

Bureau of Autism Services  
PA Department of Public Welfare

Dear Colleague,

If you are interested in submitting one or more trainings to the Bureau of Autism Services for evaluation and possible approval for your training to count toward ACT 62 Behavior Specialist Licensure hours, please complete the *BAS Evaluation Submission Form* and submit it with any supporting documents.

- Individual applicants cannot submit a training approval request. ***Requests must be submitted by the organization providing the training.***
- Organizations may submit multiple trainings at the same time, but each training should be outlined on a separate form.
- For each training that you submit for evaluation, be sure to include a description and 3-5 training objectives; describe the outcome measures; and include a copy of the proposed training materials.
- Indicate which training category or categories you want each training to be considered for. Please note that although a training may be approved to fulfill more than one category, the training participant will only be permitted to count it toward one category.
- All trainings submitted for evaluation will be considered carefully, and you will be informed of BAS' decision.
- Any training approved by BAS will be assigned a course number and will be listed in the *BAS-Approved Behavior Specialist License Course Catalogue*.
- A *Training Completion Certificate* must be provided to each successful participant with information and wording specified by the Bureau of Autism Services.

Please submit the *BAS Evaluation Submission Form* with any supporting documents to BAS.

By email to: [ra-bastrainings@pa.gov](mailto:ra-bastrainings@pa.gov)

By fax to: 215-965-0548

By postal mail to: Bureau of Autism Services  
801 Market Street  
Autism, 5<sup>th</sup> Floor, Suite 5071  
Philadelphia, PA 19107  
ATTN: BAS Training/BSL