



SUPERVISION CONTRACT

This Supervision agreement is made on _____ (date) between Marc Tedoff (supervisor name & certification # 1-11-8129) and SUPERVISEE (trainee name) for supervision of activities under the experience standards.

Experience Activities and Training Objectives:

During the experience, the trainee may engage in the following types of activities:

- Conducting assessments related to the need for behavioral intervention (e.g., stimulus preference assessment, functional assessment, staff performance assessment) or for evaluating behavioral interventions
- Designing, implementing, and systematically monitoring skill-acquisition and behavior-reduction programs
- Writing behavior/treatment plans, progress summaries, clinical notes, transition summaries, and professional correspondence
- Overseeing the implementation of behavior-analytic programs by others
- Training others, designing behavioral systems, and performance management
- Communicating and collaborating effectively with caregivers and other professionals
- Attending planning meetings regarding the behavior-analytic program
- Researching the literature that is relevant to a current client's programming
- Observation and data collection
- Training staff and caregivers on behavior-analytic programs or content
- Conducting assessments related to the need for behavioral intervention
- Meeting with clients about behavior-analytic programming and services
- Conducting behavior-analytic assessments (e.g., functional analyses, stimulus preference assessments)
- Data graphing and analysis
- Researching the literature relevant to a current client's programming
- Writing and revising behavior-analytic programs

By the end of the experience, the trainee will:

- Demonstrate ability to fluently communicate the three-term contingency.

- Demonstrate the ability to conduct a functional assessment.
- Demonstrate the ability to conduct a functional analysis (may be in a role-play scenario).
- Demonstrate the ability to operationally define target behaviors in observable and measurable terms.
- Demonstrate the ability to select and apply appropriate measurement systems to operationally defined behaviors.
- Demonstrate the ability to apply her understanding of the three-term contingency to develop both antecedent and consequence manipulations to teach socially significant skills and to reduce socially significant maladaptive behaviors.
- Demonstrate the ability to graph and analyze data and to make clinical decisions based on those data.
- Demonstrate the ability to conduct preference assessments; explain why we do not call them reinforcement assessments
- Demonstrate the ability to research and apply the findings of relevant literature in the field of behavior analysis
- Demonstrate the ability to conduct performance assessments in each of the five developmental domains
 - cognitive
 - motor
 - language
 - social
 - adaptive living
- Demonstrate the ability to develop skill acquisition and behavior reduction programs.
- Demonstrate the ability to supervise, and give feedback to others in the delivery of ABA based prescribed treatments.
- Demonstrate the ability to teach others using parsimonious language.
- Explain the importance of treatment integrity and how it is monitored.
- Explain and calculate interobserver agreement.
- Demonstrate minimal competence to perform the duties of a BCBA.
- Did I leave anything out?

Trainee Agrees to:

1. Provide proof of the completed Pre-Experience Checklist to the supervisor prior to the onset of experience.
2. Begin experience only after starting qualifying coursework.
3. Compensate the supervisor at an hourly rate of \$120.00 per hour for all face to face supervision meetings, with the exception of supervision occurring in the presence of a client, if the trainee (supervisee) terminates the professional affiliation with Applied Behavior Analysis Institute, Inc. before completing two years of service while maintaining an average caseload of at least 5 clients. Payment will be made immediately upon termination of the professional affiliation. Trainee agrees that Supervisor is providing supervision at a loss, with the expectation that this arrangement will last at least two years while maintaining an average caseload of at least 5 clients.

4. Attend additional professional meetings relevant to the experience, such as school meetings, case conferences, and parent meetings, which might not count towards the BACB's experience requirements.

Supervisor Agrees to:

1. Meet the BACB's supervision eligibility requirements (see BACB experience standards) and provide proof of eligibility to the trainee prior to the onset of experience.

2. Not accept remuneration from the trainee above the negotiated hourly rate or salary identified above.

3. Provide supervision in accordance with the Professional and Ethical Compliance Code for Behavior Analysts, including, but not limited to providing supervision to the trainee only within the boundaries of his/her competence.

4. Provide ongoing documented performance feedback to the trainee in accordance with sections 5.05 and 5.06 of the Professional and Ethical Compliance Code for Behavior Analysts including, but not limited to, providing feedback on the trainee's progress toward stated training objectives (e.g., including specific areas where the trainee is making adequate or inadequate progress) and client interactions.

5. Sign the Monthly and Final Experience Verification Forms if the experience hours are completed satisfactorily.

6. Withhold signature on the Monthly and Final Experience Verification Form in the following situations: When assigned tasks are not attempted and/or completed.

7. Terminate the supervision relationship in the following situations:

a. Experience hours are completed satisfactorily.

b. Progress is not made after five instances of corrective feedback.

c. Egregious violations of the BACB's Professional and Ethical Compliance Code for Behavior Analysts.

d. Supervisee cancels appointments more than 3 times in any six month period; appointments can be changed upon mutual agreement.

Trainee and Supervisor 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 (e.g., confidentiality, consent for services, professionalism) and relevant laws.

3. Work together to facilitate in-depth discussion/understanding of issues affecting practice - both personally and professionally.

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. Work together to facilitate in-depth discussion and understanding of issues affecting practice to improve the trainee's behavior-analytic expertise.

7. 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.

8. Retain this contract, documentation of experience and supervision, and the Monthly and Final Experience Verification Forms for seven years.

Termination:

This agreement shall be effective on _____ and shall remain in effect until either party terminates this agreement by providing ___30___ day's advance written notice to the other of the intention to terminate. In the event of termination, clauses A through C immediately below shall survive and remain valid.

- A. Upon termination, the Trainee agrees to immediately return all company property, including, but not limited to physical property, intellectual property, keys, records, and data.
- B. Trainee will cease to have communications with clients, associates of clients, or office staff, without permission and knowledge of Supervisor.
- C. Trainee will not, while working with any other entity, have contact with clients, or associates of clients for a period of six months after the termination date.

Miscellaneous Provisions

Additional conditions as identified by legal counsel

As noted by the BACB: Each party may wish to consult with legal counsel to discuss the following contract elements: storage of and rights to client documentation; release and indemnification; mediation and arbitration; consequences for failure to pay/reimburse supervisor; legal remedies; injunctive relief; cost and attorney's fees; contract modifications; severability; waivers; governing law; contacts for receipt of notice; and if the experience is offered through a university, a statement about whether the supervision contract is supplemented with a syllabus (as opposed to replacing a syllabus). In addition, each party should address with legal counsel the comments embedded in the sample contract to ensure that the contract is individualized for each unique situation.

Entire Agreement. This contract contains the entire agreement between the Parties hereto with

respect to the subject matter hereof.

All parties agree to the stipulations herein:

Trainee Name: _____

Trainee Signature: _____ Date: _____

Supervisor Name: _____ Certification #: 1-11-8129

Supervisor Signature: _____ Date: _____