



# Experience Tip Sheet

## Before Starting Your Experience:

- Read and make sure you understand the [Experience Standards](#).
- Complete the [Pre-Experience Checklist](#).
- When creating a [Gateway 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).
- Familiarize yourself with the [Experience Tracker](#).
- 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], [Experience Tracker](#)) on a computer where access could be limited (e.g., a work computer).

## During Your Experience:

- ▶ **Signatures.** M-EVFs must be signed by both the trainee and supervisor within one month of the close of the supervisory period. However, you are strongly encouraged to sign the M-EVF (and request that your supervisor sign the M-EVF) immediately after the close of each supervisory period. See our [Acceptable Signature Policy](#).
- ▶ **Electronic Forms.** 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.
- ▶ **Documentation.** Ensure your documentation system provides evidence of completing all requirements related to your experience (e.g., contacts, observations with clients, percentage of monthly supervision, unrestricted and restricted hours). The BACB strongly encourages you to use the [Experience Tracker](#) for this purpose because a completed Experience Tracker may be required in the event of an audit.
- ▶ **Names on Forms.** The names and BACB Account ID #s you list on your Experience Verification Forms should be identical to how they are listed in the [Gateway Account](#).
- ▶ **Verified Experience.** Ensure you understand what constitutes a Verified Experience. You may be enrolled in a course that has the name “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 [Experience Standards](#), 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.”



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### Concluding Experience with a Supervisor or Organization:

- Sign the F-EVF *immediately* upon completion of your experience with a given supervisor or organization with multiple supervisors.
- 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 you have a signed and completed F-EVF to submit when you apply for certification.
- Experience documents must be retained for seven (7) years.