



BCBA[®]

2022 ELIGIBILITY REQUIREMENTS*

**If you are applying before January 1, 2022, or want to see BCBA-D eligibility or BCBA maintenance requirements, you must review the [BCBA Handbook](#).*

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ABOUT THIS DOCUMENT

This document describes the eligibility and examination requirements for obtaining BCBA certification for anyone applying **on or after** January 1, 2022. **Candidates applying before 2022 should reference the [BCBA Handbook](#).** If you are unsure whether you are applying before or after 2022, review the eligibility and examination information in the BCBA Handbook, this document, and the [Guidance for Those Applying for BCBA Certification during the 2022 Transition](#) document.

This document does not describe the full eligibility process (e.g., applying), BCBA-D eligibility requirements, or any of the requirements for maintaining the BCBA certification. You can review those requirements in the [BCBA Handbook](#).

This document contains clickable images that link directly to BACB documents. This document will be updated as needed and will replace the relevant eligibility components in the current handbook closer to 2022. Applicants should make note of upcoming implementation dates for revised requirements. Please refer to the [BACB Newsletter](#) and the [Upcoming Changes](#) web page for the most updated information on our certification requirements.

The BACB does not discriminate against any individual because of race, ethnicity, gender, age, creed, disability, religion, marital status, sexual orientation, or national origin. The BACB reserves the right to amend the procedures outlined in this document.

For a complete list of updates included in this version of the BCBA 2022 Eligibility Requirements, please see [page 33](#).

OVERVIEW

You Want to Pursue Certification... Now What?*

So, you are interested in pursuing BCBA certification. What should you do now? Although the BACB cannot instruct you on how to meet our requirements, the content in this section is intended to provide some guidance that might be helpful as you start this journey.

A Few Tips Before Getting Started

First, carefully review the eligibility requirements in this document and the maintenance requirements in the [BCBA Handbook](#). After this review, determine which eligibility pathway you plan to pursue. The majority of BCBA certificants apply under Pathways 1 and 2, so this section focuses primarily on those pathways. Second, determine when you might apply. Keep in mind that it may take a few years to meet all of the requirements, so you might not qualify to apply until after January 1, 2022. At that time, you must meet the eligibility and examination requirements described in this document. You should use this document, not the BCBA Handbook, to ensure that you meet all of the requirements. *Note:* You will still want to review the maintenance and supervision sections in the BCBA Handbook, as those will be relevant regardless of when you apply.

Third, you will want to create a [BACB account](#) using these tips:

- ▶ **Enter your full name** exactly as it appears on your government-issued identification. If it does not match *exactly*, you will not be able to take the examination. Name changes require review by BACB staff, so a name change could delay your ability to take the examination.
- ▶ **Use a personal email address** and not a work or school email address. Important notifications and reminders are sent to this address, so if you change employers or lose access to your school email address, you will not receive reminders, correspondence, or password resets.
- ▶ **Set up the profile yourself** and do not share your account information with anyone else, including your employer. This is *your* certification—no one else should be managing it for you.
- ▶ **Update your information** in your BACB account as soon as changes occur (e.g., name change, address change).

Creating a BACB account will give you a BACB account ID number, which you will need to add to documents as you work toward certification. Having a BACB account also means that you will receive important updates from the BACB.

Considerations When Exploring Training Options

You only receive your initial training once. If possible, don't pick your training out of convenience, expense, or geography. We recommend thoroughly researching the trainings before committing to one. While we can't provide guidance about where to receive your behavior-analytic coursework, here are some things to consider.

Ideally, you should obtain your education in behavior analysis from a behavior-analytic degree program. There are many benefits to this option. For instance, in most cases, you can meet all BCBA eligibility requirements in one place while also having engaging, non-classroom interactions with behavior-analytic faculty and students that will greatly enhance your education and begin to develop your behavior-analytic social networks. Even if you don't receive all of your supervised fieldwork through the degree-granting program, your faculty will likely help you identify where you can accrue your hours in an immersive behavior-analytic environment. If completing your education in a behavior-analytic degree program is a possibility for you, here are a few things to consider as you research programs.

First, research the faculty members and determine whether the faculty's interest(s) align with yours (e.g., see the ABA Subspecialty Resources on the [About Behavior Analysis](#) web page for some of the areas in which behavior analysis has been applied). Second, identify the program's structure to determine how much time you will have with your faculty and fellow students. Third, confirm that the program has a pathway to meet the BACB's coursework requirements.

** This is not a comprehensive resource for all activities you will need to or should complete as you prepare for certification.*

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You may obtain your behavior-analytic coursework through one of two sources: an Association for Behavior Analysis International (ABAI) accredited graduate program or a Verified Course Sequence.

- ▶ **ABAI-Accredited Graduate Program (Pathway 1):** Behavior-analytic graduate degree programs that have been accredited by ABAI have met ABAI's Accreditation Standards, which include standards for the curriculum, faculty, and resources, among other areas. Accredited programs may be found on ABAI's [Accredited Programs](#) web page. *Note:* If you apply after January 1, 2022, and receive a degree from an ABAI-accredited program, both the coursework and degree eligibility requirements will be met.
- ▶ **Verified Course Sequence (Pathway 2):** The other option for completing behavior-analytic coursework is through a Verified Course Sequence. A Verified Course Sequence is a set of courses that have been verified by ABAI as having met the BACB's behavior-analytic coursework requirements. Although some Verified Course Sequences are embedded in an ABAI-accredited graduate program, many are not. Verified Course Sequence status merely indicates that the content-hour requirements for certain behavior-analytic courses have been reviewed. Verified Course Sequences may be found on ABAI's [Verified Course Sequence Directory](#).

Finally, when determining where to obtain your coursework, you might also want to consider:

- ▶ **Program Focus:** Do you have any existing areas of interest? If so, does the program align with your professional goals? Is the program lead by faculty with similar interests? Will the program help facilitate fieldwork in areas that are meaningful to you?
- ▶ **Program Size:** Find out the size of each cohort and determine if the size is a good fit for you as a learner. This information can usually be found on the program's website. Our [university pass rate](#) documents also give an idea of program size by looking at the number of candidates who took the examination from an institution each year (see the Sort by Volume section of the document).
- ▶ **Program Structure:** Courses are usually taught on campus, online, or in a combination of online and on-campus experiences (again, this information should be available on the program's website). Consider what structure is the best fit for you as a learner. You might want to consider what has worked for you in the past. Were you successful in online courses? Did you need or value in-person experiences? In what setting did you learn the most and feel the most engaged?
- ▶ **Number of Faculty:** Determine how many part- and full-time faculty are on staff, especially in relation to the program size, to understand the student-to-faculty ratio.
- ▶ **University Pass Rates:** The BACB annually publishes [examination pass rate data](#) for universities with Verified Course Sequences. Passing the BCBA examination is not the most important part of your training, but, at a minimum, your training should prepare you to pass the examination.

Once you have identified where you will get your behavior-analytic coursework, your faculty mentor/advisor, program chair, and/or Verified Course Sequence Coordinator will be your resource(s) to help you meet the BACB's requirements along the way.

Considerations When Identifying Practical Fieldwork Opportunities

Hold on! Remember that qualifying behavior-analytic coursework needs to begin before fieldwork, so make sure you get your coursework situation figured out beforehand. Once you have started your coursework, determine where you want to accrue your structured fieldwork hours and whether it will give you the applied fieldwork that will prepare you to practice independently after you are certified. For instance, consider the population(s) and setting(s) where you want to ultimately provide behavior-analytic services. The BACB cannot provide this guidance, so you should reach out to your Verified Course Sequence Coordinator, advisor, or employer for guidance about where to accrue fieldwork in your chosen area.

OVERVIEW

When identifying supervisor(s) to oversee your fieldwork hours, ensure that they are qualified to be your supervisor (see the [Supervised Fieldwork Requirements](#) section). In addition, you should focus on finding supervisors who have a successful track record of BACB supervision. You could do this in a number of ways, but here are a few ideas:

- ▶ Check on their certification status in the [Certificant Registry](#) to ensure that they are qualified to supervise and to see if they have any disciplinary sanctions.
- ▶ Look at how long they have been certified. We recommend identifying supervisors who have been certified for at least a year, if not longer.
- ▶ Gather information from the supervisor and past supervisees about the supervisor's style to make sure they are a good fit for you.
- ▶ Ask about their time and document-management systems. *Caution:* If you can't produce all of the necessary documents to support your fieldwork in the event of an audit, you might lose fieldwork hours, so you will want a very organized supervisor!
- ▶ Determine whether they are familiar with the BACB's current requirements.
- ▶ Consider whether they can customize the experience to your interests (while still meeting their ethical obligations as a BCBA to stay within their area of competence).

Once you have identified fieldwork site(s) and supervisor(s), complete the [Fieldwork Checklist and Tip Sheet](#) before you get started with each fieldwork site/supervisor. The BACB is not able to provide guidance beyond what is in our fieldwork requirements, as each situation is unique (e.g., whether a specific activity will qualify toward your fieldwork hours). Work together with your supervisor(s) to ensure that you are meeting the fieldwork requirements while also meeting your professional goals.

A Few Final Tips

Keep this document and the BCBA Handbook handy. We will update the handbook quarterly as needed, so always make sure that you are reviewing the most current handbook to see what has changed since the last version.

Get involved and engaged with your behavior-analytic community! This might include joining or volunteering with your local, regional, or national professional associations and groups focused in your area(s) of interest. You will likely learn a lot and have an opportunity to contribute to behavior analysis and its consumers. Having professional support is helpful at every stage of your career, so create opportunities to identify trusted colleague(s), mentors, and/or groups now.

Be sure to keep an eye out for helpful resources, like BACB [videos](#), [blogs](#), and [podcasts](#). For example, the Tips for New Certificants blog shares valuable information for newly certified individuals, and The Professional Infrastructure of Applied Behavior Analysis video describes the various organizations in ABA.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Eligibility Requirements (as of January 1, 2022)

Eligibility Pathways

For those applying **on or after January 1, 2022**, you have four pathways for applying for BCBA certification. Each pathway requires a degree, behavior-analytic content, supervised fieldwork, and passing the BCBA certification examination.

Overview of Eligibility Pathways				
	Pathway 1: ABAI-Accredited Degree	Pathway 2: Behavior-Analytic Coursework	Pathway 3: Faculty Teaching and Research	Pathway 4: Postdoctoral Experience
Degree	Degree from ABAI-accredited master's or doctoral program	Graduate degree	Graduate degree	Doctoral degree
Behavior-analytic content		Behavior-analytic coursework	Faculty teaching and research	Postdoctoral experience in applied behavior analysis
Fieldwork	Practical fieldwork in applied behavior analysis	Practical fieldwork in applied behavior analysis	Practical fieldwork in applied behavior analysis	Practical fieldwork in applied behavior analysis

The following pages provide further details for each eligibility pathway.



Applying before January 1, 2022?

Review the [BCBA Handbook](#) to ensure that you meet the eligibility requirements that are in effect at that time. If you are unsure of when you will apply (i.e., before or after January 1, 2022), the [Guidance for Those Applying for BCBA Certification during the 2022 Transition](#) document might be helpful.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Pathway 1: Association for Behavior Analysis International (ABAI) Accredited Program

To apply for BCBA certification via this pathway, you must have a degree from an ABAI-accredited master's or doctoral program and have completed supervised fieldwork.



Degree

You must have a degree from an [ABAI-accredited master's or doctoral program](#).



Demonstrate that you meet this requirement when you apply after January 1, 2022, by submitting an [official transcript](#) with a [conferral date](#) for your qualifying degree.



Does the BACB use primary source verification of degrees and coursework?

Yes! Under every eligibility pathway, we rely on official transcripts to verify that an applicant's degree and coursework meet our requirements.

Supervised Fieldwork

You must complete supervised fieldwork in applied behavior analysis. You may accrue your fieldwork hours under one or more fieldwork types: Supervised Fieldwork or Concentrated Supervised Fieldwork. The following table provides a general overview of the requirements for fieldwork; however, your fieldwork must meet all of the requirements in the [Supervised Fieldwork Requirements](#) section.

Overview of Fieldwork Requirements		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	2,000	1,500
Supervisor qualifications (see the Supervised Fieldwork Requirements section for additional supervisor requirements)	Supervisors must be one of the following: <ul style="list-style-type: none">▶ an active BCBA without current disciplinary sanctions who has been certified for at least one year and meets an ongoing supervision CEU requirement;▶ an active BCBA without current disciplinary sanctions who has been certified for less than one year and is receiving consultation on a monthly basis from a qualified consulting supervisor;▶ a licensed or registered psychologist certified by the American Board of Professional Psychology in Behavioral and Cognitive Psychology who was tested in applied behavior analysis; OR▶ an authorized Verified Course Sequence Instructor.	
Supervision hours per supervisory period	5% of hours	10% of hours



Demonstrate that you meet this requirement when you apply after January 1, 2022, by submitting your signed Final Fieldwork Verification Form(s) (F-FVF). Note: If your fieldwork is [audited](#), you may need to submit other documents, such as your supervision contract, Monthly Fieldwork Verification Forms (M-FVFs), unique documentation system, and/or completed Fieldwork Tracker.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Pathway 2: Behavior-Analytic Coursework

To apply for BCBA certification via this pathway, you must have an acceptable graduate degree from a [qualifying institution](#), have completed acceptable graduate coursework in behavior analysis, and have completed supervised fieldwork.



Degree

You must have a graduate degree (e.g., master's or doctoral) from a [qualifying institution](#).



Demonstrate that you meet this requirement when you apply after January 1, 2022, by submitting an [official transcript](#) with a [conferral date](#) for your qualifying degree.

Behavior-Analytic Coursework

You must complete behavior-analytic coursework that meets the following requirements:

- ▶ The coursework was graduate level (i.e., master's or doctoral) and from the [qualifying institution](#) at which you were enrolled.
- ▶ You received academic credit for the coursework.
- ▶ The coursework reflects that you received a passing grade ("C" or higher in a graded course or "pass" in a pass/fail system) in each course.
- ▶ The coursework covers all of the content areas and number of hours specified in this table:

Coursework Content Requirements	
Content Areas	Hours*
BACB Ethics Code and Code-Enforcement System; Professionalism <i>Note: The content must be taught in one or more freestanding courses.</i>	45 hrs
Philosophical Underpinnings; Concepts & Principles <i>Note: 45 hours must be taught as one freestanding course on concepts and principles.</i>	90 hrs
Measurement, Data Display, and Interpretation; Experimental Design <i>Note: The content must be taught in one freestanding course.</i>	45 hrs
Behavior Assessment	45 hrs
Behavior-Change Procedures; Selecting and Implementing Interventions	60 hrs
Personnel Supervision and Management	30 hrs
Total	315 hrs

*For the purpose of establishing instructional requirements that can be applied globally, 1 semester credit hour will represent 15 hours of classroom instruction, and 1 quarter credit hour will represent 10 hours of classroom instruction. This conversion is based on [US Federal Rule](#).



Demonstrate that you meet the coursework requirements when you apply after January 1, 2022, by submitting [official transcript\(s\)](#) for all qualifying behavior-analytic courses that you will be using to meet the requirement.



Due to increased coursework and fieldwork requirements that more closely reflect the academic requirements of other reputable master's programs, and for the added benefit of certifying individuals with diverse training backgrounds and connections to other professional communities, the previous field-of-study restriction has been removed (as of January 1, 2022).



Not sure your coursework qualifies?

If you are uncertain whether your coursework qualifies, you can request a [preliminary coursework evaluation](#) online as of January 1, 2021. This will include a \$100 fee that may be credited to your BCBA Certification Application when you apply.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

There are two ways the BACB determines whether a course has qualifying content hours that may be applied toward coursework requirements:

1. **Verified Coursework:** ABAI works with institutions to identify and verify sequences of courses—known as Verified Course Sequences—that have been prescreened to meet BCBA coursework requirements. The [ABAI Verified Course Sequence Directory](#) includes all Verified Course Sequences, Verified Course Sequence Coordinators and content hours, and dates on which the courses were verified.

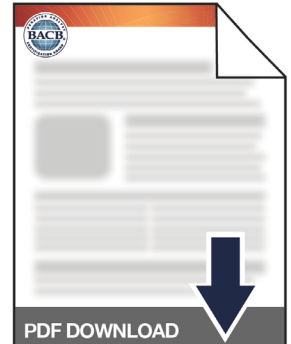


Curious about Verified Course Sequence pass rates? The BACB publishes [examination pass rates](#) for Verified Course Sequences annually as a resource for prospective students.

2. **Nonverified Coursework:** If you completed behavior-analytic coursework that is not part of an ABAI Verified Course Sequence, that coursework is considered nonverified. You must have your department chair complete a [Nonverified Course Content Attestation](#) and submit it with your BCBA [Certification Application](#) or your [preliminary coursework evaluation](#).

Supervised Fieldwork

You must complete supervised fieldwork in applied behavior analysis. You may accrue your fieldwork hours under one or more fieldwork types: Supervised Fieldwork or Concentrated Supervised Fieldwork. The following table provides a general overview. You should thoroughly review the [Supervised Fieldwork Requirements](#) section to ensure that you meet all of the detailed requirements.



Nonverified Course
Content Attestation

Overview of Fieldwork Requirements		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	2,000	1,500
Supervisor qualifications (see the Supervised Fieldwork Requirements section for additional supervisor requirements)	Supervisors must be one of the following: <ul style="list-style-type: none">▶ an active BCBA without current disciplinary sanctions who has been certified for at least one year and meets an ongoing supervision CEU requirement;▶ an active BCBA without current disciplinary sanctions who has been certified for less than one year and is receiving consultation on a monthly basis from a qualified consulting supervisor;▶ a licensed or registered psychologist certified by the American Board of Professional Psychology in Behavioral and Cognitive Psychology who was tested in applied behavior analysis; OR▶ an authorized Verified Course Sequence Instructor.	
Supervision hours per supervisory period	5% of hours	10% of hours



Demonstrate that you meet this requirement when you apply after January 1, 2022, by submitting your signed Final Fieldwork Verification Form(s) (F-FVF). *Note:* If your fieldwork is [audited](#), you may need to submit other documents, such as your supervision contract, Monthly Fieldwork Verification Forms (M-FVFs), unique documentation system, and/or completed Fieldwork Tracker.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Pathway 3: Faculty Teaching and Research

To apply for BCBA certification via this pathway, you must have an acceptable graduate degree from a [qualifying institution](#), have held a full-time faculty position in behavior analysis that includes research and teaching, and have completed supervised fieldwork.



Degree

You must have a graduate degree (e.g., master's or doctoral) from a [qualifying institution](#).



Demonstrate that you meet this requirement when you apply after January 1, 2022, by submitting an [official transcript](#) with a [conferral date](#) for your qualifying degree.

Faculty Appointment

You must have at least three years (cumulative) of full-time work as a faculty member at a qualifying institution within a five-year period.

Teaching: Your faculty appointment must have included the following teaching characteristics:

- ▶ You taught at least five sections/iterations of [behavior-analytic](#) coursework.
- ▶ You taught at least two of the following behavior-analytic content areas in separate courses: concepts and principles of behavior, single-subject research methods, applied behavior analysis, and ethics in behavior analysis.
- ▶ Each course must have been exclusively or primarily devoted to behavior-analytic content.
- ▶ You taught this coursework at the graduate level.



Demonstrate that you meet this requirement when you apply after January 1, 2022, by submitting a letter from the department chair indicating that these requirements were met along with course syllabi.

Research: You must have published one journal article with the following characteristics:

- ▶ It was [behavior analytic](#) in nature.
- ▶ It included at least one experimental evaluation.
- ▶ It was published in a high-quality, peer-reviewed journal.
- ▶ You were the first, second, or corresponding author.
- ▶ It was published at any point in your career.



Demonstrate that you meet this requirement when you apply after January 1, 2022, by submitting a copy of your published article.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Supervised Fieldwork

You must complete supervised fieldwork in applied behavior analysis. You may accrue your fieldwork hours under one or more fieldwork types: Supervised Fieldwork or Concentrated Supervised Fieldwork. The following table provides a general overview. You should thoroughly review the [Supervised Fieldwork Requirements](#) section to ensure that you meet all of the detailed requirements.

Overview of Fieldwork Requirements		
	Supervised Fieldwork	Concentrated Supervised Fieldwork
Fieldwork hours required to qualify	2,000	1,500
Supervisor qualifications (see the Supervised Fieldwork Requirements section for additional supervisor requirements)	Supervisors must be one of the following: <ul style="list-style-type: none">▶ an active BCBA without current disciplinary sanctions who has been certified for at least one year and meets an ongoing supervision CEU requirement;▶ an active BCBA without current disciplinary sanctions who has been certified for less than one year and is receiving consultation on a monthly basis from a qualified consulting supervisor;▶ a licensed or registered psychologist certified by the American Board of Professional Psychology in Behavioral and Cognitive Psychology who was tested in applied behavior analysis; OR▶ an authorized Verified Course Sequence Instructor.	
Supervision hours per supervisory period	5% of hours	10% of hours

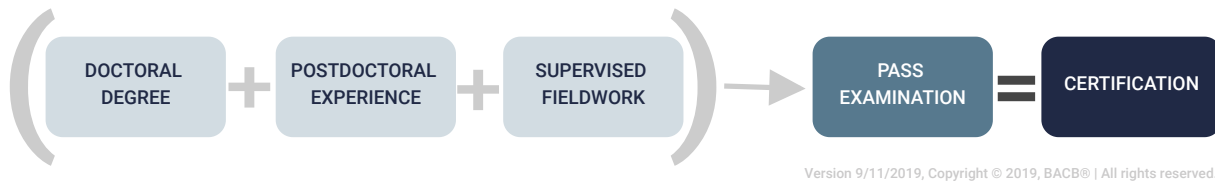


Demonstrate that you meet this requirement when you apply after January 1, 2022, by submitting your signed Final Fieldwork Verification Form(s) (F-FVF). *Note:* If your fieldwork is [audited](#), you may need to submit other documents, such as your supervision contract, Monthly Fieldwork Verification Forms (M-FVFs), unique documentation system, and/or completed Fieldwork Tracker.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Pathway 4: Postdoctoral Experience

To apply for BCBA certification via this pathway, you must have an acceptable doctoral degree from a [qualifying institution](#) that was conferred at least 10 years ago, have completed at least 10 years of postdoctoral practical experience, and have completed 500 hours of supervised fieldwork.



Doctoral Degree

You must have a doctoral degree from a [qualifying institution](#).



Demonstrate that you meet this requirement when you apply after January 1, 2022, by submitting an [official transcript](#) with a [conferral date](#) for your qualifying degree.

Postdoctoral Experience

The postdoctoral experience must:

- ▶ include 10 years of full-time, cumulative experience *practicing* behavior analysis (time spent teaching behavior analysis does not count) AND
- ▶ have occurred under a relevant state/provincial license or national professional credential. You may have held different credentials at different times during the 10 years.



Demonstrate that you meet this requirement when you apply after January 1, 2022, by submitting a curriculum vitae showing this experience, signed attestations describing the behavior-analytic practice from current or former employers, and proof of the applicable professional credential(s).

Supervised Fieldwork

You must complete supervised fieldwork in applied behavior analysis. You may accrue your fieldwork hours under Supervised Fieldwork. This fieldwork must have started once you have completed 10 years of postdoctoral experience. The following table provides a general overview. You should thoroughly review the [Supervised Fieldwork Requirements](#) section to ensure that you meet all of the detailed requirements.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Overview of Fieldwork Requirements	
	Supervised Fieldwork
Fieldwork hours required to qualify	500
Supervisor qualifications (see the Supervised Fieldwork Requirements section for additional supervisor requirements)	<p>Supervisors must be one of the following:</p> <ul style="list-style-type: none"> ▶ an active BCBA without current disciplinary sanctions who has been certified for at least one year and meets an ongoing supervision CEU requirement; ▶ an active BCBA without current disciplinary sanctions who has been certified for less than one year and is receiving consultation on a monthly basis from a qualified consulting supervisor; ▶ a licensed or registered psychologist certified by the American Board of Professional Psychology in Behavioral and Cognitive Psychology who was tested in applied behavior analysis; OR ▶ an authorized Verified Course Sequence Instructor.
Supervision hours per supervisory period	5% of hours



Demonstrate that you meet this requirement when you apply after January 1, 2022, by submitting your signed Final Fieldwork Verification Form(s) (F-FVF). *Note:* If your fieldwork is [audited](#), you may need to submit other documents, such as your supervision contract, Monthly Fieldwork Verification Forms (M-FVFs), unique documentation system, and/or completed Fieldwork Tracker.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Supervised Fieldwork Requirements

Applicants must complete supervised fieldwork in applied behavior analysis. The following sections describe all of the requirements for supervised fieldwork (hereafter referred to as “fieldwork”). Regardless of when the hours were earned, applicants who apply for BCBA certification on or after January 1, 2022, must meet these requirements.

Fieldwork Hour Requirements

Total Fieldwork Hours Required: Based on the type of fieldwork hours accrued (see the [A Comparison of Fieldwork Types](#) table), you will need to complete either 2,000 Supervised Fieldwork hours or 1,500 Concentrated Supervised Fieldwork hours to meet the fieldwork requirement.

Onset of Fieldwork: Trainees may not start accumulating fieldwork hours until they have:

- ▶ secured a qualified supervisor (see [Supervisor Qualifications](#)) AND
- ▶ if applying under Pathway 1 or 2: started qualifying graduate-level behavior-analytic coursework (they may begin accruing hours after attending the first class meeting*) OR
- ▶ if applying under Pathway 4: completed 10 years of postdoctoral experience.

**For fieldwork to be counted, a passing grade of “C” or higher in a graded course or “pass” in a pass/fail system must be earned in the qualifying behavior-analytic course.*

Accrual of Fieldwork: No fewer than 20 hours but no more than 130 hours of fieldwork requirements may be accrued per month. Fieldwork hours include independent hours (supervisor not present) and supervised hours (supervisor present).

Duration of Fieldwork: The time frame of the fieldwork may not exceed five continuous years (e.g., May 2020 to May 2025).

Clients: Any person (or group of people) for whom behavior-analytic services are appropriate may be a client. However, the trainee may not be related to the client, be the client’s primary caregiver, or be related to the client’s primary caregiver. Trainees must work with, be observed by, and receive feedback from their supervisor for multiple clients during the experience. This requirement is applicable for the duration of the fieldwork (i.e., not per supervisory period).

Acceptable Activities: The trainee’s primary focus should be on acquiring the skills necessary to demonstrate competence in behavior analysis and the skills necessary to interact effectively with consumers, supervisors, families, and others. The supervisor will be responsible for determining whether activities qualify for accruing fieldwork hours and are consistent with the requirements in this document.

Trainees are strongly encouraged to have multiple experiences (e.g., different settings, populations) with multiple supervisors from each of these areas of activity:

- ▶ conducting assessments related to the need for behavioral intervention (e.g., stimulus preference assessment, functional assessment, staff performance assessment) or for evaluating behavioral interventions;
- ▶ designing, implementing, and systematically monitoring skill-acquisition and behavior-reduction programs;
- ▶ writing behavior plans, progress summaries, clinical notes, transition summaries, and professional correspondence;
- ▶ overseeing the implementation of behavior-analytic programs by others;
- ▶ training others, designing behavioral systems, and performance management;
- ▶ communicating and collaborating effectively with caregivers and other professionals; AND
- ▶ other activities normally performed by a behavior analyst that are directly related to behavior analysis, such as attending planning meetings regarding the behavior-analytic program and researching the literature that is relevant to a current client’s programming.



Now is the time to explore! Find out what areas of interest you might have and what populations and settings you enjoy working in. Get different perspectives by working with different supervisors with various areas of expertise.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Before You Start Your Fieldwork

The BACB strongly encourages you (the trainee) to complete the [Fieldwork Checklist and Tip Sheet](#) and share it with the supervisor at each fieldwork setting.

Before You Start Your Fieldwork:

- ▶ Create a [BACB account](#).
 - ▶ Set up the profile yourself and do not share your account information with anyone else, including your employer.
- ▶ Read and make sure that you understand the fieldwork requirements outlined in this supplemental guide.
- ▶ Start your qualifying coursework if applying under Pathway 1 or 2.
- ▶ Locate an appropriate supervisor.
 - ▶ Confirm that your supervisor is qualified to supervise using the [Certificant Registry](#) and the [Supervisor Requirements](#) section.
- ▶ Complete a supervision contract with your supervisor (the BACB provides a [sample supervision contract](#) that you can use as a comparison to make sure all of the relevant content is included).
- ▶ Develop a system for storing fieldwork-related documents.
 - ▶ Create your own unique documentation system to capture information showing that you met the requirements.
 - ▶ Avoid storing fieldwork documents (e.g., M-FVFs, F-FVFs) on a computer where access could be limited (e.g., a work computer).
- ▶ Plan your fieldwork.
 - ▶ Remember that fieldwork must be completed within a five-year period.
 - ▶ Determine when you expect to submit a BCBA Certification Application. If it is near or after January 1, 2022, ensure that you are meeting these [fieldwork requirements](#) and all other eligibility requirements in effect at that time. You might also want to review the [Guidance for Those Applying for BCBA Certification during the 2022 Transition](#) document if you are unsure whether you will apply before or after January 1, 2022.



[Fieldwork Checklist and Tip Sheet](#)

During Your Fieldwork:

- ▶ Keep your personal contact information up to date in your BACB account. Make changes to contact information (legal name, email address, phone number, mailing address) in your BACB account when necessary.
- ▶ Remain current on changes to BACB certification requirements by reading [BACB Newsletters](#) and reviewing the BACB website (including [podcasts](#) and [blogs](#)).
- ▶ Ensure that you are continuing to meet the fieldwork requirements.
- ▶ Complete and sign (you and your supervisor) your M-FVFs for each supervisory period.
 - ▶ M-FVFs need to be signed within one month of the close of the supervisory period, but you and your supervisor are strongly encouraged to sign the M-FVF immediately at the close of each supervisory period.
 - ▶ The 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 the fieldwork requirements.

Concluding Fieldwork With a Supervisor or Organization:

- ▶ Complete and sign the F-FVF(s) upon completion of fieldwork with a given supervisor or organization.
 - ▶ The total hours on your F-FVF(s) may not exceed the sum of the hours on your M-FVFs.
 - ▶ Make sure that the names and BACB account ID numbers you provide on your FVFs are identical to how they appear in your BACB account.
- ▶ Retain fieldwork documents for at least seven years.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Restricted Activities: 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.

Unrestricted Activities: 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



Fieldwork Tracker

You can use this [Fieldwork Tracker](#) to figure out whether you are meeting all of the fieldwork requirements. Note: The Fieldwork Tracker **cannot** serve as your unique documentation system. It may only be used to help you track your progress along the way.



Why are unrestricted activities so important?

Following certification, most behavior analysts primarily perform unrestricted activities. It is important, therefore, to have experience with these activities before becoming certified.

Unacceptable Activities: 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)



Can the BACB tell me if an activity counts toward my fieldwork hours?

Unfortunately not. Since every trainee's goals are unique—and we cannot possibly know or anticipate all of the situational variables, populations, and settings in which they may be working—we cannot provide guidance beyond our certification requirements. We rely on qualified supervisors to determine how to develop fieldwork that meets our requirements and best supports clients' needs and trainees' goals.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Supervisor Requirements

Supervisor Qualifications: Supervisors must be one of the following:

- ▶ an active BCBA without current disciplinary sanctions who has been certified for at least one year and meets an [ongoing supervision CEU requirement](#);
- ▶ an active BCBA without current disciplinary sanctions who has been certified for less than one year and is [receiving consultation on a monthly basis from a qualified consulting supervisor](#);
- ▶ a licensed or registered psychologist certified by the American Board of Professional Psychology in [Behavioral and Cognitive Psychology](#) who was tested in applied behavior analysis; OR
- ▶ an authorized [Verified Course Sequence Instructor](#).

Supervisor Training: Supervisors must complete an [8-hour supervision training](#) before providing any supervision to those accruing fieldwork hours.

Supervisors are responsible for ensuring that they have completed the training (available in the [Certificant Registry](#)) and uploaded the certificate into their BACB account before signing a supervision contract. Trainees should confirm the date on which the supervisor completed the training before signing a supervision contract.

Supervisor/Trainee Relationship: The supervisor may not be related to, subordinate to, employed by, or in a multiple relationship with (e.g., personal or business relationship) the trainee during the experience/fieldwork period. Employment does not include compensation paid to the supervisor by the trainee for supervision services.

Multiple Supervisors/Settings: Trainees are strongly encouraged to receive supervision from multiple supervisors and across various settings over the course of their fieldwork hours. This may occur as several individual supervisors, multiple supervisors at one organization, or a combination of these supervision structures.

Individual Supervisor: An individual supervisor must ensure that all of their trainees' fieldwork requirements are being met during their supervision. In this situation:

- ▶ the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and supervisor (see the [Supervision Contract](#) section);
- ▶ all supervision must be related to specific client programming;
- ▶ the supervisor must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel; AND
- ▶ the person signing the M-FVFs and F-FVF for Individual Supervisors must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

Multiple Supervisors at One Organization: An organization may coordinate and oversee multiple supervisors who provide fieldwork to a trainee. For example, a service organization might have multiple supervisors providing supervision, or a university might coordinate all on- and off-campus activities under one system. The supervisors must work together to ensure that all of their trainees' fieldwork requirements are met (e.g., all of the hours provided by the supervisors are used to calculate the supervision percentage). One supervisor must ensure that the activity is well organized and coordinated. In this situation:

- ▶ the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and each supervisor (see the [Supervision Contract](#) section);
- ▶ all supervision must be related to specific client programming;
- ▶ the supervisor(s) must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel; AND
- ▶ the person signing the M-FVFs and F-FVF for Multiple Supervisors at One Organization (i.e., the responsible supervisor) must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.



Check the [Certificant Registry](#) to find actively certified supervisors who meet BACB requirements. You may do this by choosing to show certificants who are willing to supervise those pursuing BCBA and BCaBA certifications.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Requirements for Supervision of Fieldwork Hours

Nature of Supervision: The purpose of supervision is to improve and maintain the behavior-analytic, professional, and ethical repertoires of the trainee and facilitate the delivery of high-quality services to the trainee's clients.

Effective behavior-analytic supervision includes:

- ▶ monitoring the skills of the trainee throughout the supervised fieldwork
- ▶ developing and communicating performance expectations to the trainee
- ▶ conducting behavioral-skills training for the trainee
- ▶ observing the trainee's performance with clients and delivering feedback
- ▶ modeling technical, professional, and ethical behavior
- ▶ guiding the development of behavioral case conceptualization and problem-solving and decision-making repertoires
- ▶ reviewing the trainee's written materials (e.g., behavior programs, data sheets, reports) and delivering related feedback about the products
- ▶ overseeing and evaluating the effects of the trainee's behavior-analytic service delivery
- ▶ evaluating the effects of supervision throughout the supervised fieldwork

Responsibilities of the Supervisor: When behavior analysts are functioning as supervisors, they must take full responsibility for all facets of this experience. Therefore, it is the responsibility of the supervisor to ensure that the trainee abides by all ethical and legal requirements.

Responsibilities of the supervisor include:

- ▶ being fluent in, current in, and compliant with all BACB requirements relating to fieldwork
- ▶ confirming that the trainee has met all requirements before the outset of supervised fieldwork
- ▶ consistently demonstrating technical, professional, and ethical behavior for the trainee
- ▶ ensuring that fieldwork activities are in the best interest of the client rather than strictly for the purpose of meeting the fieldwork requirements
- ▶ providing supervision only within their areas of defined competence
- ▶ taking on only a volume of supervisory activity that is commensurate with their ability to be effective
- ▶ delegating to their trainees only those responsibilities that trainees can reasonably be expected to perform competently, ethically, and safely, or providing the conditions for the trainee to acquire those skills in an ethical and safe manner
- ▶ ensuring that supervision, fieldwork activities, and trainings are behavior analytic in content, are effectively and ethically designed, and meet the requirements for licensure, certification, or other defined goals
- ▶ providing a clear written description of the purpose, requirements, evaluation criteria, conditions, and terms of supervision before the onset of supervision (i.e., behavior analysts are responsible for the development and execution of the supervision contract). See the [Supervision Contract](#) section.
- ▶ designing and implementing feedback and reinforcement systems in a way that improves trainee performance
- ▶ providing documented, timely feedback regarding the trainee's performance on an ongoing basis
- ▶ designing systems for obtaining ongoing evaluation of their own supervision activities

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Structure of Supervision: Supervision contacts should ideally consist of individual (i.e., one-on-one) contacts between the supervisor and trainee; however, group supervision is permitted in certain circumstances.

- ▶ **Group Supervision Restrictions:** Groups are interactive meetings in which 2–10 trainees who share similar experiences participate in the supervision activities described earlier (see the [Nature of Supervision](#) section). The number of trainees in a group meeting may not exceed 10 at any time, regardless of the number of supervisors in the meeting. If nontrainees are present, their participation should be limited, and their presence must not inhibit discussion or interfere with participation by trainees. The amount of group supervision may not exceed the amount of individual supervision in a given supervisory period. In other words, supervision may be conducted in groups for no more than half of the total supervised hours in each supervisory period.
- ▶ **Observation-With-Client Requirements:** The trainee must be observed working with a client in the natural environment during each supervisory period by at least one supervisor. In-person, on-site observation is preferred. However, the observation may be conducted using asynchronous (e.g., recorded video) or synchronous (e.g., live video conference) formats.

Please refer to the [A Comparison of Fieldwork Types](#) table for information about supervision contacts and observations with clients and how these differ across the fieldwork types.



Can a supervision contact and an observation with a client occur at the same time?

If your supervisor observes you with a client and provides you with immediate, real-time feedback, it could meet both requirements. However, if your supervisor observes you with a client and doesn't give you feedback on the interaction until the following day, the supervision contact and observation are considered to have occurred at different times.

Amount of Supervision: Based on the type of fieldwork hours accrued, you will need to have 5% (Supervised Fieldwork) or 10% (Concentrated Supervised Fieldwork) of your hours supervised by a qualified supervisor each supervisory period. The supervision percentage is calculated by dividing supervised hours by total fieldwork hours (i.e., independent and supervised hours).

Fieldwork Types: There are two supervised fieldwork types: Supervised Fieldwork and Concentrated Supervised Fieldwork. Concentrated Supervised Fieldwork provides a pathway for individuals to complete their fieldwork in fewer hours and with more supervision than Supervised Fieldwork.



Unsure of when you might apply?

Track how you're meeting the minimum requirements for both the current experience requirements and the 2022 fieldwork requirements. Fieldwork hours that meet the 2022 requirements may not be accepted until January 1, 2022.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

The following table illustrates the requirements for each fieldwork type.

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.	

* Under [Pathway 4](#), only 500 hours of Supervised Fieldwork are required.

Combination of Fieldwork Types and Settings: Trainees may accrue hours in a single category or may combine the two types to meet the fieldwork requirement (i.e., within a supervisory period or across supervisory periods), with fieldwork hours for Concentrated Supervised Fieldwork having approximately 1.33 times the temporal value of Supervised Fieldwork. Trainees must meet all other supervision requirements independently for each fieldwork type. For example, the required supervision percentage, number of observations, and number of contacts must be met independently for each fieldwork type. Trainees must also meet the requirements for each organized fieldwork experience (i.e., for each M-FVF and F-FVF). For example, if a trainee is accruing some hours with an individual supervisor at one setting and also accruing hours at another organization where multiple supervisors are overseeing their hours, then the trainee must independently meet the requirements at both sites.

Partial Months: Some fieldwork requirements (e.g., number of contacts) may need to be prorated in instances where a trainee does not work a full calendar month (e.g., four contacts were required, but only two weeks of fieldwork were accrued within the month). The BACB does not provide formulas for prorating every instance where there may be a deviation in the calculation of the supervisory period. Instead, it is the responsibility of the supervisor to determine how best to prorate the fieldwork. In the event of an audit, the BACB will require evidence of how the supervisor prorated the fieldwork (and all associated requirements) to ensure the partial fieldwork was compliant with these requirements.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Documentation Requirements

Supervision Contract: The trainee and supervisor must develop and sign a written contract at the outset of the supervisory relationship. The purpose of the contract is to protect all involved parties and align fieldwork activities with the purpose of supervision. The contract should include:

- ▶ the responsibilities of the supervisor and trainee, including the completion of the 8-hour supervision training by the supervisor and the adherence of both parties to the fieldwork requirements
- ▶ if there are [multiple supervisors at one organization](#), outline each supervisor's roles, responsibilities, and expectations, including how the documentation and forms will be completed
- ▶ a description of the appropriate activities and training objectives individualized to the trainee
- ▶ the objective and measurable circumstances under which the supervisor will not sign the trainee's M-FVFs and F-FVF
- ▶ the consequences if the parties do not adhere to their responsibilities (including proper termination of the relationship)
- ▶ a statement requiring the trainee to obtain written permission from the trainee's on-site employer or manager when applicable
- ▶ an attestation that both parties will adhere to the [Ethics Code for Behavior Analysts](#) (Code)
- ▶ a statement declaring that the trainee and supervisor (a) will retain a copy of the contract and supervision documentation for at least seven years from the date of the final supervision meeting and (b) will provide all documentation to the BACB if requested



Download our [sample supervision contract](#) for guidance in creating your own contract.

Unique Documentation System: Because fieldwork varies across settings and practice areas, the BACB provides supervisors and trainees the flexibility to develop their own system for documenting ongoing supervision and fieldwork in a way that demonstrates adherence to all of the requirements in this document and the Code. Documentation must include the following:

Information Required in a Unique Documentation System	
Independent Hours	Supervised Hours
For each session, document: <ul style="list-style-type: none">▶ Date▶ Start Time▶ End Time▶ Fieldwork Type▶ Setting Name▶ Supervisor Name▶ Activity Category: Restricted or Unrestricted	For each contact, document: <ul style="list-style-type: none">▶ Date▶ Start Time▶ End Time▶ Format (e.g., in person, online)▶ Fieldwork Type▶ Supervision Type: Individual or Group▶ Activity Category: Restricted or Unrestricted▶ Summary of Supervision Activity (e.g., feedback provided, task-list items discussed) For each supervisory period, document: <ul style="list-style-type: none">▶ Total Hours of Individual and Group Supervision▶ Total Number of Contacts▶ Total Number of Observations of the Trainee with Clients

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Fieldwork Forms: Supervisors and trainees are required to use two forms to verify fieldwork:

- ▶ **Monthly Fieldwork Verification Form (M-FVF):** must be provided to the BACB upon request
- ▶ **Final Fieldwork Verification Form (F-FVF):** must be submitted in the certification application

Two versions of each form are available and should be selected based upon the supervisory structure (i.e., one [individual supervisor](#), [multiple supervisors at one organization](#)). Non-BACB forms will not be accepted.

The image displays four BACB Fieldwork Verification Forms arranged in a 2x2 grid. The top-left form is the 'MONTHLY FIELDWORK VERIFICATION FORM' for an 'INDIVIDUAL SUPERVISOR'. The top-right form is the 'FINAL FIELDWORK VERIFICATION FORM' for an 'INDIVIDUAL SUPERVISOR'. The bottom-left form is the 'MONTHLY FIELDWORK VERIFICATION FORM' for 'MULTIPLE SUPERVISORS AT ONE ORGANIZATION'. The bottom-right form is the 'FINAL FIELDwork VERIFICATION FORM' for 'MULTIPLE SUPERVISORS AT ONE ORGANIZATION'. A large blue circle with a white plus sign is centered over the collage.

Individual Supervisor Forms

- ▶ [Monthly Fieldwork Verification Form: Individual Supervisor](#)
- ▶ [Final Fieldwork Verification Form: Individual Supervisor](#)

Organization Forms

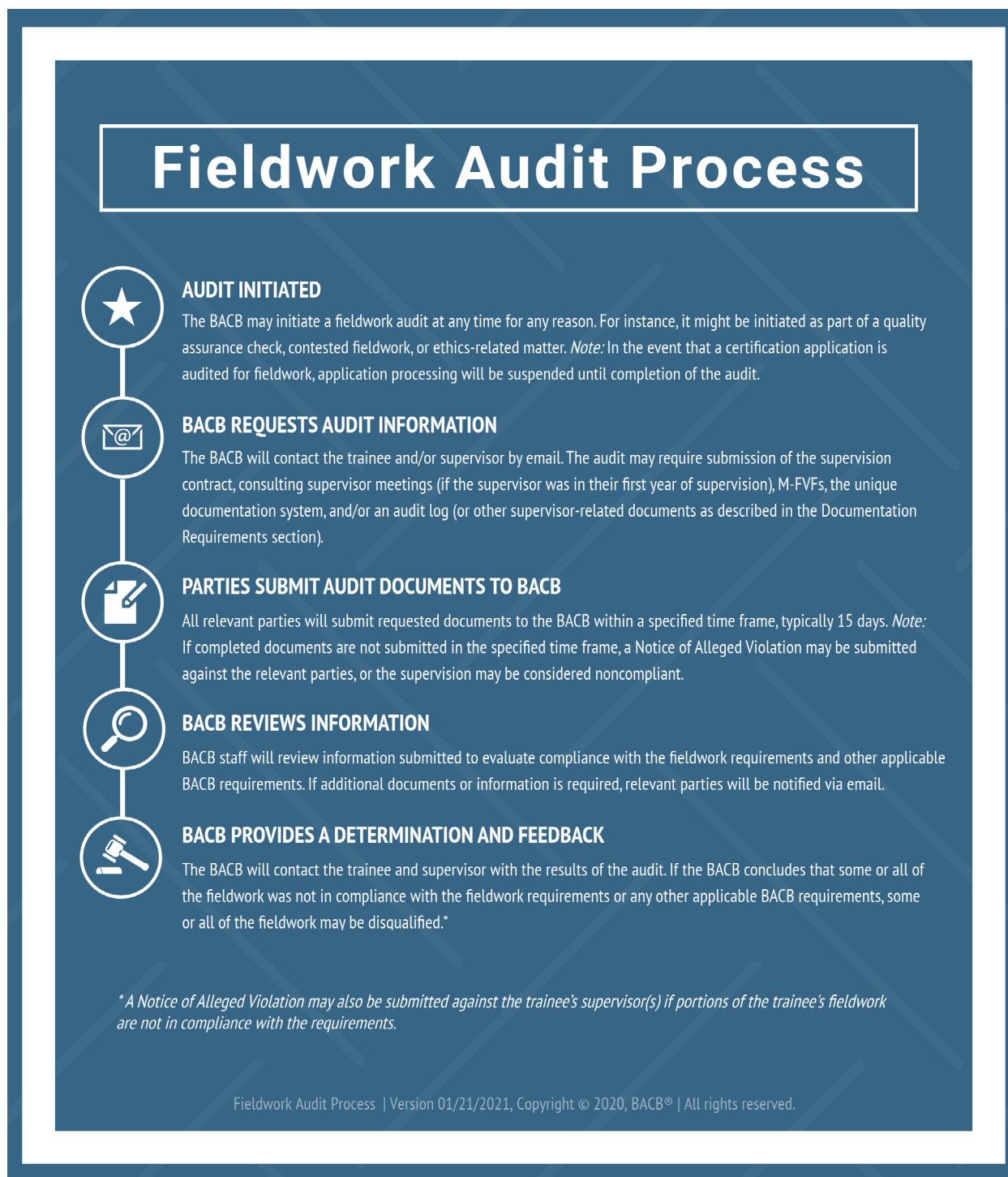
- ▶ [Monthly Fieldwork Verification Form: Organization with Multiple Supervisors](#)
- ▶ [Final Fieldwork Verification Form: Organization with Multiple Supervisors](#)

The M-FVF must be signed by the last day of the calendar month following the month of supervision, and we recommend that the F-FVF be signed at the end of a specific fieldwork experience. Both parties must retain a copy of the completed fieldwork forms for at least seven years.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Audits

The BACB can audit trainees and supervisors at any time to determine compliance with BACB requirements. See the following figure for an overview of the fieldwork audit process.



ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

Disputes About Fieldwork Verification Form Signatures

Disputes that occur during supervisory relationships should first be addressed directly between the supervisor and the trainee. If there is an ethics violation related to the experience, the trainee may report the matter to the BACB by filing a [Notice of Alleged Violation](#). *Note:* A Notice of Alleged Violation may only be submitted against someone who has applied for BACB certification.

Trainees may submit a [Contested Experience/Fieldwork Form](#) when the supervisor refuses or is unable to sign the Final Fieldwork Verification Form even though the supervision-contract terms have been met. Submission of a Contested Experience/Fieldwork Form may involve a fieldwork audit. Disputes over signing M-FVFs should be handled between supervisors and trainees. In the event of a contractual dispute, issues may need to be addressed through an appropriate independent legal process.

Tips for Preventing Disputes Between Supervisors and Trainees

A supervisor may feel justified in not signing a trainee's F-FVF or M-FVF even though the trainee may believe that they are entitled to the signature. Although it is impossible to eliminate the likelihood of disputes about supervised fieldwork hours, there are ways to mitigate that risk. The following guidance might be helpful:

- ▶ Before the supervisory relationship begins, trainees and supervisors should review the supervision contract and BACB requirements together and clarify expectations. Specifically, supervisors should identify conditions under which they will and will not sign a trainee's F-FVF or M-FVF, as well as situations that could end the supervisory relationship.
- ▶ Supervision should adhere to BACB ethics requirements as described in the Code. It should be behavior analytic and effectively and ethically designed to meet the requirements for certification; supervisors should communicate conditions with trainees before beginning supervision, including evaluation criteria and supervision terms; and supervisors should provide documented, timely feedback about trainee performance.
- ▶ Supervisors should be familiar with BACB supervision requirements and provide supervised fieldwork accordingly. This is an ethics requirement for all supervisors and will help ensure that trainees can count their hours when applying for certification.
- ▶ Before the end of the supervisory relationship, supervisors should take the steps necessary to avoid abandoning their trainees. This includes discussing relevant client services and transition needs with their trainees; organizing, gathering, and signing supervision documentation; and, if appropriate, helping to facilitate a timely transfer of responsibility to another supervisor.

Guidance in the Event of a Dispute

The BACB's [contested-experience/fieldwork](#) process was developed to help resolve supervisor/trainee disagreements about signing F-FVFs. Based on past contested-experience/fieldwork cases filed with the BACB, the following are the most common issues we have encountered—along with some guidance:

- ▶ **Accuracy of Information on FVFs:** Under the Code, a supervisor may not submit or allow the submission of false or misleading information and has an obligation to correct inaccurate information submitted to the BACB. If a contested-experience/fieldwork case is filed with the BACB that alleges inaccurate information, supporting documentation should clearly identify how the information is inaccurate and outline the efforts taken to correct the inaccuracies.
- ▶ **Questions About a Trainee's Competence After Concluding Supervision:** Under the Code, if a supervisor questions a trainee's competence after supervision has ended, they must provide sufficient documentation of feedback given to the trainee about performance issues, along with training and retraining efforts that occurred during the supervisory period. In other words, supervisors should not question competence after the conclusion of supervision without clear evidence showing they provided performance-based feedback during the supervised fieldwork.

ELIGIBILITY REQUIREMENTS (AS OF JANUARY 1, 2022)

- ▶ **Business Disputes Over Supervision Service Payments:** Should a trainee refuse to pay for supervision services, supervisors should seek enforcement of the supervision contract through the appropriate venue (e.g., lawsuit, arbitration, mediation). Supervisors should not withhold signatures on FVFs until they receive payment. If a trainee demonstrates that supervision occurred in accordance with BACB requirements, we will allow the hours to be counted.
- ▶ **Potential Ethics Violations Discovered After Concluding Supervision:** If potential ethics violations are discovered following the conclusion of supervision, report the alleged violation immediately through one of the BACB's reporting options. If there is a serious risk of harm to a consumer, follow all applicable mandated-reporting requirements in addition to reporting to the BACB. *Note:* A Notice of Alleged Violation may only be submitted against someone who has applied for BACB certification.
- ▶ **Potential Supervisor Ethics Violations Discovered:** The trainee should review the [Reporting an Alleged Violation](#) section of the BACB website to determine whether submitting a Notice of Alleged Violation is appropriate (see the [Considerations for Reporting an Alleged Violation Against a BCaBA/BCBA](#)).

Supervisors contemplating not signing an FVF should determine if (a) not signing is appropriate, (b) they delineated the conditions for not signing an FVF in the supervision contract, and (c) they have sufficient documentation to justify withholding their signature. Trainees who contest a signature denial must be prepared to demonstrate that the denial violates BACB requirements and that they have tried to resolve the situation with the supervisor first.

EXAMINATION

Examination

The BCBA certification examination is based on the results of a formal job task analysis. The BACB follows nationally accepted standards for test development that include the use of subject matter experts and extensive surveys.

The purpose of the BCBA certification examination is to assess knowledge of the [BCBA Task List \(5th ed.\)](#) at a level consistent with that of an entry-level behavior analyst. The BCBA certification examination comprises 185 multiple-choice questions, 10 of which are unscored pilot items. Each question has 4 possible answers. Candidates have 4 hours to complete the examination.

The BCBA certification examination is only available at authorized Pearson VUE testing sites worldwide that meet the security requirements necessary for administration of high-stakes examinations. The BACB currently has authorized the availability of testing sites in multiple countries and evaluates the addition of new sites routinely and by requests made through [Pearson VUE's website](#).

The examinations are administered using a computer-based testing (CBT) format by Pearson VUE. [Pearson VUE's website](#) offers:

- ▶ a tutorial to become familiar with the CBT format,
- ▶ information about what to expect at a Pearson VUE testing center, and
- ▶ examination locations and testing centers.

Preparation

Content on the [BCBA Task List \(5th ed.\)](#) serves as the basis of the examination. Although the BACB cannot endorse specific study guides or other preparation materials, we do recommend that candidates review the task list, materials from their training, and the [Ethics Code for Behavior Analysts](#) and study the content areas.

Examination Outline

Content Area	Number of Questions	Percentage of Examination*
Foundations		
A. Philosophical Underpinnings	6	3.43%
B. Concepts and Principles	32	18.29%
C. Measurement, Data Display, and Interpretation	21	12.00%
D. Experimental Design	12	6.86%
Applications		
E. Ethics	18	10.29%
F. Behavior Assessment	18	10.29%
G. Behavior-Change Procedures	35	20.00%
H. Selecting and Implementing Interventions	16	9.14%
I. Personnel Supervision and Management	17	9.71%
Total Number of Questions	175	

*Percentages in this table have been rounded.

OTHER RELEVANT POLICIES

Other Relevant Policies

Administrative Appeals

Application Appeals

Any adverse eligibility or certification decision including, but not limited to, a denial of a certification application, recertification application, or other application submitted to the BACB may be appealed by applicants or certificants.

BACB requirements, deadlines, procedures, and fees may not be appealed. Do not submit an appeal in order to request information about a denied application; you will receive detailed information (i.e., reasons for the denial, steps that need to be taken to correct any deficiencies) at the time of the denial.

How to appeal: You must file a written request for appeal within 30 days of the date of the decision being appealed by completing the [Administrative Appeal Request Form](#).

Examination Appeals

If you experience examination condition irregularities (e.g., poor lighting, disruptive noises, long screen-load times) during your examination, you may file an appeal with the BACB. Note that Pearson VUE sites deliver BACB examinations via a web browser, so minor Internet bandwidth variances are to be expected. Examination scores, content, questions, answers, procedures, deadlines, fees, and requirements may not be appealed.

How to appeal: You must file a written request for appeal within seven days of your examination appointment by completing the [Administrative Appeal Request Form](#).

Acceptable Signatures Policy

The BACB accepts electronic signatures* for applications and forms, whether submitted electronically or by mail. Although it is preferred that documents are digitally signed using a third-party electronic signature service (e.g., [Adobe Sign](#), [DocuSign](#), [HelloSign](#)), the BACB will accept any type of electronic signature (e.g., Adobe Fill & Sign, JPEG of a signature) provided the document is signed by the appropriate party with the intent of signing the document.

The BACB also accepts handwritten signatures on scanned documents, unless the document states that an original signed copy is needed. Alterations on documents (e.g., white-outs, strikethroughs) must be initialed by all relevant parties.

**An electronic signature is "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record" (15 U.S.C. § 7006 (2000)). Simply stated, an electronic signature is an electronic expression indicating a signee's intent to sign a document. By contrast, a digital signature is a specific kind of electronic signature, which requires authentication of a signee's identity.*

Documentation Policy

All documentation submitted to the BACB, for any reason, becomes the property of the organization. Documents submitted to the BACB will be retained and/or safely discarded at the discretion of the BACB. For this reason, candidates should retain a copy of their certification application and all supporting documentation.

OTHER RELEVANT POLICIES

Submission of False, Forged, or Untrue Information to the BACB

The BACB reserves the right to invalidate any certification (immediately making the certification null and void) and/or prohibit any individual from taking a BACB examination if the individual submitted falsified, forged, or untrue information.

Examples of false, forged, or untrue information include:

- ▶ submitting false, inconsistent, or misleading statements or omitting information the BACB requests
- ▶ submitting an altered or inauthentic transcript
- ▶ submitting an application containing false, inconsistent, or misleading information
- ▶ attempting to take the examination for someone else or having someone else take the examination for you
- ▶ copying or sharing information or any other form of cheating
- ▶ obtaining advanced access to certification or examination material
- ▶ stealing examination materials
- ▶ bringing prohibited items into the examination room
- ▶ failing to follow directions from testing-center staff
- ▶ violating Pearson VUE scheduling or testing-center rules and regulations

Please see the BACB's [Code-Enforcement Procedures](#) for more specific information.

DOCUMENTS AND RESOURCES

Documents and Resources

Eligibility and Applying for Certification

- ▶ [BCBA Task List \(5th ed.\)](#)

Supervised Fieldwork

Monthly and Final Fieldwork Verification Forms

- ▶ [Monthly Fieldwork Verification Form: Individual Supervisor](#)
- ▶ [Final Fieldwork Verification Form: Individual Supervisor](#)
- ▶ [Monthly Fieldwork Verification Form: Organization with Multiple Supervisors](#)
- ▶ [Final Fieldwork Verification Form: Organization with Multiple Supervisors](#)

Optional Resources

- ▶ [Fieldwork Checklist and Tip Sheet](#)
- ▶ [Fieldwork Tracker](#)
- ▶ [Sample Supervision Contract for BCBA/BCaBA Trainees](#)
- ▶ [FAQs](#)
- ▶ [Contested Experience/Fieldwork Form](#)

Consulting Supervisor

- ▶ [Consulting Supervisor Requirements for New BCBAs Supervising Fieldwork](#)

Examination

- ▶ [Pearson VUE Website](#)

Ethics and Self-Reporting

- ▶ [Ethics Code for Behavior Analysts](#)
- ▶ [Crosswalk for Behavior Analyst Ethics Codes](#)
- ▶ [Considerations for Self-Reporting](#)
- ▶ [Ethics Web Page](#)

BCBA Maintenance and Supervision Requirements

- ▶ [BCBA Handbook](#)

GLOSSARY

Glossary

Applicant: An individual who is pursuing certification.

Candidate: An individual who has submitted a certification application.

Certification Application: An application to apply for certification after eligibility requirements have been met.

Client: The direct recipient of the behavior analyst's services. In some contexts, the client might be a group of individuals.

Conferral Date: The official date on which your degree was awarded by the institution.

Didactic Course: A course that includes synchronous instruction by an instructor.

Ethics Code for Behavior Analysts: The document that describes ethics obligations for BCBAs, BCaBAs, applicants, and trainees. All BCBAs, BCaBAs, applicants, and trainees agree to abide by this Code.

Fieldwork: The experiential activities in which one engages as part of the eligibility requirements for obtaining BCBA (or BCaBA) certification.

Fieldwork Verification Forms: The forms used by the supervisor and trainee to document fieldwork hours each month (Monthly Fieldwork Verification Form) and at the end of fieldwork (Final Fieldwork Verification Form). Versions of the forms are provided for individual supervisors as well as organizations with multiple supervisors.

Freestanding Course: The entire course was devoted to the topic.

Group Supervision: An interactive supervision meeting that includes no fewer than 2 and no more than 10 trainees. The number of trainees in a group meeting may not exceed 10 at any time, regardless of the number of supervisors in the meeting.

Independent Hours: Fieldwork hours that are accrued when a supervisor is not present.

Individual Supervisor: An individual supervisor must ensure that all of their trainees' fieldwork requirements are being met during their supervision. In this situation:

- ▶ the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and supervisor (see the [Supervision Contract](#) section);
- ▶ all supervision must be related to specific client programming;
- ▶ the supervisor must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel; AND
- ▶ the person signing the M-FVFs and F-FVF for Individual Supervisors must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

GLOSSARY

Multiple Supervisors at One Organization: An organization may coordinate and oversee multiple supervisors who provide fieldwork to a trainee. For example, a service organization might have multiple supervisors providing supervision, or a university might coordinate all on- and off-campus activities under one system. The supervisors must work together to ensure that all of their trainees' fieldwork requirements are met (e.g., all of the hours provided by the supervisors are used to calculate the supervision percentage). One supervisor must ensure that the activity is well organized and coordinated. In this situation:

- ▶ the supervision contract should clearly outline the roles, responsibilities, and expectations for the trainee and each supervisor (see the [Supervision Contract](#) section);
- ▶ all supervision must be related to specific client programming;
- ▶ the supervisor(s) must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel; AND
- ▶ the person signing the M-FVFs and F-FVF for Multiple Supervisors at One Organization (i.e., the responsible supervisor) must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

Nonverified Coursework: If you completed coursework in anything other than an ABAI Verified Course Sequence, that coursework is considered nonverified. You must have your department chair complete a [Course Content Attestation](#) and submit it with your BCBA Certification Application or your preliminary coursework evaluation.

Observation With a Client: The supervisee must be observed working with a client in the natural environment during each supervisory period by at least one supervisor. In-person, on-site observation is preferred. However, the observation may be conducted using asynchronous (e.g., recorded video) or synchronous (e.g., live video conference) formats.

Official Transcripts: Transcripts that are either:

- ▶ electronically sent directly by the institution to the BACB
- ▶ mailed in the original sealed and unopened envelope

Preliminary Coursework Evaluation: A preliminary review of coursework (i.e., a review that occurs before the submission of a certification application) by the BACB to determine whether it meets the Pathway 2 coursework requirements.

Qualifying Coursework: Coursework that must come from a qualifying institution and cover the required content. Only graduate (i.e., master's or doctoral) courses where the applicant was formally enrolled and earned a passing grade ("C" or higher in a graded course or "pass" in a pass/fail system) are acceptable.

Qualifying Institution: Institutions within the US that are listed in the Council for Higher Education Accreditation database OR institutions outside of the US whose degrees meet certain requirements.

Responsible Supervisor: A supervisor who signs a Fieldwork Verification Form on behalf of an organization where multiple supervisors are providing supervision for one trainee accruing fieldwork hours.

Restricted Activities: The delivery of therapeutic or instructional procedures to a client for those accruing fieldwork hours. *Note:* Not all time spent working with a client is considered restricted. For example, a number of unrestricted activities may involve the trainee working directly with a client (see Unrestricted Activities).

Supervised Hours: Fieldwork hours accrued when a supervisor is present. These may include restricted or unrestricted activities observed by a supervisor or individual or group meetings with the supervisor.

Supervisee: For the purpose of BACB requirements, this includes RBTs and BCaBAs who are receiving supervision from a qualified supervisor (see [Trainee](#)).

GLOSSARY

Supervisor: A supervisor might supervise trainees who are pursuing BCBA or BCaBA certification (i.e., fieldwork), RBTs who require ongoing supervision, or BCaBAs who require ongoing supervision. BCBAs who are serving as a supervisor must complete an [8-hour supervision training](#) before providing any supervision and may not be related to, subordinate to, or employed by the trainee during the supervisory period.

Supervisor-Trainee Contact: A real-time interaction between the supervisor and trainee that takes place in an individual or group format.

Trainee: Any individual accruing fieldwork toward fulfilling eligibility requirements for BCBA or BCaBA certification.

Unique Documentation System: The documentation system developed to track fieldwork and supervision hours. The system must (a) include documented information for each session, contact, and supervisory period as outlined in the eligibility requirements and (b) fully support all entries in the Fieldwork Tracker.

Unrestricted Activities: Activities under the fieldwork requirements that are most likely to be performed by a BCBA or BCaBA, including conducting assessments, staff training, and developing behavior plans, among others.

Verified Course Sequence (Verified Coursework): ABAI works with institutions to identify and verify sequences of courses—known as Verified Course Sequences—that meet the BACB's coursework requirements. The [ABAI Verified Course Sequence Directory](#) includes all Verified Course Sequences, Verified Course Sequence Coordinators, content hours, and dates for which the courses were verified. The BACB also publishes examination pass rates for Verified Course Sequences.

VERSION HISTORY AND UPDATES

Version History and Updates

Version 2/18/2021 Updates

In addition to minor edits to enhance clarity, the following changes were made:

- ▶ Provided definitions for *Individual Supervisor* and *Multiple Supervisors at One Organization* ([pp. 17, 21, 30](#)).
- ▶ Clarified that the Fieldwork Tracker is merely a model that can be used to evaluate progress while accruing hours. In the event of an audit, the BACB will send an audit log that the trainee and/or supervisor will need to complete at that time ([p. 16](#)).
- ▶ Changed all applicable references to the Professional and Ethical Compliance Code for Behavior Analysts to the Ethics Code for Behavior Analysts, as this new code will go into effect in 2022 ([p. 30](#)).
- ▶ Further clarified that the supervisor may not be in a multiple relationship with (e.g., personal or business relationship) the trainee ([p. 17](#)).



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