

STUDENT PRACTICUM MANUAL

Applied Behavior Analysis Online Campus

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Welcome Letter

Dear ABA Practicum Student:

Congratulations on beginning a new term of your ABA practicum experience! Practicum is a field-based experience for graduate students. It is where you receive the supervision and feedback needed to begin to develop the professional repertoire of a behavior analyst.

The Chicago School utilizes the Practitioner-Scholar educational model. Accordingly, the school believes that quality practicum/internship training is essential to the process of becoming a competent practitioner of Applied Behavior Analysis.

The Department of Applied Behavior Analysis is committed to serving the mission and philosophy of The Chicago School by:

- Providing support, guidance, and mentoring to students, faculty, and supervisors around all aspects of professional training;
- Developing and maintaining high-quality training for students with an emphasis on supporting opportunities for students to serve the underserved, diverse populations, and the local community;
- Utilizing progressive assessment strategies to assess and subsequently improve student performance and learning; and
- Reviewing and approving the practicum site of all students seeking to fulfill the training requirements of their academic programs

The ABA practicum experience fulfills The Chicago School Master's Degree requirements as well as the requirements of the Behavior Analyst Certification Board® Fieldwork Standards.

Sincerely,

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Practicum Contact Guide

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What is practicum? What is supervision?

Practicum is a type of field-based training experience in which an experienced behavior analyst supervises a student's work as they apply classroom-learned skills in the "real world". Practicum is meant to train students to become behavior-analytic practitioners or clinicians. Practicum experiences vary in terms of populations served, settings, and clients' demographic. Many students are working with children and adults with intellectual or developmental disabilities (such as autism) and/or mental health conditions. However, since behavior analysis is a generally applicable science, the skills learned can be generalized to a variety of settings and populations.

Supervision is the process by which a Board Certified Behavior Analyst® (BCBA®) reviews a student's work, provides feedback, and helps a student develop competency in applied behavior analysis (ABA). Students seeking to become a BCBA® must document fieldwork experiences that meet Behavior Analyst Certification Board® (BACB®) requirements.

Students pursuing a Master of Science (MS) in Applied Behavior Analysis from the online campus *must complete* The Chicago School's University Approved Practicum Program by meeting the following expectations to meet graduation requirements:

- Accrue and document approved fieldwork hours following BACB® requirements (e.g., Concentrated Supervised Fieldwork hours, Supervised Fieldwork hours, or a combination thereof)
- Successfully complete AB630-AB637 (group supervision) and all corresponding course requirements
- Accrue group supervision and individual supervision hours concurrently
 - The ABA online program offers students *mandatory* group supervision and *optional* individual supervision courses to meet both of those requirements for MS in ABA students
 - Students who opt to take only the mandatory group supervision courses during their MS in ABA coursework are responsible for also documenting meetings with an individual supervisor at their practicum site

Students pursuing a Post-Bachelor's Certificate in Applied Behavior Analysis from the online campus are *not required* to enroll in The Chicago School's University Approved Practicum Program. Instead, they can meet the BACB® fieldwork requirements on their own. Certificate students choosing to accrue fieldwork hours by enrolling in the ABA online practicum courses should indicate this decision when they are invited to the practicum workspace in Canvas. **Certificate students who choose to complete their fieldwork hours through The Chicago School's University Approved Practicum Program are responsible for all policies and procedures outlined in this manual.** Students choosing to complete The Chicago School's University Approved Practicum Program can accrue either group supervision or individual supervision hours from The Chicago School. Students who opt to take only group supervision courses during their coursework are responsible for also documenting meetings with an individual supervisor.

Information regarding practicum and fieldwork requirements can be found on the following websites:

- The Chicago School's ABA Canvas page: [ABA Resource Café](#)
- Behavior Analyst Certification Board®: www.BACB.com

Students are responsible for knowing and following all federal and state laws; BACB® requirements; and policies and procedures specific to The Chicago School at the university level as well as from the Office of Placement and Training, ABA Online Department, and ABA Online Practicum. Should any of these regulations conflict with one another, the student should act in accordance with the aforementioned order.

When does practicum start?

Students are eligible to start practicum courses after successfully completing AB540 and AB545. They are invited to join the practicum workspace in Canvas the term before their first practicum course. The workspace is not an academic course (i.e., no credits are earned). However, students must complete the workspace assignments to be enrolled in a practicum course.

Students must successfully complete the practicum workspace within three terms. Hindrances in completing the practicum workspace may delay the students' anticipated graduation date. Students who do not complete the workspace within three terms will be given an Academic Development Plan (ADP) which outlines individualized goals to help them progress through the course.

What is individual supervision and group supervision? What supervision courses are offered at The Chicago School?

Individual supervision is any instance in which a student receives one-to-one supervision from a supervising BCBA® (or another qualified individual according to the BACB®). Group supervision is any instance of two to ten students simultaneously receiving supervision from a qualified supervisor. Students can obtain individual or group supervision through their practicum site, via a privately hired supervisor, or through The Chicago School's practicum courses. Supervision can be provided either on-site or remotely, as long as it is in accordance with the BACB®.

The Chicago School's group practicum courses (AB630-AB637) are 0.5 credit classes that students take across eight terms. In these courses, students receive group supervision once a week for one hour in a mandatory synchronous class. During group supervision, students discuss site-related activities, issues, and concerns in a confidential environment with a faculty member and classmates. In addition to the class meetings, students in the group practicum courses also complete written assignments, take quizzes, and document their fieldwork hours.

The Chicago School's individual supervision courses (EBC520-EBC527) are 0.5 credit classes that students may take if they need individual supervision from a qualified BCBA®. In these courses, students meet one to one with the instructor once a week for one hour in a mandatory synchronous meeting to discuss client-specific matters. Students also submit videos of themselves conducting behavior-analytic activities with clients, engage in self-evaluation activities, participate in discussion boards, and document their fieldwork hours.

The Chicago School's practicum courses utilize field-based learning, meaning students are applying their knowledge on-site in a supervised training environment. **At no time should students feel as though they are in situations that they do not know how to handle. Should this happen, the student should immediately bring this to the attention of their site supervisor, instructor, or Director of Clinical Training.** Students must submit original work for each assignment that must not overlap with any other coursework, including what is completed for The Chicago School's Advanced Applied Project (if chosen as an alternative to Thesis). The practicum syllabi detail additional assignments and requirements and should be referenced in addition to this manual.

What is a practicum site? How does a site get approved?

A practicum site is a location where students can engage in behavior-analytic activities while under the supervision of a BCBA®. Site settings may vary (e.g., clients' homes, residential centers, schools, businesses). This may be a place where the student works or volunteers.

Practicum sites must allow students to:

- ✓ Provide behavior-analytic services to a client
- ✓ Accrue at least 5 fieldwork hours per week (either restricted or unrestricted)
- ✓ Share data and videos from consenting clients (video recording is only used in individual supervision courses)
- ✓ Allow the student to be observed by a qualified supervisor either remotely or in person

Students are responsible for locating their practicum site. This can be accomplished by networking, internet searches, or emailing local behavior analysts found via the BACB® Certificant Registry.

All practicum sites must be approved by submitting a typed copy of the Site Description Form (found in the Canvas courses) during the practicum workspace. If a student changes practicum sites once they are enrolled in a practicum course, the student should reach out to the Director of Clinical Training. The student will be enrolled in the practicum workspace to complete the assignments needed for obtaining a new site. Switching sites immediately before the start of a new term may prevent a student from proceeding

to the next practicum course if the site has not been approved.

Who is a supervisor?

Supervisors are behavior analysts who meet the minimum BACB® requirements to provide behavior-analytic supervision to students. Supervisors should be ethical, competent clinicians in the areas of expertise in which they supervise. Students often access supervisors through their practicum site, but they can also access supervisors through The Chicago School's practicum and/or privately hired supervisors.

Students may have multiple supervisors across sites. However, they will have one responsible supervisor per site who will oversee their fieldwork experience and signs their BACB® paperwork. The responsible supervisor determines whether an activity counts towards the student's fieldwork experience.

To participate in The Chicago School's ABA practicum, students must provide evidence of having at least one qualified supervisor per site by submitting the following information for approval to the Director of Clinical Training:

- ✓ Name of the supervisor
- ✓ Email address of the supervisor
- ✓ Site name
- ✓ BCBA® certificant number
- ✓ BCBA® account number
- ✓ Screenshot of supervision requirements met on the BACB® portal
- ✓ Curriculum vita or resume of the supervisor

Students must submit the above information for each individual who will supervise them except for their course instructors. All of the instructors have already provided these documents to the Director of Clinical Training to verify. Students must provide the above information to the Director of Clinical Training at least four weeks before they start with a supervisor to allow for the verification of the information. This includes instances in which a student changes or adds supervisors. Changing supervisors before the start of a new term may prevent a student from proceeding to the next practicum course if their supervisor's information has not been verified.

Who is a field manager?

Field managers are the students' on-site managers. Some field managers may be the student's supervising BCBA®. Others may be the site's clinical director, manager, principal, etc. This is likely the person who hires and/or pays the student.

Students must identify a field manager who is in-person at each of their practicum sites. The field manager will sign a Memorandum of Understanding during the site approval process and may be asked to provide feedback on the student's performance. If a student receives individual supervision from The Chicago School, the field manager will also verify the student's hours and complete an end-of-term evaluation.

The Director of Clinical Training will verify the field manager's information during the initial site approval process. If a student's field manager changes at their approved site, the student must provide the Director of Clinical Training with the following information for the new field manager:

- ✓ Name of the field manager
- ✓ Email address of the field manager
- ✓ Site name

Students must provide the above information to the Director of Clinical Training at least four weeks before a field manager change.

Changing field managers before the start of a new term may prevent a student from proceeding to the next practicum course if their field manager's information has not been verified.

Who is a client?

A client is a person or group of people (e.g., family, school, business) who receive behavior-analytic services. Students' supervisors must observe them working with clients during their fieldwork experience. Students cannot be related to their clients and should strive to avoid multiple relations with their clients (see the BACB® ethical code for more on this topic).

Students must obtain informed consent from their clients or legal guardians before beginning any assessments, interventions, video recordings, data sharing, etc. Informed consent is documentation from a client allowing a student permission to discuss their case during supervision. Consent forms can be found in the ABA Resource Café and in the Canvas courses. Students are unable to complete mandatory assignments without first obtaining client consent.

What contracts are needed during practicum?

During practicum, students are required to complete the following contracts:

- ✓ Memorandum of understanding
- ✓ Training agreement

A memorandum of understanding (MOU) is a contract that outlines the responsibilities of the student's practicum site and The Chicago School. Once a student submits a request for site approval, the MOU is sent to the site's field manager (or another approving manager) to sign. An MOU must be signed for all practicum sites that a student will be using. **A valid MOU must be signed before a student can enroll in a practicum course.** If a student changes sites during practicum, a new MOU must be signed before the student can continue. **If a student does not have a valid MOU, then the student will be administratively withdrawn from the course.**

The BACB® requires supervisors and students to have a contract outlining the roles and responsibilities of supervision. The Chicago School's training agreement serves as this contract. The training agreement is signed by the individual supervisor, student, practicum instructor, and Director of Clinical Training. Students must have a training agreement with each of their supervisors. **A valid training agreement must be signed within the first week of the practicum course or the student may be a) administratively withdrawn from the course, b) required to complete a drop from, or c) at risk of failing the practicum course.** If a student adds or changes supervisors during practicum, a new training agreement must be signed. In the event of a supervisor change, a delay in obtaining a valid training agreement may result in the student not passing their course.

How is the fieldwork experience documented for the BACB®?

Purpose of Fieldwork Hours and Documentation

Students must accrue fieldwork hours to become a BCBA®. It is crucial for students to accurately document their fieldwork experience, because missing or incorrect documentation of the fieldwork experience can delay students sitting for the BCBA® exam.

It is the responsibility of the student to ensure they are only documenting eligible fieldwork hours. Students should use the resources on the BACB® website to determine what are eligible fieldwork hours. This manual is secondary to information provided by the BACB®. **It is the responsibility of the student to know all current BACB® requirements and follow those requirements in event that any information in this manual conflicts with information mandated by the BACB®.**

M-FVFs and F-FVFs

The BACB® requires monthly documentation of the fieldwork hours accrued using the Monthly Fieldwork Verification Form (M-FVF). The M-FVF is signed by the student and their responsible supervisor (i.e., the supervisor who oversees the fieldwork hours) and shows that both parties agree to the number of fieldwork hours the student obtained that month.

The BACB® also requires a Final Fieldwork Verification Form (F-FVF) at the end of every fieldwork experience to reflect the total hours accrued during that fieldwork experience. As such, students must complete a F-FVF for every fieldwork experience they have. This means students may have multiple F-FVFs. Fieldwork experiences can vary, but some common examples include:

- ✓ The Chicago School practicum
- ✓ Time spent with one responsible supervisor prior to switching to a different responsible supervisor
- ✓ Time spent with one site prior to switching to a different site

Students must submit their F-FVFs to the BACB® when they apply to sit for the exam, and in the event of an audit, the BACB® may request records of the M-FVFs and other supporting documentation. Therefore, it is important these forms are completed accurately. Responsible supervisors reserve the right to withhold their signature on the M-FVFs and F-FVFs if the information on it is not accurate and complete.

How is the fieldwork experience documented for The Chicago School using Tevera?

The Chicago School uses [Tevera](#), a database to track fieldwork hours, BACB® forms, and other associated documents (e.g., training agreements). Students and supervisors have lifetime access to Tevera and can continue to use it after practicum is complete.

Students are required to use Tevera while in practicum. The fieldwork hours logged in Tevera must reflect the hours recorded on the M-FVFs and F-FVFs considering Tevera is the unique documentation system that may be used if the student is audited by the BACB®. Moreover, the BACB® requires students and responsible supervisors to maintain documentation of the fieldwork experience (logged hours, signed M-FVFs and F-FVFs, training agreements, etc.) for at least seven years. Using Tevera ensures that all parties have lifetime access to the information should they need it.

Should a student complete their BACB® fieldwork experience before their last practicum course, they are still required to meet the expectations outlined in their course, including the accrual and documentation of additional fieldwork hours.

How is Tevera used?

Enter, Submit, and Approve Fieldwork Hours

There are three stages when documenting fieldwork hours in Tevera. First, hours must be entered into Tevera. Second, the hours must be submitted to the supervisor to review. Third, the supervisor either approves the hours or sends them back to the student to be revised and resubmitted for approval. **Hours must be approved in Tevera for the student to receive credit for them while in their practicum course.**

Track Violations

The track violation feature in Tevera shows potential errors in the tracking of fieldwork hours. Most track violations occur when some or all of the fieldwork hours logged in Tevera during that month are ineligible according to the BACB® so students should determine the cause of the track violation should one appear. When a track violation occurs, a red circle with an exclamation mark in it will appear beside the month in which the potential error has occurred.

Resolving Track Violations

There are three overarching causes and resolutions when track violations occur (see Figure 1 below).

Cause 1: Errors that can be corrected

The first cause of a track violation is when there is an error when tracking the fieldwork hours in Tevera that can be corrected.

Examples include:

- ✓ A missing timesheet
- ✓ A timesheet that was recorded as independent when it was supervised
- ✓ A timesheet with the wrong times
- ✓ A timesheet that was recorded as no observation of the client when the client was observed

To resolve this type of track violation, the student should:

- ✓ Discuss the error with their responsible supervisor (i.e., the supervisor who signs the M-FVF) before making changes in Tevera. **It is at the responsible supervisor's discretion what changes will be approved.**
- ✓ Edit the timesheet and resubmit it for approval to the supervisor. Learn how at: <https://knowledge.tevera.com/space/TSHA/677570720/Edit+a+Timesheet>.
- ✓ Determine if an updated M-FVF is needed to reflect the changes made (e.g., supervision percentage changed; see the section below on how to revise the M-FVFs).

Cause 2: Ineligible fieldwork hours

The second cause of a track violation is when some or all of the fieldwork hours in Tevera for that month are ineligible because they do not meet the BACB® requirements. Examples include:

- ✓ Tracking less than 20 fieldwork hours during a month (none of the hours are eligible for that month)
- ✓ Tracking more than 130 fieldwork hours during a month (hours beyond 130 are ineligible)
- ✓ Too few contacts with supervisors (none of the hours are eligible for that month)

To resolve this type of track violation, the student should:

- ✓ Discuss the error with their responsible supervisor (i.e., the supervisor who signs the M-FVF) before making changes in Tevera.
- ✓ Delete the ineligible hours in Tevera. Learn how at: <https://knowledge.tevera.com/space/TSHA/677570720/Edit+a+Timesheet>. **If ineligible hours are not removed, they will continue to count in the cumulative fieldwork hours in Tevera and can cause issues in calculating the total number of eligible hours obtained.**
- ✓ Determine if an updated M-FVF is needed to reflect the changes made (e.g., supervision percentage changed; see the section below on how to revise the M-FVFs).

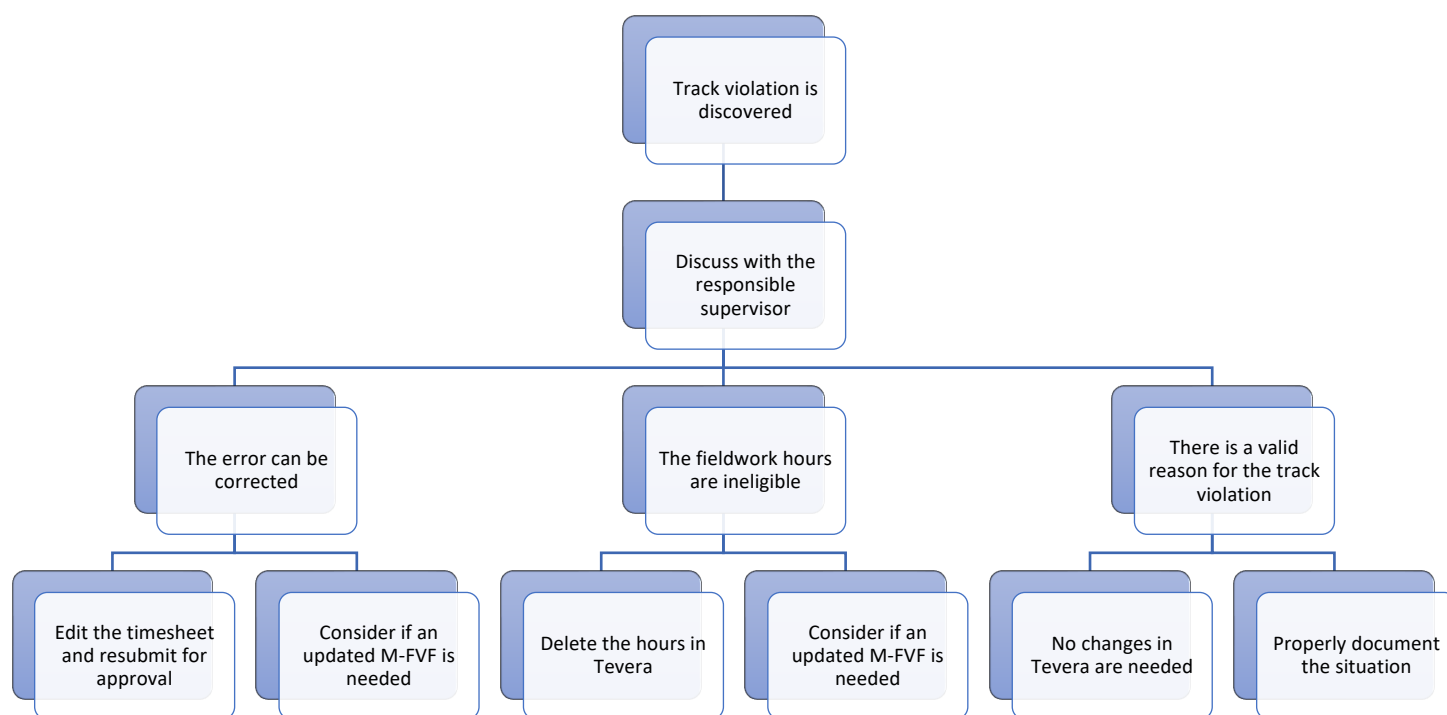
Cause 3: Valid reasons for a track violation

There are three specific circumstances in which Tevera will show a track violation that does not need to be resolved:

- ✓ Zero hours were logged during the month
- ✓ Fieldwork hours were prorated for the month
- ✓ Unrestricted hours are less than 60% of the total number of hours (shows on the overall track progress bar and not the monthly track progress bars)

In these scenarios, students do not need to make changes in Tevera. However, they must properly document the first two circumstances above. See the section below on completing the M-FVFs for information on the supporting document for these track violations.

Figure 1: How to Resolve Track Violations



For more information about Tevera, see the frequently asked questions (FAQs) in Appendix A.

How is the M-FVF completed?

Steps for completing the M-FVF

At the start of each month, students are to complete the M-FVF for the month prior (e.g., in December, students should work on the November M-FVF). To ensure the accuracy of their M-FVF, students should complete the following steps:

- ✓ Check that all of their fieldwork hours are in Tevera and approved by their supervisors
- ✓ Check for any Tevera track violations and work to resolve them should one appear
- ✓ Use the most up-to-date Multiple Supervisors at One Organization M-FVF found on the BACB® website
- ✓ Fill out the M-FVF in full (e.g., name, fieldwork type, supervisor's information, etc.)
- ✓ Check that the hours on the M-FVF match the hours in Tevera
- ✓ Sign and date the M-FVF
- ✓ Request their responsible supervisor sign and date the M-FVF
- ✓ Upload the completed M-FVF with all signatures in Canvas and Tevera

Timely and accurate completion of the M-FVF is crucial. The BACB® requires the M-FVF to be signed by the end of the month following the month for which the M-FVF is completed (e.g., November's M-FVF must be signed by December 31). **If students wait to obtain signatures on the M-FVF after this deadline, they are at risk of their fieldwork hours for that month becoming ineligible**

according to the BACB®.

The Chicago School students are to use the Multiple Supervisors at One Organization M-FVFs so that their responsible supervisor can attest to the fieldwork hours obtained at their site and through The Chicago School's practicum courses. When a student begins their practicum, their site's field manager signs a Memorandum of Understanding (MOU) that joins The Chicago School and the site as "one organization" for this purpose. A student receiving individual supervision through The Chicago School also uses the Multiple Supervisors at One Organization M-FVFs if their instructor for their group supervision is different than their instructor for their individual supervision. If their instructor is the same for both courses, then they may use the Individual Supervisor M-FVF.

The First Practicum Course

Students who are in their first practicum course and did not accumulate fieldwork hours during the month prior to the course will not have a M-FVF to submit in Canvas during the first module in which the M-FVFs are due. In other words, students who had not started their fieldwork experience prior to the start of their practicum will not have a M-FVF for the first M-FVF assignment. In this case, students are to submit a note on Canvas stating it is their first practicum courses. They will be excused from that specific assignment.

Zero Fieldwork Hours

Once students have started their fieldwork experience, they are to complete a M-FVF every month even if they obtained zero fieldwork hours during a particular month. Examples of why a student may have zero fieldwork hours include:

- ✓ Taking a term-off and a temporary break from their fieldwork experience
- ✓ Not meeting the BACB® requirements for the month so none of the fieldwork hours obtained are eligible

If a student has no fieldwork hours during a month, they are to complete a M-FVF with zero hours. The student and their responsible supervisor are to sign the M-FVF, and the student is to upload the signed M-FVF in Canvas and Tevera. Students should ensure that any hours logged in Tevera are removed so that the M-FVF and Tevera match one another.

Students should be aware if they do not meet the BACB® requirements for any given month during their practicum course, they are at risk of failing the course due to not meeting the course requirements. Extenuating circumstances should be communicated to the Director of Clinical Training (DCT) as soon as possible.

Prorated Fieldwork Hours

In alignment with BACB® policy, there are instances in which fieldwork hours may be prorated for the month. For example, students may only accumulate fieldwork hours for two weeks out of the month; therefore, their fieldwork hours could be prorated accordingly. It is at the discretion of the responsible supervisor whether fieldwork hours can be prorated.

The Chicago School requires students to document instances of prorated hours using the Prorated Fieldwork Hours Supporting Documentation (Appendix B). The document should be completed and uploaded alongside the corresponding M-FVF in Canvas and Tevera.

How is the F-FVF completed?

Steps for completing the F-FVF

Students must complete a F-FVF at the end of every fieldwork experience to reflect the total hours obtained during that fieldwork experience. To ensure the accuracy of their F-FVF, students should complete the following steps:

- ✓ Check that all of their fieldwork hours are in Tevera and approved by their supervisors
- ✓ Check for any Tevera track violations and work to resolve them should one appear
- ✓ Use the most up-to-date Multiple Supervisors at One Organization F-FVF found on the BACB® website

- ✓ Fill out the F-FVF in full (e.g., name, fieldwork type, each supervisors' information, etc.)
- ✓ Check that the hours on the F-FVF match the hours on all M-FVFs completed during that particular fieldwork experience (e.g., if the fieldwork experience occurred from January to June, then the cumulative hours on the M-FVFs from those six months should match the F-FVF being completed)
- ✓ Check that the hours on the F-FVF match the hours on Tevera during the timeframe of that particular fieldwork experience
- ✓ Sign and date the F-FVF
- ✓ Request their responsible supervisor sign and date the F-FVF
- ✓ Upload the completed F-FVF with signatures in Canvas and Tevera

The BACB® requires the F-FVF to be signed at the end of the fieldwork experience.

How is an inaccurate M-FVF revised?

There may be instances in which students or their responsible supervisors find errors in the fieldwork hours that need to be resolved. Many times, these adjustments in the fieldwork hours effect the information on the M-FVFs. Students should discuss these issues with their responsible supervisors, make the adjustments needed, and adequately document any changes.

When a M-FVF is revised, students must:

- ✓ Create a new M-FVF with the corrections
- ✓ Have everyone involved initial the new M-FVF in the places where the corrections occurred
- ✓ Obtain the signatures on the new M-FVF with the current date (**do not backdate**)
- ✓ Document the corrections using the Revised Monthly Fieldwork Verification Form (M-FVF) Supporting Documentation (Appendix C)
- ✓ Upload the old M-FVF, the new M-FVF, and the Revised Monthly Fieldwork Verification Form (M-FVF) Supporting Documentation in Canvas and Tevera

Revising a M-FVF does not ensure that the BACB® will accept those fieldwork hours. However, accurate and detailed documentation of the need for revisions may help the BACB® determine whether those fieldwork hours are eligible. **It is the responsibility of the student and the responsible supervisor to determine whether additional fieldwork hours should be accrued to make up for any months in which the hours may not be eligible due to revised M-FVFs.**

Additional Policies and Procedures

Conflict and Remediation

ABA practicum students and their supervisors are expected to act professionally and ethically as per BACB® and American Psychological Association (APA) ethical guidelines. Articulating clear policies and procedures regarding trainee responsibilities, supervision, evaluation, and remediation at the onset of the training relationship can help prevent potential conflicts. Nevertheless, training issues or concerns may arise and can only be effectively addressed with open communication.

The Chicago School encourages self-advocacy in attempts to resolve conflict in a direct and professional approach whether on-site or in a practicum course. Yet, The Chicago School offers support to students, field managers, site supervisors, and instructors when needed. Students should first contact their on-site supervisor or practicum instructor with their concerns. Likewise, supervisors and instructors should first contact the student with their concerns. If the issue is not resolved, the next point of contact is the Director of Clinical Training.

The Chicago School will assist in conflict resolution by:

- ✓ Facilitating informal discussions with all parties to gather information and perspectives

- ✓ Participating in meetings with all parties to problem solve the concerns
- ✓ Helping develop remediation plans, if necessary, to identify goals, establish expectations, and outline consequences
- ✓ Conducting review meeting to follow up on the remediation plan

There may be instances in which a conflict cannot be resolved and the student may wish to terminate their site placement.

Acceptable reasons for the student to terminate their site placement include:

- ✓ Unethical or dangerous practices by the site
- ✓ Violation (without resolution) of the supervision agreement by a site supervisor
- ✓ The site no longer allows the student to use behavior-analytic practices

Should a student wish to terminate their site placement, they must first inform the Director of Clinical Training to discuss the situation. **If a student terminates their site placement without permission from the Director of Clinical Training, the student will receive a “No Credit” grade that term. Furthermore, the issue will be brought to the ABA department and they will determine if the student should be referred to The Chicago School’s Student Affairs Committee (SAC).**

If an unscheduled site termination is initiated by someone from the site (e.g., field manager, clinical director, site supervisor), then an investigation will be initiated by The Chicago School’s ABA department. The department will look for evidence as to whether the site termination was reasonable. Acceptable reasons for a site to terminate a student include:

- ✓ Unethical or dangerous behavior by the student
- ✓ Violation (without resolution) of the supervision agreement by the student
- ✓ Failure of the student to make progress after receiving feedback
- ✓ Repeated offenses of unprofessional behavior after receiving feedback

If a student is terminated from their site for an acceptable reason, the student will receive a “No Credit” grade that term and will be referred to The Chicago School’s Student Affairs Committee (SAC). If the ABA department believes that the student can be remediated at the departmental level, they can outline a remediation plan and submit it as part of the SAC referral. SAC can then determine if the department’s plan is sufficient or decide to bring the student in for a hearing if they believe further remediation or dismissal should be considered.

Professional Liability Insurance

The Chicago School has professional liability insurance that covers malpractice claims made against its supervised students. It does not cover injuries that may be sustained by a student while in practicum. To be eligible, a student must be enrolled in one of The Chicago School’s practicum courses and engaged in their supervision meetings. Documentation of The Chicago School’s professional liability insurance is available in the ABA Resource Café.

Students are not enrolled in supervision courses between terms. As such, The Chicago School’s professional liability policy does not extend coverage during those times. Most practicum sites have professional liability insurance that covers their employees, interns, and/or volunteers. Therefore, their professional liability insurance may cover the student during the off-term times. However, students are advised to check whether their site has professional liability insurance that applies to them. If a site does not have an insurance policy that covers the student during off-term weeks, the student is advised to either get their own professional liability insurance or not work with clients during off-term weeks.

Fieldwork Hours During Off-Term Weeks

BACB® supervisory periods may include off-term weeks (i.e., weeks between terms in which the student is not enrolled in a practicum course). Practicum students may be allowed to count fieldwork hours during those off-term weeks if they are communicating a plan with their responsible supervisors.

A student whose responsible supervisor is at their practicum site may be allowed to accrue fieldwork hours during the off-term weeks if the following conditions are met:

- ✓ The student's site supervisor(s) will continue to provide supervision during the off-term weeks
- ✓ The practicum site and/or student has professional liability insurance that will cover the student during the off-term weeks

A student who receives supervision exclusively through The Chicago School may be allowed to accrue fieldwork hours during the off-term weeks. They must communicate one of the following options with their responsible supervisors before the end of the term.

The student and supervisor may choose for the student to:

- ✓ Option 1: Not accrue fieldwork hours
 - The student and responsible supervisor may wish to discuss prorating the fieldwork hours for the month by following the BACB® policies for prorating hours
- ✓ Option 2: Accrue unrestricted hours **without** working with clients
 - The student does not have to have professional liability insurance in place during the off-term weeks if they are not working directly with clients
 - The student must create a plan with their responsible supervisor to ensure they meet all BACB® requirements for that supervisory period before the start of the off-term weeks (e.g., supervision percentage, number of contacts with supervisors, client observations)

Video Recordings for Individual Supervision

Students enrolled in The Chicago School's individual courses are required to submit videos of themselves working with their client(s) through Canvas. Students are to count the time they spend recording themselves with their client(s) as independent fieldwork.

The individual supervisor will either watch the video before or during the one-to-one supervision session. The supervisor will watch at least one video per month during the supervision session to ensure the student meets the BACB® requirement of at least one supervision observation of the student with their client per supervisory period.

Students should only count supervised fieldwork hours when they are meeting with their supervisor. If the supervisor watches the video recording before the supervision session, then the student is to record the supervision session as supervised fieldwork with no client observation. If the supervisor and student watch the video recording together in the supervision session, then the student is to record the supervision session as supervised fieldwork with a client observation.

State Licensure

The BCBA® certification is not a license to practice. Most states have professional licensure requirements to practice ABA. A state license is authorization from a particular state to practice behavior analysis and/or to call oneself a licensed behavior analyst in that state. Students should contact their state board directly to verify information regarding professional licensure. Those requirements are subject to change; therefore, it is the responsibility of the student to independently verify the requirements for professional licensure for the state in which the student plans to practice behavior analysis. To assist with this process, the BACB® offers an online licensure resource on their website.

International Students

The BACB® only accepts certification applications for individuals residing in the United States, Canada, Australia, and the United Kingdom (see the BACB® website for more information). International students must meet all of The Chicago School's practicum course requirements, including BACB® fieldwork requirements, even though they may not be eligible to apply for the BACB® certification.

Additional Helpful Information

Maximizing The Practicum Experience

There are many skills that behavior analysts need that extend beyond the items covered by the BACB®. Below are some tips for

students to grow their skill sets across many areas. This is not an exhaustive list. Rather it is a basis for students to explore with their supervisors to maximize their practicum experience.

- ✓ **Professionalism:** Practicum students are a representation of themselves and The Chicago School. They should make consistent, positive impressions at their practicum site by acting professionally. Site managers and supervisors will likely be the people to provide students with promotions, letters of recommendation, professional references, etc. Students should consider how they dress, communicate (orally and written), work with others, etc.
- ✓ **Ethics:** ABA practicum students are bound by the ethical guideline of the BACB® and the American Psychological Association (APA). Students should discuss ethical situations and scenarios with their supervisors often.
- ✓ **Cultural humility:** Students will likely work with many clients each with their own unique culture (e.g., race, socioeconomic status, gender identity, abilities, religion). As such, students should seek opportunities to learn about others using an open, respectful, and humble approach.
- ✓ **Interpersonal skills:** Interpersonal skills are essential when working with people (e.g., active listening, compassionate care, conflict resolution). Students should seek opportunities to develop these skills whenever possible.
- ✓ **Feedback:** Feedback is a critical part of learning. Students should seek to receive feedback whenever possible and accept the feedback they receive graciously rather than defensively. Students should also practice providing others with supportive feedback to help others grow as well.
- ✓ **Interest in the system:** It is beneficial for students to learn the various positions and responsibilities of those who work at their practicum site. Students should seek opportunities to learn how the organization/system operates. They may inquire about the responsibilities and skills of people in various roles. They may also seek to understand the culture of the organization and what makes them unique.
- ✓ **On-going learning:** Learning does not end once the fieldwork experience is over. Learning should be life-long and range in topics such as procedures used in fields that align with behavior analysis, ethics, professionalism, particulars of clinical populations, marketing, mentorship skills, etc.

Appendix A: Frequently Asked Questions (FAQs) about Tevera

1. Am I required to track my fieldwork hours accrued prior to practicum in Tevera?

No. Students are not required to track fieldwork hours accrued prior to practicum in Tevera, but they are highly encouraged to. Students have lifetime access to Tevera so they can continue to use Tevera after they complete their practicum experience. It may be beneficial for students to use Tevera as their only unique documentation system for the BACB®.

2. Am I required to track fieldwork hours in Tevera during off-term weeks or off terms?

Students are required to track their fieldwork hours in Tevera during off-term weeks to ensure their Tevera account matches their M-FVF that will be due the following term.

Students are highly encouraged to track their fieldwork hours in Tevera if they take time off between terms. This will ensure their Tevera account matches their F-FVF that will be due at the end of their practicum.

3. My group supervision hours are more than 50% of my total supervision hours for the month. Do I have to delete those hours?

This depends. Responsible supervisors may approve changing excess group supervision hours to unrestricted, independent hours. It is at the responsible supervisor's discretion whether they will approve this change. If this change is made, it is advised to adequately document the rationale for this change in the note section of that timesheet (e.g., the content of supervision pertained to a client). If the change is not approved by the responsible supervisor, then the excess group supervision hours must be deleted from Tevera.

4. Do I have to delete ineligible hours from Tevera?

Yes. Ineligible hours will continue to count towards the cumulative fieldwork hours unless removed from Tevera. This can cause issues when using Tevera as the unique documentation required by the BACB® in the event of an audit.

5. I am accruing hours under the Concentrated Supervised Fieldwork type, but I did not meet the BACB® requirements for the Concentrated Supervised Fieldwork one month. Can I still count my hours under the Supervised Fieldwork type if I met those BACB® requirements?

Students can count fieldwork hours as the Supervised Fieldwork type if they met the BACB® requirements for that month. Students must ensure that all of their session notes for that month are marked with the correct fieldwork type (i.e., Concentrated Supervised Fieldwork or Supervised Fieldwork). If all of their session notes do not reflect the right fieldwork type, then they will likely show a Track Violation in Tevera and will not be able to count the hours for sessions with the incorrect fieldwork type. Students should also be sure they have the correct fieldwork type on their BACB® Monthly Fieldwork Verification Form (M-FVF) for that month.

6. I am accruing hours under Concentrated Supervised Fieldwork, but the overall hours on my Clinical Trainee Track Progress bar shows 2,000 hours. Did I set this up wrong?

No. Tevera shows 2,000 hours on the Clinical Trainee Track Progress bar for both the Supervised Fieldwork and Concentrated Supervised Fieldwork types. Some people accumulate hours under both fieldwork types, so the bar shows 2,000 hours. However, Tevera automatically calculates the Concentrated Supervised Fieldwork hours at 1.33 temporal value of the Supervised Fieldwork as directed by the BACB®. In other words, one Concentrated Supervised Fieldwork hour will show on the Clinical Trainee Track Progress bar as 1.33 hours.

7. The overall hours on my Clinical Trainee Track Progress bar are different than the number of approved hours right above it. Is this wrong?

It depends. If the student is accumulating all their hours under the Supervised Fieldwork type, then the overall number of hours should be the same as their total approved hours. If the hours are different, the student should determine which hours have not been approved.

If the student is accumulating any hours under the Concentrated Supervised Fieldwork type, then the overall hours on the Clinical Trainee Track Progress bar and the number of approved hours will be different. Tevera uses a 1.33 multiplier for the Concentrated Supervised Fieldwork hours to give them the correct temporal value when compared to the Supervised Fieldwork hours. Therefore, if the student is accumulating any hours under the Concentrated Supervised Fieldwork type, then this number will be different from their approved hours.

Appendix B: Prorated Fieldwork Hours Supporting Documentation

Trainee Name: _____

Responsible Supervisor Name: _____

Month and Year of Prorated Fieldwork Hours: _____

Directions: Provide information in the boxes below and sign. Upload this form with the corresponding BACB® Monthly Fieldwork Verification Form (M-FVF) in Canvas and Tevera.

Reason for prorated hours:

Example: Started my fieldwork experience during the third week of the month.

Formula for calculating prorated hours:

Example: Two out of the four weeks in the month fieldwork hours were accrued; therefore 50% of all month requirements were met.

Additional comments (as needed):

Responsible Supervisor Signature: _____ Date: _____

Trainee Signature: _____ Date: _____

Appendix C: Revised Monthly Fieldwork Verification Form (M-FVF) Supporting Documentation

Trainee Name: _____

Responsible Supervisor Name: _____

Month and Year of Revised M-FVF: _____

Directions: Provide information in the boxes below and sign with today's date. **Do not backdate signatures.** Upload a newly revised BACB® Monthly Fieldwork Verification Form (M-FVF), the previously inaccurate M-FVF, and this form together in Canvas and Tevera.

Reason for revising the M-FVF:

Example: Incorrectly calculated fieldwork hours for the month.

Changes made to the M-FVF:

Example: The former M-FVF showed 115.5 fieldwork hours and the revised M-FVF shows 120 fieldwork hours. The percentage of supervision was also adjusted to reflect this change.

Additional comments (as needed):

Responsible Supervisor Signature: _____ Date: _____

Trainee Signature: _____ Date: _____