

## BCBA SUPERVISION PACKAGE CANDIDATE INFORMATION AND CONTRACT

**For candidates who meet the academic requirements of the Behavior Analyst Certification Board and who need supervised experience.**

CEAT offers supervision from Board Certified Behaviour Analysts (BCBA®) under the Supervised Independent Fieldwork experience requirement of the Behavior Analyst Certification Board (BACB®) for attaining their BCBA designation.

Under the terms of the BACB requirements, applicants must complete 1500 hours of Supervised Independent Fieldwork in behaviour analysis, of which 5% (or 75 hours) is supervised by a BCBA or an approved faculty member in a BACB approved course sequence.

### **CEAT BCBA Supervision**

Supervision will be provided by one or more BCBA's over the agreed supervisory period.

Supervision will be provided at least once every 2 weeks, depending on Supervisor and supervisee availability, for 5% of the candidates total hours independent fieldwork during that time period. This equates to 1 hour supervision if working a total of 10 hours per week or 3 hours supervision if working a total of 30 hours per week. Supervision hours can be counted towards the total number of Independent Fieldwork hours.

Supervision will focus on helping the candidate learn new behaviour analytic skills related to the BACB Third Edition Task List. A copy of the Task List will be provided to candidates once supervision commences.

The supervisor will observe the candidate engaging in behaviour analytic activities in the natural environment and agree to provide specific feedback on candidate performance. Documentation will be provided after each supervisory period on a feedback form provided by the BACB. This form will document the number of hours of experience, number of supervised hours, feedback on the candidate's performance, the supervisor for the supervisory period, and signatures of the candidate and supervisor. The supervisor will review the completed feedback forms with the candidate and provide a copy for the candidate. The supervisor and the candidate are responsible for retaining their copies of the forms.

The initial half (approximately 36 hours) of total supervision hours will focus on candidate-client interactions. Supervision will be conducted in situ, or via web-camera, videotape, videoconferencing, or similar means in lieu of the supervisor being physically present.

No more than half of the total supervision hours for each supervisory period may be conducted in small groups of up to 10 candidates. The remaining hours will all be conducted in direct one-to-one contact.

Supervision dates, topics and reading materials will be provided at least 2 weeks in advance.

Upon termination of CEAT BCBA supervision, and provided both parties have adhered to the terms of this contract, the candidate will be provided with a completed Experience Verification Form required by the candidate to apply to sit the BACB examination.

CEAT BCBA supervisors agree to adhere to the BACB Guidelines for Responsible Conduct for the duration of the supervisory period.

### **Candidate Requirements**

In order to qualify for Supervision any person applying to CEAT for supervision must be working (paid or voluntary) for at least 10 hours per week, for a minimum of 3 weeks per month, and be engaged in behaviour analytic activities during this time. The maximum number of hours per week that can be counted as independent fieldwork is 30.

Candidates must be involved in behaviour analytic activities which adhere to the dimensions of applied behaviour analysis identified by Baer, Wolf and Risley (1968) in their article *Some Current Dimensions of Applied Behavior Analysis* published in the *Journal of Applied Behavior Analysis*.

As outlined on the BACB website ([www.bacb.com](http://www.bacb.com)) appropriate experience activities include;

1. Conducting assessment activities related to the need for behavioral interventions,
2. Designing, implementing, and monitoring behavior analysis programs for clients,
3. Overseeing the implementation of behavior analysis programs by others,
4. Other activities normally performed by a behavior analyst that are directly related to behavior analysis such as attending planning meetings regarding the behavior analysis program, researching the literature related to the program, talking to individuals about the program; plus any additional activities related to oversight of behavioral programming such as behavior analyst supervision issues, or evaluation of behavior analysts' performance. The supervisor will determine if activities qualify.

Examples of activities that are not appropriate as experience activities include: attending meetings with little or no behavior analytic content, providing interventions that are not based in behavior analysis, doing non-behavior analytic administrative activities, or any other activities that are not directly related to behavior analysis.

Candidates must agree to inform CEAT of any changes in their experience, including change in hours, client, holiday and/or sick leave.

Candidates must agree to inform clients or the client's primary caretaker of the nature of their BCBA supervision and obtain written consent for supervision to take place, including consent for recorded materials to be provided to the supervisor via post, email and video sharing websites. A consent form will be provided by CEAT to be completed by each of the candidate's clients or client's primary caretakers.

Candidates must not be related to the client or the client's primary caretaker and they must work with at least 2 different clients during the supervisory period. Candidates must not be related to or be an employer of the CEAT BCBA supervisor assigned.

Candidates must have started the coursework requirements required to meet the BACB coursework requirements before supervision can commence.

Candidates must agree to adhere to the BACB Guidelines for Responsible Conduct for the duration of the supervisory period.

Candidates must agree to and sign the supervision contract provided by CEAT before supervision can commence.

**Contractual and Ethical Considerations**

The supervisor and applicant should execute a contract prior to the onset of the experience that states the responsibilities of both parties, delineates the consequences should the parties not adhere to their responsibilities (including proper termination of the relationship), and includes an attestation that both parties will adhere to the BACB Guidelines for Responsible Conduct. The parties should pay particular attention to Sections 1, 2, and three of the Guidelines and consider the supervisor to be the client of the applicant except as noted above.

**Supervision Fees**

CEAT will provide you with highly qualified BCBA's who have extensive experience in both the theoretical and practical application of behaviour analytic principles when working with children with ASD, which is reflected in the hourly rate.

BCBA Supervision will be provided at a rate of £35 per hour. An invoice will be issued to the candidate on the last day of every month. Payment is due within two weeks of the date of invoice issue. Payment must be provided to CEAT by electronic bank transfer, bankers draft or cheque in UK Sterling. All related documentation will be provided following receipt of payment.

I hereby agree to the terms and conditions of this contract.

\_\_\_\_\_  
Senior Behaviour Analyst

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date