



## BCBA/BCaBA Trainees Supervision Contract

This supervision agreement is made on \_\_\_\_\_ (date) between **Chelsea S. Plantz #1-20-42037** \_\_\_\_\_ (trainee name) for supervision of activities under the BACB's supervised fieldwork requirements.

### Supervised Fieldwork Activities and Training Objectives:

During the supervised fieldwork, the trainee will engage in the following types of activities: complete case reviews, provide observation using a variety of measurements, data analysis, use different assessment tools (preference assessment, FBA, PCA, etc.), score PCA and choose curricula based off results, develop a treatment plan based off assessment, create parent training goals, define-explain-demonstrate task list (5<sup>th</sup> edition), create agenda for parent training, RBT supervision guidelines and feedback (BST), discuss ethical codes as relevant to each process discussed in supervision, review journal articles, study for BCBA exam.

By the conclusion of the agreed contract, the trainee will have achieved the following objectives:

1. Demonstrate ability to complete case reviews, observe and assess client
2. Create an individualized behavior support plan
3. Create individualized parent training agenda
4. Define-explain-demonstrate task list (5<sup>th</sup> edition)
5. Provide demonstration of RBT supervision, using BST
6. Know BACB Ethical Codes

### Trainee agrees to do the following:

- Provide a completed Fieldwork checklist and tip sheet to the supervisor before the outset of the supervised fieldwork.
- Begin supervised fieldwork only after starting qualifying coursework.

- Compensate the supervisor at an hourly rate of \$60. Payment will be made at the time of scheduling of each supervision session or by a mutual agreement arranged at the outset of the supervisory relationship.
- Attend additional professional meetings relevant to the supervised fieldwork, (determined resources will be provided during supervision) which may not count toward the BACB's supervised fieldwork requirements.

**Supervisor(s) agree to do the following:**

- Meet and maintain the BACB's supervision qualification requirements as stated in the current (BCBA, BCaBA) Handbook and provide proof of eligibility to the trainee before the outset of the supervised fieldwork.
- Not accept remuneration from the trainee above the negotiated hourly rate or salary identified above.
- Provide oversight and training in accordance with the BACB's supervision requirements (e.g., nature of supervision, responsibilities of the supervisor) and current ethics code (e.g., providing supervision to the trainee only within the boundaries of their competence, evaluating the effects of their supervision).
- Provide ongoing documented performance feedback to the trainee in accordance with the current ethics code, including, but not limited to, providing feedback on the trainee's progress toward stated training objectives (e.g., providing specific areas in which the trainee is making adequate or inadequate progress) and client interactions.
- Sign the Monthly and Final Fieldwork Verification Forms if the supervised fieldwork hours are satisfactorily completed.
- Withhold signature on the Monthly and Final Fieldwork Verification Forms **only** in the following situations:  
\*Requirements are not met, verification forms are incomplete, monthly observation is not completed

**Trainee and Supervisor(s) agree to do the following:**

- Meet all of the BACB's supervised fieldwork requirements (e.g., requirements for documentation, acceptable activities, structure of supervision) for the duration of the supervised fieldwork.
- Stay up to date on changes made to the BACB's supervised fieldwork requirements.
- Comply with all applicable laws, licensure requirements, codes of conduct/ethics, reporting requirements (e.g., mandated reporting, reporting to funding sources or licensure board, self-reporting to the BACB, reporting instances of misrepresentation by others), and professional practice requirements related to their various roles.
- Keep all information related to current or potential clients, including, but not limited to, medical or clinical information, confidential.
- Ensure that clients consent to the observation of service delivery and the sharing of confidential client information.
- Work together to facilitate in-depth discussions about and an understanding of professional and personal issues affecting practice to improve the trainee's behavior-analytic expertise and ensure that progress is being made toward the identified training objectives.
- Work collaboratively to evaluate the effects of the supervision (e.g., review and respond to trainee progress and feedback) and address any identified issues.
- Protect the time and space for supervision by keeping to agreed-upon appointments and times allotted. Privacy will be respected and interruptions avoided. Any party requiring a variance in schedule will

notify the other party as early as possible if rescheduling of supervision is needed. After more than one no-call, no-show, a \$50 fee will be assessed.

- Terminate the supervisory relationship **only** in the following situations:
  - Supervised fieldwork hours are completed satisfactorily.
  - Progress is not made after 5 instances of corrective feedback.
  - Egregious violations of the ethics code occur.
- Retain a copy of all supervision documentation for at least seven years from the date of the final supervision meeting.

**Termination:**

This agreement shall become effective on \_\_\_\_ (date) and shall remain in effect until either party terminates this agreement by providing 15 day’s advance written notice to the other of the intention to terminate.

**Entire Agreement:** This contract contains the entire agreement between the parties hereto with respect to the subject matter hereof. Any changes to this contract should be reflected in a Contract Addendum section attached to the end of this document and signed and dated by all parties or should result in a termination of this contract and the initiation of a new, revised contract.

All parties agree to the stipulations herein:

Trainee Name: \_\_\_\_\_

Trainee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

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