

BCBA Supervision Readiness Checklist

Know exactly what to ask, what to track,
and how to stay on course toward exam eligibility.

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■ How to Use This Checklist

Work through each section in order. Bring this document to every supervision session. Use it to set your agenda, track your competencies, and make sure nothing falls through the cracks. Your supervisor should sign off on completed competency areas.

1 Before You Begin — Have These in Place

Complete these before your first supervision session:

- Active BACB account at bacb.com with correct fieldwork pathway selected
- Supervision contract signed (BACB-compliant, 2022 Ethics Code aligned)
- Fieldwork tracking system set up (Ripley recommended)
- Access to the BACB Task List, 6th Edition (free download at bacb.com)
- Know your required supervision percentage: 5% of fieldwork hours per month
- Confirmed your supervisor holds an active BCBA or BCBA-D certification
- Clarified whether you are on Standard or Intensive fieldwork path
- Set a target exam date (working backwards is key for planning)

2 Every Session — Come Prepared

- Review the Task List area(s) scheduled for this session
- Bring a specific case or scenario tied to today's Task List focus

- Have your updated fieldwork hour log ready to review
- Bring at least 2 questions you've prepared in advance
- Know your current hour count (supervised vs. unrestricted)
- Be ready to discuss a behavior intervention you implemented this week
- Have your competency tracker open or printed
- Note any ethical dilemmas or challenging situations from the field

3 Questions to Ask Your Supervisor

Don't wait for your supervisor to set the agenda. Ask these proactively:

- Which Task List areas should we prioritize based on my current hours?
- Can you directly observe me implementing [specific skill] this month?
- How am I tracking against competency requirements — any gaps?
- What would you like to see me do differently in [specific area]?
- Am I meeting the 5% supervision contact requirement this period?
- Can we review a real case together and practice case conceptualization?
- What should I be reading or studying between now and next session?
- Are there any BACB policy updates I need to know about?
- When should we start formally discussing exam readiness?

4 Task List 6th Ed. — Competency Progress Tracker

Track your supervisor's sign-off on each section. All areas must be covered before exam eligibility.

Task List Section	Status	Supervisor Initials	Date
A – Foundational Knowledge	■ Not Started ■ In Progress ■ Complete	_____	_____
B – Concepts & Principles	■ Not Started ■ In Progress ■ Complete	_____	_____
C – Measurement	■ Not Started ■ In Progress ■ Complete	_____	_____
D – Experimental Design	■ Not Started ■ In Progress ■ Complete	_____	_____
E – Ethics	■ Not Started ■ In Progress ■ Complete	_____	_____

Task List Section	Status	Supervisor Initials	Date
F – Behavior Assessment	■ Not Started ■ In Progress ■ Complete	_____	_____
G – Behavior-Change Procedures	■ Not Started ■ In Progress ■ Complete	_____	_____
H – Selecting & Implementing	■ Not Started ■ In Progress ■ Complete	_____	_____
I – Personnel Supervision & Management	■ Not Started ■ In Progress ■ Complete	_____	_____

5 Fieldwork Hour Tracking Snapshot

Update this monthly. Know your numbers — don't wait for your supervisor to track this for you.

Category	Required	My Current Total	Remaining
Total Fieldwork Hours	2,000 (Standard) / 1,500 (Intensive)	_____	_____
Supervised Hours (min 5%/mo)	Per period requirement	_____	_____
Individual Supervision Hours	Counted in supervised total	_____	_____
Group Supervision Hours	Max 50% of supervised	_____	_____
Direct Observation Hours	Required — tracked separately	_____	_____
Unrestricted Hours	Balance of total	_____	_____

6 Exam Readiness — Final Checklist

Complete all of these before submitting your exam application to the BACB:

- All required fieldwork hours accumulated and documented in Ripley
- Supervision percentage met every month of fieldwork (5%)
- Supervisor has signed off on all Task List competency areas
- Monthly supervision contracts on file for every supervision period
- BACB Ethics Code reviewed and documented in supervision
- Exam application submitted at bacb.com (allow processing time)
- Pearson VUE testing account created and exam scheduled
- Study plan in place: mock exams, Task List review, Cooper et al.

- Discussed exam date with supervisor — green light received
- Celebration plan in place for after you pass ■

■ **Pro Tip: The 5% Rule**

The BACB requires that at least 5% of your total fieldwork hours in each calendar month be completed under supervision. If you work 80 hours in a month, you need at least 4 supervised hours that month. Missing this in even one month can jeopardize your application — track it every single month.

■ **Disponible en Español — Bilingual Support**

All services at E.M.O. Behavior Lab & Consulting are available in English and Spanish. If you'd prefer supervision en español, just let Lia know when you reach out. Contáctame: lia@emobehaviorlab.com

7 Notes & Goals

Ready for real, structured supervision?

Book a free 20-minute discovery call with Lia O'Neal, BCBA.

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