

**CURRENT STANDARDS FOR EXPERIENCE
DEFINITIONS AND INSTRUCTIONS**

**YOU MUST PROVIDE A COPY OF THESE DEFINITION PAGES TO EACH SUPERVISOR COMPLETING
AN EXPERIENCE VERIFICATION FORM.**

A separate Experience Verification Form should be completed for each experience (each supervisor). Make additional copies of the Experience Verification Form, if necessary.

1. You must complete Section A of each Experience Verification Form.
2. Your supervisor must complete and sign Section B.
3. The original, unaltered form must be submitted. Forms with white-out or other alterations will not be accepted.
4. Initial exam applications should include Experience Verification Forms only – do not submit the Fieldwork and Practica Supervision Forms completed during each supervisory period unless specifically requested by the BACB.

**Instructions to Supervisors –
Carefully review the following definitions prior to signing Section B**

EXPERIENCE STANDARDS DEFINITIONS

SUPERVISED INDEPENDENT FIELDWORK: To qualify under this standard, you must complete 1000 hours of Supervised Independent Fieldwork in Behavior Analysis. The distribution requirement for Supervised Independent Fieldwork hours is not less than 10 hours but not more than 30 hours per week for a minimum of 3 weeks per month.

You must be supervised every two weeks for 5% of the total hours you spend in Supervised Independent Fieldwork. Total supervision for 1000 hours in this category must be at least 50 hours, distributed appropriately within each 2-week interval.

PRACTICUM: You must complete, with a passing grade, 670 hours of practicum in behavior analysis within a university practicum program **approved by the BACB** and offered for academic credit. The distribution requirement for practicum hours is not less than 10 hours but not more than 25 hours per week for a minimum of 3 weeks per month.

You must be supervised at least every week for 10% (*7.5% minimum*) of the total hours they spend in practicum. Total supervision for 670 hours in this category should be 67 hours (*at least 50 minimum*), distributed appropriately within each week.

INTENSIVE PRACTICUM: You must complete, with a passing grade, 500 hours of intensive practicum in behavior analysis within a university practicum program **approved by the BACB** and offered for academic credit. The distribution requirement for intensive practicum hours is not less than 10 hours but not more than 25 hours per week for a minimum of 3 weeks per month.

You must be supervised multiple days per week for 15% (*10% minimum*) of the total hours you spend in intensive practicum. Total supervision should be 75 hours (*at least 50 minimum*), distributed appropriately within each week.

COMBINATION OF EXPERIENCE CATEGORIES: You may combine any two or three of the categories above (Supervised Independent Fieldwork, Practicum and/or Intensive Practicum) to meet the experience requirement; with Practicum having 1 ½ times the temporal value of Supervised Independent Fieldwork, and Intensive Practicum having 2 times the temporal value of Supervised Independent Fieldwork. **You may accrue experience in only one category at a time.**

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

APPROPRIATE ACTIVITIES: During experience hours, your primary focus should be on learning new behavior analytic skills related to the BACB Third Edition Task List. Activities must adhere to 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*. You are encouraged to have experiences in multiple sites and with multiple supervisors.

Appropriate experience activities include:

- a. Conducting assessment activities related to the need for behavioral interventions,
- b. Designing, implementing and monitoring behavior analysis programs for clients,
- c. Overseeing the implementation of behavior analysis programs by others,
- d. Other activities normally performed by a behavior analyst that are directly related to behavior analysis such as attending planning meetings regarding the behavior analysis program, researching the literature related to the program, talking to individuals about the program; plus any additional activities related to oversight of behavioral programming such as behavior analyst supervision issues, or evaluation of behavior analysts' performance. Your supervisor will determine if activities qualify.

Examples of activities that are not appropriate as experience activities include: attending meetings with little or no behavior analytic content, providing interventions that are not based in behavior analysis, doing non-behavior analytic administrative activities, or any other activities that are not directly related to behavior analysis.

APPROPRIATE CLIENTS: Clients may be any persons for whom behavior analysis services are appropriate. However, you may not be related to the client or the client's primary caretaker or be the client's primary caretaker. You must work with multiple clients during the experience period.

SUPERVISOR QUALIFICATIONS: During the experience period, the supervisor must be:

1. A Board Certified Behavior Analyst in good standing, or
2. Approved University Experience: A faculty member who has been approved by the BACB as an instructor in the university's approved course sequence.

The supervisor may not be the student's relative, subordinate or employee during the experience period. The supervisor will not be considered an employee of the student if the only compensation received by the supervisor from the student consists of payment for supervision.

CONTRACTUAL & ETHICAL CONSIDERATIONS: You and your supervisor should execute a contract prior to the onset of the experience that states the responsibilities of both parties, delineates the consequences should the parties not adhere to their responsibilities (including proper termination of the relationship), and includes an attestation that both parties will adhere to the BACB Guidelines for Responsible Conduct. The parties should pay particular attention to Sections 1, 2 and 3 of the Guidelines and consider the supervisor to be the client of the applicant except as noted above.

NATURE OF SUPERVISION: The supervisor must observe you engaging in behavior analytic activities with a client in the natural environment during each required supervisory period (i.e., 1 or 2 weeks, depending on the type of experience being obtained). This observation may be conducted via web-cameras, videotape, videoconferencing, or similar means in lieu of the supervisor being physically present. Supervision may be conducted in small groups of 5 or fewer participants for no more than half of the total supervised hours in each supervisory period. The remainder of the total supervision hours in each supervisory period must consist of direct one-to-one contact.

DOCUMENTATION FROM APPLICANT: You are responsible for retaining and providing to the BACB, if requested, a copy of the contractual agreement. You are also responsible for collecting documentation for each two-week period on a form provided by the BACB. The form will require documentation of number of hours of experience, number of supervised hours, and the supervisor for each two-week period and will require signatures of the applicant and supervisor. 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.

DOCUMENTATION FROM SUPERVISOR: Supervisors are responsible for collecting documentation for each two-week period on a form provided by the BACB. The BACB reserves the right to request this documentation at any time following an individual's application to take the certification exam. **This form was posted at www.BACB.com on April 1, 2005, therefore you may only use experience obtained on or after that date toward the Current Experience Standards.**

EXPERIENCE VERIFICATION FORM – CURRENT EXPERIENCE STANDARDS

A SEPARATE EXPERIENCE VERIFICATION FORM MUST BE COMPLETED FOR EACH EXPERIENCE

SECTION A

Must be completed by applicant

Experience must have begun AFTER April 1, 2005 in order to qualify using this form. If applying before 10/1/2010, you may be able to apply using the old experience standards form.

Use one form per experience. Applicants can accrue only one type of experience at a time.

Applicant's Name: _____

Actual total number of hours for this experience (hours worked + hours spent with supervisor): _____

Experience Type Obtained (check only one – use a separate Experience Verification Form for each experience):

Supervised Independent Fieldwork

BACB Approved University Practicum (transcript must show passing grade in approved courses)

BACB Approved University Intensive Practicum (transcript must show passing grade in approved courses)

Starting date (MM/DD/YYYY) ____/____/____ -Ending date (MM/DD/YYYY) ____/____/____
(Indicate specific date; do not write "present")

If combining more than one experience type, complete the box at the bottom of ONE of your Experience Verification Forms.

Supervisor's Name: _____

Title: _____ Telephone: _____

Experience Setting: _____ City: _____ State: _____

SECTION B

Must be completed by supervisor

By signing below, I hereby attest that:

- The applicant completed the experience identified in acceptable experience section of this document.
- The applicant's experience met the BACB definition of the appropriate acceptable experience as defined in the Experience Definitions provided to me by the applicant.
- During the applicant's experience I was a Board Certified Behavior Analyst # _____
OR I was an instructor in an approved course sequence and the above-named experience occurred within a BACB Approved University Practicum or BACB Approved University Intensive Practicum.

Supervisor: By signing below, you attest that ALL of the information contained on this Experience Verification Form is true and correct to the best of your knowledge.

PRINTED NAME OF SUPERVISOR: _____

SIGNATURE: _____ DATE: _____

If you are combining several experiences, complete this box on ONE of your Experience Verification Forms:

Total number of actual hours spent in:

Value of hours for Combined Experience:

Supervised Independent Fieldwork: _____ x 1 = _____

Practicum: _____ x 1.5 = _____

Intensive Practicum: _____ x 2 = _____

Total combined value must be 1000 hours or greater: _____

This document must bear the original signature of the supervisor. Photocopies, faxed or emailed copies of this document will not be accepted. Original documents that have been altered (white-out, strike-through, etc.) will not be accepted.