**EDPS 55100 Intensive Practicum in Applied Behavior Analysis**

**Supervision Contract**

This Supervision agreement is made on \_\_\_\_\_\_\_ (date) between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Purdue supervisor (supervisor name & certification #), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Main On-site Supervisor (supervisor name & certification #), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisee name) for supervision of activities under the experience standards for the Intensive Practicum.

During the experience, the supervisee will engage in the following types of 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.

The supervisee will work on mastery of the following competencies during the \_\_\_\_\_\_\_\_\_\_\_ semester:

1.

2.

3.

4.

The supervisee will accrue no more than 25 hours of experience per week. The supervisee will receive 2.5 hours of supervision weekly, divided by the onsite supervisor(s) and the Purdue Supervisor. The Purdue Supervisor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will serve as the Responsible Supervisor. The Main On-site Supervisor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will coordinate site supervision including 1.25 hours of supervision weekly including direct observation of the supervisee implementing behavior analytic practices. Direct implementation of behavioral programs may not count for more than 50% of accrued experience hours.

**Supervisee Agrees to:**

1. Provide proof of the completed [Pre-Experience Checklist](https://www.bacb.com/experience-standards-monthly-system/) to the Responsible Supervisor prior to the onset of experience.
2. Begin experience only after starting qualifying coursework.
3. Supervisee agrees to accumulate the required average of 25 hours per week , only 11.5 of which can be direct implementation of behavior analytic services
4. Complete Purdue Weekly Experience Verification forms (W-EVF) and obtain all required signature
5. Maintain documentation of experience on his/her Experience Tracker spreadsheet
6. Complete the Monthly Experience Verification form and ensure the noted hours match those on the W-EVF
7. Inform the Main On-site supervisor of all required practicum assignments at least 2 weeks prior to the due date and work with the onsite supervisor to determine the most appropriate client and context for completion of the assignments
8. Attend additional professional meetings relevant to the experience, such as organization employee meetings or Purdue Program meetings which might not count towards the BACB’s experience requirements.
9. Attend weekly Group Supervision. Group supervision will be scheduled once a week to provide group supervision. The weekly group practicum meetings are mandatory. If you miss a weekly practicum meeting, you will not be able to count all of your accrued experience hours for that week and thus, your P-WEVF for that week should only reflect the experience hours for which you received the required amount of supervision. As such**, missing a Group session will mean a maximum of 50% of your accrued hours for that time period cannot be counted towards Supervised Experience hours.** For example, if you worked 25 hours but only attended your individual supervision meeting, 1.25 hours of supervision, your P-WEVF and *BACB Experience Tracker* spreadsheet should only reflect 12.5 hours of accrued experience hours. Additionally, the *Monthly Experience Verification Form*s (*M-EVF*) should only reflect the hours for which you received supervision (matching the P-WEVF). The Purdue Supervisor will sign off on your *Monthly Experience Verification Form*s (*M-EVF*) and *Final Experience Verification form* (F-EVF) as the Responsible Supervisor for the semester, thus attendance at the weekly supervision meetings is necessary so the Purdue Supervisor can confidently indicate you are making expected progress. If you will miss a group supervision due to a University excused absence it is your responsibility to contact the Purdue Supervisor as soon as possible and inform him/her of the circumstances for your absence. ***If you miss more than 2 group practicum meetings your Purdue Supervisor will not sign your F-EVF, resulting in non-accrual of experience hours for the semester***.

**Supervisee Understands that:**

1. Experience hours may be accrued when the Purdue semester ends if the onsite supervisor agrees to provide the supervision. However, hours accrued during this time period will be tracked under INDEPENDENT FIELDWORK under the supervision of their MAIN ONSITE SUPERVISOR and not through Purdue University Intensive Practicum. If independent fieldwork is completed, the onsite supervisor will need to complete a separate Monthly AND Final Experience Verification Form.

**Purdue Supervisor (Responsible Supervisor) agrees to:**

1. Provide 1.25 hours of group supervision per week
2. Provide supervision in accordance with the [*Professional and Ethical Compliance Code for Behavior Analysts*](https://www.bacb.com/ethics/ethics-code/), including, but not limited to providing supervision to the supervisee only within the boundaries of his/her competence.
3. Provide ongoing documented performance feedback to the supervisee in accordance with sections 5.05 and 5.06 of the [*Professional and Ethical Compliance Code for Behavior Analysts*](https://www.bacb.com/ethics/ethics-code/) including, but not limited to, providing feedback on the supervisee’s progress toward stated training objectives (e.g., including specific areas where the supervisee is making adequate or inadequate progress) and client interactions.
4. Monitor student progress on completion of assignments and achievement of BACB competencies as recorded in student portfolio and the Performance Checklist
5. Communicate with Main On-site supervisor regarding supervisee’s
6. Sign the W-EVF after signed by onsite supervisor and total score of “Evaluation of Supervisee Performance” is at least 70% (31 points or higher)
7. Develop an Improvement plan with the onsite supervisor if two W-EVF yield a total “Evaluation of Supervisee Performance” of less than 70% OR a score of “0” (Expectations not met) occurs for any one item on 2 out of 4 W-EVFs.
8. Sign the BACB Monthly Experience Verification Form (M-EVF) for Multiple Supervisors, as the Responsible Supervisor when the following occurs:
	1. All Weekly Experience Verification Forms (W-EVF) have been turned in and indicate required on-site supervision occurred
	2. Hours on the M-EVF match the hours indicated on the signed W-EVF and the Experience Tracker
9. Sign the BACB Final Experience Verification Form for Multiple Supervisors, as the Responsible Supervisor, when either of the following occur:
	1. All experience hours are completed satisfactorily.
	2. The supervisor-supervisee relationship is terminated under positive conditions (e.g., illness, family issues, client/student change, etc.).
10. Coordinate supervision requirements with other eligible BCBA Supervisors, as listed in the attached *Multiple Supervisors Supervision Page*.

**Main On-site Supervisor Agrees to:**

1. Meet the BACB’s supervision eligibility requirements (see BACB experience standards) and provide proof of eligibility to the supervisee prior to the onset of experience.
2. Provide 1.25 hours of individual supervision per week
3. Observe the supervisee implementing behavior analytic practices at least 1x a week, as part of supervision, through either in-person or video observation.
4. Communicate with the Purdue Supervisor any concerns regarding the supervisees progress or responsible behavior
5. Provide supervision in accordance with the [*Professional and Ethical Compliance Code for Behavior Analysts*](https://www.bacb.com/ethics/ethics-code/), including, but not limited to providing supervision to the supervisee only within the boundaries of his/her competence.
6. Provide ongoing documented performance feedback to the supervisee in accordance with sections 5.05 and 5.06 of the [*Professional and Ethical Compliance Code for Behavior Analysts*](https://www.bacb.com/ethics/ethics-code/) including, but not limited to, providing feedback on the supervisee’s progress toward stated training objectives (e.g., including specific areas where the supervisee is making adequate or inadequate progress) and client interactions.
7. Assist the supervisee in identifying appropriate client(s) and context for completion of any Intensive Practicum Assignments
8. Sign the Purdue Weekly Experience Verification Form as documentation for the Responsible supervisor that the required supervision did take place
9. Document progress on Supervisee’s Performance Checklist and assist in identification of individualized supervision objectives.
10. Coordinate supervision requirements with other eligible BCBA Supervisor’s, as listed in the attached *Multiple Supervisors Supervision Page*.

**Supervisee and Supervisors Agree to:**

1. Meet and stay up-to-date on the BACB experience standards (e.g., requirements for documentation, acceptable activities) for the duration of the experience.
2. Abide by the [*Professional and Ethical Compliance Code for Behavior Analysts*](https://www.bacb.com/ethics/ethics-code/) (e.g., confidentiality, consent for services, professionalism) and relevant laws.
3. Work together to facilitate to facilitate in-depth discussion/understanding of issues affecting practice – both personally and professionally – and developing a high level of behavior-analytic expertise.
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. 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.
7. Retain this contract, documentation of experience and supervision, and the Monthly and Final Experience Verification Forms for seven years.

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).

* 1. Supervisee does not receive a passing grade.
	2. Supervisee receives >20% unsatisfactory performance evaluations.
	3. Egregious violation of the BACB’s *Professional and Ethical Compliance Code for Behavior Analysts* (see language below) and/or behavior that jeopardizes the well-being of clients or other team members.
	4. Supervisee fails to: perform adequately on evaluations, maintain adequate and timely documentation and reports, adhere to the code of ethics, attend professional meetings, seminars, etc.

**RESPONSIBLE CONDUCT**

1. The Purdue supervisor, Main On-site Supervisor and supervisee herein referred to as “all parties” agree to adhere to high standards of professional behavior. This includes behavioral discussions grounded in scientific and professionally derived knowledge.
2. The supervisors will provide supervision to the supervisee only within the boundaries of his/her competence.
3. All parties agree to maintain confidentiality in accordance with the guidelines for responsible conduct and all pertinent legal regulations.
4. All parties have read, understood, and will adhere to the BACB’s *Professional and Ethical Compliance Code for Behavior Analysts*. Particular attention will be given to Codes 1 through 4 as it relates to conduct, responsibility to clients, assessing behavior, and behavior –change programs.

**CONFIDENTIALITY**

Confidential Information*.* On and after the date of this agreement, supervisors 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 Records. All Purdue University records including, but not limited to the information described and copies thereof, are and shall remain the property of Purdue University. Supervisee shall not, except in the ordinary and usual course of his/her duties and obligations under this agreement, remove from supervisor’s premises, copy, or retain any of Purdue University’s records. Upon termination of the agreement, supervisee agrees to return promptly to Purdue University any of Purdue University’s records, copies of records and all other property that are in supervisee’s possession or under supervisee’s control or custody.

Supervisor and supervisee shall be jointly responsible for ensuring that clients have consented to the observation of services delivery and sharing of confidential client information.

**TERM AND TERMINATION**

Term. This agreement shall be effective for the \_\_\_\_\_\_\_\_\_\_ semester at Purdue University beginning on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date of first scheduled Practicum Meeting) and shall remain in effect until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date of last scheduled Practicum Meeting) or either party terminates this agreement by providing 1 week’s advance written notice to the other of the intention to terminate based on provisions of termination.

The responsibilities described in this document will be carried out in accordance with the BACB’s *Professional and Ethical Compliance Code for Behavior Analysts*.

All parties agree to the stipulations herein:

Supervisee Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Main On-Site SUPERVISOR at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Organization):

 Supervisor Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BCBA#\_\_\_\_\_\_\_\_\_\_\_

Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Purdue University College of Education Responsible Supervisor:

Supervisor Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BCBA#\_\_\_\_\_\_\_\_\_\_\_

Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Intensive Practicum in Applied Behavior Analysis**

**Multiple Supervisors Signature Page**

I have reviewed the Supervision Contract for **Intensive Practicum in Applied Behavior Analysis**. I understand that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is receiving supervision under the multiple supervisors option as part of an Intensive Practicum offered at Purdue University, and I will be serving as one of his/her supervisors. I understand that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the Site Supervisor and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the Purdue University Supervisor. By signing below, I am stating that I agree to the requirements as outlined in the **Supervision Contract.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Supervisor’s Name (Print)** | **Supervisor’s Signature** | **Site Name** | **BACB Cert. #** | **BACB Account ID#** | **Supervision Start Date** | **Supervision End Date** |
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