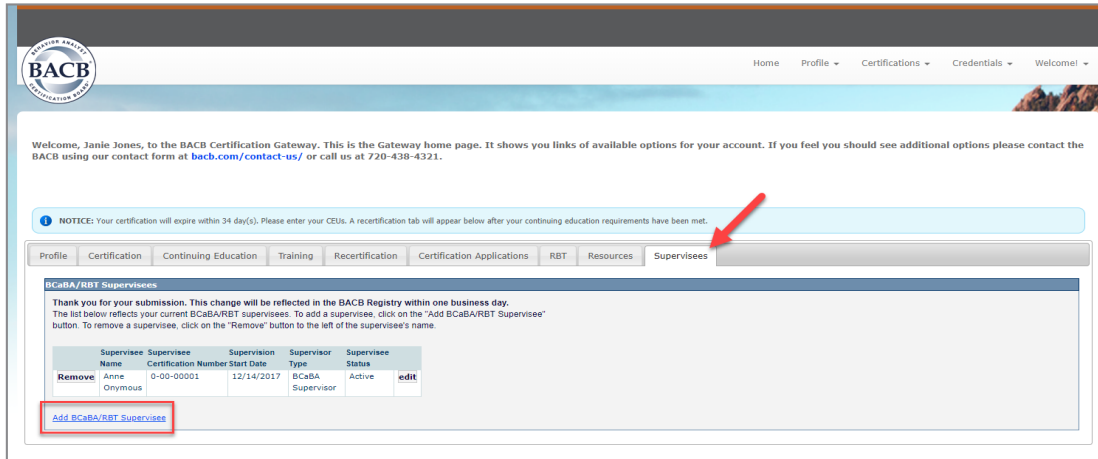




# Process for Adding or Removing Supervisees

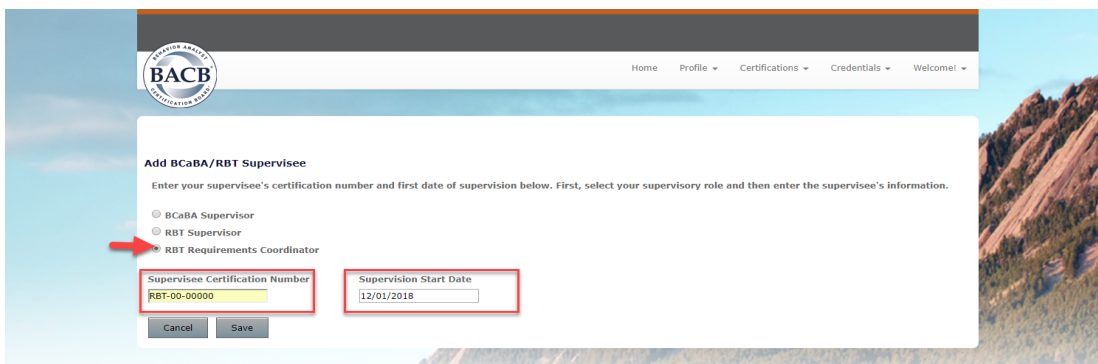
## Adding a Supervisee

- 1) Login to your [BACB Account](#)
- 2) Click on the “Supervisees” tab located on the far right
- 3) Click on the “Add BCaBA/RBT Supervisees” link to add a new supervisee

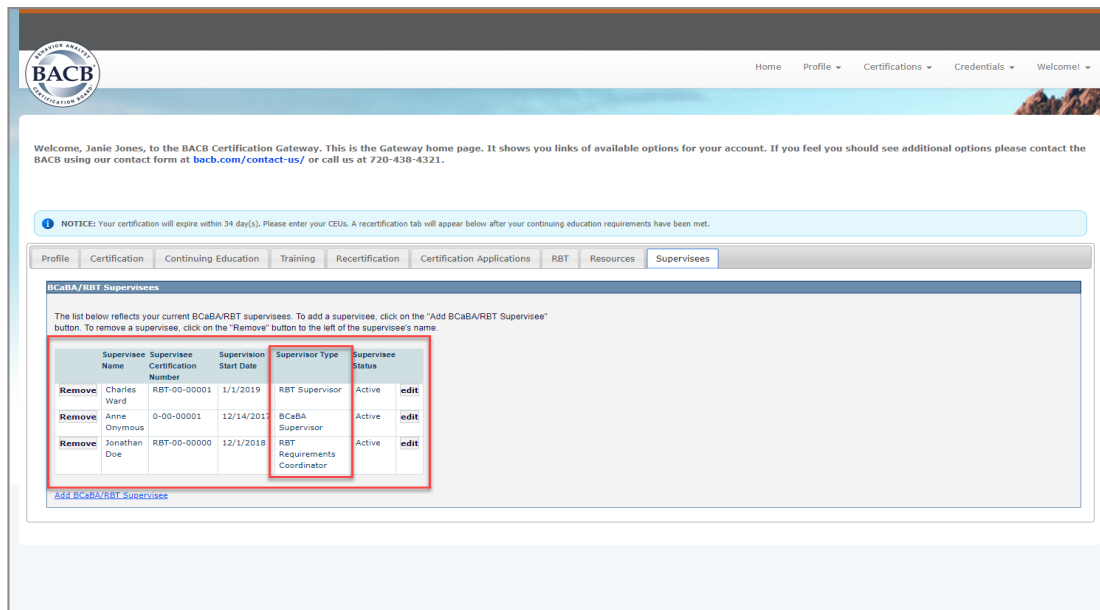


- 4) List yourself as the supervisor for a certificant (BCaBA or RBT):
  - Select your “Supervisory Role”
  - Add the “Supervisees Certification Number” and the “Supervision Start Date”
  - Click on “Save”

*Note:* Only BCBA and BCBA-Ds will have the option to select from the three supervisory roles. BCaBAs may only select the supervisory role of an “RBT Supervisor.” BCaBA’s serving as a Requirements Coordinator must contact customer service to make the adjustment.



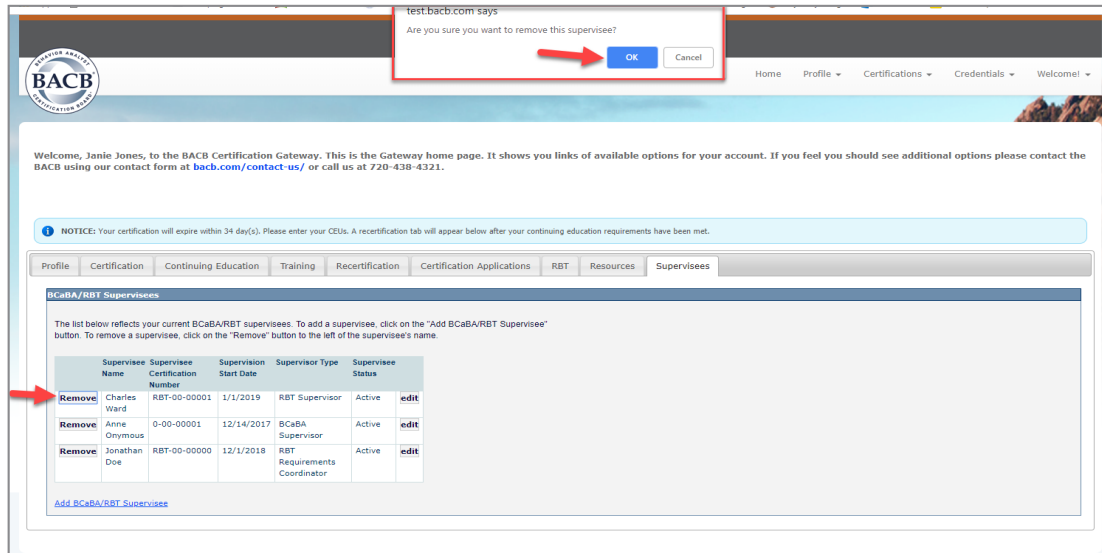
- 5) Once saved, the certificant(s) you are supervising will appear in the “Supervisees” tab in your BACB account
- 6) Your supervisory role for each certificant will appear in the “Supervision Type” column



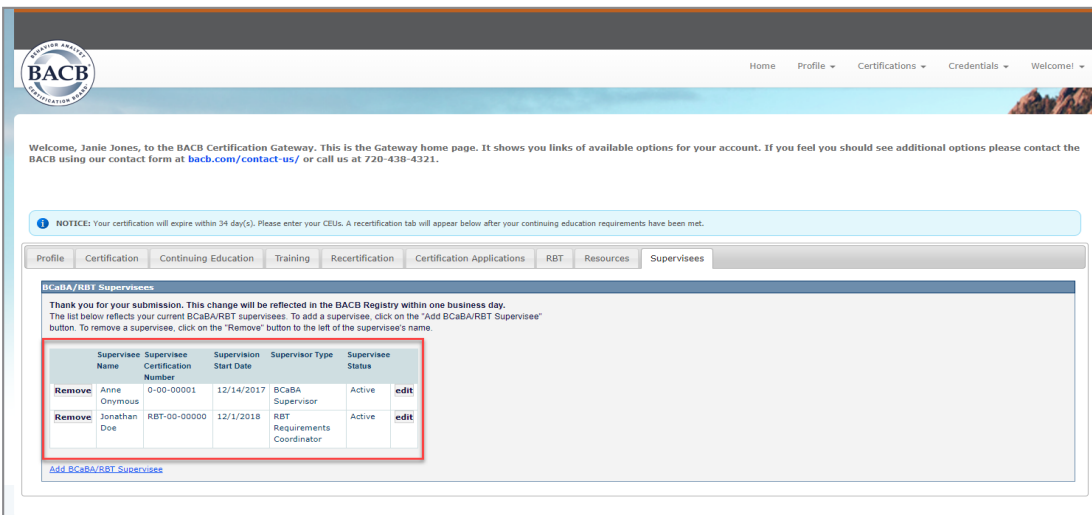
- 7) An email will be sent to both the supervisor and the supervisee informing them of the update
- 8) Please allow 24 hours for this information to update in the BACB's [registry](#)

## Removing a Supervisee

- 1) Login to your [BACB Account](#)
- 2) Click on the “Supervisees” tab located on the far right
- 3) Click the on the “Remove” button next to the supervisee’s name
- 4) Click “Ok”



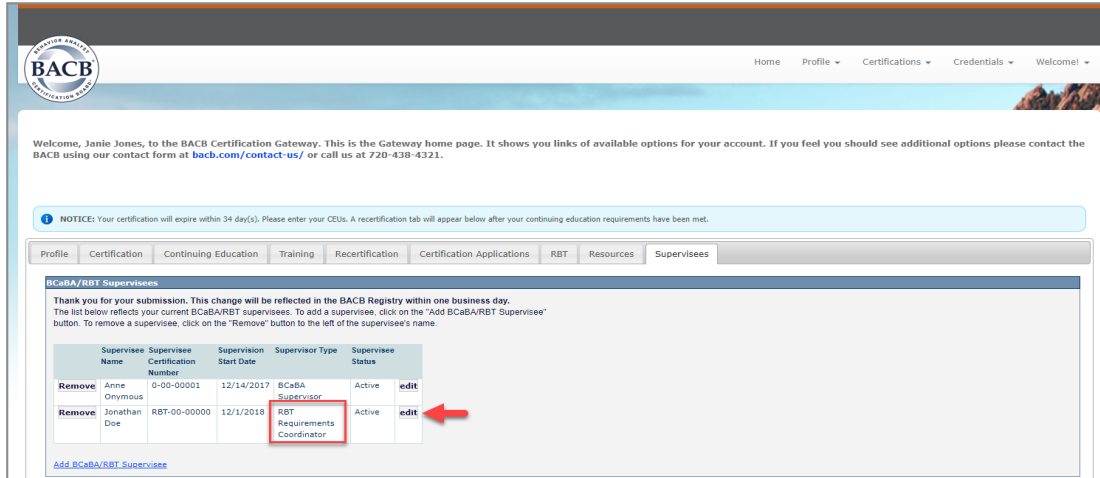
- 5) The certificant will no longer appear in the “Supervisees” tab



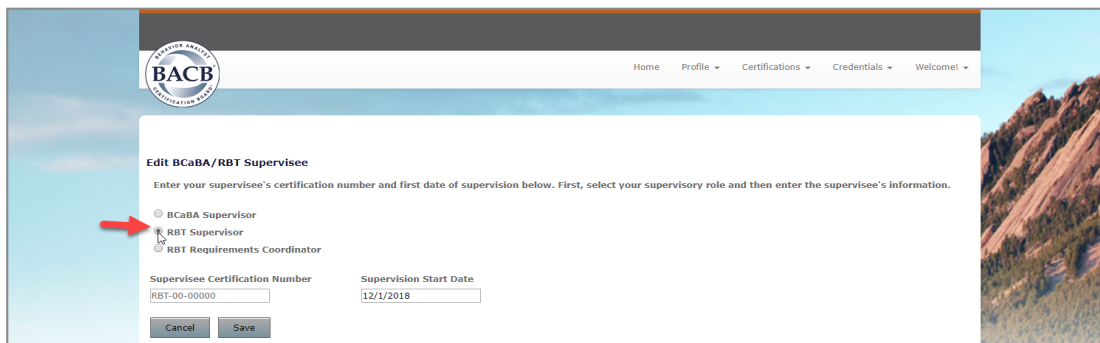
- 6) An email will be sent to both the supervisor and supervisee informing them of the update
- 7) Please allow 24 hours for this information to update in the BACB’s [registry](#)

## Editing Your Role

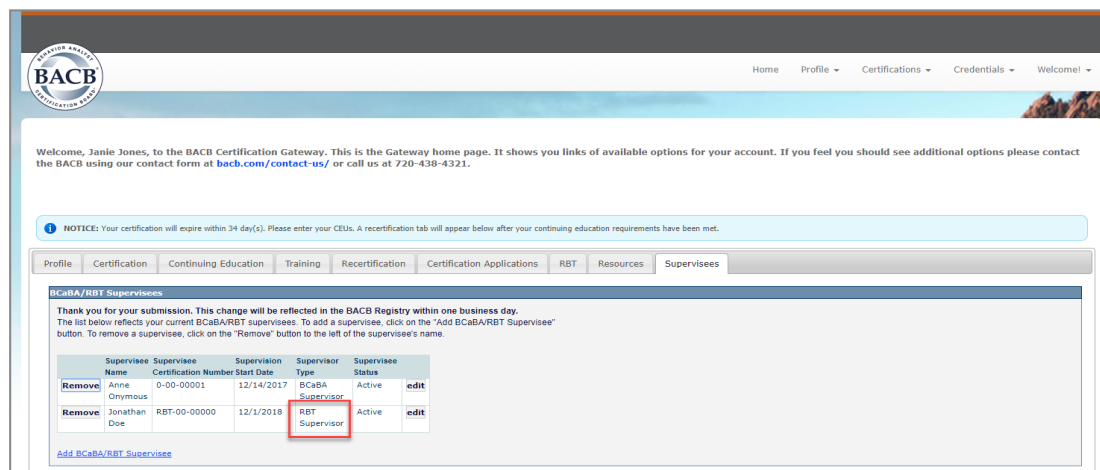
- 1) Login to your [BACB Account](#)
- 2) Click on the “Supervisees” tab located on the far right
- 3) Click on the “edit” button next to the certificant’s name



- 4) Select the appropriate “supervisory role” option



- 5) Click “Save”
- 6) Click on the “Supervisees” tab to review your updated supervisory role in in the “Supervisor Type” column



- 7) Please allow 24 hours for this information to update in the BACB's [registry](#)