**BCBA Supervision Contract Agreement**

This BCBA Supervision agreement between Western Michigan University (WMU; supervisor provider) and supervisee begins on the last signed date of the two parties until either party terminates the contract.

**Supervised Hour Requirements**

Under the terms of the BACB requirements, applicants must complete one of the following options (check one of the following):

Supervised Independent Fieldwork: 1500 hours of Supervised Independent Fieldwork in behavior analysis, of which 5% is directly supervised by a BCBA at least once during each 2-week supervisory period.

University Practicum: 1000 hours of Practicum in behavior analysis, Practicum in behavior analysis within a university practicum program ***approved by the BACB*** and taken for graduate academic credit, of which 7.5% is directly supervised by a BCBA at least once during each 1-week supervisory period.

Intensive University Practicum: 750 hours of Practicum in behavior analysis, Practicum in behavior analysis within a university practicum program ***approved by the BACB*** and taken for graduate academic credit, of which 10% is directly supervised by a BCBA at least twice during each 1-week supervisory period.

**Supervision**

A BCBA staff member will provide supervision during the supervisory period according to the requirements above. Supervision hours may be counted towards the total number of Independent Fieldwork hours. Supervision may be suspended if the supervisee’s performance falls below the criteria in any service area, or if the supervisee is not making adequate experience hour acquisition progress.

Documentation will be provided after each supervisory period on a feedback form provided by the BACB, with possible additions from the supervisor or Western Michigan University. This form will document the number of hours of experience, number of supervised hours, feedback on the supervisee, and signatures of the supervisee and supervisor. The supervisor will review the completed feedback forms with the supervisee and provide a copy for the supervisee. The supervisor and the supervisee are responsible for retaining their copies of the forms.

Supervision will be conducted *in situ, via web camera, videotape, 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 supervisees. Supervision dates, topics and reading materials will be provided at least 1 week in advance.

Upon termination of BCBA supervision, and provided both parties have adhered to the terms of this contract, the supervisee will be provided with a completed Experience Verification Form required by the supervisee to apply to take the BACB examination. The BCBA supervisors agree to adhere to the BACB Guidelines for Responsible Conduct for the duration of the supervisory period.

If the contract is terminated prior to the completion of the field supervision hours, supervisors will sign off on hours only if the supervisee is making adequate progress towards completion of competencies.

**Supervisee Requirements**

In order to qualify for supervision, **supervisees must be working at least 10 hours per week**, for a minimum of 3 weeks per month, and be engaged in behavior analytic activities during this time. The maximum number of hours per week that can be counted as independent fieldwork is 30.

The supervisee must be involved in behavior analytic activities that adhere to the dimensions of applied behavior 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 by the BACB (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. Supervisees must agree to inform the supervisor of any changes in their experience, including change in hours, client, vacation and/or sick leave.

**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 3 of the Guidelines and consider the supervisor to be the client of the applicant except as noted above.

**Termination of Agreement**

Notwithstanding any other provisions of this Agreement, either party may terminate this Agreement at any time by giving 10 days written notice to the other party.

I hereby agree to the terms and conditions of this contract for the following selected experience:

Independent Fieldwork Supervision

University Practicum

Intensive University Practicum

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I have read the *BACB Guidelines for Responsible Conduct for Behavior Analysts.*

I have read the *BACB Professional Disciplinary and Ethical Standards.*

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BCBA Supervisor Signature Date

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Supervisee Signature Date