

Process for Adding or Removing Supervisees

Adding a Supervisee

- 1) Login to your <u>BACB Account</u>
- 2) Click on the "Supervisees" tab located on the far right
- 3) Click on the "Add BCaBA/RBT Supervisees" link to add a new supervisee

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- 4) List yourself as the supervisor for a certificant (BCaBA or RBT):
 - Select your "Superviory Role"
 - Add the "Supervisees Certification Number" and the "Supervision Start Date"
 - Click on "Save"

Note: Only BCBAs and BCBA-Ds will have the option to select from the three supervisory roles. BCaBAs may only select the supervisory role of an "RBT Supervisor." BCaBA's serving as a Requirements Coordinator must contact customer service to make the adjustment.

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Add BCaBA/RBT Supervisee Enter your supervisee's certification numb © BCaBA Supervisor © RBT Supervisor RBT Requirements Coordinator Supervisee Certification Number RBT-00-0000 Cancel Save	er and first date of supervision below. First, select your supervisory role and then enter the supervisee's information. upervision Start Date 2/01/2018	
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- 5) Once saved, the certificant(s) you are supervising will appear in the "Supervisees" tab in your BACB account
- 6) Your supervisory role for each certificant will appear in the "Supervision Type" column



- 7) An email will be sent to both the supervisor and the supervisee informing them of the update
- 8) Please allow 24 hours for this information to update in the BACB's registry

Removing a Supervisee

- 1) Login to your <u>BACB Account</u>
- 2) Click on the "Supervisees" tab located on the far right
- 3) Click the on the "Remove" button next to the supervisee's name
- 4) Click "Ok"

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5) The certificant will no longer appear in the "Supervisees" tab



- 6) An email will be sent to both the supervisor and supervisee informing them of the update
- 7) Please allow 24 hours for this information to update in the BACB's registry

Editing Your Role

- 1) Login to your <u>BACB Account</u>
- 2) Click on the "Supervisees" tab located on the far right
- 3) Click on the "edit" button next to the certificant's name

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4) Select the appropriate "supervisory role" option

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- 5) Click "Save"
- 6) Click on the "Supervisees" tab to review your updated supervisory role in in the "Supervisor Type" column

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7) Please allow 24 hours for this information to update in the BACB's registry