



Behavior Analyst Certification Board®

# Standards for Supervision of BCaBAs

*This document contains the standards and forms used to document supervision of a Board Certified Assistant Behavior Analyst® (BCaBA®). Every BCaBA must practice under the supervision of a qualified supervisor. The supervisor and the BCaBA must review this document together and resolve any concerns at the outset of supervision. Both parties must also ensure that any supervision provided or received is consistent with current BACB standards (via regular review of BACB Newsletters and web pages for updates), any applicable state regulatory standards (e.g., licensure), and relevant third-party payer requirements.*

# Nature of Supervision

The purposes of supervision are to improve and maintain the behavior-analytic, professional and ethical repertoires of the supervisee and facilitate the delivery of high-quality behavior-analytic services to the supervisee's clients. Effective behavior-analytic supervision includes:

- » Development of performance expectations
- » Observation, behavioral skills training, and delivery of performance feedback
- » Modeling technical, professional, and ethical behavior
- » Guiding behavioral case conceptualization, problem-solving, and decision-making repertoires
- » Review of written materials (e.g., behavior programs, data sheets, reports)
- » Oversight and evaluation of the effects of behavioral service delivery
- » Ongoing evaluation of the effects of supervision

# Supervisor Qualifications

BCaBA supervisors must hold a qualifying credential, have completed specific training, and have completed steps with the BACB to acknowledge the supervisory relationship prior to providing any supervision. The specific requirements are described below:

- » **Credential:** The supervisor must hold a current Board Certified Behavior Analyst® (BCBA®) or Board Certified Behavior Analyst–Doctoral™ (BCBA-D™) credential, or be a licensed or registered psychologist certified by the American Board of Professional Psychology in Behavioral and Cognitive Psychology and who was tested in Applied Behavior Analysis.
- » **Training:** The supervisor must complete an 8-hour training based on the BACB's [Supervisor Training Curriculum Outline](#) before providing any supervision. Supervisors who are certified at the BCBA or BCBA-D levels must also complete ongoing supervision continuing education as part of their recertification requirements.
- » **BACB Reporting:** The supervisor must acknowledge the supervisory relationship through entry of supervisee information in the supervisor's BACB Gateway account. Supervisors will be publicly identified in the BCaBA's record on the BACB Certificant Registry. The supervisor is responsible and can be held accountable under the [BACB Professional and Ethical Compliance Code for Behavior Analysts \(Compliance Code\)](#) for the services provided by the BCaBA.

*Note:* The supervisor may not be related to, subordinate to, or employed by the BCaBA. Employment does not include compensation received by the supervisor from the BCaBA for supervision services. While not required, it is preferable that the supervisor be someone who works most closely with the BCaBA in implementing behavior-analytic services.

# Supervision Characteristics

## Amount

The amount of supervision required for a BCaBA is based on the number of service-delivery hours in a month and how long the BCaBA has been certified. Newly certified BCaBA are required to have more supervision during their first 1,000 hours of post-certification work. The requirements are described below:

- » **First 1,000 hours of post-certification practice:** supervision must be at least 5% of the total number of behavior-analytic service hours provided per month, with no less than one hour of supervision every two weeks.
- » **Ongoing supervision (after the first 1,000 hours):** supervision must be at least 2% of the total behavior-analytic service hours provided per month. *Note:* BCaBAs certified before January 1, 2017 are exempt from the initial 5% period.

The supervision percentages above should be considered a minimum. Supervisors may require additional supervision.

## Frequency

The BCaBA and supervisor must meet at least 1 time per month in which the BCaBA provides behavior-analytic services. In addition, the BCaBA's supervisor must be available for consultation between supervisory interactions. *Note:* BCaBAs who do not provide behavior-analytic services during a given month do not need supervision during that time.

## Structure

Supervision can take a variety of forms that may include a combination of: group and individual supervision, multiple supervisors to ensure coverage of the BCaBA's entire caseload, and observation methods. This section contains guidance on the possible structural variations.

**Group Supervision:** Supervision may be conducted individually or in small groups of 2-10 BCaBAs who share similar experiences. If non-supervisees are present during the meeting, it is the responsibility of the supervisor to ensure that supervisees have appropriate interaction opportunities. The amount of small-group supervision may not exceed the amount of individual supervision each month (i.e., a maximum of 50% of the overall supervision time may be group).

**Multiple Supervisors and/or Settings:** A BCaBA may have multiple supervisors if such an arrangement would be required to ensure coverage of the BCaBA's entire caseload. The burden is on the BCaBA to ensure that a qualified supervisor assumes responsibility for each case and provides supervision that conforms to the standards described in this document. In these arrangements, the supervision contract must clearly articulate the conditions of responsibility for each supervisor, including coverage of cases and settings in which the BCaBA will be observed.

**Observation Requirements:** The supervisor must observe the BCaBA performing behavior-analytic activities with a client in the natural environment at least once each quarter (more if the supervisor deems necessary). It is preferred that observation be conducted in-person and on-site, but remote methods (e.g., web camera, video) that comply with all relevant privacy protection laws and regulations are also acceptable. BCaBAs with more than one supervisor must be observed quarterly, by each supervisor.

# Supervision Documentation

There are three documents required for BCaBA supervision: the supervision contract, the BCaBA Supervision Meeting Form, and a record of hours (both service-delivery and supervision). The supervisor and the supervisee must retain copies of these documents and, if requested, provide them to the BACB. *Note:* Backdated or retroactively completed forms will not be accepted. Documents must be retained for at least 7 years from the date of the last supervision meeting.

## Supervision Contract

The BCaBA and supervisor must develop and sign a written contract prior to the onset of the supervisory relationship. It is required that this contract include the following content:

- » Nature and frequency of supervision (including grounds for increased supervision at the discretion of the supervisor)
- » Responsibility for supervisee's service-delivery activities and mechanism for reporting caseload to supervisor
- » Mandatory third-party consent for supervisor involvement
- » Methods of supervisory observation
- » Methods for documenting supervision
- » Retention of written feedback by both parties
- » Supervision fees
- » Termination and supervision-verification criteria
- » Supervisor requirements statement (i.e., completed 8-hour training and supervision continuing education)

## BCaBA Supervision Meeting Form

The BCaBA and supervisor are responsible for documenting qualifying supervision meetings (at least once each month) on the BCaBA Supervision Meeting Form. *Note:* The supervision relationship may include informal contacts via telephone, email, and postal communication. These exchanges do not qualify as supervision but could be included in documentation.

## Service-Delivery and Supervision Hours Tracker

BCaBAs and their supervisor must retain copies of the service-delivery hours and supervision meeting details to ensure that the appropriate amount of supervision is occurring. An [image of an example](#) of one way to track these hours can be found on the BACB website. Alternative documents are permitted but must include the following details: service-delivery hours and dates, supervision hours and dates, supervisor name, and dates on which service-delivery was observed.



# BCaBA Supervision Meeting Form

Version 12/2016

## INSTRUCTIONS

This form must be completed at least once per month, but should be used to document all qualifying supervision meetings. The amount of time spent in qualifying supervision meetings must meet or exceed the amount of supervision hours required for the BCaBA based on each service-delivery month. Meeting dates must fall within two weeks of the last day of a service-delivery month.

## SUPERVISOR AND SUPERVISEE INFORMATION

BCaBA Name \_\_\_\_\_ Certificate Number \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Credential Type (select one)

BCBA-D    BCBA    ABPP/ABA

Credential Number (for credential selected above) \_\_\_\_\_

Category of Supervision (select one)

5% of service delivery hours (first 1,000 service hours post-certification)

2% of service delivery hours (after first 1,000 service hours or certified before January 1, 2017)

## MEETING INFORMATION

Service-Delivery Month (select one)

January | February | March | April | May | June | July | August | September | October | November | December

Meeting Date \_\_\_\_\_ Meeting Duration (hr/min) \_\_\_\_\_

Structure (select one)

Individual  
 Small Group

Service Observation Occurred (required quarterly)

Yes  
 No

BCaBA Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

*Both parties must retain a copy of this form for at least 7 years from the date of last supervision meeting.*

*This form must be completed at least once each month during qualifying supervision meetings.*

*Back-dated or retroactively created forms are not acceptable.*

*Do not submit this form to the BACB unless requested.*