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Introduction

This handbook has been developed to orient students to the intensive practical experience model used by the Applied Behavior Analysis (ABA) and Organizational Behavior Management (OBM) and ABA + OBM programs at Florida Tech. This handbook should serve as a reference and supplement to the guidance of a faculty supervisor and a practical experience site supervisor (a Board Certified Behavior Analyst [BCBA] working on site). Students are expected to coordinate with both the faculty supervisor and the site supervisor. Documentation of supervised experience hours and supervision time will be coordinated by all parties involved, but is ultimately the responsibility of the student.

The Intensive Practical Training (IPT) experience embeds the scientist-practitioner model within applied settings. The concepts, principles, technologies, techniques, and theoretical framework learned during a student’s tenure at Florida Tech will be practiced in educational, clinical, and community settings. Students will be asked to demonstrate the skills needed by behavior analysts in applied settings as set forth by the Florida Tech ABA program and Behavior Analyst Certification Board (BACB). Many of the applied settings allow students to concurrently work in service delivery and/or research settings. Service delivery hours may be counted towards practical experience as long as services are behavior analytic in nature. Faculty and adjunct faculty provide individual supervision for students in IPT.

Pre-practicum Requirements

Enrollment in the intensive practical training experience does not have specific pre-requirements, however, it is highly suggested that students take IPT after one year of core curriculum classes. Students generally begin IPT in the summer after their first fall and spring semester of coursework. Exceptions to this are made only in special cases with permission by the faculty. The concepts, principles, and techniques learned within the first year of graduate study at Florida Tech will be used as the basis for practical training experience and may be a pre-requisite for employment / service delivery at approved intensive behavioral training sites (i.e., certain sites may only be able to support a student if they are an associate behavior analyst or demonstrate a certain skill set needed by the agency).

Practicum Requirements

The intensive practical training experience consists of three semesters of classes; each class is three credit hours and consists of a mixture of individual meetings, group meetings, in-vivo observation, and training in applied settings. Students are expected to complete a minimum of 250 hours of behavior analytic training during each semester of enrollment. No more than 30 hours per week can be counted towards the 250 hour total for a given semester without approval from the program chair, and no more than 130 hours can be completed in any given month (BACB rule). Students should meet with their faculty and/or site supervisor at least once per week for 10 weeks of the 11 week summer semester and for 15 weeks of the 16-week spring and fall semesters. If a student is not available or needs to cancel supervision due to emergency reasons, it is the responsibility of the student to ensure that a sufficient number of practical experience AND supervision hours are maintained during the semester.
NOTE: If a student has a GPA less than 3.0 by the start of the first semester in which s/he takes IPT OR has earned a C or below in one or more courses, the student must get approval from the program chair to take IPT.

IPT Contract
By the end of the first day of each semester during which IPT is taken, each student should sign an IPT contract. The contract documents the expectations and responsibilities of the IPT student, the training site supervisor, and the faculty supervisor. The contract describes several skill sets that a student should experience and practice throughout the IPT coursework. Prior to a change in placement a student is highly encouraged to review the document with potential IPT sites to assure they will be allowed to perform the outlined behavior. Should a student change placements during the IPT coursework sequence, they should secure a new contract and forward to their faculty supervisor. Changing sites during a semester is highly discouraged. Changing between semesters is acceptable, with approval of the program chair.

Approved Sites. Students are expected to complete their practical experience at an approved IPT experience site. A list of approved intensive practical experience sites is included within the ABA IPT Handbook. Each site lists the population they work with, a mission statement / facility philosophy, and contact information. Students are encouraged to contact practical experience sites early in their program of study and must secure placement at a practical experience site at least four weeks prior to starting practical experience. Any changes in practical experience sites must be coordinated with the student’s faculty supervisor and program chair. Changes may not be permitted until the beginning of the next semester. At least 66% of experience hours must be clinic-based. Students can do up to 33% of their hours in-home, but no more than 33%.

Remote Sites. Remote intensive practical experience sites (i.e., located more than forty miles from either campus [Melbourne or Orlando]), may not be approved. If they are approved, they are expected to provide all on-site practical experience supervision. If on-site supervision cannot be provided by an approved BCBA, the student must arrange for remote supervision (e.g., provide videos of work, or supervision using a web camera) with the faculty supervisor. Students will attend group supervision with their designated faculty supervisor and provide written documentation of their individual supervision completed on-site each month. All remote sites are subject to approval by the faculty. Due to distance, some sites may not be eligible to become approved sites.

Research as IPT Hours. Students may use time that they conduct research for up to 25% of their required IPT hours (i.e., a total of 20 hours are required each week in fall and spring, 25 are required in summer, so a maximum of 5 hours in fall and spring and about 6 hours in summer) each week for the summer, fall, and spring semesters. These hours must be conducted under the supervision of a FL Tech faculty member.

Non-approved Sites. Students may not use hours from non-approved sites for IPT. If a student wants to get a new site approved, the student must request all changes and amendments prior to the start of the semester; such requests should be documented via a memo channeled through the faculty supervisor and ABA program chair. The on-site BCBA will be asked to submit answers
to a series of questions about the students’ likely experiences at the site and the type of supervision provided at the site. The practicum coordinator or program chair may visit the site. At the next scheduled faculty meeting, the ABA faculty will meet as a group to determine whether the site is appropriate for IPT (the site is center-based, has at least one on-site BCBA, will provide an appropriate level of supervision, etc.) and will or will not be approved.

**Monthly Supervision Form.** Supervision of the intensive practical experience should be documented at the end of each month on a BACB Monthly Experience Verification Form [https://www.bacb.com/experience-standards-monthly-system/](https://www.bacb.com/experience-standards-monthly-system/). The supervision form should be filled out within the first few days after each month of supervision. The student should make two copies of all supervision forms. At the end of the semester, one copy of the supervision form should be submitted to Jennifer Fredenburg (jfredenburg@fit.edu). This copy will be kept in the student’s file. The student is expected to maintain at least one other copy and should use the original IPT supervision forms if requested by the BACB.

A sample copy of this form is contained within the appendices of the practical experience handbook.

**Final Experience Verification Form.** At the end of each semester the student should complete a final experience verification form. Students should maintain the original of this form and use it to verify completion of supervision hours for the BACB. A sample copy of this form is contained within the appendices of the practical experience handbook. One copy should be sent to Jennifer Fredenburg (jfredenburg@fit.edu) at the conclusion of each semester.

**Practicum Grading**

Practicum grading is based on the satisfactory completion of 250 hours of training during each semester of practical experience as well as a grading form completed by the student’s on-site practicum supervisor and the student’s IPT faculty supervisor. IPT is a graded course (A-F); it is not Pass / Fail.

**Practicum Registration**

Students should register for three semesters of practical experience. Generally students register for the summer session after their first year of classes, and the following fall and spring semesters. The timing of IPT can be altered with the consent of the faculty supervisor, the site supervisor, and the student.

**Ethical Guidelines**

Students should follow the ethical guidelines as presented in the three-class ethics sequence (BEH 5201, BEH 5102, and BEH 5202 or BEH 5014 and BEH 5016 or a combination thereof) and as documented in The BACB’s Professional and Ethical Compliance Code. If a student observes behavior this unethical, s/he should report this behavior to their faculty practicum supervisor as well as the proper individual at the practical experience site.
Note about BCaBA’s becoming BCBAs:

If opting to take the BCaBA® exam while earning your graduate degree at Florida Tech, students are encouraged to do so prior to starting their second semester of practicum. The BACB® requires that students with a BCaBA complete an additional 500 experience hours after you get your BCaBA certification. This equates to an extra 250 Intensive Practicum hours (e.g., 1 semester) while you’re taking Intensive Practicum as part of your Florida Tech graduate training. This means that students might have to accrue additional hours following the completion of the program if they take the BCaBA exam during their second year (or later) in the program. For additional information, see:

https://bacb.com/bcba-becoming-bcba/
FACULTY INTERESTS OF THE APPLIED BEHAVIOR ANALYSIS PROGRAM

Associate Dean of the School of Behavior Analysis

Jose A. Martinez-Diaz, Ph.D. BCBA, West Virginia University

Dr. Martinez-Diaz’s research interests include instructional technology, outcomes of practitioner training programs, performance management in training and service settings, verbal behavior approaches to early intervention, and antecedent strategies in the treatment of severe behavior problems.

On-Campus Program Chair

David A. Wilder, Ph.D. BCBA-D, University of Nevada, Reno

Assessment and treatment of behavior problems

Dr. Wilder is interested in the assessment and treatment of behavior problems such as aggression, property destruction, and self-injury exhibited by both typically developing children as well as individuals with developmental disabilities. Most recently, he has been focusing on the assessment and treatment of compliance problems among young children. His research has involved conducting experimental analyses of the variables contributing to noncompliance and the evaluation of function-based interventions to treat noncompliance. This research has been recently published in the Journal of Applied Behavior Analysis, Education and Treatment of Children, and Behavioral Interventions.

Assessment and improvement of employee performance problems

Dr. Wilder is interested in assessing the variables which contribute to poor performance among employees in human service as well as for-profit settings. Most recently, he has been evaluating various methods to assess the environmental events (e.g., insufficient prompts, lack of appropriate consequences) which may be responsible for employee performance problems. He has also been examining assessment-based interventions designed to improve employee performance. This research has recently appeared in the Journal of Organizational Behavior Management and the Journal of Applied Behavior Analysis.

ABA Faculty

Eb Blakely, Ph.D. BCBA, Western Michigan University

Eb Blakely received a Ph.D. in 1988 from Western Michigan in Psychology with a specialty in Applied Behavior Analysis. He has worked in the fields of developmental disabilities, mental health, behavioral pharmacology, experimental analysis of behavior, organizational behavior management, and database design. Dr. Blakely has co-authored 24 articles and one book. The articles address research questions in the experimental analysis of behavior, conceptual issues, and behavioral pharmacology. Current research interests are in instructional design and conditioned reinforcement.
A. Celeste Harvey, Ph.D. BCBA, Vanderbilt University

Assessment and treatment of problem behavior
Dr. Harvey employs functional analysis and functional assessment procedures to evaluate and treat problem behavior of children and adults with autism and related disabilities in community and research settings. Her experience extends from 18 years of work within clinical and research applications. Recent areas of interest include evaluation of medical conditions as potential motivating operations for problem behavior, study of gene-brain-behavior relations for severe problem behavior, skill acquisition in areas such as teaching verbal behavior, social skills, self-care, and daily living, and preparing families to implement effective behavior supports at home.

Teaching functional skills
Dr. Harvey is interested in assessment and development of programming to educate children and adults with special needs in areas such as language and communication, social skills, self-care, and activities of daily living. She is particularly focused on serving individuals with severe or profound intellectual delays, or severe symptoms of autism.

Michael Kelley, Ph.D., BCBA, Louisiana State University

Dr. Kelley is Executive Director of the Scott Center for Autism Treatment. He received his Ph.D. from Louisiana State University. He has worked at the Marcus Center for Autism and at the Munroe-Meyer Institute at the University of Nebraska, providing services to individuals with autism and other disabilities before coming to Fl Tech. His interests include the assessment and treatment of severe behavior and translational research.

Katie Nicholson, Ph.D., BCBA-D, Florida Institute of Technology

Katie Nicholson earned her Ph.D. in Behavior Analysis at Florida Institute of Technology in 2013 and completed a postdoctoral research fellowship in the Center for Autism Spectrum Disorders at the Munroe-Meyer Institute, University of Nebraska Medical Center. She has worked in the field since 2001, primarily in the assessment and treatment of children with autism and related developmental disabilities. She has worked with individuals, age 18 months through 25 years old, in a variety of settings, including center-based programs, university and hospital-based clinics, public schools, community settings and home programs. Katie's research interests include improving learning efficiency, trouble-shooting ineffective procedures, verbal behavior and staff training.

Christopher Podlesnik, Ph.D., BCBA-D, Utah State University

Dr. Podlesnik was a faculty member at the University of Auckland in New Zealand before coming to Florida Tech. He is now an Associate Professor in the Behavior Analysis programs. His interests include basic behavioral research and translational research. He is particularly interested in resurgence, operant – respondent relations, and the matching law. Dr. Podlesnik serves as an Associate Editor for the Journal of the Experimental Analysis of Behavior.
Sample Course Syllabus

Kimberly N. Sloman, Ph.D., BCBA-D, University of Florida

Dr. Sloman joined the faculty at the Florida Institute of Technology’s Scott Center for Autism Treatment in 2018, and serves as Director of Autism Services. She previously served as a Clinical Associate Professor at Rutgers, The State University of New Jersey and Associate Director of Behavioral and Research Services at the Douglass Developmental Disabilities Center. She has worked with individuals with developmental disabilities and autism spectrum disorder (ASD) since 2000. She earned a Ph.D. in psychology from the University of Florida in 2008. She has authored several research articles, presented at state and national conferences, and co-authored several chapters on best practices for individuals with ASD. Dr. Sloman’s research interests include assessment and treatment of core symptoms of ASD and generalization of treatment effects.

Rachael Tilka, Ph.D., Western Michigan University

Dr. Tilka specializes in OBM. She is interested in coaching, assessment in OBM. She also has an interest in instructional design. Dr. Tilka holds a master’s degree in Industrial/Organizational Psychology and a Ph.D. in Industrial/Organizational Behavior Management from Western Michigan University. Prior to beginning graduate school, she worked as a full-time manager in the area of marketing and sales for two years and developed an interest in behavioral coaching. For her master’s thesis, she designed a coaching package intended to increase sales results in order to ultimately decrease employee turnover. The program was a success, nearly doubling the number of sales that were completed by the sales team compared to baseline condition. Since then, Rachael has expanded her interest to functional assessment and is doing research to attempt to validate assessment tools commonly used in the field of Organizational Behavior Management (OBM).

Nicholas Weatherly, Ph.D., Western Michigan University (Hybrid Program Chair)

Dr. Nicholas Weatherly is an Associate Professor in the School of Behavior Analysis and chair of the Master of Arts program in Professional Behavior Analysis. He is based at our main campus and oversees programs across the USA and our new site in Abu-Dhabi. He came to FIT from Aubrey Daniels International where he led their instructional systems projects and consulted in numerous areas of business and industry including manufacturing, energy, banking, health insurance, and clinical services. He earned his MA and PhD in applied behavior analysis from Western Michigan University.

Dr. Weatherly's expertise is in developing and providing efficient training and leadership solutions designed to maximize performance and create sustainable impact. He has held advisory roles and served on the board of directors for a number of professional associations, advocacy groups and service facilities, including one of the first behavior analyst licensing boards. Most recently he has served as the President of the Association of Professional Behavior Analysts, Past-President of the Georgia Association for Behavior Analysis, and works on various ethics committees for the Behavior Analyst Certification Board. His research centers on developing sustainable business solutions that maximize training initiatives and strategically integrate organizational assessments and internal coaching systems.
Florida Institute of Technology

Practicum Contract for ABA, ABA + OBM, and OBM M.S. Students

(To be completed by the student for each practicum site, discussed with & signed by on-site BCBA and SOBA faculty supervisor)

Site: ___________________________  Semester(s)/Year ________________

TERMS OF CONTRACT

This practicum is intended to partially fulfill the practicum requirement for the M.S. degree in ABA, OBM, or ABA + OBM.

FIT and the Practicum site agree to the following:
1. The suitability of the practicum site (i.e., behavior analytic techniques and procedures are used at the site);
2. Florida Institute of Technology (FIT) or the practicum supervisor may request withdrawal of any student whose performance record, conduct, etc. does not justify continuance at the site. Prior to withdrawal of the student, university and on-site supervisor(s) will discuss the circumstances and possible courses of action to remedy the situation;
3. FIT and the practicum site understand the student shall be under the instruction and supervision of the Agency’s Board Certified Behavior Analyst (BCBA).
4. Nothing in this agreement shall be construed to create the relationship of employer and employee between the practicum site and the practicum student. FIT does not require that its students are employed at practicum sites. The decision as to whether to employ the practicum student is made entirely by the site.
5. The site will provide the student with the necessary training and tools to safely perform his or her practicum duties.
6. The practicum site agrees to abide by all FIT policies regarding students, including but not limited to the FIT Title 9 policy, in their interactions with and management of the practicum student.

Responsibilities of the Practicum Student
1. The practicum student has the necessary availability to meet the practicum requirements for that semester (20 hours per week in fall and spring, 25 hours per week in summer).
3. The practicum student will study, understand, and abide by the policies and procedures of the practicum site.
4. The practicum student will abide by the Behavior Analyst Certification Board (BACB) Professional and Ethical Compliance Code for Behavior Analysts, which became effective on January 1, 2016 (see link below).
5. The practicum supervisor is in charge of monitoring the students experience hours during the semester and is responsible for signing the monthly and final experience verification forms. However, the student understands that if s/he does not complete the experience hours satisfactorily, the practicum supervisor will not sign the forms and the student may not pass the course.
6. The practicum student may need to obtain written permission from the agency or site supervisor to perform some tasks requested the by the practicum supervisor.

**Responsibilities of SOBA Faculty Supervisor**

The Practicum Supervisor will:
1. Complete the 8-hour supervision training required by the BACB.
3. The practicum supervisor will serve as consultant and supervisor for the practicum student in all activities at the practicum site. However, the practicum supervisor will not have any role in providing, managing, or overseeing services for the clients at the practicum site. The practicum supervisor is there to provide feedback to the student on his or her performance, not to provide or assist with services for clients. The practicum supervisor will also work on the competency checklist with the practicum student.
4. The practicum supervisor will schedule 2 hours (fall, spring) or 2.5 hours (summer) of regular weekly face-to-face (including video and in-vivo) supervision meetings, both individual and group.
5. The practicum supervisor agrees the practicum site will be able to provide the practicum student with the required number of clinical service and supervision hours.
6. The practicum supervisor is in charge of monitoring the students experience hours during the semester and is responsible for signing the monthly and final experience verification forms. If the student does not complete the experience hours satisfactorily, the practicum supervisor will not sign the forms and the student may not pass the course.

In the unlikely event that a problematic situation occurs between the on-site supervisor and the practicum student that is difficult to resolve, either the on-site supervisor or the practicum student may contact the Program Chair at 321-674-7516.

On-Site BCBA Supervisor or Site Coordinator Signature/Date

This contract must be fully completed and signed by the student and practicum supervisor and received by the program assistant Office (Jennifer Fredenburg jfredenburg@fit.edu).
Verification of Contract

By signing this form you confirm that you have discussed this contract in detail with your faculty supervisor.

_____________________________  ______________________________
Practicum Student Signature/Date  SOBA Faculty Practicum Supervisor
Signature/Date

Print Name: __________________________  Print Name: __________________________
BEH 5251: INTENSIVE PRACTICAL TRAINING IN Behavior Analysis
Florida Institute of Technology
School of Behavior Analysis
Semester ___

Instructor:
Office:
Phone #:
E-mail:

Course Meeting Times

**Group Supervision:** TBA
**Individual Supervision:** By appointment with Practicum Supervisor

Course Prerequisites
Admission to the M.S. program in Behavior Analysis at Florida Tech or by permission of the course instructor or program chair.

Course Description and Purpose
This course will provide the student with opportunities for supervision of clinical or OBM work. The purpose of this practicum is to provide additional learning opportunities in the areas of working directly with clients / consumers, implementing evidence-based treatments to address behaviors of social significance, implementing treatment plans, and monitoring and analyzing data to make data based decisions. Students enrolled in practicum will be required to find an approved practicum site that will allow them to meet the specified hour requirements.

*SEE ABA PRACTICUM HANDBOOK FOR DETAILS ON APPROVED SITES AND HOURS

http://cpla.fit.edu/aba/

See the *IPT Handbook* link under "More Information" heading on the web page above

Objectives
1. Students will acquire experience necessary to be qualified for BCBA certification. Throughout the semester, students will continue to refine their clinical skills by targeting areas specified by the BACB Task List 4th edition (see Competency Check List).
2. Student will learn how to behave professionally in a work environment.

*NOTE:* Specific course objectives will be determined per student based on

1. The number of previous semesters of Practicum
2. Objectives previously targeted and mastered in previous practicum semesters

Course Requirements

Attendance and Participation:

1. **Attendance:** Students are expected to attend ALL individual and group supervision meetings scheduled with the practicum supervisor. If a student is going to miss a scheduled meeting (group or individual), they MUST contact the faculty supervisor at least 24 hours in advance. If the student is unable to provide advanced notice (e.g., emergency or illness), the student MUST contact the supervisor as soon as he or she knows they will miss a meeting. In all cases, it is the student’s responsibility to reschedule any missed meetings to make up for supervision hours.

2. **Tardiness:** Students are expected to be on time for all meetings. If the student must be late for a meeting, it is expected that the student contacts the supervisor directly ahead of time to inform her what time he or she will arrive. If the student does not contact the supervisor ahead of time and is more than 10 minutes late, the supervisor has the right to cancel the meeting. In the case that a student is late for a meeting and the meeting is cancelled, it is the student’s responsibility to reschedule supervision. Similarly, if the faculty supervisor is more than 10 minutes late, the student has a right to cancel the meeting and reschedule.

3. **On-task Performance:** Students are expected to remain on-task during all meetings. That means that during all meetings students should only be attending to a presenter, relevant materials on their computer, and/or practicum supervisor or other attendee that is talking. Students should not be working on other tasks during group supervision (or individual supervision). If students are observed engaging in off-task behavior on their phone or computer, they will be asked to leave devices outside of the meeting room for all future meetings.

4. **Participation:** Students are expected to participate in group discussion by asking questions, providing ideas and suggestions, problem solving, and providing respective corrective feedback.

5. **Completion of practicum hours:**
   a. All students are required to complete a minimum of 250 practicum hours per semester. Students should obtain 17-20 hours of work per week (this includes 2 hours of supervision) for 15 weeks during the spring semester. No hours should be performed during final exam week. If a student reaches 250 hours before the end of the semester, s/he can choose to obtain additional hours or stop.
   b. All students are required to accumulate a minimum of 25 supervision hours per semester.
      1) Students must have at least 12.5 hours of individual supervision and 12.5 hours of group supervision by the end of the semester.
      In the event that a student misses supervision, he or she can replace
group supervision hours with individual supervision, but CANNOT replace individual supervision with group supervision. In other words, the student MUST accumulate 12.5 individual hours.

2) At least 10% of all experience hours must be supervision hours by the end of each month. For example, if you accrue 80 hours at the end of a month, at least 8 of those hours must consist of supervision in order to count the practicum hours toward the experience hours.

c. If the student does not meet all of the requirements detailed above, he or she will automatically receive a failing grade that semester. If unusual circumstances arise, the supervisor may assign the student with an “incomplete” grade until he or she completes the hour requirements. This, however, is at the discretion of the practicum supervisor and will only be used under extreme circumstances.

d. It is the student’s responsibility to track his or her supervision and experience hours. If the student needs supervision for the week, it is his or her responsibility to schedule a time with the faculty supervisor or site BCBA. NOTE: at least 70% of the student’s supervision should be done by the faculty supervisor.

e. Students are expected to send or show an electronic copy of their Experience Tracker Spreadsheet to the instructor WEEKLY. These documents should be shown to the instructor for the previous week.

f. The student must complete (and the supervisor must sign) a Monthly Experience Verification form. This should be done immediately after the last day of each month in the semester. Partial months also need a completed form. Students should keep at least two copies of each of these signed monthly forms.

g. The student must complete (and the supervisor must sign) a Final Verification Form at the end of the semester. Students should keep at least two copies of each signed final form.

h. The following are required to be submitted to Jennifer Fredenburg jfredenburg@fit.edu at the end of the semester:
   1) Scanned copies of all signed monthly experience verification forms.
   2) Scanned copy of the Final Experience Verification form.
   The BACB does audit students, so Jennifer Fredenburg must have a copy of these forms for each students’ file.

Course Grading
Students will be assigned a letter grade according to the points earned across all areas described above.

However, if the student does not successfully complete all required practicum hours, he or she will be given an “Incomplete” for the semester. The student will then have until the deadline for changing incomplete grades given by the university to make up missed hours.
In addition, students must receive a grade of a B or better to successfully pass practicum, regardless of whether all hours are completed.

**Professionalism Points:**
Points are earned weekly by showing the practicum supervisor the IPT Experience hours tracker and monthly by submitting or showing the practicum supervisor copies of monthly experience verification forms. If these are turned in on time, all points will be earned. If the documents are turned in late, the student will not earn any points. Points are also earned for professionalism during supervision and on site. Points will be earned by attending meetings, being on time, and behaving appropriately.

**Professional conduct is expected during all meetings with supervisors, whether held live or via remote supervision (e.g., Zoom, Adobe Connect, or VSee).**
1. Students should join meetings in a quiet, professional location that is relatively free from distractions (e.g., meetings should not be held in restaurants, coffee shops, or bars). Video meetings must not be held while students are in bed.
2. Appropriate attire during video meetings is required. Students should be fully clothed, and refrain from wearing pajamas or clothing with inappropriate language that may be deemed offensive.
3. Students should refrain from texting, using cell phones, checking social media accounts, or checking other smart devices during meetings, unless necessary for emergencies.
4. Students must not drink alcohol, smoke, or vape during IPT meetings.
5. Students should not attend meetings while under the influence of alcohol or drugs that impede their learning.

Points will be earned by completing tasks assigned by the faculty supervisor OR site BCBA. The site BCBA will communicate with the faculty supervisor regarding timeliness of turning in assignments and quality of work. Students will lose professional points for the following:

1. Tardiness to supervision meetings (-10 points for being more than 5 minutes late)
2. Unexcused absences for meetings or sessions (-15 points)
3. Breaking site policy without verbal warning (-10 points)
4. Receiving verbal or written warning (-15 points)
5. Unprofessional conduct during meetings. A first offense will result in a loss of 5 points, a second offense will result in loss of full professional points for the week, and a third offense will result in discussion with the supervisor and program chair).

**Grading**

<table>
<thead>
<tr>
<th>Professionalism</th>
<th>22 pts</th>
<th>15 weeks</th>
<th>330 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of Practicum Hours</td>
<td>1 pt/hr</td>
<td>250 hrs</td>
<td>250 points</td>
</tr>
</tbody>
</table>

**TOTAL:** 580
A (90%-100%) = 519-580  
B (80%-89%) = 461-518  
C (70%-80%) = 403-460  
D (60%-70%) = 345-402  
E (0%-60%) = 344 and below

Students will also be required to meet competencies on the BACB task List.

Students with Disabilities:
If you require course adaptations or accommodations because of a documented disability, please see me as soon as possible. If you have emergency medical information that I should be aware of, please see me during my office hours.

Note on Academic Misconduct:
Academic misconduct includes cheating, plagiarism, misappropriation of ideas, and fabrication of information. Academic misconduct may result in a failure of a course assignment, failure of an entire course, or mandatory withdrawal from all classes.

TITLE IX

The federal law prohibiting sex discrimination in educational institutions is Title IX of the Educational Amendments Act of 1972. Title IX prohibits discrimination on the basis of sex under any educational; program or activity operated by an institution receiving or benefitting from federal financial assistance. Sexual harassment, which includes sexual violence, is a form of sex discrimination. To report a violation, please contact the Directory of Security at 321-674-8111. Please note that as your professor, I am required to report any incidences to the Director of Security and/or the Title IX Coordinator at 321-674-8700. For confidential
Florida Tech Intensive Practical Experience Approved Sites

The following is an inclusive list of pre-approved intensive practical experience sites. Students registering for intensive practical experience are required to work or volunteer for 20 hours per week at an approved site (25 in summer semester). Students may work at multiple sites if their cumulative hours total the minimal requirements of the behavior analysis certification board and the ABA program at Florida Tech.

ABA Technologies, Inc. (Melbourne)

ABA Technologies is run by Jose Martinez-Diaz, Ph.D. and provides continuing education services to behavior analysts throughout the world. Certificate programs at the BCaBA and BCBA level are taught by masters and doctoral-level staff. In addition, ABA Technologies uses the top experts in various areas of behavior analysis to teach specialty topics. ABA Technologies serves thousands of up-and-coming behavior analysts each year. Many FL Tech students interested in educational applications and OBM get IPT experience at this site.

Contact: Jose Martinez-Diaz, Ph.D., BCBA jose@abatechnologies.com

ABC Schoolhouse (Orlando)

At ABC School House, Inc. we understand that not every child learns in the same way. Through careful observation and interaction with each child, we can determine the best way to teach them, based on their individual learning styles. Our teaching methods are based on the science of Applied Behavior Analysis with an emphasis on Verbal Behavior. All of our services are provided by trained behavior analysts and supervised behavioral instructors and are provided in both 1 to 1 and small group formats. Most of the objectives we set for our students are based upon the A.B.L.L.S. (Assessment of Basic Language and Learning Skills by Drs’ Sundberg & Partington) curriculum guide, although other curriculums are also used. Programmatic decisions and teaching strategies are constantly reevaluated to make sure that students are learning at their maximum potential. Each child’s progress is tracked by a data collection system and all skills are taught to fluency. This means that a child must exhibit a particular skill independently, 100% of the time before moving on to the next skill. Establishing this type of criterion is very important to produce long lasting skill retention and successful introduction of more complex skills. Although expressive language acquisition is our primary treatment focus, we also work on a variety of other skills as well. Please review the list below for a more detailed description of some of the services we provide.

- Comprehensive behavior, communication and skill assessments
- Complete ABLLS/ABLLS-R and VP-MAPP assessments
- Brigance testing, PEP-R testing and GAR-2 testing available
- Behavior Management for mild-to-severe behavioral concerns
- Verbal Behavior / communication training
• Academics (use research-based and computer-based curriculums)
• Play & Social Skills
• Toilet Training
• Self-Care and Independent Living Skills
• Pre-Vocational Skills
• Computer, typing & mouse skills
• Gymnastics
• Field Trips
• Parent education
• Free Respite Care*
• Before & After Care Program**
• In-home parent –training and 1:1 ABA therapy
• After school 1:1 ABA therapy on site

Contact: Hyndi Khomutetsky - abcschoolhouse@abcschoolhouse.net

Attain (Orlando)

About Us
Attain, Inc. is a South Orlando, Florida based not-for-profit agency serving the needs of individuals with developmental disabilities. Started in 1988, Attain, Inc. currently provides a vast array of community based programs such as group homes, integrated adult day training services, specialized education, and behavior analysis services.

Our Mission
To build relationships and enhance the lives of individual with developmental disabilities.

Our Goals
1) To support people with Autism and other developmental disabilities ensuring that they are safe, healthy and free of harm.
2) To support people with Autism and other developmental disabilities in their enjoyment of life.
3) To support people with Autism and other developmental disabilities in becoming as independent as possible.
4) To support people with Autism and other developmental disabilities to live the normal routines of life.
5) To support people with Autism and other developmental disabilities in overcoming problem behavior.

Practicum Description
Attain, Inc.’s practicum will provide relevant and beneficial experience to students seeking to become behavior analysts. Field based experience is under the supervision and direction of a Master’s Level, Board Certified Behavior Analyst. It is expected that the participant will perform assigned duties specific to BACB fieldwork and experience requirements, BACB ethical standards and in compliance to APD standards of practice.
Fieldwork experience will occur in applied, community-based settings including: group homes, adult day training, and the Education Resource Center. The population includes adolescents and adults with Autism and other developmental disabilities who have behavioral excesses such as but not limited to: aggression, self-injurious behavior, property destruction, and behavioral deficits such as but not limited to: daily living skills, self-care skills, vocational skills, and communication skills.

Practicum participants will perform the following duties:

1) Assistance with assessments including records review, direct observation, descriptive analysis, FASTs, interviews, and data collection
2) Design of function based behavior change procedures including manipulating antecedents, motivating operations, and consequences
3) Design of replacement skills and functional replacement behavior training
4) Behavioral data collection, summarization, graphing, and interpretation
5) Implementing behavior change procedures
6) Conducting discrete trials training and incidental training
7) Train other support staff to implement behavior change procedures
8) Provide feedback to support staff regarding the integrity of behavior change procedure implementation
9) Consider the ethics of humane treatment and intervention design including least restrictive and most effective alternatives
10) Maintain and submit required documentation such as progress notes, etc.
11) Meet with supervising behavior analyst on a weekly basis
12) Complete assignments prior to meeting with supervising behavior analyst
13) Ensuring completion of BACB Fieldwork and Practicum Experience Supervision Form

Participants of Attain, Inc.’s practicum can expect to gain both theoretical and practical application of behavior analysis concepts and principles. We hold firm to the tenants of applied behavior analysis and its application towards socially valuable outcomes.

Contacts:

Craig Cook, M.S., BCBA
Email: ccook@myattain.org
Address: 2201 E. Michigan St., Suite A, Orlando, FL 32806
Phone: 407-965-3018
Website: www.myattain.org
Behavior Services of Brevard, Inc. (Cocoa)

Behavior Services of Brevard, Inc. (Cocoa) Behavior Services of Brevard provides a variety of services to individuals in the Brevard County area. Our service provision includes behavioral/educational services at our Behavior Education Center, in-home behavior analysis, behavior assistant, and intensive personal care services. In-home services are provided to individuals with a wide range of diagnoses, ages, and abilities. The Behavior Education Center provides intensive behavior analysis and Pre-K–12 instructional services to individuals with Autism and/or related disabilities using the McKay Scholarship in combination with other ancillary funding streams.

All services are provided via approved behavior programs; each based on a functional assessment/functional analysis and designed to address dangerous and/or challenging behaviors, as well as socially inappropriate behaviors and skill deficits. The level of abilities of the individuals served varies widely, and there are unique opportunities for students to work with a variety of individuals in a variety of settings. Additionally, students will be afforded opportunities to work with graphic analysis, documentation, preference assessments, and development and/or revisions of behavior programs.

The Behavior Education Center is open Monday-Friday, and staffing hours are typically from 8:30am to ~3:30pm; the center is closed on most major holidays. Additional information can also be found on our webpages: Behaviorservicesofbrevard.com and BehaviorEducationCenter.org

Contacts:
Karen R. Wagner, PhD, LMHC, BCBA; President / CEO
kwbehavior@aol.com

Office phone:  321-639-9800
550 St. John’s St.
Cocoa, FL 32922

Breakthrough Behavior (Maitland)

Breakthrough Behavior is an Applied Behavior Analysis organization that services Central Florida, Central California and Northern Virginia. Our mission is to provide a high-level of comprehensive and effective intervention services to children and families affected with Autism. We focus on research-based interventions and family involvement to produce best possible treatment outcomes. Our clinic is located at the RDV Sportsplex in northern Orlando. The clinic space offers a multi-service approach and can accommodate several therapy groups including an adaptive and life skills room, an individualized assessment room, social skills groups and speech and circle time areas. Our clinic offers full-time, on-site Behavior Analyst support to all staff pursuing certification.

Contact: Maegen Pierce, M.A. BCBA
Camen Behavioral Services (Orlando)

Camen Behavioral Services, LLC provides personalized, high-quality Applied Behavior Analysis in the clinic, in-home, and community settings. We are a full-service Applied Behavior Analysis practice of dedicated, experienced professionals who believe in working with our clients and their families to maintain and improve their behavior and quality of life. Our team based approach incorporates family and parent training, social skills programs for Winter and Summer breaks to increase community involvement and peer relationships.

Camen Behavioral Services, LLC offers a secure foundation for graduate students to get a hands on experience with children and adults with varying disabilities. Our BCBA's provide in depth training and supervision to all graduate students and will be training each student from the ground up. Each graduate student will have the opportunity to work one on one with clients, conduct the VB-MAPP assessment, Essential for Functional Living Assessment, conduct a Functional Analysis, collect data, research journal articles, develop task analysis for data collection, graph and analyze data, and develop a behavior improvement plan.

Camen Behavioral Services, LLC provides services for clients throughout Orange, Osceola and Seminole counties. Our clinics are located in Orlando and Kissimmee. Individual and group supervisions will be provided by a Masters Level BCBA in compliance with practicum site requirements.

We are committed to creating a culture in which its employees are truly valued and their growth and potential are fostered through training, great communication and continuous support.

Contact: Claire Rich Lottman, MS, BCBA

CLottman@camebnbehavioral.com

www.camenbehavioral.org

Phone: (321) 782-4039

Creative Learning, Inc. (Cocoa)

Creative Learning employs the targeted use of specific behavior principles as hallmarks of our ABA therapy program. Depending on the client’s individual needs, we utilize a myriad of evidence based direct and indirect evaluation tools which include Functional Analysis (FA), Functional Behavioral Assessments (FBAs), ABC data collection/analysis, scatterplot analysis, VB MAPP/ABLLS-R Assessments, the Questions About Behavioral Function (QABF), Motivational Assessment Scale (MAS), and the Autism Social Skills Profile. We update VB MAPP and behavioral interventions consistently to meet the ever-evolving skill set and needs of each client. We have an extensive verbal behavior analysis program that is used with clients who
have deficits in communication or are nonverbal. Individual behavior plans include antecedent manipulations, extinction procedures, acquisition/replacement skills for dangerous/challenging behaviors (employing the fair pair rule), VB, ABLLS-R, parent training, and pre-vocational training as appropriate. Behavior analysts are available onsite during all hours of operation to provide ongoing training to staff, supervise and work directly with clients, and continually update plans. At least one certified behavior analyst is regularly on the floor working directly with technicians as they implement individual behavior plans. Although physical management is rarely used, all staff is trained and certified in crisis de-escalation, personal protective procedures, and the use of physical management focusing on a ‘least to most’ restrictive approach where the safety, well-being, and dignity of each client is paramount. As a part of ongoing development, staff is required to begin the process of certification as a Registered Behavior Technician through the BACB within 90 days of hire.

Contact: Administration@creativelearningbrevard.com
Phone: (321) 633-5511

Devereux of Florida (Viera – North Melbourne)

Residential and on-site school
Children and adolescents with MR/DD, mental health issues

Contacts: Kim Reidel - KREIDEL@devereux.org
(321) 242-9100

Florida Autism Center (Lake Mary) – note: Only the Lake Mary site currently has approval

Florida Autism Center (Lake Mary) currently has six locations in Florida, and will be opening more centers to provide opportunities for students across the state. We primarily provide early intervention services to children with Autism Spectrum Disorders for children six and younger; it is our passion and where we can make the most impact. From the start, FAC’s goal was to provide early intervention services allowing toddlers and preschoolers to achieve the skills they would need to go into traditional schooling.

The Florida Autism Center provides treatment based on the basic principles of Applied Behavior Analysis, and has a specific focus on early intensive behavioral intervention, verbal behavior, and social skills. Our goal for every child in our care is a smooth transition to a mainstream (or least restrictive) environment. We want students who are passionate about ABA and talented both academically and clinically. BCaBA certification and experience writing behavior analytic programs for children is preferred. A great, collaborative and fun attitude are necessary for our active clinics. Within our center based program we provide on-on-one therapy, part and full-day school, summer therapy, social skills groups and parent training.

Each center offers access to multiple BCBA’s with experience in assessment and treatment of problem behavior, direct instruction, parent training, social skills training, feeding disorders,
speech and language development, curriculum development and many more facets of Applied Behavior Analysis. All students joining FAC’s team will work directly with clients from early intervention up through school age. They will gain experience in assessment, program creation, data collection, and aspects of skill generalization such as parent training and community integration. Our agency provides behavior analysis of the highest quality and is eager to partner with growing talent!

Contact: Allison Berard, M.S., BCBA
(386) 267-3161
Allison@flautism.com
www.FLAutism.com

The Fountains of Melbourne / Trahan Behavioral Services

The Fountains of Melbourne is a premier resort style senior living community. It includes independent and assisted living options. The Fountains expanded their award winning wellness program to include behavior support services for their residents with dementia or mild cognitive impairment. Trahan Behavioral Services contracts with The Fountains and manages all residents referred for behavior support services. Services include a) in-home behavior assessments, b) developing and monitoring goals of care, c) development and implementation of programs to decrease challenging behaviors (e.g., wandering, non-compliance) and maintain life skills (e.g., communication, activities of daily living), e) case management, and f) caregiver training (staff, family members).

Contact: Maranda Trahan, Ph.D., BCBA-D
Maranda.Trahan@kiscosl.com
Phone: 321-775-5829

Interventions Unlimited: (Oviedo/ Orlando)

Interventions Unlimited is dedicated to providing applied behavior analysis services of the highest quality. We have a team of highly skilled behavior analysts and educators.

Individuals we serve include children with autism, developmental delays, Down Syndrome, Cerebral Palsy, other developmental disabilities, ADHD, learning or behavioral difficulties, as well as children with no specific diagnosis.

We work with children with a wide range of behavioral difficulties such as not following directions, tantrums, aggression, property destruction, eating issues, sleeping problems, and self injurious behaviors.

Our services include home-based and clinic-based 1:1 behavior therapy, social and play skills training, language training, toilet training, school readiness training, parent consultation and
training, school observation, consultation and shadowing, and academic tutoring for special needs children.

Our newest adventure was the opening of our private school, Interventions Unlimited Academy in 2007 for children on the autism spectrum or with other developmental disabilities.

Our clinic and school are located in Oviedo. However, we serve the greater Orlando area including Orange, Seminole, Osceola, Volusia and Lake Counties.

We are an internship and practicum site for students from UCF and FIT. Supervision will be provided by BCBAs.
Contact: Jing Zhou – jing@interventionsunlimited.com
www.interventionsunlimited.com

Lodestone Academy

Lodestone Academy is located in Orlando, Florida and provides educational services for children and young adults with intellectual disabilities and severe behavior. Services are provided during the day and are contracted through school districts. The clinic associated with Lodestone academy (at a different location) is also approved. JKP Analysts is also included in this approval.

Contact: Joshua Pritchard, Ph.D. josh@jkpanalysts.com

Magnolia School (Orange County Public School in Orlando)

Magnolia School is an ESE school in Orange County that serves individuals with disabilities and severe problem behaviors. Magnolia has an intensive behavior program that includes 2 behavior analysts, 3 behavior specialists, and 11 behavior techs. The behavior team trains and supports the staff with implementing behavior improvement plans and teaching replacement skills. Fl Tech students must be employees of Orange County Public Schools to do IPT at Magnolia.

Contact: Kimberly Bagley, M. A., BCBA
Kimberly.Bagley@ocps.net

Nemours Children’s Hospital (Orlando)

Nemours provides early intervention to children with developmental disabilities and complex medical disorders using Applied Behavior Analysis (ABA). In addition, we provide intensive instruction in verbal behavior, feeding, potty training, social and academic skills, problem behavior reduction, and parent training. Students who work at our site will have access to a BCBA for a minimum of 2 hours per week and a 40 hour online training program. These students will be trained and assessed according to the 4th Edition task list. All students are expected to participate in current research studies.
Contact: Ansley Hodges, M.S., BCBA
Ansley.Hodges@Nemours.org

Kaleidoscope Interventions / Puzzle Box (Melbourne and Palm Bay) Provisional Approval
(original approval 5-16-16 to 5-15-17, subsequent approval 5-16-17 to 5-15-18)

Due to the provisional approval for this site, no more than 3 Fl Tech students will be permitted to
do their IPT work at this site in any one semester.

Puzzle Box Academy is a private school serving children impacted by Autism. We offer a
comprehensive educational and behavioral program. Puzzle Box provides students with a
customized academic plan, behavior plans, integrating proven, research-based strategies into
every learning task. Our school is unique from the public school settings, as Puzzle Box offers
year-round school at 7 hours per day, low student to teacher ratio (5:1). Our students participate
in music, art, behavior, social cognition, daily living practice, and peer buddies. Every classroom
has a BCBA and RBT attending to behavioral needs full time. From 5-16-17 through 5-15-18,
new students may not be permitted to do their IPT hours at the Kaleidoscope site.

Chana Gehrman
ChanaG@thepiecefits.com
321-265-4429

Quest (Orlando)

Quest, Inc. operates a variety of programs for people with developmental disabilities. These
programs include group homes for adults and children, vocational training for adults, Supported
Employment, Supported Living, Transitional Living, and early intervention for young children.
Also, there are living arrangements for individuals with around-the-clock medical needs. The
group homes and vocational programs emphasize acquisition of new skills such as self care,
household maintenance, as well as managing problem behavior such as aggression, property
disruption, and self injury. Many individuals move from these programs to the Supported Living
and Supported Employment programs where the newly acquired skills can be used in more
independent, community-based environments. Our early intervention program, Quest Kids,
focuses on teaching language, socialization, and pre-academics. Problem behavior is also
addressed.

The philosophy of care is to provide effective, humane treatment using the principles of Applied
Behavior Analysis (ABA). These principles serve as the guide in assessment and developing
programs that teach new skills and reduce problem behavior. At Quest Kids, we conduct
functional analyses of problem behavior that serves as the foundation for each child’s treatment
plan. In addition, the language acquisition programs are based on the analysis of verbal behavior
authored by B.F. Skinner.
Finally, Quest, Inc. serves as a practicum site for the ABA program at Florida Institute of Technology (FIT). The experience requirements will vary, depending on the practicum site within Quest. Some jobs require a certification in behavior analysis (BCABA), but others are entry level positions that do not require certification or experience. In practicum, FIT students work at a site, and learn to develop and implement behavior programs; moreover, the students receive supervision hours that will fulfill some of the requirements for the M.S. degree in ABA at FIT. Some FIT graduates are hired by Quest upon graduation.

Contact: Eb Blakely, Ph.D., BCBA (407-489-4202)
eblakely@questinc.org

**Quest Kids (Orlando)**

QuestKids specializes in helping children (infants-18.) with autism, pervasive developmental disorder and other learning and behavior concerns with individualized one-on-one programs using *Applied Behavior Analysis (ABA)*. Our programs and procedures are derived from effective ABA literature and are based on B.F. Skinner’s analysis of Verbal Behavior. We design individualized programs based upon the ABLLS and in accordance with developmentally typical peers. We pride ourselves in integrating and maintaining educational placement in mainstreamed classrooms.

QuestKids works hand-in-hand with speech pathologists, occupational therapists and educational professionals to develop and implement an appropriate path of learning that meets each child's specific needs. We conduct intensive teaching coupled with natural environment training, so that our children make significant language and behavioral gains. Minimum staff requirement: Bachelor’s in psychology or related field and working toward BCABA or BCBA certification.

Contact: Eb Blakely, eblakely@questinc.org
www.questinc.org (click on QuestKids)

**Scott Center for Autism Treatment (Melbourne)**

The Scott Center for Autism Treatment at Florida Institute of Technology is dedicated to providing the highest quality treatment, education, training, and therapy for persons with autism in 7 central Florida counties. Currently, the Scott Center is serving clients with autism in an on-campus clinic and other clients in a Social Skills program. Florida Tech Applied Behavior Analysis Program graduate students provide direct clinical services in problem behavior reduction, skill acquisition, and social skill development. The Scott Center is also focused on conducting research in the area of autism interventions to assist in the identification of strategies that constitute “best practice” for individuals with this disorder.

Contact: Mike Kelley
mkelley@fit.edu
(321) 674-8106
http://research.fit.edu/scottcenter/
Devereux Goldenrod Road campus and Group Homes (formerly Threshold, Inc., Orlando)

This Devereux campus serves about 28 residents, school age and adults, with three community homes and two on-campus homes. These individuals range adaptive abilities with most displaying problem behaviors that require intensive services. These behaviors include: self-injurious behavior (including pica and rumination), physical aggression, property destruction, elopement, and inappropriate sexual behavior. Many also engage in behavior that places a barrier between them and others such as stereotypical behavior including perseverative speech, and loud and repetitive vocalizations. Coupled with problematic behavior are those who require psychotropic medication to address symptoms associated with depression and bi-polar disorder (crying, suicidal threats, sleep disturbance), and obsessive-compulsive disorder (checking/cleaning behavior). This campus also provides day programming for our residents along with others from other provider agencies in the area. There are numerous opportunities for practicum experience.

Contact: Kim Reidel
kreidel@devereux.org
Examples of BACB Supervision Forms – see https://www.bacb.com/experience-standards-monthly-system/
Experience Verification Form

MONTHLY

Experience Verification Form:
Multiple Supervisors at One Organization

Instructions: Please complete one form per organization, per experience type.

Trainee Name: ___________________________ BACB Account ID #: BACB ___________ ☐

Experience Type (Select One): ☐ Supervised Independent Fieldwork ☐ Practicum ☐ Intensive Practice ☐

Responsible Supervisor Name: _______________________________________________ BACB Account ID #: ________ ☐

Responsible Supervisor Qualification Type (Select One): ☐ BCBA/BCBA-D ☐ Verified Experience Instructor ☐

Experience Hours (this month only)
A. Independent Hours (supervisor not present): ________ ☐
B. Supervised Hours (supervisor present): ________ ☐

Total Experience Hours (add A & B): 0.00 ☐

Tip: Your BACB Account ID is a unique 6-digit identifier starting with "BACB" that all individuals with a BACB account have. It can be found in your BACB Gateway Account. If you currently hold a certification, this is different than your identification number.

Responsible Supervisor and Trainee Attestation
By signing below, we hereby attest that:

1. The information contained on this form is true and correct to the best of our knowledge;
2. All supervisors met the supervision requirements during this month;
3. The required number of supervisory contacts occurred during this month;
4. Observation of the trainee with a client occurred during this supervisory period with a frequency appropriate for this experience type;
5. The trainee was supervised for the required amount of time for this supervisory period;
6. We have read and understand the most relevant version of the Experience Standards;
7. We are only including appropriate behavior-analytic activities in our totals listed above, and
8. The experience hours obtained during this supervisory period are otherwise compliant with the Experience Standards.

Supervisor Signature: ___________________________ Date: ___________________________

Trainee Signature: ___________________________ Date: ___________________________

This document must bear the signature (see the Acceptable Signatures Policy) of the responsible supervisor and trainee and must be signed by the last day of the calendar month following the month of supervision.

SUPERVISOR AND TRAINEE MUST EACH RETAIN A COPY OF THIS FORM FOR AT LEAST 7 YEARS.

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Behavior Analyst Certification Board | Organization: Monthly Verification Form
Experience Verification Form:
Individual Supervisor

Instructions: Please complete one form per supervisor, per experience type.

Trainee Name: ____________________________ BACB Account ID #: BACB ____________
Experience Type (Select One): □ Supervised Independent Fieldwork □ Practicum □ Intensive Practice

Experience Hours
A. Independent Hours (supervisor not present): ____________
B. Supervised Hours (supervisor present): ____________
Total Experience Hours (add A & B): 0.00

Supervisor Information and Attestation
Supervisor Name: ____________________________
Supervisor Qualification Type (Select One): □ BCBA/BCBA-D □ Verified Experience Instructor □ ABPP/ABA
Supervisor Requirements Met? □ Yes □ No

By signing below, I hereby attest that:

► Information presented on this Final Experience Verification Form and the corresponding Monthly Experience Verification Forms is true and correct to the best of my knowledge.
► The trainee completed the experience under my supervision in compliance with all relevant Experience Standards, including, but not limited to, the minimum number of contacts per month, required amounts of unrestricted activities, required observations each month with clients, and adherence to the Professional and Ethical Compliance Code for Behavior Analysis.
► I am the supervisor designated in the signed supervision contract with this trainee.

Signature: __________________________________________ Date: __________

This document must be signed in accordance with the Acceptable Signatures Policy.
SUPERVISOR AND TRAINEE MUST EACH RETAIN A COPY OF THIS FORM FOR AT LEAST 7 YEARS.
Experience Verification Form

Instructions: Please complete one form per organization, per experience type.

Trainee Name: 

Experience Type: Choose One -

Supervisors at the Organization

Supervisor Name: BACB Account ID #: Qualification: Choose One -

Supervisor Name: BACB Account ID #: Qualification: Choose One -

Supervisor Name: BACB Account ID #: Qualification: Choose One -

Supervisor Name: BACB Account ID #: Qualification: Choose One -

Experience Hours

A. Independent Hours (supervisor not present): 
B. Supervised Hours (supervisor present):

Total Experience Hours (add A & B): 0.00

Responsible Supervisor Information and Attestation

Responsible Supervisor Name:

Did the responsible supervisor also provide supervision? Yes ☐ No ☐

By signing below, I hereby attest that:

Information presented on this Final Experience Verification Form and the best of my knowledge.

The trainee completed the experience in compliance with all relevant experience activities. The hours entered in this field should be the sum of the hours entered on the corresponding MEVs.

If you are signing this form AND you provided supervision, please be sure to include your information in the section above.

Signature: 

Date: 

Behavior Analyst Certification Board | Organization Final Experience Verification Form

Note: This form contains dropdown menus. If you prefer to print and manually fill out the form, please write your answers over the dropdown menus.