

Supervision Contract for Independent Supervision

This Supervision agreement is made on the date indicated below by and between Shyll Bowen, BCBA (supervisor) and _____(supervisee) for supervision of the delivery of applied behavior analysis services, including the following activities:

1. Conducting assessment activities related to the need for behavioral interventions;
2. Designing, implementing, and monitoring behavior analysis programs for clients;
3. Overseeing the implementation of behavior analysis programs by others;
4. Training, designing behavioral systems, and performance management; AND
5. Other activities normally performed by a behavior analyst that are directly related to behavior analysis, such as attending planning meetings regarding the behavior analysis program, researching the literature related to the program, talking to individuals about the program; plus any additional activities related to oversight of behavioral programming such as behavior analyst supervision issues, or evaluation of behavior analysts' performance. The supervisor will determine if activities qualify.

Direct implementation of behavioral programs may not count for more than 50% of accrued experience hours.

Examples of activities that are not appropriate as experience activities include: attending meetings with little or no behavior analytic content, providing interventions that are not based in behavior analysis, doing non-behavior analytic administrative activities, or any other activities that are not directly related to behavior analysis.

RESPONSIBILITIES AND AGREEMENTS

1. Supervisor and supervisee agree to work together to facilitate in-depth discussion/understanding of issues affecting practice – both personally and professionally – and developing a high level of behavior-analytic expertise.
2. Supervisor agrees to provide specific feedback to supervisee on performance in Supervisee-client interaction; this may be conducted via web-camera, videotape, videoconferencing, or similar means in lieu of the supervisor being physically present.
3. Both parties agree to protect the time and space for supervision, by keeping to agreed appointments and the time allotted. Privacy will be respected and interruptions avoided. Any party requiring a variance in schedule will notify the other party at the earliest possible time of variance to determine an appropriate time to reschedule.
4. Supervision may be conducted in a small group for no more than half of the total supervised hours, per BACB standards. The rest of the hours of supervision must be conducted as direct one-to-one supervision.
5. Supervisee and supervisor will meet at least once every 2 weeks for 5% of the total hours spent in Supervised Independent Fieldwork.
6. A Supervision Documentation Form will be completed at each supervisory interaction.

7. Supervisee agrees to accumulate the required minimum of 10 hours and maximum of 30 hours per week to meet the total 1500 hours needed to complete the BCBA Supervised Independent Fieldwork requirement approximately within one year.
8. Supervisor is to be compensated at an hourly rate of \$60 per hour of individual supervision or \$40 per hour of group supervision to be paid immediately upon conclusion of each supervision session or by a mutual agreement arranged at the onset 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.
9. Supervisor agrees to accept no remuneration from supervisee above the negotiated hourly consultant rate or salary.
10. Supervisee agrees to begin Supervised Independent Fieldwork only after supervisee has started attending courses required to meet the BACB coursework requirements.
11. Supervisee and supervisor both agree to maintain a copy of each signed supervision document including all feedback forms and this signed contract for supervision.
12. The Experience Verification Form will be signed by the supervisor when either of the following occur:
 - a. All experience hours are completed satisfactorily.
 - b. The supervisor-supervisee relationship is terminated under positive conditions (e.g.,).
13. The following circumstances would justify a supervisor refusing to sign off on a supervisee's accrued hours on the Experience Verification Form (i.e., even though those hours were tracked through individual Supervision Documentation Forms).
 - a. Supervisee receives multiple unsatisfactory performance evaluations.
 - b. Egregious violation of the BACB's *Guidelines for Responsible Conduct for Behavior Analysts* (see language below) and/or behavior that jeopardizes the well-being of clients or other team members.
 - c. Supervisee does not participate in the behavior analytic activities described in the first section of this contract.

RESPONSIBLE CONDUCT

1. Both supervisor and supervisee herein referred to as "both parties" agree to adhere to high standards of professional behavior. This includes behavioral discussions grounded in scientific and professionally derived knowledge.
2. The supervisor will provide supervision to the supervisee only within the boundaries of his/her competence.
3. Both parties agree to maintain confidentiality in accordance with the guidelines for responsible conduct and all pertinent legal regulations.
4. Both parties have read, understood, and will adhere to the BACB's *Guidelines for Responsible Conduct for Behavior Analysts*. Particular attention will be given to sections 1 through 6 as it relates to conduct, responsibility to clients, and assessing behavior.

CONFIDENTIALITY

Confidential Information. On and after the date of this agreement, supervisor and supervisee shall keep confidential all information relating to current or potential clients including, but not

limited to, any medical or clinical information, in whatever form. Supervisor and supervisee shall be jointly responsible for ensuring that clients have consented to the observation of service delivery and sharing of confidential client information.

TERM AND TERMINATION

Term. This agreement shall be effective on _____ and shall remain in effect until either party terminates this agreement by 14 days advance written notice to the other of the intention to terminate.

Supervisee Name _____ Phone number _____

Address _____

E-mail Address _____

The responsibilities described in this document will be carried out in accordance with the BACB's *Guidelines for Responsible Conduct for Behavior Analysts and Professional Disciplinary and Ethical Standards*.

All parties agree to the stipulations herein:

Supervisee Name (printed): _____

Supervisee signature: _____ Date: _____

Supervisor Name & Credentials (printed): _____

Supervisor signature: _____ Date: _____