



Fieldwork Checklist and Tip Sheet

Trainee Name: _____

Select the BACB certification you are pursuing: BCBA BCaBA

Before Starting Your Fieldwork

Create 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). Email will be the BACB's primary mode of communication with you.

Email Address: _____ BACB Account ID: _____

Read and make sure you understand the applicable fieldwork requirements.

Start Qualifying Coursework (you may begin accruing fieldwork hours after attending the first class meeting).

Coursework Start Date: _____

Acquire an Appropriate Supervisor.

Supervisor Name: _____

Supervisor Certification # or BACB Account ID: _____

Date Supervisor Met Supervision Requirements (see BACB Registry): _____

Date Supervisor Became Certified (see BACB Registry): _____

Complete a Supervision Contract with your Supervisor.

Date Supervision Contract Signed: _____

Develop a system for storing fieldwork-related documents.

- Create your unique documentation system to capture information that supports entries in the Fieldwork Tracker (e.g., feedback provided, task items reviewed).
- Avoid storing fieldwork documents (e.g., Monthly Fieldwork Verification Forms [Monthly-FVFs], Final Fieldwork Verification Forms [Final-FVFs], Fieldwork Tracker) on a computer where access could be limited (e.g., a work computer).

Plan your fieldwork.

- In the table below, estimate the number of fieldwork hours you will complete each month to determine how long it will take you to acquire the required hours.

Remember: fieldwork must be completed within a five-year period.

- Based on the table, complete the following information to the best of your ability:

Start date of fieldwork: _____

Number of hours you plan to accrue each month (each month you must complete a minimum of 20 hours and no more than 130 hours): _____

Expected completion date for fieldwork: _____

Expected certification application submission date: _____

	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
Year 1												
Year 2												
Year 3												
Year 4												
Year 5												
TOTAL HRS												

Note: Fill in the first column with the month you plan to start your fieldwork and enter subsequent months to the right.

During Your Fieldwork

Keep your personal contact information up-to-date.

Changes to contact information (legal name, email address, phone number, mailing address) can be made in your BACB account.

Remain current on changes to BACB certification requirements.

- Read the BACB Newsletter.
- Review the Upcoming Changes page of the BACB website.

Ensure that you are continuing to meet the fieldwork requirements.

Complete and sign (you and your supervisor) your Monthly-FVFs each supervision period.

- Monthly FVFs need to be signed within one month of the close of the supervisory period, but you and your supervisor are strongly encouraged to sign the Monthly-FVF immediately at the close of each supervisor period (see the Acceptable Signature Policy for additional information about signature requirements).
- Make sure the names and BACB Account IDs listed on your Fieldwork Verification Forms are identical to how they are listed in the BACB Accounts.
- The forms may contain dropdown menus, and we recommend completing them electronically. Submission of incomplete or unclear forms may delay the processing of your application.

Ensure your documentation system provides evidence that you are meeting the fieldwork requirements.

The BACB recommends that you enter your hours in the Fieldwork Tracker as you obtain them because a completed Fieldwork Tracker may be required in the event of an audit.

Concluding Fieldwork with a Supervisor or Organization:

Complete and sign the Final-FVF upon completion of fieldwork with a given supervisor or organization.

- The total hours on your Final-FVF(s) may not exceed the sum of the hours on your Monthly-FVFs.
- Make sure that the names and BACB Account IDs you list on your Fieldwork Verification Forms are identical to how they are listed in the BACB Account.

Retain fieldwork documents for at least seven (7) years.