



FAQs

Monthly Experience System Informational Resource

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Transitioning to the BCBA/BCaBA Experience Standards: Monthly System

- Q.** When CAN I start using the monthly experience system?
 - ▶ Supervisors and trainees may begin using the new monthly experience system on April 1, 2018.
- Q.** When MUST I start using the monthly experience system?
 - ▶ January 1, 2019.
- Q.** What do I need to do to appropriately transition?
 - ▶ It is essential that the supervisor and trainee develop a unique documentation system that ensures compliance with the monthly experience system.
- Q.** Who is responsible for tracking my hours to make sure they meet requirements?
 - ▶ Both you and your supervisor should be tracking experience hours.
- Q.** The Experience Tracker appears to include all of the information I need for meeting requirements. Can I just use that as my “unique system”?
 - ▶ The Experience Tracker may be used to keep track of your hours as well as all of the additional requirements listed in the Experience Standards. However, you must also retain documentation to support the entries you make on the Experience Tracker. That supporting documentation must be submitted to the BACB if requested.
- Q.** Where should I keep track of unrestricted hours?
 - ▶ Unrestricted hours must be recorded in your unique system for tracking experience hours and is also a category on the Experience Tracker which is required in the event of an audit.
- Q.** Is the audit process something I should plan for?
 - ▶ Yes, it is recommended that you keep your supporting documentation organized and stay up-to-date with your Experience Tracker entries.

Getting Started with Experience Hours

- Q. What is considered “qualifying” coursework?
 - ▶ Qualifying coursework is any coursework that can be used towards the applicable coursework requirement for obtaining a BCBA or BCaBA credential.
- Q. Where can I locate my BACB Account ID?
 - ▶ Your BACB Account ID may be found in your [Gateway account](#). If you do not already have one, you will need to create one. The BACB Account ID will be listed on your profile.
- Q. Is the Pre-Experience Checklist required?
 - ▶ No. It is an optional resource to help you plan your experience and ensure that you are meeting all of the necessary requirements.
- Q. Are there any limitations on the amount of time I can take to complete my experience?
 - ▶ Yes. The timeframe of the experience may not exceed 5 continuous years (e.g., May 2018 to May 2023).
- Q. Can I take breaks during my experience?
 - ▶ Yes. You are permitted to take breaks in your experience as long as you still meet the 5-year requirement noted above. If you are a BCaBA or RBT, ongoing supervision requirements must be met.

Ongoing Experience Hours

- Q. If I exceed the maximum allowed hours across all of my experiences in a month, should I still document all of the hours (e.g., 150 total) even if I only can count 130 OR should I reduce the number of hours on one of my forms so that the total does not exceed 130?
 - ▶ You should only include 130 hours. Additional hours will not be counted toward the experience requirements.
- Q. Are direct service hours always considered restricted hours?
 - ▶ No. Direct service (i.e., client present) hours are not always considered restricted hours. The delivery of therapeutic and instructional procedures is restricted. No more than 50% of the total accrued experience hours may be spent in restricted activities. This limitation applies to the trainee’s entire experience; not to individual supervisory periods. See the [Experience Standards](#) for more information.
- Q. If I only work a few hours in a month, how do I make sure that I meet the requirement for client observations and contacts?
 - ▶ At least 20 hours must be obtained in a month to count any experience hours for that month. When partial months are worked, your supervisor will need to determine how to prorate your other experience requirements for that month.
- Q. Can I submit my Final Experience Verification Form electronically?
 - ▶ Yes, please see the [Acceptable Signatures Policy](#) for more information.

Multiple Supervisors

- Q.** If I am completing the organization version of the form, should I enter the name of everyone who supervised me at the organization?
- ▶ Final Experience Verification Form: Yes, anyone from the organization who provided supervision for you will need to be listed, however, the responsible supervisor will be the one to sign the form.
 - ▶ Monthly Experience Verification Form: No, the responsible supervisor is the only one who needs to be listed on and sign this form.
- Q.** How should I determine who the responsible supervisor is?
- ▶ A responsible supervisor is any supervisor at the organization where you are accruing experience hours for which you have a signed contract. You should inquire with the organization to determine their policies regarding the signatures on your monthly and final experience verification forms. It is possible that each month a different supervisor may be the responsible supervisor for your experience hours in a given month.
- Q.** When working with multiple supervisors at one organization, will I need to sign a contract with all of the supervisors or just the responsible supervisor?
- ▶ A written contract should be signed with each supervisor. The format of contracts with supervisors may vary depending upon the agency. For example, some agencies may have all supervisors listed on one contract. In this example, all listed supervisors would need to sign the contract.
- Q.** Will the Responsible Supervisor be accountable for all of my supervision?
- ▶ No, each supervisor who provided supervision will be accountable for the supervision hours they provided for your experience with the organization.
- Q.** Will the “Responsible Supervisor” be held accountable for making sure the other supervisors at the organization met the supervision requirements?
- ▶ No, the trainee is responsible for confirming that all supervisors are qualified to supervise.
- Q.** If I am working with multiple supervisors at one organization, how should I calculate the percentage of supervision? For example, if I have 3% with one supervisor and 7% with another, would a 5% average be acceptable (assuming my experience type is Supervised Independent Fieldwork)?
- ▶ Yes, if you are obtaining hours at an organization with multiple supervisors, the percentage with each of those supervisors may vary as long as you meet the supervision requirement for the overall month within an experience type.
- Q.** I already had my supervisor sign the October 17, 2017 version of the Experience Verification Form. May I still submit it?
- ▶ Yes, outdated versions of the Experience Verification Form will be accepted if signed prior to January 01, 2019, provided you apply for certification prior to January 01, 2022. The October 17, 2017 version of the form will not be accepted after December 31, 2021.
- Q.** What if I need space for more supervisors on the organization version of the Final Experience Verification Form?
- ▶ You should submit an additional Final Experience Verification Form and ensure both pages are signed.