certified true copy of the legal

document (marriage certificate, divorce decree, etc.) as proof of the change.

LICENSE TERM: Licenses are issued for a two-year period. However, all Behavior Analyst licenses expire September 30 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date which are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

LAPSED LICENSES: There is no “inactive” license status.

BUSINESS LICENSES: The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed or available online separately. For more information about business licenses, call (907) 465-2550, or go online at BusinessLicense.Alaska.gov.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS: If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

STATUTES AND REGULATIONS: The complete set of statutes and regulations for this program is available by written request or online: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BehaviorAnalysts.aspx>

REGULATIONS CHANGES: If you would like to receive notice of all proposed regulations changes for this program, please send a written request with your name, preferred contact method (mail or email) and the program you want to be updated on to:

Regulations Specialist
Department of Commerce, Community & Economic
Development Division of Corporations, Business &
Professional Licensing
PO Box 110806
Juneau, AK 99811-0806

Email: RegulationsAndPublicComment@alaska.gov