



FAQs

Monthly Fieldwork System Informational Resource

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Documentation

- Q.** Who is responsible for tracking my hours to make sure they meet requirements?
 - ▶ Both you and your supervisor should be tracking experience hours.
- Q.** The Fieldwork Tracker appears to include all of the information I need for meeting requirements. Can I just use that as my “unique system”?
 - ▶ The Fieldwork Tracker may be used to keep track of your hours as well as all of the additional requirements listed in the Fieldwork Standards. However, you must also retain documentation to support the entries you make on the Fieldwork Tracker. That supporting documentation must be submitted to the BACB if requested.
- Q.** Where should I keep track of unrestricted hours?
 - ▶ Unrestricted hours must be recorded in your unique system for tracking fieldwork hours and is also a category on the Fieldwork Tracker which is required in the event of an audit.
- Q.** Is the audit process something I should plan for?
 - ▶ Yes, it is recommended that you keep your supporting documentation organized and stay up-to-date with your Fieldwork Tracker entries.

Getting Started with Fieldwork Hours

- Q.** What is considered “qualifying” coursework?
 - ▶ Qualifying coursework is any coursework that can be used towards the applicable coursework requirement for obtaining a BCBA or BCaBA credential.
- Q.** Where can I locate my BACB Account ID?
 - ▶ Your BACB Account ID may be found in your [BACB account](#). If you do not already have one, you will need to create one. The BACB Account ID will be listed on your profile.

Q. Is the Supervised Fieldwork Checklist required?

▶ No. It is an optional resource to help you plan your experience and ensure that you are meeting all of the necessary requirements.

Q. Are there any limitations on the amount of time I can take to complete my fieldwork?

▶ Yes. The timeframe of the experience may not exceed 5 continuous years (e.g., May 2018 to May 2023).

Q. Can I take breaks during my fieldwork?

▶ Yes. You are permitted to take breaks in your fieldwork as long as you still meet the 5-year requirement noted above. If you are a BCaBA or RBT, ongoing supervision requirements must be met.

Ongoing Fieldwork Hours

Q. Can I combine fieldwork obtained before and after December 31, 2021?

▶ Only fieldwork with documentation demonstrating all requirements in place at the time of application may be used (e.g., supervision contact and observation requirements). In other words, if you apply after January 1, 2022, your documentation needs to demonstrate that you meet the 2022 requirements.

Q. If I exceed the maximum allowed hours across all of my fieldwork in a month, should I still document all of the hours (e.g., 150 total) even if I only can count 130 OR should I reduce the number of hours on one of my forms so that the total does not exceed 130?

▶ You should only include 130 hours. Additional hours will not be counted toward the fieldwork requirements.

Q. Are direct service hours always considered restricted hours?

▶ No. Direct service (i.e., client present) hours are not always considered restricted hours. The delivery of therapeutic and instructional procedures is restricted. No more than 40% of the total accrued fieldwork hours for BCBA eligibility requirements and no more than 60% for BCaBA eligibility requirements may be spent in restricted activities. This limitation applies to the trainee's entire experience; not to individual supervisory periods. See the [Fieldwork Standards](#) for more information.

Q. If I only work a few hours in a month, how do I make sure that I meet the requirement for client observations and contacts?

▶ At least 20 hours must be obtained in a month to count any experience hours for that month. When partial months are worked, your supervisor will need to determine how to prorate your other experience requirements for that month.

Q. Can I submit my Final Fieldwork Verification Form electronically?

▶ Yes, please see the [Acceptable Signatures Policy](#) for more information.

Multiple Supervisors

- Q.** If I am completing the organization version of the form, should I enter the name of everyone who supervised me at the organization?
- ▶ Final Fieldwork Verification Form: Yes, anyone from the organization who provided supervision for you will need to be listed, however, the responsible supervisor will be the one to sign the form.
 - ▶ Monthly Fieldwork Verification Form: No, the responsible supervisor is the only one who needs to be listed on and sign this form.
- Q.** How should I determine who the responsible supervisor is?
- ▶ A responsible supervisor is any supervisor at the organization where you are accruing experience hours for which you have a signed contract. You should inquire with the organization to determine their policies regarding the signatures on your monthly and final experience verification forms. It is possible that each month a different supervisor may be the responsible supervisor for your experience hours in a given month.
- Q.** When working with multiple supervisors at one organization, will I need to sign a contract with all of the supervisors or just the responsible supervisor?
- ▶ A written contract should be signed with each supervisor. The format of contracts with supervisors may vary depending upon the agency. For example, some agencies may have all supervisors listed on one contract. In this example, all listed supervisors would need to sign the contract.
- Q.** Will the responsible supervisor be accountable for all of my supervision?
- ▶ No. However, the responsible supervisor will need to attest that the information in the Fieldwork Verification Forms was correct and that the fieldwork met the BACB's Supervised Fieldwork Requirements the best of their knowledge, thus, they will need to make sure that the documentation meets the requirements.
- Q.** Will the responsible supervisor be held accountable for making sure that the other supervisors have met the supervision qualification requirements?
- ▶ The responsible supervisor will need to attest that all of the supervisors met the BACB's Supervised Fieldwork Requirements during the fieldwork hours.
- Q.** If I am working with multiple supervisors at one organization, how should I calculate the percentage of supervision? For example, if I have 3% with one supervisor and 7% with another, would a 5% average be acceptable (assuming my experience type is Supervised Fieldwork)?
- ▶ Yes, if you are obtaining hours at an organization with multiple supervisors, the percentage with each of those supervisors may vary as long as you meet the supervision requirement for the overall month within an fieldwork type.
- Q.** What if I need space for more supervisors on the organization version of the Final Fieldwork Verification Form?
- ▶ You should submit an additional Final Fieldwork Verification Form and ensure both pages are signed.