



CONTRACT BETWEEN SUPERVISEE & BEHAVIORAL FOCUS, LLC
EXPERIENCE AS BEHAVIOR ANALYST

This agreement defines a relationship of supervision between

_____ **and** _____
(name of supervisee) *(name of supervisor and certification #)*

This agreement is made on _____
(Date of signed agreement)

A Comparison of Fieldwork Types		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	2,000*	1,500
Supervisory period	1 calendar month	
Fieldwork hours per supervisory period	min of 20 hours—max of 130 hours	
Number of contacts with supervisor per supervisory period	4 contacts	6 contacts
Observations with client per supervisory period	1 observation	1 observation
Supervision per supervisory period	5% of hours	10% of hours
Individual supervision hours per supervisory period	At least 50% of supervised hours must be individual (i.e., group supervision may not exceed 50%).	
Unrestricted activities	At least 60% of overall supervised fieldwork must be spent engaged in unrestricted activities.	

Category of Supervised Experience: _____

Amount of Supervised Experience Required: _____

Amount of Supervision Required: _____

Supervisor’s Qualifications (see below): _____

Site(s) of Supervision: _____

Nature of the Contract:

This contract is to establish a supervisor-supervisee relationship between the parties named above. Should either party not adhere to their responsibilities, or should a decision be reached



that this supervisor-supervisee relationship is no longer beneficial to one or both parties, this contract may be terminated by either party upon written notice, immediately.

Standards of Conduct:

Both parties attest to adhere to the current [BACB® Ethics Code for Behavior Analysts](#) as well as agree and adhere to the following expectations:

- Participate fully by being on time and engaging in supervision activities, meetings, and required assignments
- Work diligently to master performance and competency based supervision goals
- Read all assigned articles and client programming data
- Be open to given feedback and explain to supervisor how you prefer feedback be given
- **Establish a Growth Mindset:**
 - Skills can be developed: “There is a difference between not knowing and not knowing yet” ~ Sheila Tobias
 - Embrace challenges: “The greatest glory in living lies not in never falling, but in rising every time we fall” ~ Nelson Mandela
 - Persist in the face of setbacks: “I can do all things in Christ who strengthens me” ~ Philippians 4:13
 - “Success is not final; failure is not fatal: It is the courage to continue that counts” ~ Winston Churchill
 - See effort as the path to mastery: “The two things in life you are in total control over are your attitude and your effort” ~ Billy Cox
 - Learn from criticism: “We all need people who will give us feedback. That’s how we improve” ~ Bill Gates
 - Find lessons and inspiration in the success of others: “The more that you read, the more things you will know. The more that you learn, the more places you’ll go” ~ Dr. Seuss

Supervisee/Trainee Responsibilities:

- Uphold and adhere to the above BACB® ethical guidelines and set forth expectations.
- Provide a completed [Fieldwork Checklist and Tip Sheet](#) to the supervisor before the outset of supervised fieldwork.
- Begin supervised fieldwork only after starting qualifying coursework.
- Compensate the supervisor at the agreed rate, if supervision is being provided for a fee-for-service provision. Payment will be made immediately at the conclusion of each supervision session or by a mutual agreement arranged at the outset of the supervisory relationship.



Supervisor(s) Responsibilities:

- Meet and maintain the BACB® supervision qualification requirements as stated in the current [BCBA Handbook](#) and provide proof of eligibility to the supervisee/trainee before the outset of the supervised fieldwork.
- Not accept remuneration from the supervisee/trainee above the negotiated hourly rate or package identified above.
- Provide oversight and training in accordance with the BACB® supervision requirements and current ethics code.
- Provide ongoing documented performance feedback to the supervisee/trainee in accordance with the current ethics code, including, but not limited to, feedback on the supervisee/trainee progress toward stated performance and competency-based goals/objectives and client interactions.
- Sign the [Monthly](#) and [Final](#) Fieldwork Verification Forms if the supervised fieldwork hours are satisfactorily completed.
- Be on time to scheduled meetings and supervision observations.
- If meeting remotely, have the available technology needed and in working order for scheduled supervision observation.

Trainee/Supervisee and Supervisor agree to do the following:

- Meet all of the BACB® 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® 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.



- Retain a copy of all supervision documentation for at least seven years from the date of the final supervision meeting.

Restricted Activities:

According to the BACB® there is a restriction on the overall amount of hours you may spend delivering therapeutic and instructional procedures during fieldwork. This restriction is designed to ensure that trainees have sufficient time to acquire the other skills necessary for practice as a BCBA. Restricted activities may comprise no more than 40% of the total fieldwork hours—this requirement does not need to be met during each supervisory period. Please note that this restriction does not necessarily refer to all time spent working with clients (BACB® Handbook, pg. 19).

Unrestricted Activities:

According to the BACB® (BACB® Handbook, pg. 19) activities that are unrestricted are those that are most likely to be performed by a BCBA. Unrestricted activities must comprise at least 60% of the total fieldwork hours—this requirement does not need to be met during each supervisory period. Examples of unrestricted activities include:

- observation and data collection
- training staff and caregivers on behavior-analytic programs or content
- conducting assessments related to the need for behavioral intervention
- meeting with clients about behavior-analytic programming and services
- conducting behavior-analytic assessments (e.g., functional analyses, stimulus preference assessments) • data graphing and analysis
- researching the literature relevant to a current client's programming
- writing and revising behavior-analytic programs

Unacceptable Activities:

According to the BACB® (BACB® Handbook, pg. 19) only behavior-analytic activities may be counted toward fieldwork requirements. Nonbehavior-analytic activities, while valuable, may not be counted. Examples of activities that will not count as fieldwork include:

- attending meetings with little or no behavior-analytic content
- providing interventions that are not based in behavior analysis
- performing nonbehavioral administrative activities
- nonbehavior-analytic trainings related to service delivery (e.g., crisis management, CPR, billing systems)
- completing nonbehavioral assessments (e.g., diagnostic assessments, intellectual assessments), paperwork, documentation, billing, or any other activities that are not directly related to behavior analysis
- attending professional conferences, workshops, or university courses



- didactic-course assignments (e.g., completing homework assignments, readings)

Appropriate Clients:

Clients may be any persons for whom behavior analysis services are appropriate. However, the applicant may not be related to the client or the client's primary caretaker. Applicants must work with multiple clients during the field experience period.

I have read the above and agree to the provisions set forth in this contract.

Supervisee's Signature

Date

Supervisor's Signature

Date

DRAFT