Instructions for Completing the RBT Supervision Audit Log

These instructions will guide you in completing the RBT 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 of the instructions first so you can approach your audit with confidence and readiness.

Once you have all the necessary documentation, open the RBT 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 documentation of the supervision for each month, including:

- days and times behavior-analytic services were provided
- dates and duration of supervision
- format of supervision (e.g., one-on-one, group)
- dates of direct observations with a client
- names of supervisors who provided supervision

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

1. Total RBT Behavior-Analytic Hours Worked (per month)
   - **RBT:** Enter the total duration of behavior-analytic hours worked across all supervisors and organizations.
   - **RBT Supervisor:** Enter the total duration of behavior-analytic hours the RBT worked under your supervision.
   - **RBT Requirements Coordinator:** Enter the total duration of behavior-analytic hours the RBT worked under you and all supervisors at the organization.
   - **Format:** Enter the duration in decimals (e.g., 2 hours and 15 minutes ➔ 2.25 hours).
2. Individual Supervision (per month)
   - **RBT:** Enter the total duration of individual supervision hours across all supervisors and organizations.
   - **RBT Supervisor:** Enter the total duration of individual supervision hours you provided to the RBT.
   - **RBT Requirements Coordinator:** Enter the total duration of individual supervision hours for you and all the supervisors at the organization.
   - **Format:** Enter the duration in decimals (e.g., 2 hours and 15 minutes ➔ 2.25 hours).
3. Group Supervision (per month)
   - **RBT:** Enter the total duration of group supervision hours across all supervisors and organizations.
   - **RBT Supervisor:** Enter the total duration of group supervision hours you provided to the RBT.
   - **RBT Requirements Coordinator:** Enter the total duration of group supervision hours for you and all supervisors at the organization.
   - **Format:** Enter the duration in decimals (e.g., 2 hours and 15 minutes ➔ 2.25 hours).
4. Number of Supervisor Observations of RBT with Client (per month)
   - **RBT:** Enter the number of observations with a client across all supervisors and organizations.
   - **RBT Supervisor:** Enter the number of times you observed the RBT with a client.
   - **RBT Requirements Coordinator:** Enter the number of observations the RBT had with a client across you and all supervisors at the organization.
   - **Format:** Enter the number as a numerical count (e.g., 4). This field should reflect the total number of observations, not their duration.

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5. Number of Face-to-Face Contacts (per month)

   - **RBT:** Enter the number of face-to-face contacts you had across all supervisors and organizations.
   - **RBT Supervisor:** Enter the number of face-to-face contacts you had with the RBT.
   - **RBT Requirements Coordinator:** Enter the number of face-to-face contacts you and all supervisors at the organization had with the RBT.
   - **Format:** Enter the number as a numerical count (e.g., 4). This field should reflect the total number of contacts, not their duration.

6. Supervisor and Requirements Coordinator 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.

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

Definitions

Individual Supervision

A one-on-one supervision session between the supervisor and the RBT 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 RBTs or trainees are not included in these sessions; however, a client may be present. *Note:* Internet-based supervision must comply with all applicable laws.

Group Supervision

A supervision session conducted in a small-group format with 2 to 10 RBTs who share similar experiences. *Note:* Internet-based supervision must comply with all applicable laws.

Observation with Client

A supervision session in which the supervisor directly observes the RBT providing services to a client. At least one supervision contact per month must include an observation. In-person, on-site observation is preferred, but it may also be conducted using video conferencing or similar technology. *Note:* Internet-based observation must comply with all applicable laws.

Face-to-Face Contact

Supervision conducted through face-to-face, real-time contact (i.e., supervision may not occur over the phone or via email).

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