



# RBT® Audit Documentation and Sample Supervision Log

In the event that the Behavior Analyst Certification Board (BACB) conducts an audit of RBT documentation, the BACB will review the following documents from the RBT Requirements Coordinator or RBT Supervisor (“Documentation Maintained by RBT Requirements Coordinator or RBT Supervisor”) and the RBT (“Documentation Maintained by the RBT”).

*Note:* RBT Requirements Coordinators or RBT Supervisors and RBTs are not required to complete these checklists as they are provided for informational purposes only. The BACB does not guarantee or assure that this sample will comply with all third-party payer documentation requirements.

## Documentation Maintained by RBT Requirements Coordinator or RBT Supervisor

- Original documentation of ongoing supervision\* including:
  - Date of meetings
  - Documentation of two face-to-face meetings per month, including:
    - At least one of the two meetings includes a one-on-one meeting
    - At least one of the two meetings includes direct observation of the RBT working with a client
  - Documentation that 5% of behavior-analytic service hours were supervised
- Ability to demonstrate a background check occurred, including:
  - Background check conducted in line with requirements for home health aides, child care professional, and/or teachers in the community where services are provided
  - Background check was conducted within 180 days of submitting application
  - Documented the background check company name

*Note:* For your convenience, see the below Sample RBT Supervision Log for an example of supervision tracking that could meet the BACB’s RBT Supervision Standards.

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## Documentation Maintained by Registered Behavior Technician (RBT)

- 40-hour training certificate
- RBT Competency Assessment
- Documentation that supervision was conducted in accordance with the RBT supervision requirements (5%, 2 face-to-face meetings, 1 direct observation)
- Annual renewal with signed attestation by RBT of supervision in accordance with BACB standards

## Sample RBT Supervision Log

This is an example of how to document RBT Supervision in accordance with the BACB's RBT Supervisor Requirements

Meeting Date	Duration of Meeting (Hours)	Mode of Meeting	Individual or Group	Observed with a Client?	Supervisor(s)
05/01/2015	0.4	Face-to-Face	Individual	Yes	Jane Doe
05/10/2015	1	Other	Group	No	Jane Doe, Anne Onymous
05/12/2015	0.5	Other	Group	No	Jane Doe
05/20/2015	2	Other	Group	No	Anne Onymous
05/25/2015	2.5	Face-to-Face	Group	No	Jane Doe

Total RBT Behavior Analytic Hours	120
Total Supervision Hours (May)	6.4
Supervision Minimum Requirement Met	5%

Face-to-Face Minimum Requirement Met	Requirement Met
Individual Minimum Requirement Met (May)	Requirement Met
Observation Minimum Requirement Met (May)	Requirement Met