Instructions for Completing the BCaBA Supervision Audit Log

These instructions will guide you in completing the BCaBA Supervision Audit Log. This resource provides essential information on gathering your documentation, completing the log, and following submission guidelines. We encourage you to review all instructions first so you can approach your audit with confidence and readiness.

Once you have all the necessary documentation, open the BCaBA Supervision Audit Log in Excel. Using your supervision documentation, complete all information within the log for each month of the audited period.

Using Your Documentation to Complete the Audit Log

Documentation of Supervision

Use your supervision documentation for each month, including:

- dates and hours of behavior-analytic service delivery;
- dates and times of supervised hours;
- format of supervision (e.g., in person, online);
- supervision type (individual or group);
- date(s) the supervisor observed the BCaBA providing services; and
- names of supervisors who provided supervision.

How to Enter Information in the Audit Log Based on Your Role

1. Total BCaBA Behavior-Analytic Hours Worked (per month)
   - **BCaBA:** Enter the total duration of behavior-analytic hours worked across all supervisors and settings.
   - **BCaBA Supervisor:** Enter the total duration of behavior-analytic hours the BCaBA worked under your supervision.
   - **Format:** Enter the duration in decimals (e.g., 2 hours and 15 minutes ➔ 2.25 hours).
2. Individual Supervision (per month)
   - **BCaBA:** Enter the total duration of individual supervision hours across all supervisors and settings.
   - **BCaBA Supervisor:** Enter the total duration of individual supervision hours you provided to the BCaBA.
   - **Format:** Enter the duration in decimals (e.g., 2 hours and 15 minutes ➔ 2.25 hours).
3. Group Supervision (per month)
   - **BCaBA:** Enter the total duration of group supervision hours across all supervisors and settings.
   - **BCaBA Supervisor:** Enter the total duration of group supervision hours you provided to the BCaBA.
   - **Format:** Enter the duration in decimals (e.g., 2 hours and 15 minutes ➔ 2.25 hours).
4. Observation of BCaBA with Client (per month)
   - **BCaBA:** Indicate whether an observation with a client occurred.
   - **BCaBA Supervisor:** Indicate whether you observed the BCaBA working with a client.
   - **Format:** Enter *Yes* or *No* only.

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5. Supervisor Name(s) and Certification Number(s)

   Enter the full name and certification number of all supervisors who provided direct supervision. If you do not know the certification number, search the BACB Certificant Registry.

   - **BCaBA:** Enter the name(s) and certification number(s) of all supervisors who provided you with supervision each month.
   - **BCaBA Supervisor:** Enter your name and certification number for each month you provided supervision.
   - **Format:** [Name] [Certification Number] (e.g., Jane Smith 01-02-3456)

6. Amount of Supervision

   - **BCaBA:** Select the amount-of-supervision requirement based on the number of service-delivery hours in a month and how long you have been certified.
   - **BCaBA Supervisor:** Select the amount-of-supervision requirement based on the BCaBA's number of service-delivery hours in a month and how long the BCaBA has been certified.

Definitions

Individual Supervision

A one-on-one supervision session between the supervisor and the BCaBA that focuses on improving and maintaining behavior-analytic, professional, and ethical repertoires, as well as facilitating the delivery of high-quality services to clients (i.e., any recipients or beneficiaries of behavior-analytic services). Other BCaBAs or trainees are not included in these sessions; however, a client may be present.

Group Supervision

An interactive supervision meeting conducted in a small-group format with 2 to 10 BCaBAs who share similar experiences.

Observation with Client

A supervision session in which the supervisor directly observes the BCaBA providing services to a client. In-person, on-site observation is preferred, but it may also be conducted using video conferencing or similar technology.

Amount of Supervision

The amount of supervision required for a BCaBA is based on the number of service-delivery hours in a month and how long the BCaBA has been certified.

First 1,000 Hours of Post-Certification Practice

Supervision must comprise at least 5% of the total number of behavior-analytic service hours provided per month with no less than 1 hour of supervision every 2 weeks.

Ongoing Supervision (After the First 1,000 Hours)

Supervision must comprise at least 2% of the total behavior-analytic service hours provided per month.

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