



# Fieldwork Checklist and Tip Sheet

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

Select the BACB certification you are pursuing:                      BCBA®                      BCaBA®

## Before Starting Your Fieldwork:

**Create a BACB account.**

Be sure to use an email address that is not likely to change (e.g., a personal email address that is not associated with a work or school account). The BACB will communicate with you via email.

Email Address: \_\_\_\_\_ BACB ID: \_\_\_\_\_

**Read and make sure you understand the applicable fieldwork requirements.**

**Start qualifying coursework.**

You may begin accruing fieldwork hours starting the date of your first, qualifying behavior-analytic course.

Coursework Start Date: \_\_\_\_\_

**Acquire an appropriate supervisor.**

Verify supervisor is qualified to supervise by checking the [BACB Certificant Registry](#)

Supervisor Name: \_\_\_\_\_

Supervisor Certification # or BACB ID: \_\_\_\_\_

Date Supervisor Met Supervision Requirements (see [BACB Certificant Registry](#)): \_\_\_\_\_

Date Supervisor Became Certified (see [BACB Certificant Registry](#)): \_\_\_\_\_

**Complete a supervision contract with your supervisor(s) for each of your fieldwork structures (e.g., individual supervisor, multiple supervisors at one organization).**

- If you have multiple supervisors at one organization, all supervisors providing supervision must be listed on and sign the supervision contract. The date each supervisor signs the contract is when they may begin providing supervision.

Date(s)\* the Responsible Supervisor Signed the Contract: \_\_\_\_\_

*\* If you have multiple contracts, record the date each was signed with commas between dates.*

**Develop a system for storing fieldwork-related documents.**

- Create your documentation system (e.g., feedback provided, dates independent and supervised hours were completed).
- Avoid storing fieldwork documents (e.g., Monthly Fieldwork Verification Forms [M-FVFs], Final Fieldwork Verification Forms [F-FVFs]) on a computer where access could be limited (e.g., a work computer).

**Plan your fieldwork.**

- Using the following table, estimate the number of fieldwork hours you will complete each month to determine how long it will take to acquire the required hours.

*Remember:* Fieldwork must be completed within a five-year period.

- Based on the table, complete the following information to the best of your ability:

Start Date of Fieldwork: \_\_\_\_\_

Number of Hours You Plan to Accrue Each Month (each month, you must complete a minimum of 20 hours and a maximum of 130 hours): \_\_\_\_\_

Expected Fieldwork Completion Date: \_\_\_\_\_

Expected Certification Application Submission Date: \_\_\_\_\_

	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
Year 1												
Year 2												
Year 3												
Year 4												
Year 5												
<b>TOTAL HRS</b>												

*Note:* Fill in the first column with the month you plan to start your fieldwork and enter subsequent months to the right.

## During Your Fieldwork:

**Keep your personal contact information up to date.**

Changes to contact information (e.g., legal name, personal email address, phone number, mailing address) can be made in your [BACB account](#).

**Remain current on changes to BACB certification requirements.**

- Review the applicable handbook ([BCaBA](#) or [BCBA](#)) for the most up-to-date information about fieldwork requirements and how to become certified.
- Read the [BACB Newsletter](#).
- Review the [Recent and Upcoming Changes to BACB Requirements](#) web page on the BACB website.

**Ensure that you are continuing to meet the applicable fieldwork requirements.**

**Work with your supervisor to fill in the table below with fieldwork activities you'll experience and how you should document the hours. Review Appendix A for example fieldwork scenarios.**

Fieldwork Scenarios	Restricted Activity				Unrestricted Activity			
	Independent Activity	Group Supervision	Observation of Trainee	Supervisor-Trainee Contact	Independent Activity	Group Supervision	Observation of Trainee	Supervisor-Trainee Contact

- Ensure that you and your supervisor complete and sign your M-FVFs each supervisory period.**
  - M-FVFs must be signed within one month of the close of the supervisory period; however, you and your supervisor are strongly encouraged to sign the M-FVF immediately at the close of each supervisory period (see the [Acceptable Signatures Policy](#)).
  - The names and BACB ID numbers listed on your F-FVF should be identical to those listed in your and your supervisor(s) account.
  - Forms may contain drop-down menus, so we recommend completing them electronically. Submission of incomplete or unclear forms may delay the processing of your application.
- Ensure that your documentation system provides evidence that you are meeting all fieldwork requirements.**

## Concluding Fieldwork with a Supervisor or Organization:

- Complete and sign the F-FVF *immediately* upon completion of fieldwork with a given supervisor or organization.**
  - You must use the F-FVF that meets the requirements at the time the application is submitted. Outdated forms will not be accepted because the attestation does not specify the most up-to-date requirements.
  - The total hours on your F-FVF(s) may not exceed the sum of the hours on your M-FVFs.
  - Review the applicable handbook for more details on how to calculate total hours if you completed a combination of supervised and concentrated fieldwork.
- Retain fieldwork documents for at least *seven* years.**
  - Signed M-FVFs should be saved for your records and submitted to the BACB if selected for an audit.
  - Save all signed versions of the supervision contract, including any amendments.

## Appendix A

### Examples of Categorizing Fieldwork Activities

Although all trainees must meet the same fieldwork requirements in order to become certified, the activities each trainee completes throughout their fieldwork journey can vary. Accurately identifying how to log each activity is vital to ensuring you meet fieldwork requirements. The table below includes **example** scenarios of how to categorize fieldwork activities. This is **not** an exhaustive list and is only used to demonstrate potential fieldwork activities.

Fieldwork Scenarios	Restricted Activity				Unrestricted Activity			
	Independent Activity	Group Supervision	Observation of Trainee	Supervisor-Trainee Contact*	Independent Activity	Group Supervision	Observation of Trainee	Supervisor-Trainee Contact*
A trainee provides direct services to a client.	X							
A trainee creates materials for a client's new program.					X			
A trainee updates graphed data and determines if changes are needed to a program based on progress. The supervisor is present and answers questions.								X
A trainee has a 1:1 meeting with their supervisor to discuss their performance, review their fieldwork hours, and plan supervision for the upcoming month.								X
A trainee conducts a client-specific meeting/training session on a new aspect of the behavior intervention program with staff.					X			
Two trainees implement a behavior plan with a client. The supervisor oversees both of them and gives feedback while they are implementing the program.		X	X	X				
During a group supervision meeting, trainees and their supervisor watch a video of an RBT working directly with a client. The supervisor provides instructive commentary to the group.						X		X
A trainee directly implements a training program with a client while their supervisor, connected by phone (no video), provides feedback to the trainee working with the client.				X				
A trainee provides direct supervision to an RBT while the supervisor observes the interaction.							X	

Fieldwork Scenarios	Restricted Activity				Unrestricted Activity			
	Independent Activity	Group Supervision	Observation of Trainee	Supervisor-Trainee Contact*	Independent Activity	Group Supervision	Observation of Trainee	Supervisor-Trainee Contact*
A supervisor meets 1:1 with a trainee to provide feedback about the direct supervision the trainee provided earlier that day.								X
A trainee directly implements a program with a client. The supervisor is present and gives feedback in the moment.			X	X				
Four trainees observe a session where another trainee implements a program with a client while their mutual supervisor provides feedback and tips for implementation.						X		
A trainee directly implements a training program with a client. The supervisor is in the same room watching the implementation, but is not interacting with the trainee.	X		X					
A trainee meets with their supervisor in a 1:1 meeting to discuss the program implemented with a client the day before.								X
A trainee conducts training with a client and multiple RBTs on a new aspect of a behavior plan. The supervisor is present for the training, but does not provide in situ feedback.	X		X					
After training a group of RBTs on how to implement a new aspect of a behavior plan, the trainee meets with their supervisor to discuss the supervisor's feedback about the training.								X
A trainee directly implements an assessment with a client. The implementation is recorded.	X							
In a 1:1 meeting, a trainee and supervisor view a recording of the trainee implementing an assessment with a client. As the recording plays, the supervisor provides feedback.							X	X

\* The supervisor must provide feedback to be counted as a supervisor-trainee contact. This interaction must last at least 15 minutes and is categorized as supervision hours.