

CBAI Field Supervision Requirements

Field Supervision assistance is awarded to a limited number of qualified Alaska-based student pursuing BCBA certification. Your responsibility involves reading the entire document and complying with all of the obligations set forth therein.

Section A:

As a recipient of Field Supervision Program Assistance, I agree to the following requirements starting on the effective date of funding until the completion of the program.

- 1) I am a citizen of the United States or I have provided evidence from the US Immigration and Naturalization Services that I am lawfully admitted to the US.
- 2) I have been admitted to a course sequence approved by the Behavior Analyst Certification Board (BACB).
- 3) I have passed the BACB Experience Standards Training Module (<http://bacb.com/supervision-resources/>).
- 4) I will maintain a grade point average of 3.0 or better in every course within the BACB approved course sequence.
- 5) I will maintain satisfactory progress in all aspects of the program, as outlined in the CBAI Field Supervision Contract.
- 6) I will abide by the supervision requirements set by the BACB (<http://bacb.com/experience-standards/>), including adjusting to any changes during the course of my field experience.
- 7) I will allow my supervisor to observe me working with clients at least once every two weeks as required by the BACB Experience Standards.
- 8) I will identify a client or location for Behavior Analytic work and obtain consent for observation (in-vivo, video conference, or video recording).
- 9) I will pay all my fees, books, and tuition expenses.
Note:
 - Cost of supervision will be fully supported.
 - **All support is contingent upon available funding.**
- 10) I will take the BCBA certification examination within 5 years of the beginning this program.
- 11) I will maintain student professional liability insurance while participating in field experience at my own expense.

- 12) I understand that any plagiarism, lying, or cheating is grounds for immediate dismissal from the program and termination of financial assistance.
- 13) I will contact the Program Coordinator immediately of any change in the status of my enrollment within the Field Supervision program or graduate coursework sequence.
- 14) I will notify CHD of changes in address, employment setting, or employment status.
- 15) I will provide CHD all requested information necessary to determine my progress, as the student, towards meeting the requirements to take the BACB exam (transcripts, log of BCBA hours completed, etc.).

Section B:

As a scholar, I agree to the following post-graduation service requirements:

- 1) For a minimum of two (2) years post-graduation, I agree to maintain residence in Alaska and be a resource to the State of Alaska in continued workforce development around BCBA services, particularly pertaining to Autism services including the following:
 - a) Provide supervision services to future cohorts at no cost.
 - b) Provide training and information at relevant conferences, institutes, and other venues at no cost.
 - c) Participate in continuing evaluation and research of BCBA service provision in Alaska.
- 2) For a period of at least two (2) years, I must be employed in a position in Alaska and provide services to children in the field of special education, early intensive services for Autism, or other Autism related services.

(NOTE: Students who are unable to immediately reside in Alaska will remain a resource to Alaska at a distance and provide Autism related services as requested. [See Section B, #1a-c above.] Furthermore, a student's signature to this contract indicates his/her intent to return to the State of Alaska.)

- 3) Should I default on the post-graduation obligation or if I drop out of the program, ***I must repay all of the funds awarded.***

Section C:

CHD will provide the following financial support for students, contingent upon continued funding, through the "Capacity Building in Autism Interventions" grant provided to the University of Alaska Anchorage by the Alaska Mental Health Trust Authority and the State of Alaska:

- 1) Fully support the cost of Field Experience Supervision (payments for supervision will be made directly to supervisors).
- 2) CHD will provide supervision that follows the BACB Experience Standards (<http://bacb.com/experience-standards/>).
- 3) CHD will provide support to student in the form of identifying a supervisor for field experience, coordinating with field experience locations to observe practice, and individualized support when necessary.
- 4) CHD will maintain a platform for communication and preliminary documentation of Field Experience requirements.
(NOTE: It is the student's responsibility to maintain his/her individual documentation outside of the CHD maintained platform. Failure to do so could compromise the ability to complete the paperwork needed to apply for BCBA exam.)

Program Outline

Supervisee will complete BACB website training to begin supervision.
Supervisee will have started graduate level coursework in Behavior Analysis.
Supervisee will identify a client or site and obtain consent for observation.
Supervisee and supervisor will sign supervision contract.
Supervisee will complete pre-test.
Supervisee will be observed by supervisor at their location or with their client.
Supervisee and supervisor will meet at least once every 2 weeks for individual supervision.
Supervisee will participate in group supervision activities as appropriate.
Supervisee will complete assignments given by supervisor to demonstrate knowledge.
Supervisee and supervisor will meet at least once per quarter to review progress in the program. Insufficient progress may result in dismissal from program.

Memorandum of Agreement

This memorandum of agreement is a written contract between the above-named student and supervisor. The purposes of this agreement are to complete the field experience supervision requirements for the application for the Behavior Analysis Certification Board (BACB).

The student will be responsible for maintaining original copies of all practicum forms (detailed below), turning in all forms necessary to receive a rating, maintaining a professional attitude while in the field, and following all terms set forth by the BACB and this agreement. The consequences of breaching this agreement may include, but are not limited to, removal from

CBAI program, and/or failure to meet the requirements necessary to take the Board Certified Behavior Analyst (BCBA) exam.

The primary purposes of the CBAI Supervision Program are to ensure that each student learns and applies clinical skills to address problem behaviors of social importance and to teach pro-social, adaptive behaviors. This includes development and achievement of goals in the following areas:

- A. Measurement
- B. Experimental Design
- C. Behavior-Change Considerations
- D. Fundamental Elements of Behavior Change
- E. Specific Behavior-Change Procedures
- F. Behavior-Change Systems
- G. Identification of the Problem
- H. Measurement
- I. Assessment
- J. Intervention
- K. Implementation, Management, and Supervision
- FK. Philosophical Assumptions of Behavior Analysis
- FK. Definitions
- FK. Verbal Operants
- FK. Measurement Concepts

For the Student:

1. I agree that I am responsible for securing a field experience site and consent to video tape my interactions with client(s) at that location for the purposes of review every 2 weeks with my supervisor.
2. I agree that I am responsible for scheduling and coordinating meetings with my supervisor. I am responsible for arriving on time to supervision meetings. If I will be late, I am to notify my supervisor as soon as it is clear I will be late. If changes must be made regarding supervision meetings, I must notify my supervisor at least 12 hours in advance to cancel or modify the mode of communication during the meeting.
3. I agree to abide by the rules and requirements of my field experience site, including: arriving for work at scheduled times, notifying my supervisor if I am planning to be late or am unable to make it to work, and performing required activities of my job site.
4. I agree to bring all relevant BCBA paperwork (contact log, supervision form, assignments) with me to every supervision meeting. I agree to provide copies of all forms for my supervisor's records.
5. I agree to the following items:
 - a. I will maintain confidentiality in all matters pertaining to clients served.
 - b. I will comply with the supervising consultant's policies regarding the development of treatment interventions.

- c. I will collect legitimate and original signatures on the BACB Fieldwork Supervision Forms.
- d. I understand that my BCBA Supervisor cannot be my subordinate or relative.
- e. I understand that I cannot be related to any of the clients or the clients' primary caretaker.
- f. I understand that I am responsible for abiding by all rules and regulations set forth by the BACB, including the BACB Professional and Ethical Compliance Code for Behavior Analysts, and I am also responsible for recognizing and complying with any changes they may implement.
- g. I understand that I have the right to terminate my relationship with my BCBA supervisor at any time by providing them with my wishes in writing.

For the Supervisor:

1. I agree to monitor the student at his/her field experience site, with completion of appropriate confidentiality agreements and other required documentation from the site.
2. I agree to be available to provide at least semiweekly individual and/or group supervision totaling 5% of the total hours spent in behavior analytic work (e.g., 20 hours per week of work = 1.0 hours of supervision), in accordance with the Behavior Analyst Certification Board requirements.
3. I understand that I am responsible for abiding by all rules and regulations set forth by the BACB, including the BACB Professional and Ethical Compliance Code for Behavior Analysts, and I am also responsible for recognizing and complying with any changes they may implement.
4. I understand that I have the right to terminate my relationship with my BCBA supervisee at any time by providing them with my wishes in writing.

BCBA information:

The following information is from the Behavior Analysis Certification Board (BACB). This describes the requirements for acceptable supervision. By signing this contract, you agree to abide by these rules. Please visit www.bacb.com for more details.

SUPERVISED INDEPENDENT FIELDWORK (1500 hours BCBA, 1000 hours BCaBA): To qualify under this standard at the BCBA level, supervisees must complete 1500 hours of Supervised Independent Fieldwork in behavior analysis. To qualify under this standard at the BCaBA level, supervisees must complete 1000 hours of Supervised Independent Fieldwork in behavior analysis. A supervisory period is two weeks. In order to count experience hours within any given supervisory period, supervisees must be supervised at least once during that period for no less than 5% of the total hours spent in Supervised Independent Fieldwork. For example, 20 hours of experience would include at least 1 supervised hour.

STANDARDS ONSET OF EXPERIENCE: Supervisees may not start accumulating Supervised Independent Fieldwork, Practicum, or Intensive Practicum hours until they have started attending courses required to meet the BACB coursework requirements.

EXPERIENCE TRAINING MODULE: All supervisees must pass an online, competency-based training module on BACB experience standards. The module is available via the BACB Gateway at www.BACB.com. Supervisors must also meet all supervisor qualifications, including training requirements, prior to the onset of experience. Any experience obtained after March 31, 2015 will not be acceptable if the supervisee had not yet passed this module. Any experience obtained after March 31, 2015 will not be acceptable if the supervisor had not yet completed the 8-hour training and online module.

APPROPRIATE ACTIVITIES: The supervisee's primary focus should be acquiring new behavior-analytic skills related to the BACB Fourth Edition Task List as appropriate. Activities must be consistent with the dimensions of applied behavior analysis identified by Baer, Wolf, and Risley (1968) in the article "Some Current Dimensions of Applied Behavior Analysis" published in the *Journal of Applied Behavior Analysis*. The supervisor will determine if experience activities qualify based on these sources. Supervisees are strongly encouraged to have multiple experiences (e.g., sites, populations) with multiple supervisors and from each of the activity areas below.

- Conducting assessments related to the need for behavioral intervention (e.g., stimulus preference assessment, functional assessment, staff performance assessment);
- Designing, implementing, and systematically monitoring skill-acquisition and behavior reduction programs;
- Overseeing the implementation of behavior-analytic programs by others;
- Training, designing behavioral systems, and performance management;
- Other activities normally performed by a behavior analyst that are directly related to behavior analysis such as attending planning meetings regarding the behavior analytic program, researching the literature related to the program, and talking to individuals about the program.

Examples of activities that will not count as experience include: attending meetings with little or no behavior-analytic content; providing interventions that are not based in behavior analysis; performing nonbehavioral administrative activities; and completing nonbehavioral assessments (e.g., diagnostic assessments, intellectual assessments), paperwork, documentation, billing, or any other activities that are not directly related to behavior analysis. No more than 50% of the total accrued experience hours can be in the direct implementation of behavioral programs.

APPROPRIATE CLIENTS: Clients may be any persons for whom behavior-analytic services are appropriate. However, the supervisee may not be related to the client or the client's primary caretaker or be the client's primary caretaker. Supervisees must work with multiple clients during Page 3 of 8 BACB Experience Standards – ver. 5/4/2015 the experience period. (Also, see the following relevant sections of the BACB Guidelines for Responsible Conduct for Behavior Analysts: 1.06, 1.07, 2.0, 3.01, 3.03, 3.04, 3.05, 4.0, and 9.07.)

SUPERVISOR QUALIFICATIONS: During the experience period, the supervisor must be a Board Certified Behavior Analyst or Board Certified Behavior Analyst-Doctoral in good standing. All supervisors must (a) pass an 8-hour, post-certification, competency-based training on effective supervision and (b) pass an online, competency-based training module on BACB experience standards. Supervisors must also meet an ongoing supervision CEU requirement in order to continue providing supervision after meeting the initial supervisor requirements. The supervisor may not be related to, subordinate to, or employed by the supervisee during the experience period. Employment does not include compensation received by the supervisor from the supervisee for supervision services. (Also, see the following relevant sections of the BACB Guidelines for Responsible Conduct for Behavior Analysts: 1.05, 1.06, 1.07, and 5.0.)

NATURE OF SUPERVISION: The purpose of supervision is to improve and maintain the behavior-analytic, professional, and ethical repertoires of the supervisee and facilitate the delivery of high-quality services to his/her clients. Effective behavior-analytic supervision includes:

- Development of performance expectations
- Observation, behavioral skills training, and delivery of performance feedback
- Modeling technical, professional, and ethical behavior
- Guiding behavioral case conceptualization, problem-solving, and decision-making repertoires
- Review of written materials (e.g., behavior programs, data sheets, reports)
- Oversight and evaluation of the effects of behavioral service delivery
- Ongoing evaluation of the effects of supervision

The supervisor must observe and provide feedback to the supervisee on his/her behavior-analytic activities with a client in the natural environment during each required supervisory period. In person, on-site observation is preferred. However, this may be conducted via web-cameras, videotape, videoconferencing, or similar means in lieu of the supervisor being physically present; synchronous (real-time) observation is strongly encouraged. Supervision may be conducted in small groups for no more than half of the total supervised hours in each supervisory period. Small groups are interactive meetings in which 2-10 supervisees who share similar experiences participate in the supervision activities described above. If non-supervisees are present during the meeting, their participation should be limited so as to increase the interaction opportunities of supervisees. The remainder of the total supervision hours in each supervisory period must consist of individual supervision.

SUPERVISION CONTRACT: The supervisee and supervisor must execute a written contract prior to the onset of the experience. The purpose of the contract is to protect all involved parties and align experience activities with the purpose of supervision described under Nature of Supervision (below). The contract should:

- State the responsibilities of the supervisor and supervisee; and Page 4 of 8 BACB Experience Standards – ver. 5/4/2015
- Include a description of the appropriate activities and instructional objectives; and

- Include the objective and measurable circumstances under which the supervisor will sign the supervisee's Experience Verification Form when the experience has ended; and
- Delineate the consequences should the parties not adhere to their responsibilities (including proper termination of the relationship); and
- Include a statement requiring the supervisee to obtain written permission from the supervisee's on-site employer or manager when applicable; and
- Include an attestation that both parties will adhere to the BACB Professional and Ethical Compliance Code for Behavior Analysts

The supervisee and supervisor are responsible for retaining and providing to the BACB, if requested, a copy of the contractual agreement.

DOCUMENTATION OF ONGOING SUPERVISION: The supervisee and supervisor are responsible for collecting documentation for each supervision period on the Experience Supervision Form during each supervisory period. One form should be completed at the end of each supervisory period. The BACB reserves the right to request this documentation at any time following an individual's application to take the certification exam. This documentation should NOT be submitted with an exam application unless specifically requested by the BACB. Supervisors may develop their own version of the Experience Supervision Form. These alternative forms must include all of the following elements:

- Date of each supervisory meeting
- Duration of each supervisory meeting
- Format of each supervisory meeting (i.e., individual or small group)
- An evaluation of supervisee performance
- The total experience hours obtained during the supervisory period
- The total individual and small-group supervision hours obtained during the supervisory period
- Date lines for supervisor and supervisee indicating when the form was completed & signed
- Signature lines for supervisor and supervisee

The supervisee and supervisor are responsible for retaining and providing to the BACB, if requested, copies of supervision documentation. Supervision documentation should be retained for at least 7 years from the date of the last supervision meeting. The BACB Experience Standards and Forms were updated in September 2012. Please be sure to use the current version, available in the Downloads section of www.bacb.com. All applicants for certification must submit documentation of their experience using the current version of the Experience Verification Form. Previous versions of the form will no longer be accepted.

MULTIPLE SUPERVISORS AND/OR SETTINGS: It is permissible to utilize multiple supervisors and/or settings within a given time-frame in order to meet these experience requirements. In such cases, all parties must take great care to ensure that the supervision contract includes all relevant parties and clearly defines all roles and responsibilities. In cases where Page 5 of 8 BACB Experience Standards – ver. 5/4/2015 multiple supervisors share responsibility for a

supervisee's experience, they may jointly sign a single Experience Verification Form attesting to the experience as a whole.

CONTESTED EXPERIENCE: If a supervisee is unable to obtain the signature of a supervisor on the Experience Verification Form or disagrees with the total number of hours recorded on the form, the supervisee may supplement his or her application with proof of the following: a. A copy of the supervisory contract b. Copies of the signed Experience Supervision Forms completed during the experience c. Letters or other documentation from third parties who observed the supervisory relationship Supervisees also must provide the supervisor with copies of the documentation they are submitting to the BACB and must include proof of provision of this information to the supervisor (e.g., certified mail receipt along with a letter from the supervisee to the supervisor). The BACB may attempt to contact the supervisor to confirm receipt of this information and to provide him or her with an opportunity to address this matter in writing. Supervisors will be asked to provide documentation of dissatisfaction/concerns regarding the experience previously provided to supervisees claiming a contested supervision. If the application is denied based on the lack of proof of supervision, supervisees will have a right to appeal this denial.