Supervision Checklist for *RBT Supervisors and RBT Requirements Coordinators*

If you are an RBT® Supervisor or RBT Requirements Coordinator who provides or oversees the supervision of RBTs, the BACB® strongly encourages you to complete this checklist to help ensure compliance with RBT supervision requirements and support a smoother supervision experience.

Before Supervision Starts

- ☐ I have read the Ongoing Supervision section of the RBT Handbook and understand the difference between RBT Supervisors and RBT Requirements Coordinators.
- ☐ I have reviewed the RBT Ethics Code (2.0) and the Ethics Code for Behavior Analysts.
- ☐ I have reviewed the Assessing, Training, and Supervising RBTs section of the BCBA® or BCaBA® Handbook.
- ☐ I have completed an 8-hour supervision training and uploaded it to my BACB portal account.
- ☐ I have reviewed my supervisory volume (see the August 2020 BACB Newsletter) and have the capacity to provide effective supervision and training.
- ☐ I am qualified to supervise RBTs per the RBT Supervisor Requirements section of the RBT Handbook.

During the First Month of Supervision

- ☐ I have coordinated with other supervisors at my organization to determine which of the following roles I will serve as:
  - **RBT Supervisor** (i.e., responsible for all services that RBTs under my supervision provide)
  - **RBT Supervisor working under an RBT Requirements Coordinator** (i.e., provides some supervision in collaboration with other supervisors)
  - **RBT Requirements Coordinator** (i.e., ensures that all RBTs at my organization meet all supervision requirements and may also provide supervision)
- ☐ If I am an RBT Requirements Coordinator **or** an RBT Supervisor at an organization without an RBT Requirements Coordinator, I have confirmed that the RBT is listed as a supervisee in my BACB portal account when I begin providing supervision (see the Portal Knowledge Base in your BACB portal for assistance).
- ☐ If I am an RBT Requirements Coordinator, I have added the RBT Supervisors under my supervision in my BACB portal (see the Portal Knowledge Base in your BACB portal for assistance; this is not currently required, but highly recommended because it creates transparency for all parties).
- ☐ My RBT(s) and I have discussed performance expectations (e.g., communication methods, when to seek guidance from a supervisor, professional boundaries) and how to give each other feedback.
- ☐ My RBT(s) and I have discussed their competency assessment, current skill set, and training needs, as well as the types of tasks they should expect to perform as an RBT.

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- ☐ My RBT(s) and I have discussed the RBT supervision requirements, including how supervision will be documented, how documentation will be retained, when and how supervision requirements will be met, who else will be providing supervision and their roles (if applicable), what to do if supervision requirements are not being met (e.g., how to ask for more supervision, who to notify, when to notify that person, when to notify the BACB), and what will happen in the event of an audit (see the RBT Supervision Audit Process section of the RBT Handbook).
- ☐ My RBT(s) and I have discussed the requirements they must meet to maintain their RBT certification, including remembering their BACB portal account login information, updating the personal information in their portal account as needed, keeping track of their certification expiration date, meeting all recertification requirements, understanding what will make their certification inactive (e.g., they do not have a supervisor on record, they did not recertify by their certification expiration date), knowing what happens if their certification is inactive (i.e., they cannot practice, bill, or represent themself as an RBT), and meeting all other requirements in the RBT Handbook.
- ☐ My RBT(s) and I have added their RBT recertification date to our calendars or another tracking system. Additionally, for 2026 recertifications, we have scheduled a calendar reminder and/or meeting 45 days before their recertification date as a reminder to begin their recertification competency assessment.
- ☐ My RBT(s) are aware they must earn 12 professional development units (PDUs) before their recertification date in 2028 and beyond.
- ☐ My RBT(s) and I have discussed the RBT Ethics Code (2.0), self-reporting requirements, relevant ethics resources (e.g., Continuity of Services: Reminders for RBTs document), the importance of ethical behavior, what to do when they encounter ethical dilemmas (e.g., how to contact me or other appropriate supports), and how we will continue to review and discuss ethics to ensure that they can confidently abide by the ethics code.
- ☐ My RBT(s) and I have discussed the requirements they must meet as employees at our current organization and how—or if—those requirements differ from the requirements for maintaining their RBT certification.

On a Monthly/Quarterly Basis

- ☐ I have a system in place to ensure that my RBT(s) receive supervision for at least 5% of the hours they spend providing behavior-analytic services each calendar month. For example, this system might track how many hours they work providing behavior-analytic services each week to determine whether they need additional supervision.
- ☐ If I am an RBT Requirements Coordinator, I regularly check in with the supervisors at my organization to ensure that nothing has changed and to develop plans if they encounter barriers to meeting supervision requirements.
- ☐ I have a system in place to ensure that my RBT(s) and I store supervision documentation in a location that can be accessed for up to 7 years in case of a future audit.
- ☐ On a regular basis, I use my observations, supervision discussions, client needs, and other relevant information to identify and provide training for my RBT(s).

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- ☐ On a regular basis, I evaluate the effects of my supervision (e.g., review procedural integrity results) and solicit feedback from my RBT(s) (e.g., surveys, discussions).
- ☐ Every 6 months, my RBT(s) and I review the RBT Ethics Code (2.0), RBT Handbook, and BACB website for updates and new resources. *Tip*: All updates to the RBT Handbook can be found in the Version History and Updates section, and all updates to the ethics codes can be found on the Ethics Codes web page (see Revision History). This is a great activity for group discussions.
- ☐ On a quarterly basis, I review the Ethics Code for Behavior Analysts to ensure that I am fulfilling my responsibilities to supervisees and trainees.

At the End of Supervision

- ☐ When supervision is concluding due to a supervisor transfer or the end of an employment relationship, my RBT(s) and I discuss client transitions, determine the date supervision ends, and ensure that all documentation is in order and retained by both parties.
- ☐ I have a system in place to remove supervisees from my BACB portal account as soon as I am no longer providing their supervision.