RBT Training Starter Guide

Contents

1 Welcome to Jigsaw Connects' RBT Course & Handbook

Congratulations on taking the first step toward the Registered Behavior Technician (RBT) credential, and thank you for choosing Jigsaw Connects to guide the way.

We are a UK-based not-for-profit service that supports autistic children and adults and believes high-quality, evidence-based ABA training should be barrier-free. That is why we make the full 40-hour RBT training curriculum available at no cost, with an optional low-cost Certification Pack for learners who plan to sit the BACB exam in any jurisdiction where the exam is available.

This handbook is your flight manual. Inside you will find:

- Course structure — how the ten modules, videos, RULEG Consolidation Exercises and reflections fit together.
- Progress tools — how to access your dashboard, pacing templates and an Excel countdown to keep you well inside the BACB's 180-day limit.
- Assessment road-map — what happens after training (Competency Assessment → BACB application → Pearson VUE exam) and how Jigsaw's Certification Pack streamlines the paperwork.
- Study tactics & policies — evidence-based learning tips, accessibility options, technical requirements and the small-print that keeps everything fair and ethical.

Dip in whenever you need direction, reassurance or a quick shortcut; pair the chapters with your Track Your Progress dashboard and you'll never wonder "what's next?".

We're thrilled to have you on board and can't wait to see you add "RBT" after your name.

Welcome to the course. Let's get started!

1.1 Navigation Cheat-Sheet — Step-by-Step LMS Walk-Through

1) Log in → My Learning

   a. Go to to https://jigsawconnects.com/my-account/ to sign in.
   b. Go to https://jigsawconnects.com/my-learning/ to see your courses (Free RBT or Revision)

2) Open the course

   a. Click "Registered Behavior Technician 2.0: 40-Hour Online Training Course" on the "My Learning page.

    b.   Alternatively go to:
        https://jigsawconnects.com/namaste-course/registered-behavior-technician-rbt-2-0-40-hour-online-training-course/

3) Check your dashboard

    a.   On the course home page press "Track Your Progress." This is the dark blue section at the bottom of the page. Find the lesson showing In Progress and open it.

4) Follow the three-part lesson sequence

    a.   Video – watch the video and/or read the transcript.
    b.   Consolidation Exercise(s) – 8 frames each, score 100 %. Refresh (F5 / pull-to-refresh on mobile) to retry any missed frame. You only repeat frames/questions if you did not answer them or made a mistake.
    c.   Reading & Reflection – view all Essential items → chat with FRED for clarifications → type a 100–500-word reflection and hit Submit

5) Progress to the next lesson
    a.   Use the "Next lesson" located at the bottom right of the lesson home page.

6) Fast navigation tools

    a.   Bottom buttons on every screen jump forward/back within the module.
    b.   Breadcrumb trail at the top lets you hop straight to Module Home or Course Home.

7) Lost

    a.   Click Course Home → Track Your Progress or go to 'My Learning'

Stick to this loop—Course Home ▶ Track Your Progress ▶ Next Lesson ▶ Video → RULEG Consolidation Exercise → Reflection—and you'll always know what's finished, what's in progress, and what comes next.

2 Course Structure

Element	Details
Total learning-time	40 hours delivered in ten sequential modules. Self-paced and mastery based.
Completion window	5 day minimum, 180 days maximum, counted from the moment you open Module 1 (BACB rule)
Navigation	Linear unlock — you can't open Module 1: Lesson 2 until Module 1: Lesson 1 is fully ticked off (video watched, RULEG consolidation exercises mastered, reflection submitted)
Progress visibility	Course-Home "Track Your Progress" dashboard shows every lesson as Not Started → In Progress → Complete. You can also track your progress from the "My Learning" Page. Progress only registers when a full lesson is completed.

2.1 Module Overview (aligned to the BACB RBT Task-List 2.0)

#	Module	One-sentence aim
1	Introduction to Applied Behaviour Analysis	Grasp what ABA is and why it matters
2	The Role of the RBT	Understand certification tiers, supervision and your scope of practice
3	Key Concepts & Principles of Behaviour	Master reinforcement, punishment, extinction, stimulus control, MOs, etc.
4	ABA Procedures	Learn prompting, fading, shaping, chaining and why they work
5	Measurement	Record behaviour with frequency, duration, interval, latency, permanent product & graphs
6	Functional Assessment	Identify why challenging behaviour happens (indirect & direct FA, SEAT functions, summary statements)
7	Behaviour Support Plans	Build antecedent, teaching and consequence strategies driven by FA data
8	Verbal Behaviour, Assessments & Behavioural Cusps	Use mands/tacts, intraverbals, echoics, preference & skills assessments, and cusp thinking to pick teaching targets

| 9 | Skills Teaching | Implement DTT, Incidental Teaching, NET, BST and understand skill-acquisition plans |
| 10 | Ethics, Values & Working with IDD | Apply the RBT Ethics Code, understand disability and person-centred principles in everyday practice |

2.2 Lesson Anatomy

1. Introductory video (typically 5–10 min, transcript provided)

2. RULEG consolidation exercise(s) — eight programmed-instruction frames; 100 % accuracy required; typically requires fill in the blank responses.

3. Reading & Reflection — essential readings/videos, FRED AI tutor (6 questions), 100–500-word reflection auto-emailed to you. These items are reviewed during your course review.

2.3 Two Ways to Use the Training

	Free 40-Hour Course	Certification Pack Upgrade
Cost	$0	$69 (single) / $50 each (10-licence bundle)
What you get immediately	Full access to all ten modules, videos, RULEG exercises, FRED tutor, peer support	Everything in the free course plus an RBT Study Guide, Mini Revision Course and up to 20 full-length practice exams
Formal 40-hour certificate	Not included – you can learn and practise but cannot apply to the BACB yet	Included after a manual Course Completion Review verifying you finished independently within 180 days. Certificate is BACB-compliant and accepted
When to choose	Exploring ABA; Upskilling staff who don't need BACB registration	Intend to sit the Pearson VUE RBT exam; Need proof of training for BACB application

Upgrade flexibility: You can begin on the free track and buy the Certification Pack at any time. Your progress carries over, and the upgrade unlocks the revision tools immediately while you finish any remaining lessons.

2.4 Putting the Structure into Action

1. Pick your route: free learning only or free + Certification Pack.

2. Work straight through Modules 1 → 10, using the dashboard (and optional Excel Countdown sheet) to stay on pace.

3. If you purchased/upgrade to the Certification Pack: complete the Course Completion Review once Module 10 is done; download your BACB-compliant certificate; use the Study Guide, Mini-Course and practice exams to prep for the real test.

4. Book your Competency Assessment & Pearson VUE exam, then celebrate!

Key takeaway: The content is identical for all learners; the Certification Pack verifies your 40-hours and layers on exam-prep extras so you can move from "trained" to "certified."

3 Learning Activities

3.1 Introductory Videos
- Typically 3–8 minutes, animated + voice-over give you the rule, a model and 1-2 worked examples.
- Full transcript sits under the player for skim-reading or copy/paste notes. Do not copy/paste notes into reflections.
- Replay anytime—useful for revision just before the mock or real exam.
- Don't panic if the concept doesn't "stick" first time; the next two activities are designed to lock it in.

3.2 RULEG Consolidation Exercises
- Eight programmed-instruction frames per exercise (most lessons have one; a handful have two).
- Frames start with heavy prompts and fade to zero prompting so you finish unassisted.
- Fill-in-the-blank answers accept UK or US spelling; type the whole word for fewer typos.
- Hit "See Answer" for instant feedback; any error reloads just that frame until you reach 100 % accuracy—mastery or nothing.
- End-of-exercise summary shows correct vs. incorrect responses and lets you re-attempt missed frames.
- Optional browser aids (Grammarly, text expanders) are recommended for speed and spelling.

3.3 Reading & Reflection + FRED AI-Tutor

Step	What happens	Why it matters
Consume	Essential articles/videos that apply the concept in context.	Bridges theory to practice.
Chat with FRED	Up to 6 questions. Ask for clarifications, mnemonics, rap-style summaries—anything.	Conversational use promotes retention, generalisation and deeper encoding.
Write reflection	100–500 word reflection using guiding prompts; auto-emailed for revision.	Forces synthesis; email copy becomes a personal revision bank.

A chat-bubble icon sits bottom-right of the screen so FRED is always one click away when you're in this section.

3.4 Optional Exam-Prep Bundle (Certification Pack)

- Mini Revision Course — bite-sized refreshers tied to each Task List area.
- Up to 20 full-length mock exams drawn from a 500-question bank that mimics Pearson VUE timing and interface.
- Printable Study Guide + flash quizzes for last-week cramming.
- (You can start free, then upgrade later—your lesson progress and scores carry across.)
- Alternatively, upgrade early and use the revision materials in conjunction with the free course content.

Take-home message: every lesson walks the same tight loop—watch → do → dialogue → reflect—so by the time your lesson is complete, the concept has been seen, practised, talked through and written about. Stick to the sequence and retention follows naturally.

4 Progress Tracking

4.1 "Track Your Progress" Dashboard in the LMS

What you see	What it tells you	What to do next
Not Started	You haven't opened the lesson yet.	Click the lesson title and start with the video.
In Progress	You've begun but at least one activity is incomplete.	Open it and finish the pending video, RULEG or reflection.

Complete	All three lesson activities met their criteria (video viewed, RULEG 100 %, reflection submitted).	Move to the next unlocked lesson.

Access the dashboard any time via the "Track Your Progress" button on the course home page; it lists every module/lesson with the colour-coded bars above.

Tip: If you ever feel lost, click the breadcrumb "Course Home" link in the page header and press Track Your Progress again—instant reset to your true location inside the course.

4.2 Lesson-Level Completion Criteria

1. Watched the introductory video (player must run to the end or you scrub through the whole timeline).
2. Scored 100 % on every RULEG consolidation exercise linked to that lesson.
3. Submitted the Reading & Reflection textbox (100–500 words).

4.3 Excel "Student Tracker + Countdown" (optional download)

- Enter the date you open Module 1 → it auto-calculates your BACB 180-day deadline.
- Log the date you finish each lesson (or whole module) → the progress bar fills and a Days-Left countdown updates in real time.
- Compare "recommended finish" (a steady 2–3 lessons per week) with your actual dates; slipping more than a week turns the row red so you can catch up early.

Because the Excel file lives on your own device, you can share it with a supervisor or paste screenshots into supervision notes.

4.4 Recommended Pacing Templates

Scenario	Suggested rhythm	Finish date
Full-time employee (10 h/week study)	10 h per week (two 2-h morning sessions + three 2-h evening blocks)	≈ 4 weeks
Part-time employee / student (5 h/week)	5 h per week (two 2-h evenings + one 1-h morning)	≈ 8 weeks
Sprint before contract start	8 h per day (2 modules)	≈ 5 days (minimum BACB requirement)

Use whichever line keeps your personal deadline ≥ 30 days before the BACB cut-off—this buffer covers illness, holidays or harder-than-expected modules.

4.5 Certification-Pack Checkpoints

If you purchased (or later upgrade to) the Certification Pack, an extra tile appears in your "My Learning" page. You can use this to access the Revision booklet and Revision resources.

Once you've completed the 40 hour course, you can apply for the RBT Course Review on the Revision Resources homepage.

Staff verify your course input and issue the BACB-compliant 40-hour certificate—usually within two working days.

5 Assessment & Certification Path

5.1 Road-Map at a Glance

Step	What happens	Where / Who	Typical cost (USD)
1	Complete the 40-hour Jigsaw RBT 2.0 online training	Jigsaw LMS	Free (course) / $69 if you bought Certification Pack
2	Course Completion Review (only for Certification Pack holders) – staff verify dashboard is 100 % completed with integrity and issue your 40-hour certificate	Jigsaw support team	Included in Certification Pack
3	Initial Competency Assessment – demonstrate 20 tasks across 4 domains to a BCBA/BCaBA (live, remote or video)	Arranged with qualified assessor (typically your employer)	Varies ($75-$200 typical)
4	Submit BACB application – upload training certificate & competency assessment; background attestations	BACB online portal	$50 application fee
5	Schedule Pearson VUE exam – 85 multiple-choice Qs, 90 min, computer-based	Pearson VUE test centre or online	$45 exam fee
6	Receive "RBT" credential on BACB profile	BACB	—
7	Maintain certification – ongoing supervision (≥ 5 % monthly hours, min 2 contacts) + annual renewal competency + $35 renewal fee	Employer & BACB	$35 renewal fee

5.2 Initial Competency Assessment (20 Tasks)

• Completed after finishing the 40-hour training and no more than 90 days before submitting your BACB application.

• Covers skills across Measurement, Assessment, Skill Acquisition & Behaviour Reduction, and Professionalism

• May be done with a client, via role-play, or live interview. Assessor must be a BCBA or BCaBA who completed 8-hour supervision training and works for (or contracts with) the same organisation as you.

• You must demonstrate each task competently; assessor initials tasks and signs the packet.

5.3 BACB Certification Application

- Create or log in to your BACB account.
- Upload three PDFs: (a) 40-hour training certificate, (b) completed Initial Competency Assessment, (c) Application Attestation form.
- Pay the $50 processing fee (non-refundable).
- Application stays open for 90 days; if incomplete, you re-apply and pay again.

5.4 Pearson VUE RBT Examination

• 85 questions (75 scored + 10 pilot), 90 minutes, four-option multiple choice.

• $45 appointment fee paid to Pearson VUE; you have 1 year from application approval to pass.

• Retakes allowed after 7 days if time remains in your authorisation window; each retake incurs another $45.

5.5 Maintaining Your RBT Credential

- Begin work only under a designated RBT Supervisor or RBT Requirements Coordinator listed in your BACB account.
- Receive ongoing supervision for at least 5 % of monthly client-contact hours (minimum two supervisor contacts, one individual) and document it.

- Renew every 12 months: upload a Renewal Competency Assessment, attest to supervision, pay the $35 renewal fee (late fee $50 if you miss the date).
- Follow the RBT Ethics Code (2.0) and self-report any relevant incidents within 30 days.
- NB: The BACB will introduce CEU requirements for RBTs in 2026.

Key takeaway: The Jigsaw LMS gets you trained; the Competency Assessment and Pearson VUE exam are also required to get you certified; ongoing supervision plus an annual check-up keeps you certified.

6 Study Tips & Best Practices

6.1 Build a Sustainable Schedule

Scenario	Practical rhythm	Calendar cue
Full-time work	3 × 45-min blocks Tue/Thu/Sat	Block work calendar & phone focus mode
University term	2 h Sunday deep dive + 1 h Wed recap	Treat Sundays like a lab class
Pre-employment sprint	1 module per week (≈ 4 h/day Mon–Fri)	Add "finish Module X" milestones
Busy Parent/Carer	Complete a video, RULEG consolidation execise or assigned video when you have 15-20 minutes free	Add a phone calendar reminder for periods when you know you're less in demand

- Aim to finish ≥ 30 days before the BACB 180-day limit—gives room for life events.
- Reserve a "safety buffer" slot each week for catch-up or ahead-of-schedule revision.

6.2 Use Deep-Learning Techniques

Technique	How to apply inside Jigsaw	Why it works
Active recall	After a video, hide the transcript and write the key points from memory before checking.	Strengthens retrieval pathways.
Spaced repetition	After completing a module or lesson in the free course,	Moves facts from short- to long-term memory.

	try out a revision quiz for the same material 24 h later. Alternatively, ask Fred to quiz you.	
Interleaving	Mix measurement, assessment and ethics revision quizzes in one revision session.	Mimics real-world task switching.
Dual-coding	Turn a dense paragraph from the lesson transcript into a quick doodle or timeline.	Links verbal and visual channels.

6.3 Exploit the Platform's Built-in Tools

- FRED AI tutor: Ask for brand-new example sets to test generalisation.
- Video transcripts: Use browser find (Ctrl/⌘-F) to jump straight to terms you keep forgetting.
- Excel countdown: Keep your tracker up to date to keep track of your deadlines

6.4 Optimise Your Environment & Mindset

Do	Because
Dedicated study corner, headphones on	Context-dependent memory: same cues help recall at exam time.
Pomodoro 25 / 5 or 45 / 10 cycles	Keeps willpower tank full; eye breaks prevent fatigue.
Phone on silent + site blocker (30 min bursts)	Reduces attention residue from notifications.
Tiny "done list"	Dopamine hit from ticking off RULEG frames fuels the next session.

6.5 Digital Hygiene & Accessibility

- Browser extensions: Grammarly, Dark Reader, and tab-managers cut cognitive load.
- Screen-reader or enlarged text: See our list of recommended plugins
- Voice-to-text: Dictate reflection drafts if typing speed lags behind thinking speed.
- Offline copies: Download key PDFs and your reflection emails to a cloud folder drops.
- Check out our articles on useful browser extensions for quality of life and accessibility.

6.6 Self-Care & Social Support

1) Sleep 7-9: neural consolidation literally happens overnight.
2) Movement snacks: 60-second stretch every Pomodoro break = higher blood flow, lower mental fog.
3) Hydration & nutrition: Dehydration cuts short-term memory by ~10 %. Keep water within arm's reach.
4) Supervisor check-ins: Share Excel tracker or 'My Learning' screenshots; they can coach pacing or clarify sticking points.

In one line: Short, regular, deliberately-hard practice—supported by platform analytics, AI feedback and sensible self-care—will carry you from Lesson 1 to a first-time exam pass without burn-out.

7 Policies & Expectations

7.1 Academic Integrity

- Write reflections in your own words; copying from another learner, AI output, or published source without acknowledgement is considered plagiarism.
- Formal referencing is not required - focus on personal insight rather than academic citation.
- Spelling and grammar are not graded. Markers look for a genuine attempt to connect course material to your experience or future practice.
- Passing the Course Completion Review depends on evidence that each reflection is original and reflective, not perfect prose.
- You may complete reflections in the language of your choice.

7.2 Deadlines & Extensions

The BACB's 180-day limit is fixed. Their portal will reject certificates issued more than 180 days after you started Module 1. Jigsaw therefore cannot extend deadlines beyond that point.

Documented emergency policy: If a serious, documented event (e.g., hospitalisation, bereavement) interrupts study, Jigsaw may:

- Shift your official course start date forward

- Assign compensation tasks covering any lessons that now fall outside the 180-day window.
- Require you to re-complete only those early lessons, not the entire course.

Submit medical or legal evidence within 14 days of returning to study; decisions are made case-by-case by the Course Director.

7.3 Accessibility & Accommodations

- Every video has closed captions and/or transcript.
- Pages are designed to meet WCAG 2.1 AA contrast and keyboard-navigation standards.
- Compatible with common screen-readers (NVDA, VoiceOver) and browser "Immersive Reader" modes.
- Jigsaw's [support article](#) lists free browser plugins (text-to-speech, dyslexia fonts, clutter-removers) for Chrome, Edge, Firefox, Safari and Opera to ease reading difficulties.
- Email info@jigsawconnects.com for individual accommodations such as extended reflection word limits or alternative assessment formats.

7.4 Technical Requirements

- Stable 5 Mbps internet connection (10 Mbps+ recommended for HD video).
- Latest version of Chrome, Edge, Safari, or Firefox; clear cache if videos buffer.
- Tablet and mobile friendly, but a laptop/desktop is strongly recommended for RULEG typing accuracy and spreadsheet use.
- Ability to open PDFs and edit spreadsheets (Excel, Google Sheets, or LibreOffice).
- Headphones or speakers for video narration.

Bottom line: know the 180-day clock, write honest reflections, ask for accessibility help early, and use a reliable device with steady internet to keep technical hassles out of the way of learning.

Useful Links:

Jigsaw Login Page: https://jigsawconnects.com/my-account/

Jigsaw My Learning: https://jigsawconnects.com/my-learning/

Free RBT Purchase page: https://jigsawconnects.com/rbt-products/

Certification pack (individual learner): https://jigsawconnects.com/product/rbt-revision-course-and-mock-exam/

Certification pack (multiple users): https://jigsawconnects.com/product/registered-behavior-technician-2-0-training-course-10-pack/

RBT Course Home Page: https://jigsawconnects.com/namaste-course/registered-behavior-technician-rbt-2-0-40-hour-online-training-course/

BACB RBT Handbook and resources: https://www.bacb.com/rbt/

Jigsaw RBT Training Tracker: https://jigsawconnects.com/wp-content/uploads/2022/08/RBT_Student_Tracker_with_Countdown.xlsx

Jigsaw Visual Course Navigation Guide: https://jigsawconnects.com/wp-content/uploads/2022/08/Completing-RBT-2.0-Online-Training-Course-Steps.pdf