



Supervision Checklist for **RBTs**

If you are an RBT®, the BACB strongly encourages you to complete this checklist to facilitate compliance with RBT supervision rules and a smoother supervision experience.

Before Supervision Starts

I created my [BACB account](#) myself, updated the personal information in my account (if applicable), and know my login information and certification expiration date.

I have reviewed and am familiar with the [RBT Ethics Code \(2.0\)](#), [RBT Handbook](#), [RBT Task List \(2nd ed.\)](#), and other RBT resources on the [BACB website](#).

I have read the [Ongoing Supervision](#) and [Certification Maintenance Requirements](#) sections of the RBT Handbook and understand the difference between RBT Supervisors and RBT Requirements Coordinators.

I have identified an RBT Supervisor and/or RBT Requirements Coordinator who has completed an [8-hour supervision training](#) and is qualified to provide my supervision.

During the First Month of Supervision

Note: “Supervisor(s)” refers to RBT Supervisor(s) and/or the RBT Requirements Coordinator.

I have confirmed that my supervisor(s) have added me as their supervisee in their BACB account(s) when I begin receiving supervision.

My supervisor(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 supervisor(s) and I have discussed my competency assessment, current skill set, and training needs, as well as the types of tasks I am expected to perform as an RBT.

My supervisor(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 supervisor(s) and I have discussed the requirements I must meet to maintain my RBT certification, including remembering my BACB account login information, updating the personal information in my account as needed, keeping track of my certification expiration date, meeting all renewal requirements, knowing what will make my certification inactive (e.g., I do not have a supervisor on record, I did not renew by my certification expiration date), knowing what happens if my certification is inactive (i.e., I cannot practice, bill, or represent myself as an RBT), and meeting all other requirements in the [RBT Handbook](#).

My supervisor(s) and I have added my RBT certification renewal date to our calendars or another tracking system. Additionally, we have a calendar reminder and/or meeting scheduled 45 days before my renewal date as a reminder to start my renewal competency assessment and application.

I am aware that if I submit my renewal application after my expiration date, I must pay a \$50 late fee to be eligible to renew during the 30-day grace period. *Note:* All certification applications must be submitted through your BACB account.

My supervisor(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 I encounter ethical dilemmas (e.g., how to contact a supervisor or other appropriate supports), and ways we will continue to review and discuss ethics to ensure that I can confidently abide by the ethics code.

My supervisor(s) and I have discussed the requirements I must meet as an employee at our current organization and how or if they differ from the requirements I must meet to maintain my RBT certification.

On a Monthly/Quarterly Basis

I have a communication plan in place with my supervisor(s) to ensure that I receive supervision for at least 5% of the hours I spend providing behavior-analytic services each calendar month. For example, this system might track how many hours I have on a weekly basis to see whether I need additional supervision.

I have a system in place with my supervisor(s) to ensure that I have documentation of my supervised hours in case of a future audit.

On a regular basis, I use my supervisor(s)' observations, supervision discussions, and client needs, among others, to seek training and feedback opportunities for myself.

As needed, I give my supervisor(s) feedback about the effects of their supervision on my performance as an RBT.

Every 6 months, my supervisor(s) and I review the [RBT Ethics Code \(2.0\)](#), [RBT Handbook](#), and the [BACB website](#) for updates and new resources.

At the End of Supervision

When supervision is coming to a close due to a supervisor transfer or the employment relationship ending, my supervisor(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 am aware that if I do not have a qualified RBT Supervisor/RBT Requirements Coordinator on record with the BACB, I may not practice, bill, or represent myself as an active RBT, and my certification will be considered inactive until I have a supervisor on record again.

I have reviewed the [Voluntary Inactive Status](#) application to determine whether it is an appropriate option for me in the event that I cannot locate a new RBT Supervisor/RBT Requirements Coordinator and/or employment immediately.

I have confirmed that my supervisor(s) will remove me as a supervisee from their BACB account as soon as they are no longer providing my supervision.