



# Consulting Supervisor Requirements for New BCBA Supervising Fieldwork

Beginning January 1, 2022, if an individual in their first year as a BCBA is providing supervision to trainees accruing fieldwork toward [BCBA](#) and [BCaBA](#) certification, they are required to have a qualified, consulting supervisor meet with them every month to provide guidance on effective supervision practices.

## Consulting Supervisor Requirements

**Qualifications.** The consulting supervisor must be an active BCBA with no disciplinary sanctions who has been certified for at least five years and meets the ongoing supervision CEU requirement. The consulting supervisor should have an established history of providing high-quality supervision to trainees.

**Training.** The consulting supervisor must complete an 8-hour supervision training before providing any consultation.

**Consulting Supervisor/New Supervisor Relationship.** The consulting supervisor may not be related to, subordinate to, or employed by the new supervisor during the consultation period. Employment does not include compensation paid to the consulting supervisor by the supervisor for consultation services. See sections 1.0 and 5.0 of the Professional and Ethical Compliance Code for Behavior Analysts (“Code”).

**Multiple Consulting Supervisors.** It is permissible to use multiple consulting supervisors to meet the requirements.

## Consultation Requirements

**Consultation Amount and Structure.** The new supervisor must consult with the consulting supervisor for at least one hour per month until the new supervisor has been certified for at least one year. The consultation meeting must be synchronous and one-on-one (online meetings are permitted). If a consulting supervisor is unavailable for one or more months, a new supervisor can obtain consultation from another qualified consulting supervisor.

**Consultation Contract.** We strongly encourage each consulting supervisor and the new supervisor to develop, review, sign, and retain a consultation contract before starting the consultation (specifying the duration of consultation, conditions for signing, etc.).

**Nature of Consultation.** The purpose of consultation is to provide the new supervisor with guidance and professional development for facilitating high-quality supervision of trainees. Consultation might include discussing the Supervised Fieldwork Standards, the guidelines provided in the 8-hour supervision training, the Code, and ways to provide high-quality supervision to trainees. For example, consultations might include discussions regarding:

- Creating a positive, collaborative supervision relationship with trainees and identifying and resolving problems in the supervisory relationship
- Developing organizational and time management systems for supervision activities
- Identifying non-behavior-analytic specific skills that a trainee needs to develop (e.g., problem solving, interpersonal and therapeutic relationship skills, learning-to-learn skills)
- Establishing a supervision curriculum
- Evaluating the effects of supervision
- Developing supervision contracts

**Responsibilities of the Consulting Supervisor.** While the consulting supervisor should provide guidance for facilitating high-quality supervision, the consulting supervisor is not considered liable for the work and supervision of the new supervisor. The consulting supervisor must adhere to the Code (for example, see 7.0 of the Code).

**Months when No Supervision is Provided to Trainees.** The new supervisor does not need to meet with a consulting supervisor during months when supervision is provided to trainees during the new supervisor’s first year of certification.

**Consequences of Not Receiving Consultation.** Any new BCBA found to be substantially noncompliant with supervision requirements may be subject to restrictions on their ability to provide supervision or action against their certification (e.g., summary suspension of their certification or eligibility to recertify). A Notice of Alleged Violation may be submitted against the new BCBA supervisor or consulting supervisor if they do not comply with these requirements.

## Consulting Supervision Documentation

The new supervisor must maintain documentation of each monthly consultation with the consulting supervisor for the first post-certification year using the fields below. Each row must be signed by the last day of the calendar month following the month of consultation. Non-BACB forms will not be accepted. The supervisor and consulting supervisor must maintain this documentation and any evidence of the consultation for seven years. In the event of an audit, this documentation may be requested.

**Name of New BCBA (supervisor):** \_\_\_\_\_

**New Supervisor Certification Number:** \_\_\_\_\_

**Date Certified:** \_\_\_\_\_

Month/Year: \_\_\_\_\_ Fieldwork Hours Provided by the New Supervisor?

Yes (Complete the consulting supervisor information below)

No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: \_\_\_\_\_

Consulting Supervisor Certification #: \_\_\_\_\_

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements

Consulting Supervisor Signature: \_\_\_\_\_

Month/Year: \_\_\_\_\_ Fieldwork Hours Provided by the New Supervisor?

Yes (Complete the consulting supervisor information below)

No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: \_\_\_\_\_

Consulting Supervisor Certification #: \_\_\_\_\_

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Consulting Supervisor Signature: \_\_\_\_\_

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Month/Year: \_\_\_\_\_ Fieldwork Hours Provided by the New Supervisor?

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Consulting Supervisor Certification #: \_\_\_\_\_

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Consulting Supervisor Signature: \_\_\_\_\_

*This document must be signed in accordance with the [Acceptable Signatures Policy](#).*

Month/Year: \_\_\_\_\_ Fieldwork Hours Provided by the New Supervisor?  
Yes (Complete the consulting supervisor information below.) No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: \_\_\_\_\_

Consulting Supervisor Certification #: \_\_\_\_\_

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