

2027 Supervised Fieldwork Onboarding Checklist

Date:

Trainee Name:

Supervisor Name:

#	SUPERVISOR QUALIFICATIONS (BACB, 2026)	Complete
1	Supervisor has active BCBA credential	☐
2	Supervisor has no disciplinary sanctions and is qualified to supervise	☐
3	<p>Supervisor has been board certified for <i>at least one year</i> Date of certification: _____</p> <p style="text-align: center;">OR</p> <p>Supervisor has been board certified for <i>less than one year</i> Date of certification: _____</p> <p>Name of Qualified Consulting Supervisor: _____</p> <p>Qualified Consulting Supervisor's BACB Cert # _____</p> <p>Date Consulting Supervisor Contract signed: _____</p> <p> ☐ Electronic copy of Consulting Supervisor Contract saved ☐ Physical copy of Consulting Supervisor Contract saved ☐ Copy of Consulting Supervisor Contract provided to trainee </p>	☐
4	<p>Supervisor completed 8-hour supervision training</p> <ul style="list-style-type: none"> BACB Certificant Registry: https://services.bacb.com/o.php?page=101135 <p>Date completed: _____</p>	☐
5	<p>Supervisor meets state-specific requirements (i.e., licensure)</p> <ul style="list-style-type: none"> Resource: https://www.bacb.com/u-s-licensure-of-behavior-analysts/ 	☐



6	Supervisor has capacity to take on trainee <ul style="list-style-type: none">Ethics code 4.03 Supervisory Volume (BACB, 2020)	☐
7	Supervisor reports they are available and willing to take on a trainee	☐
8	Supervisor verifies they are not “related to, subordinate to, employed by, or in a multiple relationship with the trainee during the fieldwork period,” (p., 15, BACB, 2026)	☐

SUPERVISOR QUALIFICATIONS: NOTES

#	COURSEWORK (BACB, 2026)	Complete
1	Verified trainee's coursework pathway meets eligibility requirements.	☐
2	Verified trainee's coursework is within last 10 years / Verified trainee will complete fieldwork hours within 10 years of coursework completion.	☐
3	Verified trainee has started qualifying graduate-level behavior-analytic coursework • Note: Cannot start accruing hours until first qualifying class).	☐
4	Verified trainee maintained passing grades ("C" or higher) in initial behavior-analytic course (for fieldwork hours to count)	☐
5	Reviewed anticipated timeframe for full coursework experience. ☐ Anticipated graduation date: _____	☐

COURSEWORK: NOTES



#	DOCUMENTATION EXPECTATIONS (BACB, 2026)	Complete
1	Verified trainee has reviewed BCBA/BCaBA handbook.	☐
2	Reviewed each section of supervision contract with trainee. <ul style="list-style-type: none"> Confirmed revisions with trainee (if applicable) 	☐
3	Supervision contract is signed by both supervisor and trainee.	☐
4	Identified and can access secure data system for logging monthly fieldwork hours.	☐
5	Identified and can access secure system for storing electronic copies of signed documents.	☐
6	Reviewed and affirmed expectations for monthly supervision meeting notes documentation. <u>Examples</u> <ul style="list-style-type: none"> Agenda expectations Shared location 	☐
7	Reviewed and affirmed expectations for trainee documenting monthly fieldwork hours accrual. <u>Examples</u> <ul style="list-style-type: none"> Fieldwork log due by the 10th of each month Completing the log in alignment with requirements Expectations for phrasing in comments section for each activity 	☐
8	Reviewed and affirmed expectations for supervisor's monthly review of fieldwork documentation (monthly audit before signing forms). <u>Examples</u> <ul style="list-style-type: none"> Supervisor will audit monthly documentation by [date] Supervisor will provide feedback for revisions by [date] Supervisor will provide feedback via [permanent product] (e.g., email, shared notes) 	☐



9	<p>Reviewed and affirmed expectations for trainee to revise monthly fieldwork hours documentation based on supervisor feedback.</p> <p><u>Examples</u></p> <ul style="list-style-type: none"> • Trainee will implement feedback from supervisor and revise monthly documentation by [date] • Trainee will generate Monthly Verification Form for supervisor to sign once monthly fieldwork hours documentation meets expectations 	☐
10	<p>Reviewed and affirmed expectations for documentation with Monthly Verification Forms (MVF)</p> <p><u>Including but not limited to:</u></p> <ul style="list-style-type: none"> • Finding and using the correct form • Completing the form in alignment with requirements • Confirming when this form is due to the supervisor • Storing the form in alignment with requirements 	☐
11	<p>Reviewed and affirmed expectations for corrections to MVF documentation, if errors are later identified.</p> <p><u>Including but not limited to:</u></p> <ul style="list-style-type: none"> • Cover page template • Expectations to retain original MVF <i>and</i> updated MVF 	☐
12	<p>Reviewed and affirmed expectations for documentation with Final Verification Forms (FVFs)</p> <p><u>Including but not limited to:</u></p> <ul style="list-style-type: none"> • Finding and using the correct form • Completing the form in alignment with requirements • Confirming when this form is due to the supervisor • Storing the form in alignment with requirements 	☐



DOCUMENTATION EXPECTATIONS: NOTES



#	FIELDWORK PREPARATION (BACB, 2026)	Complete
1	Reviewed and agreed on Supervised Fieldwork route: ☐ Supervised Fieldwork (2,000 hours total) ☐ Concentrated Supervised Fieldwork (1,500 hours total)	☐
2	Reviewed anticipated timeframe for full fieldwork experience. ☐ Anticipated monthly hours accrual: _____ ☐ Anticipated completion date for all fieldwork hours: _____ • Note: Longest time frame allowed = 5 years	☐
3	Reviewed and affirmed expectations for engaging in acceptable restricted activities ⇒ Including unacceptable activities/non-examples	☐
4	Reviewed and affirmed expectations for engaging in acceptable unrestricted activities ⇒ Including unacceptable activities/non-examples	☐
5	Reviewed and affirmed expectations for individual supervision . <u>Including but not limited to:</u> <ul style="list-style-type: none"> Set recurring supervision meeting schedule to meet minimum requirements per supervisory period Set recurring client observation supervision schedule to meet minimum requirements per supervisory period 	☐
6	Reviewed and affirmed expectations for group supervision (if applicable). <u>Including but not limited to:</u> <ul style="list-style-type: none"> Reviewed group supervision meeting schedule Reviewed group supervision limitations (may not exceed 50% supervision for the month, limited cohort number, etc.) 	☐



7	<p>Reviewed and affirmed expectations for course correction when 1+ required element(s) are at-risk of not being met for the supervisory period.</p> <p><u>Including but not limited to:</u></p> <ul style="list-style-type: none"> • Group supervision exceeding percentage of individual supervision • Low in observations with client • Low in percentage of individual supervision <p><u>Examples</u></p> <ul style="list-style-type: none"> • Expectations for ongoing monitoring of meeting monthly requirements • Expectations for when at-risk supervisory periods are identified (e.g., by week 3 of that month) • Expectations for how supervisor is alerted of at-risk supervisory period (e.g., email) • Expectations for documentation of attempt to course correct at-risk supervisory period (e.g., supervision notes include action plan to add additional recurring client observation supervisions) • Expectations for action planning and collaboration to reduce reoccurrence of at-risk supervisory periods 	☐
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FIELDWORK PREPARATION: NOTES



ADDITIONAL SUPERVISOR & TRAINEE NOTES:

The Unicorn Program LLC is an independent educational program and is not affiliated with, endorsed by, or sponsored by the Behavior Analyst Certification Board ® (BACB®).

References

Behavior Analyst Certification Board. (2026). Board certified behavior analyst handbook. Retrieved on October 1st, 2026 from <https://www.bacb.com/bcba-handbook>

Behavior Analyst Certification Board. (2026). Fieldwork checklist and tip sheet. <https://www.bacb.com/wp-content/uploads/2020/05/Fieldwork-Checklist-and-Tip-Sheet-260618-a.pdf>

Behavior Analyst Certification Board. (2020). Ethics code for behavior analysts. <https://bacb.com/wp-content/ethics-code-for-behavior-analysts/>

