



# Fieldwork Checklist for BCBA and BCaBA Supervisors

If you are, or will be, supervising BCBA or BCaBA fieldwork, we strongly encourage you to complete this checklist to facilitate compliance with fieldwork requirements and a smoother supervision experience.

## Before Supervision Starts

### Eligibility Requirements

I have an active BCBA® certification.

I have completed an 8-hour supervision training and uploaded it to my [BACB® account](#).

I have confirmed that the trainee has started their qualified behavior-analytic coursework and is eligible to begin fieldwork.

If I am a first-year BCBA, I have a [qualified consulting supervisor](#).

### Considerations for Supervising Fieldwork

#### Experience and Qualifications

I have considered my experience with behavior analysis, service delivery, and supervision, and it is sufficient for me to supervise a trainee.



*Note:* If you are a first-year BCBA, consider waiting until you have ample experience before supervising a trainee. If you are providing supervision to trainees in your first year, review the [Consulting Supervisor Requirements for New BCBA Supervising Fieldwork](#) document for additional requirements you will need to meet.

#### Capacity

I have the capacity to supervise fieldwork based on my workload (e.g., current and future caseload, supervision of RBT® supervisees and trainees, other tasks associated with my role).



*Note:* For additional information, refer to the [August 2020 BACB Newsletter](#), which outlines factors to consider regarding supervisory volume.

#### Scope and Competence

Your scope of competence and the trainee's professional goals should align so that you can provide high-quality guidance and supervision, particularly related to the development of skills in their domain of interest.

The trainee's interests and professional goals align with my scope of competence and expertise.

#### Supervision Style

Ideally, the trainee will learn new skills, receive feedback, and adjust their behavior in the same way that you, as their supervisor, present learning opportunities and provide feedback.

My supervision style and the trainee's learning style are a good match.



*Note:* Do not feel obligated to agree to supervise the trainee. If it is not a good fit, it is okay to decline and recommend another qualified supervisor (if you know of one).

## To-Dos

### Contract

I have developed a supervision contract in collaboration with the trainee, and it is tailored to this supervisory relationship, setting, and situation.

The contract includes a description of appropriate activities and training objectives for the trainee.

The contract outlines the roles, responsibilities, and expectations of the supervisor(s) and trainee. If there are multiple supervisors at the organization, the contract (a) includes all supervisors overseeing fieldwork, noting their effective date, and (b) identifies the supervisor(s) responsible for signing Monthly and Final Fieldwork Verification Forms (M-FVF, F-FVF).

The contract outlines the objective and measurable circumstances under which the supervisor(s) will not sign the M-FVFs and F-FVF and what will occur if supervision is placed on hold.

The trainee and I have discussed the differences between restricted and unrestricted activities, what types of activities will be included in the fieldwork experience, and included these details in the supervision contract.

I have confirmed that the contract includes all components outlined in the applicable certificant handbook.

I have met with the trainee to review, discuss, and sign the supervision contract.



*Note:* The contract can be updated at any time if all parties agree to the amendments and sign the most current version. For a good jumping-off point, check out the [Sample Supervision Contract for BCBA/BCaBA® Trainees](#).

### Time Management and Organizational Systems

Develop a documentation system with the trainee that meets the current documentation requirements and discuss ways to regularly check that the documentation requirements are being met.

Identify a secure, easily accessible place to store documentation (e.g., not on a work computer).

Develop a supervision schedule to ensure that all current fieldwork supervision requirements will be met and will align with the supervision contract.

Review the [Commonly Asked Questions About BACB Supervised Fieldwork Requirements](#) blog post and the [Documenting Fieldwork Hours](#) video with the trainee.

### Ethics Code

Ensure that you understand the BACB's ethics codes and certification requirements, particularly if the trainee maintains another BACB certification while completing fieldwork.

I have reviewed the pertinent sections of the [Ethics Code for Behavior Analysts \(Code\)](#) and understand the ethical responsibilities of supervising trainees.

My trainee and I have discussed the Code, self-reporting requirements, relevant ethics resources (e.g., [Continuity of Services Toolkit](#)), the importance of ethical behavior, what to do when they encounter ethical dilemmas (e.g., how to contact me or other appropriate supports), and ways we will continue to review and discuss ethics to ensure that they can confidently abide by the Code.

## During Supervision

### Supervision

#### Each Month (at a minimum):

Observe the trainee providing behavior-analytic services with clients.

Meet 1:1 with the trainee based on the frequency and amount of time required by the fieldwork type they are completing.

Provide feedback on the trainee's application of behavior-analytic strategies, written products, and professional behavior, among others. Document when you provide feedback and how the trainee responds (e.g., professionalism, change in behavior).

Adjust the supervision schedule as needed to meet the requirements.

If there are multiple supervisors at the organization, coordinate with them to ensure that all requirements are being met and the trainee is receiving the appropriate amount of supervision.

Identify areas in which the trainee could receive additional experience and feedback to meet their professional goals (e.g., unrestricted activities).

If I am a first-year BCBA, meet with my consulting supervisor.

### Documentation

Periodically review the documentation system for accuracy and to ensure that the requirements are being met. Confirm that the supervision activity summaries clearly describe what occurred during the sessions and review the monthly and accumulated restricted and unrestricted hours.

If responsible for signing per the supervision contract, review and sign the M-FVF by the last day of the calendar month following the month of supervision. Remember that a signature is an attestation that all current BACB requirements have been met, so consider the hours accrued that month and the parameters outlined in the supervision contract before signing.

If changes have occurred in the supervisory relationship (e.g., supervisors overseeing fieldwork, professional expectations), update and sign the supervision contract as needed.

If I am a first-year BCBA, my consulting supervisor completes monthly consultation forms.

Retain all documentation (e.g., supervision contract, M-FVFs, F-FVF) in a secure location, accessible when you leave the fieldwork setting for seven years.



*Note:* It is the trainee's responsibility to update the documentation system. You are only responsible for providing feedback and documenting the interaction.

## Professional Development

Invest in professional development by completing supervision CEUs. These are required to remain eligible to supervise and recertify.

Review the BACB's supervision resources like the [BCBA Handbook](#) and the [Commonly Asked Questions About BACB Supervised Fieldwork Requirements](#) blog post if you have additional questions about the fieldwork process.

Consult with a mentor who can support you if you need guidance.

## Concluding Supervision

Directly following the completion of fieldwork, review the F-FVF to confirm that it is the correct form and that the contents are accurate.

For the hours you are attesting under your supervision contract, sign and date the F-FVF.

Retain the F-FVF for seven years.

If transitioning supervision to another supervisor, discuss documentation, progress, and other relevant details with the trainee and their new supervisor.