



Experience Tip Sheet

Before Starting Your Experience:

- Read and make sure you understand the experience requirements listed in the applicable certificant handbook.
- Complete the [Pre-Experience Checklist](#).
- When creating a [BACB Account](#), be sure to use an email address that is not likely to change (e.g., a personal email address that is not associated with a work or school account).
- Develop a system for storing experience-related documents. Avoid storing experience documents (e.g., [Monthly Experience Verification Forms](#) [M-EVFs], [Final Experience Verification Forms](#) [F-EVFs]) on a computer where access could be limited (e.g., a work computer).

During Your Experience:

- ▶ **Signatures.** M-EVFs must be signed within one month of the close of the supervisory period; however, you and your supervisor are strongly encouraged to sign the M-EVF immediately at the close of each supervisory period (see the [Acceptable Signatures Policy](#)).
- ▶ **Electronic Forms.** Forms may contain drop-down menus, so we recommend completing them electronically. Submission of incomplete or unclear forms may delay the processing of your application.
- ▶ **Documentation.** Ensure that your documentation system provides evidence that you are meeting all experience requirements (e.g., contacts, observations with clients, percentages of monthly supervision, unrestricted and restricted hours, supervision meeting notes, feedback provided).
- ▶ **Names on Forms.** The names and BACB ID numbers listed on your EVFs should be identical to those listed in your [BACB Account](#).
- ▶ **Verified Experience.** Ensure that you understand what constitutes Verified Experience. You may be enrolled in a course that has *Practicum* in the title, but that does not necessarily mean you are obtaining Practicum hours as defined by the BACB. Also, keep in mind that not all Verified Course Sequences have Verified Experiences. Your supervisor will be able to confirm whether your hours are to be categorized as Supervised Independent Fieldwork, Practicum, or Intensive Practicum.
- ▶ **Group Supervision.** Supervision should ideally consist of individual (i.e., one-on-one) interactions between the supervisor and trainee. However, this may not always be feasible, and there may be value in occasionally including others in supervision meetings. Thus, group supervision is permitted in certain circumstances. As stated in the certificant handbooks, there is a restriction on the amount of group supervision that may be counted in a month: “The amount of group supervision may not exceed the amount of individual supervision in a given supervisory period.”



Experience Tip Sheet

Concluding Experience with a Supervisor or Organization:

- Complete and sign the F-EVF *immediately* upon completion of your experience with a given supervisor or organization.
- Verify that you have a signed and completed M-EVF for each month you obtained experience hours. The total hours on your F-EVF(s) may not exceed the sum of the hours on your M-EVFs.
- Ensure that you have a signed and completed F-EVF to submit when you apply for certification.
- Experience documents must be retained for **seven** years.