



Board Certified Autism Technician Guide to Recertification

If you follow all the steps in this guide, you will successfully renew your BCAT certification. For additional assistance please contact BICC® at leadership@behavioralcertification.org.

Checklist for BCAT Recertification

You can check off individual tasks as you go through the instructions. The major steps are detailed below:

<input type="checkbox"/>	Step 1	Login to your BICC® account (DO NOT CREATE A NEW ACCOUNT)
<input type="checkbox"/>	Step 2	Update your registration profile
<input type="checkbox"/>	Step 3	Complete your documentation
<input type="checkbox"/>	Step 4	Email leadership@behavioralcertification.org when documents are uploaded.

When does my BCAT Certification expire?

Your BCAT Certification expires on the last day of the month, 2 years following the date of certification. For example, if your original certification date is 10/17/2018, you expire on 10/31/2020. Candidates cannot renew prior to 30 days before they expire. Recertification reminder notices are issued via email to the last known email address of each certificant. Certificants are responsible for notifying the BICC® office of any changes in email address. Recertification is the responsibility of each BCAT certificant. BICC® is not responsible for notices that fail to reach candidates.

Certificants must comply with all recertification requirements to maintain use of the credential.

Step 1: Logging into your BICC® account

A

Go to <https://behavioralcertification.org/>

Click on the **YELLOW Login** button on the top right side of the page



Enter your Username/Email Address and Password. If you have forgotten your login, **DO NOT CREATE A NEW ACCOUNT**, click **“Forgot your password?”** and enter your email address for a reset link. If you do not recall the email address used for your account, please contact BICC.

B

Sign In

Email

Password



[Forgot your password?](#)

[Don't have an account? Sign up.](#)

Step 2: Update Your Registration Profile

Click on 

Then click on 

Review and update any information on your Profile and click **Next**.

PLEASE NOTE: This option will **ONLY** appear 30 days prior to your recertification date. For example: If your certificate expires on 10/31/2020, you cannot renew before 10/1/2020.

Step 3: Complete required documentation

A

Complete one of the following professional development options:

- Earn 12 hours of continuing education credits (at least 3 credits must be ethics related topics).
- Take and pass the certification exam based on the current content outline. If a certificant has not completed the 12 hours of continuing education credits required for recertification, he/she may recertify by taking and passing the certification exam prior to the expiration of the credential.

PROFESSIONAL DEVELOPMENT

How do you wish to document your professional development?

Exam. You will have to take the certification exam.

Continuing Education. You will have to document 12 Continuing Education (CE) Credits. [Click here](#) or refer to your Handbook to know which activities can earn you credits, and how to document them.

B

Agree to terms and conditions and click Next.

AGREEMENT

Please verify that you understand and agree to the following information:

- I am at least 18 years of age or older.
- I have earned the minimum of a high school diploma or equivalent.
- I have read and understand the information in the Candidate Handbook.
- I agree to keep the exam content confidential and not share it in any way.
- The information I provided in my Profile, including my primary email and the email of my supervisor(s), is accurate and correct.
- Once my fees are paid, I will not be allowed to make changes to my Profile.
- Requesting changes to my Profile may incur in additional fees to complete my application.
- There are no transfers, cancellations or refunds on BICC purchases.

I have read and agreed to all the terms and conditions.

C

Complete your payment of **ALL** fees, including the background check fee and click Next.

Well done!

You have started an application for a BCAT certificate renewal.

Use the list below to complete the remaining steps and follow up the status of your submissions.

Remember that you can always check your certificates and applications, including this one, using the menu on the left.

Sign the Code of Ethics. Click the orange arrow and follow the steps to sign the Code of Ethics.

D

STEPS

✓ Profile Information	
✓ Professional Development Type	
✓ Agreement	
✓ Payment	
✗ Code of Ethics	➔
✗ Supervision Documentation	➔
✗ Continuing Education	➔

Upload your Documentation of Supervision. Click on the orange arrow and follow the steps to upload your 24 Documentation of Supervision forms.

E

STEPS

✓ Profile Information	
✓ Professional Development Type	
✓ Agreement	
✓ Payment	
✗ Code of Ethics	➔
✗ Supervision Documentation	➔
✗ Continuing Education	➔

DOCUMENTATION OF SUPERVISION

Upload Supervision Forms

Drag & Drop your files or Browse

Here you should upload the Supervision Forms that you completed once per month during the certification cycle. You can download the template [from here](#).

You should be have 24 forms.

Back Submit

Submit your Documentation of Supervision forms as a single .PDF file. If you have any difficulties uploading or combining your files, contact leadership@behavioralcertification.org.

E

If you chose to renew by providing your Continuing Education (CE) information, you will see an option for Continuing Education. Click on the orange arrow and fill out the log to complete your CEs. You must have at least 12 CEs total, including 3 Ethics related. You can also upload any supporting documents here and click Submit.

STEPS

- ✓ Profile Information
- ✓ Professional Development Type
- ✓ Agreement
- ✓ Payment
- ✓ Code of Ethics
- ⌚ Supervision Documentation →
- ✗ Continuing Education →

Provider/University			
Topic/Course			
Ethics	Begin Date	End Date	Credits Awarded
<input type="checkbox"/> Ethics	mm/dd/yyyy	<input type="checkbox"/> mm/dd/yyyy	<input type="checkbox"/>

SUPPORTING DOCUMENTS

Use this section to upload supporting documents if you were asked to do so by an admin.

Upload Documents

Drag & Drop your files or [Browse](#)

If you chose to renew by exam and do not have your CEs, you will have an option for the BCAT Exam. You can choose your exam option or contact your office to setup your exam directly if they offer on-site exams. Contact BICC if you have any questions at leadership@behavioralcertification.org.

Step 5: Email BICC® staff

Email BICC® at leadership@behavioralcertification.org that you have successfully uploaded your documents to expedite your Recertification application.

What if you are missing CEs?

If you are missing any of the 12 required CEs, you do not qualify for recertification. You will need to retake the BCAT exam at the Renewal (with Exam) fee of \$150. You must retake and pass the exam before your BCAT expires. You are still required to turn in your Documentation of Supervision forms. Please contact BICC® with any questions regarding this process.

What if you are missing Documentation of Supervision forms?

Certificants who fail to complete the requirement for monthly documentation of supervised experience, may complete a one-time only supervision exercise that must be signed by the individual's current supervisor. Individuals may use this exercise one time only throughout the entire time in which they hold the credential to replace the monthly documentation of supervision forms. After its use, any subsequent failure to obtain the monthly documentation of supervised experience will result in the inability to complete the recertification process, and the certification will lapse. Any individual wishing to reinstate the credential after this point will be required to meet all eligibility requirements in place at the time of application, submit a completed application and fee, and pass the certification exam in order to regain certified status. Individuals wishing to utilize this one-time only option must contact BICC to receive the exercise and form.

- It is imperative that you understand the scope of your practice as a BCAT
- You are not credentialed to work independently
- BCATS are responsible for documenting supervision and maintaining signed copies of their supervision forms
- You must always work under the supervision of a qualified provider

Failure to Recertify

If certification has been expired for 60 days or less, an individual may reinstate his/her certification by meeting all the recertification requirements and paying the recertification fees and reinstatement fee. If the application is approved, the individual's expiration date for the reinstated credential will be the same as if the certification had been renewed on time.

If certification has been expired for more than 6 months, certification will not be renewed, and the individual will have to re-apply for certification, meet all the eligibility criteria for initial certification, including all training requirements, and re-take and pass the certification examination in order to reinstate certification.

A BCAT Certification may not be used from the date of expiration until the credential is successfully reinstated and confirmation is provided by BICC® in writing. This includes the use of the certification marks and logo.