



Registered Behavior Technician (RBT) Audit Documentation and Sample Supervision Log

In the event that the Behavior Analyst Certification Board (BACB) conducts an audit of RBT documentation, the BACB will review the following documents from the RBT's Responsible Certificant ("Documentation Maintained by Responsible Certificant") and the RBT ("Documentation Maintained by Registered Behavior Technician").

Please note, Responsible Certificants and RBTs are not required to complete these checklists as they are provided for informational purposes only. The BACB does not guarantee or assure that this sample will comply with all third-party payer documentation requirements.

Documentation Maintained by Responsible Certificant	Completed
Original documentation of ongoing supervision* including:	
➤ Date of meetings	
➤ Documentation of two face-to-face meetings per month, including:	
• At least one of the two meetings includes a one-on-one meeting	
• At least one of the two meetings includes direct observation of the RBT working with a client	
➤ Documentation that 5% of behavior-analytic service hours were supervised	
Acknowledgment email from BACB of Responsible Certificant change (i.e., start email, end email)	
Ability to demonstrate a background check occurred, including:	
➤ Background check conducted in line with requirements for home health aides, child care professional, and/or teachers in the community where services are provided	
➤ Background check was conducted within 180 days of submitting application	
➤ Documented the background check company name	
➤ Document the type of check (e.g., sex offender, criminal, state, federal, other)	

*For your convenience, see the below *Sample RBT Supervision Log* for an example of supervision tracking that could meet the BACB's RBT Supervision Standards.

Documentation Maintained by Registered Behavior Technician (RBT)	Completed
40-hour training certificate	
RBT Competency Assessment	
Documentation that supervision was conducted in accordance with the RBT supervision requirements (5%, 2 face-to-face meetings, 1 direct observation)	
Annual renewal with signed attestation by RBT of supervision in accordance with BACB standards	

Sample RBT Supervision Log

This is an example of how to document RBT supervision in accordance with the BACB's RBT Supervision Standards.

Meeting Date	Duration of Meeting (hours)	Mode of meeting	Individual or group	Observed with client?	Supervisor(s)
5/1/2015	0.4	Face to Face	Individual	Yes	Jane Doe
5/10/2015	1	Other	Group		Jane Doe, Ann Onymous
5/12/2015	0.5	Other	Group		Jane Doe
5/20/2015	2	Other	Group		Anne Onymous
5/25/2015	2.5	Face to Face	Group		Jane Doe
Total RBT behavior-analytic hours (May)	120		Face-to-face minimum requirement met (May)	Requirement met	
Total supervision hours (May)	6.4		Individual minimum requirement met (May)	Requirement met	
Supervision minimum requirement met	5%		Observation minimum requirement met (May)	Requirement met	