

Contract for Independent Fieldwork Supervision

The following contract describes a relationship between a supervisor and a supervisee who is acquiring Supervised Independent Fieldwork toward an eligibility requirement for a BACB credential.

This Supervision agreement is made on 01-24-2020 between Nadia Braun #1-07-3601 (BCBA supervisor) and the Imperial Unified School District for Melinda Negrete for supervision of BCBA activities under the fieldwork requirements.

Fieldwork Activities and Training Objectives:

During the fieldwork, the trainee will engage in the following types of activities:

- Observation and data collection
- Training staff and caregivers on behavior-analytic interventions or content
- Conducting assessments related to the need for behavioral intervention
- Meeting with staff/parents 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/interventions

The supervisor will determine if activities qualify.

By the end of the fieldwork, the trainee will:

- Design, implement, and systematically monitor skill-acquisition and behavior reduction programs
- Write behavior/treatment plans, progress summaries, clinical notes, transition summaries, and professional correspondence
- Oversee the implementation of behavior-analytic programs by others
- Train others, design behavioral systems, and performance management
- Communicate and collaborate effectively with caregivers and other professionals
- Other activities normally performed by a behavior analyst that are directly related to behavior analysis such as attend planning meetings regarding the behavior-analytic program and research the literature that is relevant to a current client's programming

Trainee Agrees to:

1. Provide proof of the completed Supervised [Fieldwork Checklist and Tip Sheet](#) to the supervisor prior to the onset of fieldwork.
2. Begin fieldwork only after starting qualifying coursework.

Imperial Unified School District Agrees to:

1. Compensate the BCBA supervisor at an hourly rate of \$50. Payment will be made immediately upon conclusion of each supervision session or by a mutual agreement arranged at the outset of the supervisory relationship. Payment for supervision rendered is a necessary but insufficient condition for the submission of a signed Experience Verification Form to the BACB. Adequate progress and payment must be completed before such documentation is signed.

Supervisor Agrees to:

1. Meet the BACB's supervision eligibility requirements (see BACB fieldwork requirements) and provide proof of eligibility to supervise the trainee prior to the onset of fieldwork.
2. Not accept remuneration from the trainee above the negotiated hourly rate or salary identified above.
3. Provide supervision in accordance with the BACB's [ethics requirements](#), including, but not limited to providing supervision to the trainee only within the boundaries of his/her competence.
4. Provide ongoing documented performance feedback to the trainee in accordance with BACB's ethics requirements, including, but not limited to, providing feedback on the trainee's progress toward stated training objectives (e.g., including specific areas where the trainee is making adequate or inadequate progress) and client interactions.
5. Sign the Monthly and Final Fieldwork Verification Forms if the fieldwork hours are completed satisfactorily.
6. Withhold signature on the Monthly and Final Fieldwork Verification Form in the following situations: egregious violations of the BACB's ethics requirements, consistently poor performance, failure to maintain adequate and timely documentation and reports, missing professional meetings.
7. Terminate the supervision relationship in the following situations:
 - a. Fieldwork hours are completed satisfactorily.
 - b. Progress is not made after 3 consecutive months of corrective feedback.
 - c. Egregious violations of the BACB's ethics requirements.

Trainee and Supervisor Agree to:

1. Meet and stay up-to-date on the BACB fieldwork requirements (e.g., requirements for documentation, acceptable activities) for the duration of the fieldwork.
2. Abide by the BACB's ethics requirements (e.g., confidentiality, consent for services, professionalism) and relevant laws.
3. Work together to facilitate in-depth discussion/understanding of issues affecting practice - both personally and professionally.
4. Keep all information relating to current or potential clients including, but not limited to, any medical or clinical information, confidential in whatever form.
5. Ensure that clients have consented to the observation of service delivery and sharing of confidential client information.
6. Work together to facilitate in-depth discussion and understanding of issues affecting practice to improve the trainee's behavior-analytic expertise.
7. Protect the time and space for supervision by keeping to agreed upon appointments and the time allotted. Privacy will be respected and interruptions avoided. Any party requiring a variance in schedule will notify the other party as early as possible if rescheduling of supervision is needed.
8. Retain this contract, documentation of fieldwork and supervision, and the Monthly and Final Fieldwork Verification Forms for seven years.

