

# BACB Newsletter



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## Experience/Fieldwork Verification Forms: Preventing Disputes Between Supervisors and Trainees

Disagreements happen. As a supervisor, you may feel justified in not signing a trainee’s final or monthly experience/fieldwork verification form (EVF), whereas your trainee may believe they are entitled to your signature if supervision occurred. While it is impossible to completely eliminate the risk of disputes about supervised experience/fieldwork hours, there are ways to mitigate that risk. The following strategies can help:

1. Before the supervisory relationship begins, trainees and supervisors should review the [supervision contract](#) together to go over BACB requirements and clarify expectations. Specifically, supervisors should identify conditions under which they will and will not sign monthly and final EVFs, as well as situations that could end the supervisory relationship.
2. Supervision should adhere to the BACB ethics requirements as described in the [Professional and Ethical Compliance Code for Behavior Analysts \(Code\)](#). It should be behavior analytic, effective and ethics-based, and meet the requirements for certification (section 5.04 of the Code); supervisors should communicate conditions with trainees before beginning supervision, including evaluation criteria and supervision terms (section 5.05); and supervisors should provide documented, timely feedback about trainee performance (section 5.06).
3. Supervisors should be familiar with BACB supervision requirements and provide supervised experience/fieldwork accordingly. This is an ethics requirement for all supervisors (section 10.05 of the Code) and will help ensure that trainees can count their supervised hours when applying for certification.
4. Prior to the end of the supervision relationship, supervisors should take the steps necessary to avoid abandoning their trainees (section 2.15 of the Code). This includes discussing relevant client services and transition needs with their trainees; organizing, gathering, and signing supervision documentation; and, if appropriate, helping to facilitate a timely transfer of responsibility to another supervisor.

*(continued on p. 2)*

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## Guidance in the Event of a Dispute

The BACB's [contested-experience process](#) was developed to help resolve supervisor/trainee disagreements about signing EVFs. Based on past contested-experience cases filed with the BACB, the following are the most common issues we have encountered—along with some guidance:

- **Accuracy of information on EVFs.** Under section 10.01 of the Code, a supervisor may not submit or allow the submission of false or misleading information, and has an obligation to correct inaccurate information submitted to the BACB. If a contested-experience case is filed with the BACB that alleges inaccurate information, supporting documentation should clearly identify how the information is inaccurate and outline the efforts taken to correct the inaccuracies.
- **Questions about a trainee's competence after supervision has concluded.** Under sections 5.04-5.06 of the Code, if a supervisor questions a trainee's competence after supervision has ended, they must provide sufficient documentation of feedback given to the trainee about performance issues, along with training and retraining efforts that occurred during the supervision period. In other words, supervisors should not question competence after the conclusion of supervision without clear evidence showing they provided performance-based feedback during the supervised experience.
- **Business disputes over payment of supervision services.** Should a trainee refuse to pay for supervision services, supervisors should seek enforcement of the supervision contract through the appropriate venue (e.g., lawsuit, arbitration, mediation). Supervisors should not withhold supervision forms until they receive payment. If a trainee demonstrates that supervision occurred in accordance with BACB standards, we will allow the hours to be counted.
- **Potential ethics violations discovered after supervision occurred.** If potential ethics violations are discovered following the conclusion of supervision, report the alleged violation immediately through one of the [BACB's reporting options](#). If there is a serious risk of harm to a consumer, follow all applicable mandated reporting requirements, in addition to reporting to the BACB.

*Please note:* The contested-experience process may not be used to resolve issues with monthly EVFs, which must be signed by the end of the month following the supervision period. Disputes associated with monthly EVFs should be addressed in a timely manner between supervisors and trainees. Supervisors should sign monthly forms if: a) they agree to the attestations on the forms (section 10.01 of the Code), and b) no events occurred during the supervision period that warrant withholding their signature, as described in the supervision contract.

Supervisors contemplating not signing an EVF should determine whether: a) not signing is appropriate, b) they delineated the conditions for not signing an EVF in the supervision contract, and c) they have sufficient documentation to justify withholding their signature. Trainees who contest a signature denial must be prepared to demonstrate that the denial violates BACB standards and they have tried to resolve the situation with the supervisor first.

## Protect Your NPI Number and Certification Information from Fraud

The BACB works to ensure the security of all our certificants' information. Despite our efforts, however, you are still at risk of someone misusing your credential, most commonly for billing fraud. Given the prevalence of open electronic access and digital identity theft, are you taking a proactive approach to maximizing the security of your professional credentials? The following tips can help:

- **Monitor your [National Provider Identifier \(NPI\) number closely.](#)** An NPI is a unique identifier used in the U.S. for billing purposes. Failure to monitor and update NPI information leaves you vulnerable to billing fraud. Practitioners who are assigned NPI numbers are required to monitor their enrollment information for updates or inaccurate information. A change of employer or location should prompt an NPI update within 30 days. If you suspect your NPI number has been misused, contact the [Office of Program Integrity](#) immediately. If your NPI number has been misappropriated and is the subject of a billing fraud claim, your number could be frozen from any billing until the fraud claim is resolved. In other words, the investigation process could hinder your ability to bill for services provided.
- **Check your BACB account regularly.** Put a reminder in your calendar to log in and check the accuracy of the information in your BACB account every 6 months, or more frequently if you have been—or suspect you may be—the target of identity theft. It is critical that you log in to ensure that

your information is accurate, and review how your information is publicly displayed in the BACB Certificant Registry. In addition to your personal information, review the information specific to supervisees or supervisors to make sure it is correct. If you find any inconsistencies or inaccuracies, [contact us](#) immediately to inform us of the potential issue.

- **Protect your BACB certificate.** While your certification number is publicly available in the BACB Certificant Registry, you should protect your BACB certificate from being copied and/or modified. Think twice before posting photos of your certificate on social media platforms and be sure to keep your private BACB account ID number protected. This number is not published in the BACB Certificant Registry and is generally only needed by your supervisor, the BACB, and certain funding sources.
- **Pay attention to emails and letters from unfamiliar funding sources.** If you receive an email or letter from a funding source with which you are unaffiliated or unfamiliar, read the information carefully—the communication may indicate that someone is misusing your information (e.g., your name or your BACB certificate or NPI number) to bill for services.

If you suspect misuse of your information, contact a specialist (e.g., attorney/advisor) in identity theft to help you determine your options. While BACB staff cannot provide legal advice, we are sympathetic to the frustrations you may experience if your information is misused. Finally, if you suspect the misuse or misappropriation of another certificant's credential (or the creation of false credentials), please report your evidence to the appropriate authorities (e.g., law enforcement, funders) and to [the BACB](#) immediately.

## Calculating Percentage of Supervision for BCBA/BCaBA Experience/Fieldwork Requirements

We're frequently asked how to calculate the percentage of supervision necessary to meet experience/fieldwork requirements. A common source of confusion is a result of the BACB allowing supervised hours to count toward the total number of experience/fieldwork hours. Although this provision benefits the applicant, it does complicate the math. To calculate the percentage of supervision, use the following formula:

$$\frac{\text{Supervised Hours}}{(\text{Supervised Hours} + \text{Independent Hours})} = \% \text{ Supervision}$$

For example, if you have 75 supervised hours and 1,425 independent hours, you will have 1,500 total experience/fieldwork hours. In this instance, the percentage of supervised hours would be calculated as follows:

$$\frac{75}{(75 + 1,425)} = 5\%$$

*Note:* The percentage of supervised hours required varies depending on the experience/fieldwork type being completed (see the relevant Experience/Fieldwork Standards).

## New Ethics Resources

Having access to ethics resources can enhance your ability to interpret BACB ethics requirements and help you navigate actual or potential violations. To assist our applicants, certificants and consumers, the BACB has developed a webpage devoted exclusively to ethics resources. Our [Ethics Guidance](#) page includes links to select ethics-related journal articles and books, as well as resources from other organizations. These resources may be helpful when providing supervision to trainees, teaching a course on ethics, or determining how to address an actual or potential ethics violation. Additionally, we have created two new documents that offer guidance for those considering submitting a report to the BACB Ethics Department about [themselves](#) or [someone else](#). These documents—which may complement an ethics course or be helpful during supervision or professional development activities—synthesize relevant information from different BACB webpages and several past BACB newsletters.

## New Anonymous Ethics Reporting Mechanism Available: The *Publicly Documented Alleged Violation* Submission

At some point, you may learn of a potential or actual violation of BACB ethics requirements through a public platform, such as a news article or public court document. If you are certain the documentation is freely and publicly available (i.e., accessible to anyone without requiring login credentials or payment), you can report that information to the BACB using the [Publicly Documented Alleged Violation](#) reporting mechanism. Keep in mind that because this reporting mechanism is anonymous, the BACB cannot keep you apprised of developments resulting from your submission and you cannot check the status of the submission.

## 2022 BCBA and BCaBA Requirements Changes

As a reminder, anyone applying for BCBA or BCaBA certification *after January 1, 2022*, must meet *all* of the requirements in one of the following pathways:

BCBA — 2022 Eligibility Requirements	
Pathway	Requirements
Pathway 1 – Association for Behavior Analysis International (ABAI) Accredited Degree Program	<ul style="list-style-type: none"> <li>• A degree from an <a href="#">ABAI-accredited master’s or doctoral program</a>.</li> <li>• Practical experience that meets the <a href="#">2022 fieldwork requirements</a>.</li> </ul>
Pathway 2 – Coursework	<ul style="list-style-type: none"> <li>• 315 hours of specific graduate coursework in behavior analysis.</li> <li>• A master’s degree or higher in any field of study.</li> <li>• Practical experience that meets the <a href="#">2022 fieldwork requirements</a>.</li> </ul>
Pathway 3 – Faculty Teaching and Research	<ul style="list-style-type: none"> <li>• A master’s degree or higher in any field of study.</li> <li>• Practical experience that meets the <a href="#">2022 fieldwork requirements</a>.</li> <li>• A qualifying faculty appointment.</li> <li>• Acceptable teaching experience.</li> <li>• One qualifying research publication.</li> </ul>
Pathway 4 – Postdoctoral Experience	<ul style="list-style-type: none"> <li>• A qualifying doctoral degree in any field of study.</li> <li>• 500 hours of practical experience that meet the <a href="#">2022 fieldwork requirements</a>.</li> <li>• Qualifying postdoctoral experience.</li> </ul>

BCaBA — 2022 Eligibility Requirements	
Pathway	Requirements
Pathway 1 – ABAI-Accredited Degree Program	<ul style="list-style-type: none"> <li>• A degree from an <a href="#">ABAI-accredited bachelor’s program</a>.</li> <li>• Practical experience that meets the <a href="#">2022 fieldwork requirements</a>.</li> </ul>
Pathway 2 – Coursework	<ul style="list-style-type: none"> <li>• 225 hours of specific coursework in behavior analysis.</li> <li>• A bachelor’s degree in any field of study from an accredited institution in the U.S. or an undergraduate degree from an institution outside of the U.S. that would qualify someone for a graduate program in that country.</li> <li>• Practical experience that meets the <a href="#">2022 fieldwork requirements</a>.</li> </ul>

Please visit the [BCBA Requirements \(January 1, 2022\)](#) and [BCaBA Requirements \(January 1, 2022\)](#) pages for a full description of the 2022 requirements. We highly recommend that you and your students/trainees plan accordingly if there is potential for applying after January 1, 2022. Students applying for certification before 2022 who are also enrolled in a Verified Course Sequence (VCS) offering 5th edition coursework should work closely with their VCS Coordinator to ensure they continue to meet current coursework requirements (4th edition) if they take any 5th edition courses.

## BACB Data Resources

Looking for data on BACB certificants? The [BACB Certificant Data](#) webpage offers:

- interactive cumulative records for each certification program
- annual data reports
- examination results
- university pass rates
- monthly data by geographic region (since 2013)

## Requests to Use BACB Intellectual Property

The BACB offers an online [Copyright/Trademark Permission Request Form](#) for individuals seeking permission to use (e.g., reprint, display) BACB-copyrighted materials or trademarks (e.g., corporate logo, task list).

Section 4 of the [Terms of Use](#) page includes a link to the form and information regarding the use of BACB intellectual property.

## Recent and Upcoming Changes to BACB Requirements

In an effort to assist applicants and certificants in remaining up-to-date with BACB requirements, the table below summarizes upcoming changes announced in past issues of the BACB Newsletter.

Effective Date	Area	Change	Newsletter
November 1, 2019	RBT Eligibility and Maintenance Requirements	Changes to several RBT eligibility and maintenance requirements.	<a href="#">December 2018</a>
	RBT Supervisor Requirements	Changes to requirements for those who supervise RBTs.	<a href="#">December 2018</a>
	Supervisor Training Curriculum	A new version of the supervisor training curriculum will take effect for anyone who offers the 8-hour supervisor training.	<a href="#">December 2018</a>
	RBT Examination	The RBT examination will be based on the <a href="#">RBT Task List (2nd ed.)</a>	<a href="#">December 2018</a>
January 1, 2020	BCBA/BCaBA CEU Requirements	Changes to the CEU requirements for BCBA and BCaBA certifications.	<a href="#">November 2018</a>
January 1, 2022	BCBA/BCaBA Eligibility Requirements	Changes to the coursework requirements for BCBA (Pathway 2) and BCaBA certifications.	<a href="#">January 2017</a>
	BCBA and BCaBA Examinations	BCBA/BCaBA examinations will be based on the <a href="#">BCBA/BCaBA Task List (5th ed.)</a> .	<a href="#">January 2017</a>
	BCBA/BCaBA Experience & Supervision Requirements	Changes to the “Structure and Amount of Supervised Fieldwork,” “Terminology Revisions,” “BCBA & BCaBA Fieldwork & Supervision Requirements,” “Appropriate Clients,” and “Activities.”	<a href="#">October 2017</a>
	BCBA/BCaBA Degree Requirements	Changes to the degree requirements for BCBA and BCaBA certifications.	<a href="#">October 2018</a>
	BCBA/BCaBA Maintenance Requirements	Changes to CEU requirements for BCBA and BCaBA certifications.	<a href="#">November 2018</a>