



## Behavior Analysts FAQ – Supervised Experience\* Verification

\*“Supervised experience” in this document means the same as “supervised fieldwork”.

### 1. How do I verify a supervised experience?

**ANSWER:** Supervised experience hours must be verified by the primary source, the supervisor of the experience. You will need to locate your supervisor so they can submit the form.

**Verifications:** Two types of supervised experience verifications are acceptable per [A.A.C. R4-26-403\(C\)\(1\)](#), which states:

C. *Additionally, an applicant shall ensure the following is submitted directly to the Board:*

1. *Verification of supervised experience that meets the standards specified in R4-26-404.2. For the purpose of licensure, the Board shall accept the following as verification of supervised experience:*
  - a. *From the supervisor of the experience:*
    - i. *A copy of the BACB final experience verification form, signed by the supervisor, submitted by the applicant to the BACB when the applicant applied to the BACB for certification; or*
    - ii. *completed Board verification form....*

Only one of the above two types of verification is needed.

- a. BACB Final Experience Verification Form: You can provide a copy of this form to your supervisor, but the supervisor must submit it directly to the Board's office. This must be a copy of the form signed and submitted to the BACB when the applicant applied to the BACB for certification. If the BACB's form lists multiple supervisors at the same organization, the applicant must complete Arizona's Multiple Supervisors at One Location form, found at the back of the application packet.
- b. The Arizona supervised experience verification form, a copy of which is in the application packet or can be downloaded from the Board's [Behavior Analyst Applications page](#) at [psychboard.az.gov](http://psychboard.az.gov). The applicant completes and signs the top portion of this form and submits it to the supervisor. The supervisor must complete the rest of the form, include all the contact information requested and submit it directly to the Board's office.

### 2. My supervisor has changed jobs/moved and I've lost contact. What can I do?

**ANSWER:** If you've lost contact with your supervisor, you'll need to locate them. There are many options for finding people.

- a. Call or email them if you have their personal cell number or email address.
- b. *LinkedIn* may give their current employment, and you can then attempt to contact the individual through their new employer.
- c. A Google search may bring up the supervisor's current employment and contact information, since many companies list their providers on their website by name, often with a bio.
- d. There is a "contact" link in almost every BCBA's profile on BACB's online registry that you can use.

### 3. What if my supervisor is not responding to my texts/emails, etc.?

**ANSWER:** If a supervisor cannot be located, and an applicant can demonstrate a good faith effort to contact the supervisor, A.A.C. [R4-26-403\(C\)\(1\)\(b\)](#) allows for the applicant to submit a copy of the BACB final experience verification form signed by that supervisor. This Rule states:

C. Additionally, an applicant shall ensure the following is submitted directly to the Board:

1. Verification of supervised experience that meets the standards specified in R4-26-404.2. For the purpose of licensure, the Board shall accept the following as verification of supervised experience: ...
  - b. **From the applicant. If the applicant demonstrates to the Board that a supervisor cannot be located, or at the request of the Board, the applicant may submit a copy of each BACB final experience verification form the applicant submitted to the BACB when the applicant applied to the BACB for certification; (emphasis added) and**
  - c. *If the Board requires additional information, the Board shall accept from the applicant or supervisor of the experience:*
    - i. *A copy of the plan required under R4-26-404.2(C)(6), and*
    - ii. *Letters or other documentation from third parties who observed the supervisory relationship;*

**4. What must I do to be able to submit the BACB final experience verification form per A.A.C. R4-26-403(C)(1)(b), above?**

**ANSWER:** you must document and submit proof of attempts to locate the supervisor along with a copy of the BACB's final experience verification form the supervisor signed. The Arizona supervised experience verification form cannot be used to fulfill this purpose.

Historically, the Committee on Behavior Analysts (Committee), which substantively reviews behavior analyst applications, has required proof of several types of attempts to locate a supervisor. If the Committee is not convinced that sufficient effort has been made to locate the supervisor, the Committee has tabled an application and requested additional efforts by the applicant, delaying a decision until the next meeting or until the applicant submits the additional documentation requested.

A cover letter listing dates, what was attempted, results of attempts, along with screenshots of social media, websites, printouts (or PDFs) of emails, etc. has historically been acceptable to the Committee, if the following attempts are included.

- Copies of Emails that have been sent
- Documentation of phone calls including dates - previous applicants have provided a typewritten list in the cover letter.
- A screenshot of the completed contact form generated from the contact link in the supervisor's BACB online certificant registry information. The screenshot needs to be taken before it is submitted (Please use Snippet or an equivalent - photos of the screen are too pixelated.)
- Use of social media and LinkedIn: - Check if a new employment is listed, and attempt to contact the supervisor through the new employer
- Google searches to find the supervisor's current employment and results of a phone call to the company/practice (again, this can be explained in the cover letter).
- Efforts made using contact information the applicant already has.

Beyond this guidance, board staff cannot supply you with advice or an interpretation of the requirements. If an interpretation is needed, please consult an attorney.