Fieldwork Audit Process: Frequently Asked Questions (FAQs) and Resources

Welcome to the Frequently Asked Questions (FAQs) and resources for the fieldwork audit process. This resource is designed to address common inquiries about the audit process and provide access to helpful BACB fieldwork resources. We recommend reviewing the following FAQs and resources to help facilitate your audit and avoid potential challenges.

Frequently Asked Questions

Q. What is the purpose of the audit?

- The audit is an opportunity for you to demonstrate that you have met all fieldwork requirements—one component of the eligibility requirements for certification.

Q. Why was I selected for an audit?

- The BACB may initiate a fieldwork audit at any time and for any reason, including random selection for quality assurance, contested fieldwork, or ethics-related matters. If your certification application is audited, processing will be suspended until the audit is complete.

Q. Do my supervisor(s) need to participate in the audit or submit documentation?

- Your supervisor(s) will be notified of the audit and may be asked to submit documentation. We encourage you to communicate with them to ensure that all fieldwork documentation is accurate and complete. As a reminder, all parties involved in the fieldwork experience must retain documentation for at least 7 years. The BACB will notify them if any documentation is needed.

Q. Can I use Google Sheets or Numbers instead of Excel for the audit log?

- No. If you do not have Excel installed on your computer, you may use Excel Online to complete the audit log. Other applications may cause formatting issues that could delay or disqualify your submission. If the audit log is returned and has been reformatted by you, the BACB will not make corrections or repair the file in any way.

Q. Can I submit my documentation system instead of the Fieldwork Audit Log, or copy and paste it into the audit log?

- No. You must use the Fieldwork Audit Log provided by the BACB. Copying and pasting into the log may cause formatting errors and delays.

Q. Will I receive a confirmation after submitting my documents?

- Yes. After submitting through the provided link, you'll receive a confirmation at the email address you provided in the form. It is essential to enter your email address correctly and use the one associated with your BACB account. Check your spam/junk folders, and add the BACB as a safe sender. If you don't receive a confirmation, contact the BACB via the Contact Us Form.

Q. Why am I still receiving audit emails after submitting my documents?

- You will receive a total of three emails before the deadline, even if you've already submitted your documents. This ensures all trainees have the full 14 days to submit, as additional or corrected documents will not be accepted after the deadline.

Q. I submitted something incorrectly or forgot a document. What should I do?

- If the deadline has not passed, you can resubmit the corrected or missing documents using the same submission link.

Version 7/2025, Copyright © 2025, BACB® | All rights reserved.

Q. What happens after I submit my documentation?

- The Audits department will review your submission after the deadline. If additional supporting documentation or information is needed, you or your supervisor will be contacted via email.
  Note: If you forgot to submit any required documentation, the BACB will not offer another opportunity to submit and will process the audit using only the submitted material. Once a determination is made, you will receive an email with the audit determination and any next steps.

Q. How long does the audit process take?

- The BACB will begin reviewing submissions after the 14-day deadline. No additional or corrected documents may be submitted after the deadline. A timeline for when an audit will be completed cannot be provided as timelines may vary—each fieldwork case is unique. You will be notified via email once a determination is made.

Additional Resources

To support your audit preparation, we recommend reviewing the following resources:

- Documentation Requirements and Audits sections of the BCBA or BCaBA Handbook
- Fieldwork Audit Process Infographic in the BCBA or BCaBA Handbook
- Fieldwork Checklist and Tip Sheet
- Documenting Fieldwork Hours video
- Commonly Asked Questions About BACB Supervised Fieldwork Requirements blog post
- Documenting Fieldwork: Helpful Answers to Your FAQs blog post

Version 7/2025, Copyright © 2025, BACB® | All rights reserved.