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## INSTRUCTIONS FOR LBA AND LaBA APPLICATIONS

### APPLICATION REQUIREMENTS

1. **APPLICATION FORM FOR LICENSURE.** The enclosed application and all other requested materials must be completed, signed, notarized, and received by ADSD before the application will be processed. Please make sure we have a valid email address, as this will be our main source of communication.
2. **APPLICANT MUST BE A U.S. CITIZEN OR MUST BE LAWFULLY ENTITLED TO REMAIN AND WORK IN THE UNITED STATES.** U.S. citizens must submit a copy of their certified birth certificate or passport. Naturalized citizens must forward a copy of their documentation from the U.S. immigration and Naturalization Service evidencing the lawful entitlement of the applicant to remain and work in the U.S.
3. **CHARACTER REFERENCE FORMS.** Make a copy from the enclosed form for each of the three (3) required character references. Send one form directly to each reference for return to ADSD.
4. **PHOTOGRAPHS.** Two high quality passport size head shots, in either color or black/white, must accompany each application. One photograph should be affixed to the application and the other should be loose (with name printed on the back).
5. **FEES:**
  - a) A check or money order for \$100.00 (non-refundable) must accompany the completed application.
  - b) State examination fee is \$151.33.
  - c) Following successful completion of the state exam, a \$25.00 license fee plus a \$400.00 biennial fee prorated for the remainder of the biennium.
6. **TRANSCRIPTS.** Official transcripts must be sent to ADSD from the institutions where the degree was granted. This may be either mailed or sent electronically via an electronic service by your institution. (ex: The National Student Clearinghouse Transcript Ordering service) If sending electronically, please have your transcripts emailed to [ababoard@adsd.nv.gov](mailto:ababoard@adsd.nv.gov).
7. **BACB CERTIFICATION.** Provide a copy of your certificate along with your application.
8. **SUPERVISOR QUALIFICATION FORM. (Only for Licensed Assistant Behavior Analyst)** Have your supervisor complete the Licensed Assistant Behavior Analyst Supervision Qualification Form for submission to ADSD with your application. This form must be completed with the supervisor's information.

9. **FINGERPRINTS.** With your application please include a signed copy of the Fingerprint Background Waiver form. Once your application has been received, we will email you our Fingerprint Instructions. Please ensure you have a valid email address.
10. **RELEASE OF INFORMATION.** With your application, please include a signed copy of the Authorization and Release form and circle the credential you are applying for.
11. **ELECTRONIC SIGNATURES.** If you elect to sign any documents electronically, this form must be completed. Without this form, electronic signature will not be accepted.

## LICENSING PROCEDURES

1. **WHEN TO APPLY.** An application for licensure may be filed at any time after receipt of the bachelor's degree and certification by the Behavior Analyst Certification Board, Inc. Because the application process can take several months, those applicants requiring a credentials review should apply early enough to work the issues through.
2. **COMMUNICATION WITH ADSD.** An email of acknowledgement will be sent shortly after application is received by ADSD. Applicants will be notified by email that either a file is complete or that specific documents are missing. As ADSD cannot acknowledge receipt of individual items, those wishing receipt confirmation should send documents certified mail, return receipt requested.
3. **STATUTES AND REGULATIONS.** NRS Chapter 437 (the Statute) governing the practice Behavior Analysis in Nevada, should be studied thoroughly prior to the state exam. [NRS Chapter 437](#) and statutes cross-referenced may be reviewed online at [adsd.nv.gov](http://adsd.nv.gov). It is also important to become familiarized with the [Draft Regulations](#) developed by the Board of Applied Behavior Analysis.
4. **STATE EXAMINATIONS** will be administered to applicants who have met all other requirements. Applications must be submitted at least 30 days before the examination dates to obtain ADSD approval to sit for the exam. Applicants should be well-versed on sound professional practices, moral/ethical issues, and NRS Chapter 437 (the Statute). Additional instructions and a [study guide](#) will be sent via email once the next exam is scheduled.
5. **SPECIAL ACCOMMODATIONS, IF ANY,** should be requested to ADSD at the time of application.

**NOTE:** If additional information is needed, or if there are questions, contact ADSD by emailing [ababoard@adsd.nv.gov](mailto:ababoard@adsd.nv.gov). All checks or money orders should be made payable to ADSD. Please mail all documentation to:

**Aging and Disability Services Division (ADSD)  
3416 Goni Rd. Suite D-132  
Carson City, NV 89706**