

# Behavior Analysis Online

## Checklist to Apply, Register, and Getting Started With our Courses

Please use this checklist to review the steps necessary to apply, register, and take our courses. All of the following information can be found on our website starting with <https://bao.unt.edu/#/content/352>

### Determine if you need to become certified by the Behavior Analyst Certification Board (BACB)

- Go to <http://www.apbahome.net/APBALicensure.php> to see if your state requires Licensure or other Regulation of ABA Practitioners?
- The online courses in behavior analysis are for human service professionals and other individuals who wish to become certified by the Behavior Analyst Certification Board (BACB)
- These courses cover ONLY the academic component of the BACB certification requirements
- To view supervision, degree requirements for certification, and exam deadlines, visit [www.bacb.com](http://www.bacb.com)

### Apply for BACB-approved online coursework

To learn about additional BACB degree and supervision requirements for certification please visit [www.bacb.com](http://www.bacb.com)

#### Do I need to apply through the

- UNT Toulouse Graduate School** (the coursework will be documented on a transcript). Go to <https://bao.unt.edu/#/content/208> and follow the instructions.
- Department of Behavior Analysis** (the coursework **WILL NOT** be documented on a transcript). Go to <https://bao.unt.edu/#/content/207> and follow the instructions.

See next page if you are not sure

**Not sure?**

<b>Apply to Department of Behavior Analysis</b>	<b>Apply to UNT Toulouse Graduate School</b>
<ul style="list-style-type: none"> <li>• Meets BACB course requirements</li> <li>• <b>CAN NOT</b> be transferred to another university for course credit</li> <li>• The coursework <b>WILL NOT</b> be documented on a transcript</li> </ul>	<ul style="list-style-type: none"> <li>• Meets BACB course requirements</li> <li>• Official UNT transcript allows for transfer of credit to other universities</li> <li>• Courses can be used to meet requirements for Graduate Academic Certificate in Applied Behavior Analysis</li> <li>• The coursework will be documented on a transcript</li> </ul>
<b>What You Get</b>	<b>What You Get</b>
<ul style="list-style-type: none"> <li>• A Behavior Analysis Online Certificate of Course Mastery showing mastery level for each course completed. (May or may not be accepted by employers for compensation. Please check.)</li> <li>• Knowledge of applied behavior analysis and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Grade for each course on official UNT transcript (May be required by employers for compensation)</li> <li>• A UNT Graduate Academic Certificate (not a degree) from UNT for satisfactorily completing curriculum</li> <li>• Knowledge of applied behavior analysis and professional development</li> </ul>
<b>What it Costs</b>	<b>What it Costs</b>
<ul style="list-style-type: none"> <li>• \$10 one-time application fee</li> <li>• \$900 for each long (3 SCH) course</li> <li>• \$300 for each short (1 SCH) course</li> <li>• Tuition by credit card, check or money order in US\$ is paid by deadline for each course</li> <li>• Traditional financial aid is not available through UNT for department</li> </ul>	<ul style="list-style-type: none"> <li>• Application fee (see Graduate School for details)</li> <li>• Approximately \$1,200 for each long (3 SCH) course</li> <li>• Approximately \$400 for each short (1 SCH) course</li> <li>• Tuition may be paid by credit card at time of university enrollments</li> </ul>
<p><b>I need to apply through the</b></p> <p><input type="checkbox"/> UNT Toulouse Graduate School</p> <p><input checked="" type="checkbox"/> Department of Behavior Analysis</p> <p>Go to <a href="https://bao.unt.edu/#/content/207">https://bao.unt.edu/#/content/207</a> and follow the instructions</p>	<p><b>I need to apply through the</b></p> <p><input checked="" type="checkbox"/> UNT Toulouse Graduate School</p> <p><input type="checkbox"/> Department of Behavior Analysis</p> <p>Go to <a href="https://bao.unt.edu/#/content/208">https://bao.unt.edu/#/content/208</a> and follow the instructions</p>

## Still not sure how to enroll?

Consider the following questions:

**Will you need official transcript documentation for any reason?**

For example:

- Employer requirements for reimbursement or compensation
- Transfer of credits to another university
- State licensure requirements

You should apply through the **UNT Toulouse Graduate School**.

Go to <https://bao.unt.edu/#/content/208> and follow the instructions

**Will my future employers need transcript documentation for my salary compensation?**

You should apply through the **UNT Toulouse Graduate School**.

Go to <https://bao.unt.edu/#/content/208> and follow the instructions

**Am I taking the coursework only to meet the BACB academic component?**

You can apply through department enrollment or to the UNT Toulouse Graduate School.

**Department of Behavior Analysis**

Go to <https://bao.unt.edu/#/content/207> and follow the instructions

**UNT Toulouse Graduate School**

Go to <https://bao.unt.edu/#/content/208> and follow the instructions

See next page

## **Preview of the Application Process for the Department Form of Application and Enrollment [NO TRANSCRIPT]**

### **1. Fill out and submit the application**

Check <https://bao.unt.edu/#/content/207> for deadlines

Be sure your spam blocker is turned off and check your spam folder. An automatic email will be sent after you submit the application. You will need this email later. If you do not receive this email within 24 hours, please contact us at [BEHVDLinfo@unt.edu](mailto:BEHVDLinfo@unt.edu)

### **2. Print the confirmation email**

**3. Request official transcript from your highest degree granting institution. If you have your school electronically send your transcript, have them send it to [laura.davis@unt.edu](mailto:laura.davis@unt.edu)**

### **4. Pay the application fee.**

### **5. Pay by credit or debit card or**

**6. Pay by check or money order: mail your check or money order, confirmation email, and official transcript to the Department of Behavior Analysis.**

If you send your application materials via the US Postal Service or your country's postal service, use the following address:

UNT Department of Behavior Analysis  
C/O Laura Davis  
1155 Union Circle # 310919  
Denton, TX 76203-5017

If you send your application materials via UPS, FedEx, or DHL use the following address:

UNT Department of Behavior Analysis  
C/O Laura Davis  
Chilton Hall, Suite 360  
410 Avenue C  
Denton, TX 76203

### **7. Register for courses ( see <https://bao.unt.edu/#/content/338> )**

- i. Step 1: Check the Courses Calendar for registration dates and deadlines.

- ii. Step 2: Have your EUID available. You received your euid by email when you applied to the program. If you have lost or forgotten your EUID, please email BEHVDLinfo@unt.edu.
- iii. Step 3: Register for courses. You will need to use this online form to register each semester you wish to take courses.
- iv. Step 4: Make payment.  
Pay by credit or debit card  
Go to <https://pacs.unt.edu/behavior-analysis/store/courses>

Pay by check or money order

If you send your check or money order via the **US Postal Service or your country's postal service**, use the following address:

UNT Department of Behavior Analysis  
C/O Laura Davis  
1155 Union Circle # 310919  
Denton, TX 76203-5017

If you send your check or money order via **UPS, FedEx, or DHL** use the following address:

UNT Department of Behavior Analysis  
C/O Laura Davis  
Chilton Hall, Suite 360  
410 Avenue C  
Denton, TX 76203

See next page

## Preview of the Application Process for the UNT Toulouse Graduate School Form of Enrollment [TRANSCRIPT]

Although students do not need the GACT-ABA to become board certified, they may wish to obtain it for other reasons. If you are interested only in the courses required for BACB certification, [view the Course Sequences](#).

### Requirements for Graduate Academic Certificate in Applied Behavior Analysis (GACT-ABA)

- Admission to UNT's Toulouse School of Graduate Studies specifying admission to UNT's Graduate Academic Certificate in Applied Behavior Analysis program (GACT-ABA). See below for information on applying
- Complete all course work within 4 calendar years
- Receive minimum of B or higher in all courses

### Please be aware of the following distinctions:

- The GACT-ABA certificate is not the same as a graduate degree in applied behavior analysis
- The GACT-ABA certificate is not the same as BACB certification. It is evidence that an individual has met the academic portion of the BACB's requirements in preparation for the BACB's independent certification examination
- The BACB is not affiliated with UNT or any other university or organization. It is an independent agency that offers a professional certification program
- The GACT-ABA is not required by the BACB to become certified
- The GACT-ABA is **NOT** a degree of any kind

### Admission Requirements for UNT Certificate Program in Applied Behavior Analysis

- Bachelor's degree or higher in any field. Please visit [www.bacb.com](http://www.bacb.com) for degree requirements for Board certification
- Submission of all college transcripts must show that the applicant's GPA meets UNT Graduate School requirements
- COPY of the first 3 pages of your completed ApplyTexas.org application for admission faxed to Laura Davis at UNT Behavior Analysis Online at 940-369-7880
- Fax the first three pages of your application to UNT Department of Behavior Analysis Online at 940-369-7880

### Apply to the UNT Graduate School

1. Apply for the Graduate Academic Certificate in Applied Behavior Analysis (GACT-ABA) online at <https://www.applytexas.org/>

If you need help with the application or would like to check its status once submitted, call the Graduate School at (940) 565-2383

Select Applied Behavior Analysis, Grad Acad Certificate as your major:

The screenshot shows the 'ApplyTexas' application interface. On the left, there is a header with the 'ApplyTexas' logo and 'Application Details' for 'The University of North Texas', 'Special Instructions', '4 Year University', and 'Fall 2012'. Below this, a section titled 'Getting Ready to Start Your Application' contains the text 'select major' and 'The priority date for Fall applications is'. A dropdown menu is open, displaying a list of majors. The major 'Applied Behavior Analysis: Grad Acad Certificate' is highlighted in blue. Other visible majors include Accounting MS, Accounting (Business - PhD), Accounting: Taxation MS, Accounting Information Systems: Grad Acad Certificate, Accounting: Internal Audit: Grad Acad Certificate, Adult Learning and Education: Grad Acad Certificate, Advncd Mgmt in Lib & Info Agencies: Grad Acad Certificat, Aging: Long Term Care, Senior Housing & Aging Services M, Aging: Long Term Care, Senior Housing & Aging Services M, Aging: Specialist in Aging: Grad Acad Cert, Alternative Special Ed, Grad Acad Certificate, Applied Anthropology, Community Service MS, Applied Anthropology, Community Service MA, Applied Geography MS, Applied Technology & Performance Improvement, MS, Applied Technology & Performance Improvement, MEd, Applied Technology & Performance Improvement, EdD, Applied Technology & Performance Improvement, PhD, Art Education MA, Art Education PhD, Art History MA, and Art Museum Education: Grad Acad Certificate. Below the dropdown menu, there is a 'Select your major:' label and a 'continue' button.

2. Fax the first three pages of your application to UNT Department of Behavior Analysis at (940)369-7880.
3. Send transcripts from every university you have attended to the Toulouse School of Graduate Studies.

If you send your transcripts via the US Postal Service or your country's postal service, use the following address:

Toulouse Graduate School  
 University of North Texas  
 1155 Union Circle #305459  
 Denton, TX 76203

If you send your transcripts via UPS, FedEx, or DHL use the following address:

Toulouse Graduate School  
 University of North Texas  
 1147 Union Circle, ESSC #354  
 Denton, TX 76203-5017

4. **Behavior Analysis Online will send you an email notification upon acceptance into the program after you have been admitted to the UNT Graduate School. To check on your Graduate School application, contact the UNT Toulouse Graduate School.**

Any applications received by Behavior Analysis Online less than two weeks prior to the beginning of any semester will be deferred for enrollment until the following semester.

5. **Register for courses ( see <https://bao.unt.edu/#/content/337> )**
  - i. Step 1: Look up Dates and Deadlines for UNT registration.
  - ii. Step 2: Have your EUID available.
  - iii. Step 3: Request a permission number
  - iv. Step 4: Register for courses through my.unt.edu. If you need help registering, click here.
  - v. Step 5: Make payment. UNT accepts payment by credit card when you register. Make your payment on time or the UNT Registrar will drop you.

**Successfully enrolled students will receive an email on the first day of class, with a link to the course web page and instructions for beginning the course work.**

**The End. Thanks!**