## How to Guide

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## Finding a Board Certified Behavior Analyst (BCBA) in your Region

- 1. Open your internet browser and go to the following link: www.bacb.com
- 2. Click on the brown button labeled "Find a Certificant"
- 3. Several search options will appear
  - Certification Type: Check the BCBA and/or BCBA-D boxes
    - o RBT and BCaBA are paraprofessional levels
  - Status: Check the Active box
  - Only list certificants who: You can leave these blank
  - Country: Select the relevant country in which the client resides
  - Optional location options: Be as specific as desired
    - o State/Territory: Select the state (U.S. only) or province (Canada only)
    - o Postal Code: Enter the zip code of the client's residence
    - Post Code Range: Select an option for how far from the postal code you are willing to look for a certificant
    - City: Enter the name of the city, or a nearby city, in which the client resides
    - Last Name: Enter the last name of a specific certificant for which you might be searching
- 4. Check the box to agree to the Terms of Use
- 5. Click the grey button labeled "Search"
- 6. Wait while the system searches for the relevant BCBAs
- 7. A list of names will appear along with their certification level.
- 8. Select the name of the BCBA you wish to contact
  - Details such as the BCBA's location, certification information, etc. will appear
- 9. To reach out to the BCBA, among these details will be the word "Contact" followed by a blue link of the BCBA's name. Click on the blue name. (Note: Some BCBAs have opted not to be contacted via the registry and will therefore *not* have a Contact option.)
- 10. A contact form will appear and will request the following information: Your name, your email address, and Type of Contact choose the most relevant from the available options
- 11. Check the "I'm not a robot" box
- 12. When ready to send, select the grey button labeled "Send Message" towards the bottom of the contact form
- 13. Your message will then be submitted

<sup>\*</sup>Note: These instructions do not endorse or recommend any specific BCBA for your needs. It is at the discretion of each individual BCBA whether to accept or deny a potential client.