

## **SUPERVISION CONTRACT**

To qualify for certification as a Board-Certified Behavior Analyst® or a Board-Certified Assistant Behavior Analyst® an applicant must complete supervised fieldwork in applied behavior analysis. Fieldwork must meet all requirements in the Supervised Fieldwork Requirement section of the BCBA® or BCaBA® Handbook. To meet these requirements this supervision agreement has been discussed and signed by the involved parties:

**Trainee:** Denise Hernandez BACB # 638358 (trainee) and

**Supervisor:** Yohandra Solis BCBA # 1-10-6902

The trainee will receive individual supervision from the above-named supervisor; however, there are multiple supervisors at this organization who share their knowledge and experience during group supervision meetings. Since trainees are strongly encouraged to have multiple experiences with multiple supervisors, the trainee is free to attend group supervision meetings with participation at this organization (previous arrangement is needed as the participation is limited). Supervisors follow the supervision standards and those participating in the trainee's supervised fieldwork will jointly sign a single final form. Supervisors are not related to, subordinate to, or employed by the trainee.

### **Training Goal**

By the end of the supervised fieldwork, the trainee will meet all requirements included in the Supervised Fieldwork Requirement section of the BCBA or BCaBA Handbook.

### **Training objectives and activities:**

1. Develop and use behavior measurement methods: conducting behavioral observations, collecting data, graphing, and analyzing data (Behavior Assessment)
1. Conduct behavioral assessments. (e.g., stimulus preference assessment, functional assessment, staff performance assessment) (Behavior Assessment)
2. Write and update behavior- analytic intervention plans (Selecting and Implementing Interventions)
3. Write progress summaries, clinical notes, transition summaries, and professional correspondence. (Selecting and Implementing Interventions)
4. Conduct ongoing assessments of interventions. (Selecting and Implementing Interventions)
5. Design and implement behavior reduction and skills acquisition procedures. Program for generalization. (Behavior Change Procedures)
6. Conduct training to others on how to implement behavioral procedures (Personnel Supervision and Management)
7. Oversee the implementation of behavior-analytic programs by others (for example: parents) (Personnel Supervision and Management)

8. Attend planning meetings regarding the behavior-analytic program. (Personnel Supervision and Management)
9. Describe how to supervise an RBT® (Personnel Supervision and Management)
10. Demonstrate skills included in the “Ethics Code for Behavior Analysts”. (Ethics)
11. Research the literature relevant to a client’s behavioral program and stay updated on recent behavioral research.
12. Describe how to maintain the BCBA or BCaBA certification.

## **Trainee Responsibilities:**

### **Trainee agrees to:**

1. Provide proof of enrollment in a qualifying coursework before the first supervision meeting as well as proof of having an appropriate degree to apply for the BCBA or BCaBA credential.
2. Provide a valid personal identification to the supervisor to confirm identity.
3. Complete the document created by the BACB: “Fieldwork Checklist and Tip Sheet” at the beginning of the supervisory relationship.
4. Obtain written consent from the clients to share confidential information with the supervisor and for the supervisor to observe the implementation of behavior analytic procedures.
5. Provide a copy of written consents to the supervisor.
6. Obtain written permission from the on-site employer to receive supervision from an outside supervisor if applicable.
7. Document the completed independent hours (daily) and provide an excel spreadsheet at the end of the month to the supervisor with a description of the acceptable activities that were completed that month. The description (for each session) will include date, start time, end time, fieldwork type, setting, supervisor name, and activity category: restricted or unrestricted. This information will be entered into the Fieldwork Tracker (useful tool if the supervision hours are audited)
8. Participate in all required individual and group supervision meetings as well as accept feedback and improve performance.
9. Sign jointly with the supervisor a Monthly Fieldwork Verification Form by the last day of the calendar month following the month of supervision.
10. Participate in additional professional meetings if needed even though these activities might not count towards the supervised fieldwork. (For example, if client’s parents ask for participation in a school meeting)
11. Compensate supervisor at an hourly rate of \$60.00. Payment will be made at the beginning of each month using Zelle, Venmo, Cash app, or PayPal.
12. Inform supervisor at any time if they do not want to continue receiving supervision for any reason (receiving supervision is voluntary).

## **Supervisor Responsibilities**

### **Supervisor agrees to:**

1. Review the requirements to pursue the BCBA or BCaBA certification that are specific to the trainee: degree, coursework, and fieldwork requirements.
2. Meet the BACB’s supervision eligibility requirements (completion of the 8-hour supervision training plus required continuing education units (3) during each re-certification cycle)

3. Show to the trainee proof of supervision eligibility during the first supervision meeting (as shown on the BACB Certificant Registry)
4. Provide supervision in accordance with the Ethics Code for Behavior Analysts and the BCBA or BCaBA Handbook.
5. Document supervised hours including date, start time, end time, fieldwork type, supervisor name, supervision type: individual or group, activity category: restricted or unrestricted, and summary of the supervision activity.
6. Observe and provide feedback to trainee during behavior-analytic activities with a client in the natural environment during each required supervisory period.
7. Not accept remuneration from the trainee above the negotiated hourly rate.
8. Evaluate the effectiveness of supervision of the trainee as recommended on the “Supervisor Training Curriculum Outline (2.0)” Author: BACB (2018)
9. Incorporate ethics and professional development into supervision as recommended on the “Supervisor Training Curriculum Outline (2.0)” Author: BACB (2018)
10. Sign a Monthly Fieldwork Verification Form by the last day of the calendar month following the month of supervision (if the fieldwork hours were completed satisfactorily during that month)
11. Sign the Final Fieldwork Verification Form at the end of a specific fieldwork experience as recommended in the BCBA or BCaBa Handbook (the total number of hours must be the sum of all hours completed monthly) Note: The supervisor will not question the trainee’s competence after supervision has ended if Monthly Fieldwork Verification Forms were signed.
12. Withhold signature on the Monthly and Final Fieldwork Verification Forms in the following situations:
  - The supervisee violates this contract or the Ethics Code for Behavior Analysts.
  - The supervisee does not turn in independent hours on time (monthly) for review.
  - The supervisee does not comply with monthly supervision requirements.
13. Terminate the supervisory relationship in the following situations:
  - Supervised fieldwork hours are completed satisfactorily.
  - The trainee does not adhere to their responsibilities.
  - The trainee does not improve performance after three instances of corrective feedback.
  - The trainee requests it without cause (receiving supervision is voluntary). In this case, the trainee will receive proof of completed supervision hours and a copy of all supervision documents completed under this agreement.
  - The supervisor faces a personal problem or conflict that interferes with or compromises their ability to provide effective supervision to the trainee.
  - Egregious violation of the Ethics Code for Behavior Analysts.

**Both parties (trainee and supervisor) also agree to:**

1. Discuss, review, update, and sign this contract prior to beginning supervision.
2. Adhere to the Supervised Fieldwork Requirement section of the BCBA or BCaBA Handbooks.
3. Adhere to the Ethics Code for Behavior Analysts and relevant laws.
4. Work together to facilitate in-depth discussion and understanding of issues affecting practice to improve the trainee’s behavior-analytic expertise.
5. Protect the time and space for supervision. Any party requiring a variance in the supervision schedule will notify the other party as early as possible.

6. Communicate with the other party only during working hours to avoid disruptions to privacy.
7. Retain on a password-protected device a digital copy of the supervision documentation for at least seven years from the date of the final supervision meeting and provide all supervision documentation to the BACB if requested. Supervision documentation includes proof of trainee's enrollment in a qualifying coursework; trainee's photo identification; consents to release information from clients; supervision contract; documentation system: an excel spreadsheet documenting independent hours and supervised hours; monthly fieldwork verification forms; final fieldwork verification form; and fieldwork tracker (useful tool if the supervision hours are audited)

All parties agree to the stipulations and sign this contract on 01/02/2025.

<b><u>Trainee:</u></b>	<b>Signature:</b>
<u>Denise Hernandez BACB # 638358</u>	
<b>Supervisors:</b>	<b>Signatures:</b>
<u>Yohandra Solis BCBA # 1-10-6902</u>	
<u>Victor Javier Hernandez Fernandez BCBA # 1-21-56023</u>	
<u>Indira Magaz Zulueta BCBA # 1-22-61812</u>	
<u>Cindy Milagros Fernandez Marrero BCBA # 1-23-64509</u>	