**Review BACB Guidelines, Task Lists and Documentation for Supervision**

Group and Individual Supervision Activities

Supervisor’s Guide

Second Group and /or Individual Meeting

Tabs 3-7

**Group or Individual Meetings**

**Activities**

* Finalize and sign the supervision contracts
* **Review BACB Guidelines for Responsible Conduct for Behavior Analysts (tab 3)**
	+ <http://www.bacb.com/consum_frame.html>
	+ Specifically, review and discuss “THE BEHAVIOR ANALYST AS TEACHER AND/OR SUPERVISOR”
		- **5.01 Designing Competent Training Programs and Supervised Work Experiences**
			* Emphasize that you are providing a collaborative supervision and if there is a skill that one supervisor lacks, others that can perform that specific skill will support the supervisee to learn the skill
		- **5.06 Providing Feedback to Students/Supervisees.**
			* Inform the group or individual that in order to provide objective feedback, performance monitoring sheets will be used during each group and individual meetings.
				+ As an example hand out performance monitoring form for tab 9 and go over it
		- **5.10 Requirements of Supervisees.**
			* Emphasize that if the supervisee lacks certain prerequisite skills (e.g. lack of conceptual understanding of MOs and SDs, or how and when to use specific data collection methods, graphing and interpretation of data), the supervisor will require that the supervisee acquire the necessary skills before continuing with supervision.
		- **5.11 Training, Supervision, and Safety**
	+ *All group members or individual supervisee must sign tab 3*
* **Review BACB Task List-Third and Fourth Edition** (ask each group member to read a section) (tab 4)
	+ Emphasize that by completing all the course work and the tabs in the supervision folder the supervisee’s will meet all the requirements set in the task list
	+ Emphasize that meeting the requirements set in the task and course work list is the minimum criterion to sit for the exam and passing the exam does not make them competent BCBAs.
		- Discuss the importance of continuing education
	+ Ask the superviseesto compare the 4th edition to the 3rd edition on their own time
		- Tell the group that 4th edition will take effect starting 2015
		- The current certification exam is based on the 3rd edition task list
		- Ask the group members to read the articles in tab 4 on development of the BACB task list
	+ *All supervisees must sign tab 4*
* **Review BACB Autism Task List** (quick review)
	+ *All supervisees must sign tab 5*
* **Documentation of Supervision (Tabs 6 and 7)**
	+ **Inform supervisees** **that during each group and individual meeting they must**
		- Fill out BACB Fieldwork and Practicum Experience Supervision Form and give it to the supervisor for signature
		- File the signed form in the folder
	+ **Inform the supervisees that they must keep track of their own hours and also the competencies they need to fulfill**
		- Show them how to use “BCBA fieldwork hours” excel template to keep track of their hours
	+ **At the end of the meeting:**
		- Ask the group to complete points **a**, **b,** and **d** in Competency area 1 (tab 8) and come to the next group meeting ready to discuss District Polices on Confidentiality, informed consent, educational rights, and record keeping