



Fieldwork Checklist and Tip Sheet

Trainee Name: _____

Select the BACB certification you are pursuing: BCBA BCaBA

Before Starting Your Fieldwork:

Create a BACB 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). The BACB will primarily communicate with you via email.

Email Address: _____ BACB ID: _____

Read and make sure you understand the applicable fieldwork requirements.

Start qualifying coursework.

You may begin accruing fieldwork hours after attending the first class meeting.

Coursework Start Date: _____

Acquire an appropriate supervisor.

Supervisor Name: _____

Supervisor Certification # or BACB ID: _____

Date Supervisor Met Supervision Requirements (see [Certificant Registry](#)): _____

Date Supervisor Became Certified (see [Certificant Registry](#)): _____

Complete a supervision contract with your supervisor.

Date Supervision Contract Signed: _____

Develop a system for storing fieldwork-related documents.

- Create your documentation system (e.g., feedback provided, dates independent and supervised hours were completed).
- Avoid storing fieldwork documents (e.g., Monthly Fieldwork Verification Forms [M-FVFs], Final Fieldwork Verification Forms [F-FVFs]) on a computer where access could be limited (e.g., a work computer).

Plan your fieldwork.

- Using the following table, estimate the number of fieldwork hours you will complete each month to determine how long it will take to acquire the required hours.

Remember: Fieldwork must be completed within a five-year period.

- Based on the table, complete the following information to the best of your ability:

Start Date of Fieldwork: _____

Number of Hours You Plan to Accrue Each Month (each month, you must complete a minimum of 20 hours and a maximum of 130 hours): _____

Expected Fieldwork Completion Date: _____

Expected Certification Application Submission Date: _____

	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
Year 1												
Year 2												
Year 3												
Year 4												
Year 5												
TOTAL HRS												

Note: Fill in the first column with the month you plan to start your fieldwork and enter subsequent months to the right.

During Your Fieldwork:

Keep your personal contact information up to date.

Changes to contact information (e.g., legal name, email address, phone number, mailing address) can be made in your BACB account.

Remain current on changes to BACB certification requirements.

- Read the BACB Newsletter.
- Review the [Recent and Upcoming Changes to BACB Requirements](#) web page on the BACB website.

Ensure that you are continuing to meet the applicable fieldwork requirements.

Ensure that you and your supervisor complete and sign your M-FVFs each supervisory period.

- M-FVFs must be signed within one month of the close of the supervisory period; however, you and your supervisor are strongly encouraged to sign the M-FVF immediately at the close of each supervisory period (see the [Acceptable Signatures Policy](#)).
- The names and BACB account ID numbers listed on your FVFs should be identical to those listed in your BACB account.
- Forms may contain drop-down menus, so we recommend completing them electronically. Submission of incomplete or unclear forms may delay the processing of your application.

Ensure that your documentation system provides evidence that you are meeting all fieldwork requirements.

Concluding Fieldwork with a Supervisor or Organization:

Complete and sign the F-FVF *immediately* upon completion of fieldwork with a given supervisor or organization.

- The total hours on your F-FVF(s) may not exceed the sum of the hours on your M-FVFs.
- Make sure that the names and BACB account ID numbers listed on your FVFs are identical to those listed in your BACB account.

Retain fieldwork documents for at least seven years.