PEPPERDINE UNIVERSITY

GRADUATE SCHOOL OF EDUCATION AND PSYCHOLOGY

M.S. Behavioral Psychology Program

Agreement between the QUALIFYING DEGREE PROGRAM, DIRECTOR OF FIELDWORK SETTING, SUPERVISOR, and MSBP SUPERVISEE

"4-Way Agreement"

This document must be completed and on file in the Program Administrator's office before the supervisee's hours may count toward BCBA experience hours! *Pepperdine has no authority to approve hours.* Pepperdine is only responsible for coordinating students' clinical experience. Thus, we do our best to find sites whose clientele and methods of practice fall within the scope of the BCBA certification. Under penalty of perjury supervisors attest that they are legally suitable to supervise BCBA supervisees and that they will ensure that their supervisees practice within the law. Pepperdine assumes no responsibility for the loss of hours caused by misstatements, incorrect information and/or negligence on the part of a supervisor and/or agency director. Approval of hours is, and always has been, the purview of the Behavior Analyst Certification Board (BACB®).

Student Name:	Date:
Street, City, & Zip Code:	
Email Address:	
Mobile Phone:	
Agency Name:	
Street:	Phone:
City:	Zip Code:

Instructions to the Student:

First, read and sign this document. Then, take it to the director of your fieldwork agency and to your clinical site supervisor(s) to read and sign. Finally, take it to the Pepperdine Program Administrator. After the Program Administrator has signed your agreement, the original copy of the 4-way agreement will be placed in your Student file. Please arrange to pick up a copy and, if

necessary, use it to make copies for the Agency Director and Site Supervisor. The Program Administrator is: Tiffany Wright, West LA Graduate Campus, (310) 568-2317.

<u>Please note</u>: You are responsible for retaining the copies of this and all documents described within this agreement, should the Behavior Analyst Certification Board (BACB®) request them. Pepperdine University cannot be responsible for providing you with additional copies. Until your completed and signed agreement is on file at Pepperdine, your hours will not count toward the BACB® certification requirements. If you ever consider leaving a site early, you must notify your Program Administrator, as you are required to have evaluations turned into the Program Administrator office and "Experience Verification Forms" completed. If you terminate from your site, you cannot begin training at a new site without consultation and approval by your Program Administrator.

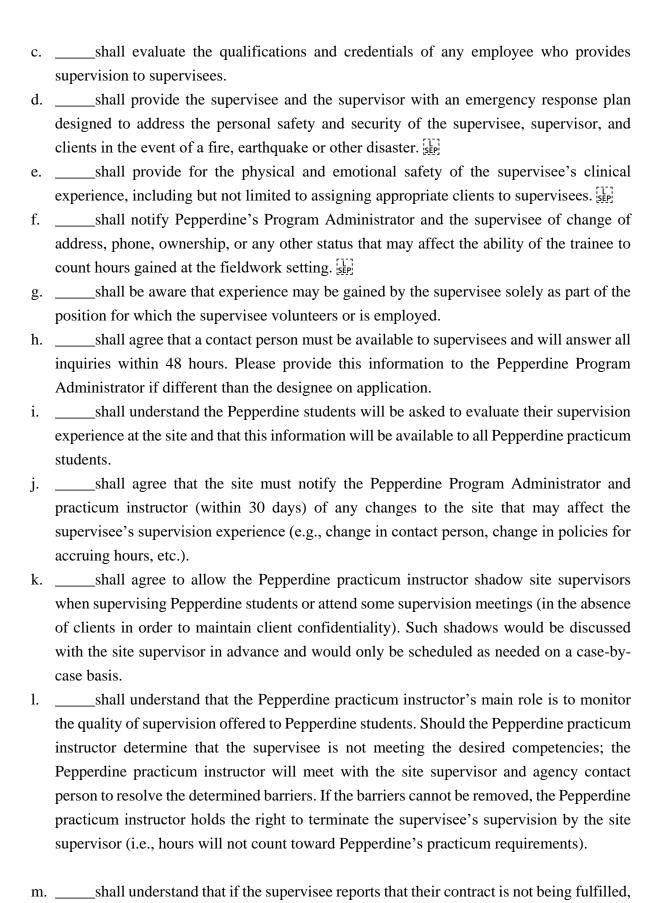
SECTION I RESPONSIBILITIES OF THE PARTIES (Students are responsible for reading all sections of this agreement.)

PEPPERDINE UNIVERSITY, the QUALIFYING DEGREE PROGRAM

- a. shall approve the clinical practicum experience of each trainee at the Supervised Fieldwork Setting.
- b. shall provide forms for regular progress reports and evaluation of the student's performance at each Supervised Fieldwork Setting.
- c. shall evaluate the appropriateness of the supervised fieldwork experience for each trainee as set forth by the Behavior Analyst Certification Board (BACB®).
- d. shall strongly recommend that each student gaining experience hours in a Supervised Fieldwork Setting procure professional liability insurance.

THE SUPERVISED FIELDWORK SETTING/AGENCY DIRECTOR

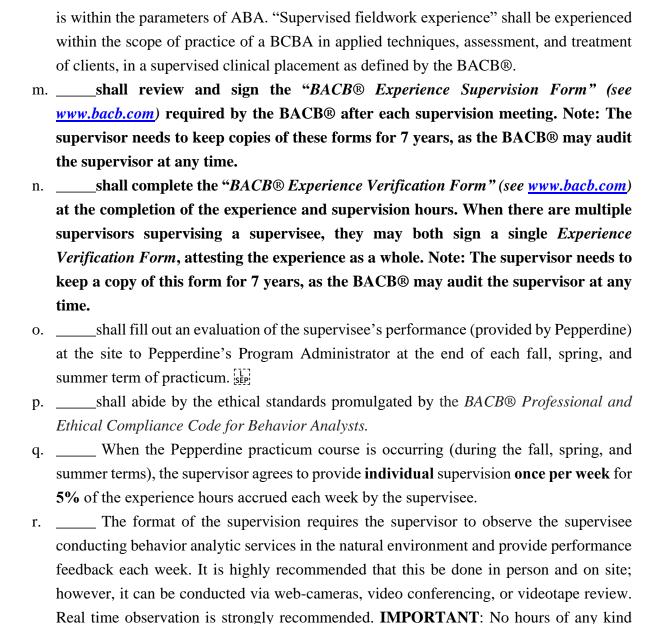
- a. ____shall provide the supervisee and the supervisor with the documentation necessary to verify that the Supervised Fieldwork Setting is appropriate for experience hours for supervisees as outlined by the BACB® and that the supervisee is employed in the manner required by law. A supervisee may be credited with supervised experience completed in any setting that meets all of the following:
 - (A) Regularly provides applied behavior analysis (ABA) based services.
 - (B) Provides oversight to ensure that the supervisee's work at the setting meets the experience and supervision requirements set forth by the BACB® and is within the scope of practice for the profession as defined by the BACB®.
- b. ____shall provide the appropriate documentation to the supervisee, if employed for pay, on an IRS W-2 basis, not on an IRS 1099 basis. [5]



Pepperdine will contact the site contact person and work with them and the supervisee to address the problem. However, if no resolution can be reached, Pepperdine reserves the right to refer the supervisee to another practicum site to accrue supervised experience hours.

THE SUPERVISOR

a.	shall have practiced as a board certified behavior analyst for at least 1 year within
	the last 5-year period immediately preceding the onset of supervision.
b.	shall be an employee of the approved ABA agency.
c.	shall not be related to, subordinate to, or employed by the supervisee during the
	experience period.
d.	shall have sufficient experience, training, and education in the area of clinical
	supervision to competently supervise supervisees. [SEP]
e.	shall have had sufficient experience, training, and education in applied behavior
	analysis (ABA) to competently practice as a BCBA.
f.	shall keep informed about developments in ABA research, BACB® requirements,
	and California law governing the practice of behavior analysts.
g.	shall have and maintain a current and valid certification in good standing and will
	immediately notify any supervisee under supervision of any disciplinary action taken
	against certification, including revocation or suspension, even if stayed, probation terms,
	inactive status, or any lapse in certification that affects ability or right to supervise.
h.	shall have completed and passed (a) 8 hours of supervision training approved by the
	BACB® and (b) the online training module provided on the BACB® portal, and shall (c)
	complete 3 hours of BACB® approved continuing education on the topic of supervision
	every certification cycle while providing supervision.
i.	shall know and understand the standards set forth by the BACB® pertaining both to
	the supervision of supervisees and the experience required for certification as a behavior
	analyst.
j.	shall ensure that the extent, kind, and quality of activities performed is consistent
	with the education, training, and experience of the supervisee.
k.	shall monitor and evaluate the extent, kind, and quality of activities performed by
	the supervisee by direct observation in person or via web conferencing/web camera or by
	review of videotapes.
1.	shall be responsible for assuring that all clinical experience gained by the supervisee



s. ____shall understand that effective behavior analytic supervision includes:

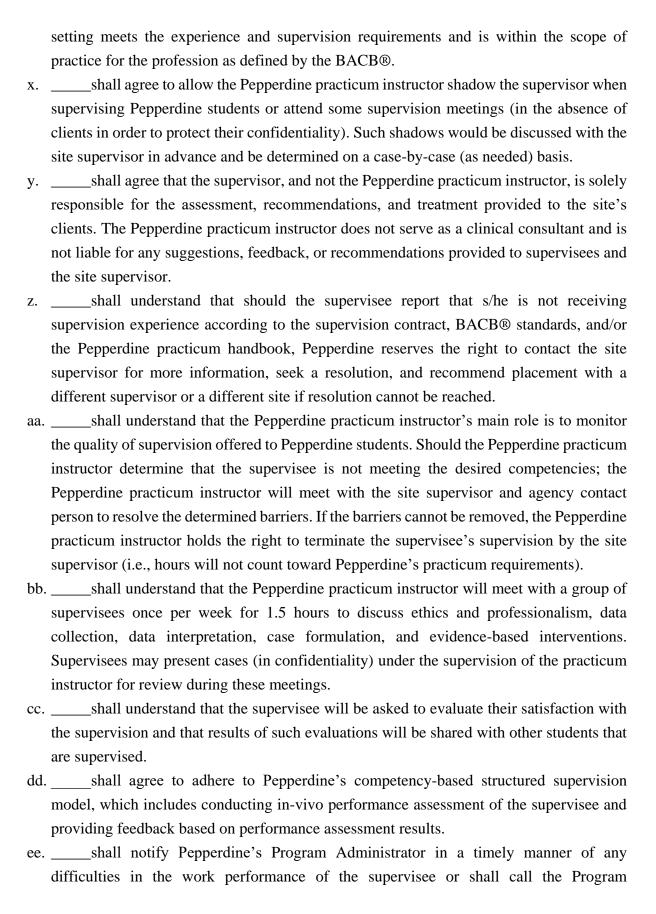
will count if supervision has not occurred during the week they were claimed.

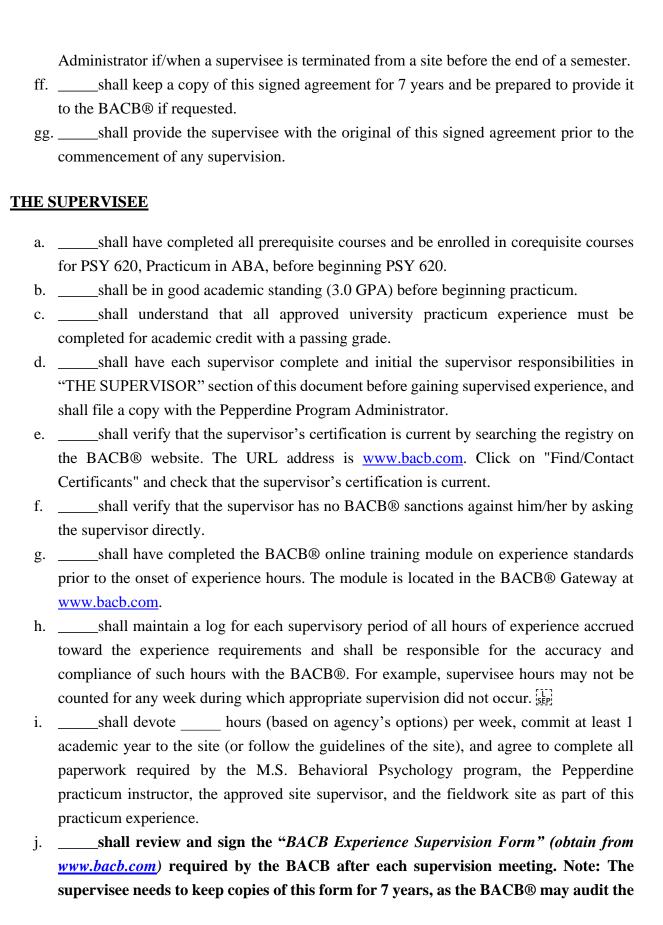
- Setting expectations and goals
- Providing observation and behavioral skills training (i.e., instruction, modeling, practice, feedback)
- Modeling technical, professional, and ethical behavior
- Providing case management guidance related to making decisions and solving problems
- Reviewing written documents created by supervisee (e.g., data sheets, assessment reports, progress reports, graphs)
- Evaluating the effectiveness of the supervisee's service delivery programs

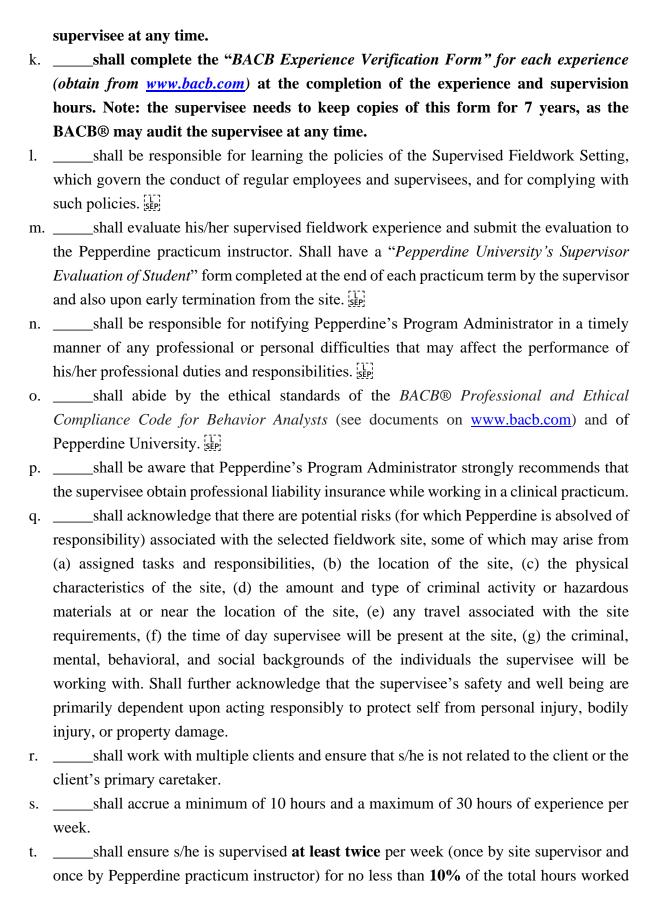
- Obtaining the supervisee's ongoing evaluation of the supervision experience
- therapeutic and instructional procedures with clients. The remaining 50% must include indirect services. It's acceptable to have the supervisee doing all direct for the beginning months of his/her supervision and then a greater proportion of indirect in later months, as long as 50% of the total hours of experience are indirect. In other words, the site must provide the supervisee the opportunity to demonstrate competency of the items on the BACB Fourth Edition Task List (www.bacb.com). Activities must be consistent with the dimensions of applied behavior analysis identified by Baer, Wolf, and Risley (1968) in the article, "Some Current Dimensions of Applied Behavior Analysis" published in the Journal of Applied Behavior Analysis. Indirect activities include:
 - Conducting assessments (e.g., stimulus preference assessments, functional behavior assessment, staff performance assessment)
 - Designing and systematically monitoring skill acquisition and behavior reduction programs
 - Overseeing the implementation of behavior analytic programs by others
 - Training, designing behavioral systems, and performance management
 - Other activities that are normally performed by a behavior analyst that are directly related to behavior analysis such as attending planning meetings regarding the behavior analytic program of a client, researching the literature related to the program of a client, and talking to individuals about the program of a client

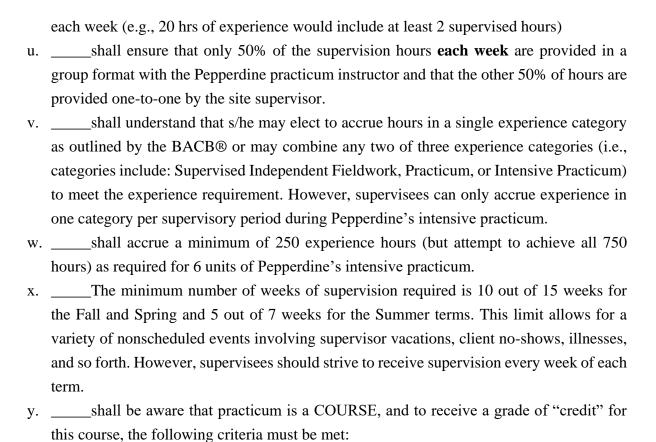
Activities that will not count as direct or indirect experience include:

- Attending meetings with little or no behavior analytic content
- Providing interventions that are not based in behavior analysis
- Performing nonbehavioral administrative activities
- Completing nonbehavioral assessments (e.g., diagnostic and intellectual assessments)
- Paperwork, documentation, billing, or any other activities unrelated directly to behavior analysis
- u. ____shall provide the supervisee with the opportunity to work with multiple clients using behavior analytic services appropriate to the clients.
- v. ____shall provide the supervisee with a policy and procedure for crisis intervention and other client/clinical emergencies, in particular those that are mandated by law (e.g., child abuse, danger to self, others, etc.).
- w. ____shall not provide supervision to the supervisee unless the supervisee is a volunteer or employed in a setting that meets all of the following: (a) lawfully and regularly provides ABA-based services, and (b) provides oversight to ensure that the supervisee's work at the









- attends class regularly to the standards of the instructor
- performs in class satisfactorily (e.g., makes accurate and effective case preparetions, contributes to discussions, shows knowledge and understanding of theories and techniques, demonstrates critical thinking, is flexible and open to instructor feedback, shows knowledge of clinical issues, interacts appropriately with peers, and so forth)
- completes the minimum number of experience hours (100 in Fall/Spring, and 50 in Summer)
- receives the minimum number of weeks of supervision for the term (10 in Fall/Spring and 5 in Summer)
- receives a satisfactory written evaluation from the clinical supervisor [5]
- receives a satisfactory evaluation from the practicum instructor
- Completes 80% of the course competencies each term but 100% of course competencies by the end of the third term
- does not show any signs of behavioral or emotional issues that would affect his or her clinical [12] judgment and performance [12]
- shows understanding of and compliance with legal and ethical issues

SECTION II ADDITIONAL TERMS

a. TERMINATION SEP

The expectation of all parties is that this agreement will be honored mutually. Any party may terminate this agreement without cause by giving all other parties 30 days' notice of the intention to terminate. Termination of the supervisee's or supervisor's employment or this agreement must take into account the clinical necessity of an appropriate termination or transfer of clients.

IMPORTANT NOTE: Whenever a supervisee terminates supervision, an evaluation form must be completed by the supervisor. The Program Administrator will send the supervisor an evaluation form to complete.

b. INDEMNIFICATION SEP

The qualifying degree program strongly recommends that supervisees procure professional liability insurance before working with clients in Supervised Fieldwork Settings. The Supervised Fieldwork Setting assumes the full risk and liability for the supervisee's performance of services while at the Supervised Fieldwork Setting.

The Supervised Fieldwork Setting, the Supervisors, and the Supervisee, all agree to indemnify, save, defend, and hold harmless Pepperdine University from any and all liability arising from this agreement, including, without limitation, liability arising from the student's performance of services at the Supervised Fieldwork Setting or the conduct of the supervisors.

c. COOPERATIVE RELATIONSHIP

This agreement shall be construed to establish a cooperative agreement between the parties. Nothing in this agreement shall be construed to establish an employer/employee, principal/agent, or independent contractor relationship between Pepperdine University and any other party.

d. APPLICABLE LAW

The terms of this agreement shall be governed by the laws of the State of California. Any disputes or claims arising from this agreement shall be brought under the jurisdiction of the courts of Los Angeles County, California.

e. SEVERABILITY

If any provision of this agreement is held to be illegal, invalid, or unenforceable under

present or future laws effective during the term hereof, such provision shall be fully severable. This agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been a part of the agreement, and the remaining provisions shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this agreement.

f. EFFECT OF WAIVER

Waiver by either party of any breach of any provision of this agreement or warranty or representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver of such right. All rights and remedies provided for herein are cumulative.

g. CONTACT PERSON AT PEPPERDINE

For additions, changes, problems or questions about this document, please contact the Program Administrator: Tiffany Wright, <u>tiffany.wright2@pepperdine.edu</u>, (310) 568-2317.

SECTION III COMMENTS

Please include on the backside of this page, any additional notes on the supervisee's clinical training experience.

SECTION IV TERM OF THE AGREEMENT

The supervisor and supervisee should review the time commitment to the agency. Fill in the dates below, using the date all parties entered into this agreement and the approximate date the supervisee is expected to finish the practicum. Important: Agency Director, please initial agreement next to commitment dates. (Date this agreement is valid) (Initials) To (Date supervisee expected to complete practicum) (Initials) From_ **SECTION V SIGNATURES** By signing this form, you are indicating that you have read, understood, and agreed to the terms specified. I. For the Supervised Fieldwork Setting (Agency Director/Clinical Training Director): Name and Title (please print) Signature Date Pepperdine Alum ____Yes ____No II. Supervisor (Primary): Name and Title (please print) Signature Date Certification held: ____BCBA ___BCBA-D ____ Pepperdine Alum ___Yes ___No III. Supervisor (Secondary): Name and Title (please print) Signature Date Certification held: ____BCBA ___BCBA-D ____ Pepperdine Alum ___Yes ___No IV. Supervisor (Tertiary): Name and Title (please print) Signature Date Certification held: ____BCBA ___BCBA-D ____ Pepperdine Alum ___Yes ___No

Supervisee:					
Name (please print)	Signature	Student ID Number	D		
**Supervisee: Please note that	you must notify the Program Ad	lministrator prior to terminating at your p	racticum site		
Practicum Instructor (Semester I) at Pepperdine University:					
Name and Title (please print)		Signature	D		
Practicum Instructor	(Semester II) at Peppe	erdine University:			
Name and Title (please print)		Signature	D		
Practicum Instructor	(Semester III) at Pepp	perdine University:			
Name and Title (please print)		Signature	D		

^{*} REMINDER to the Supervisee: Please have Sections I, II, III and IV (above) completed by the appropriate parties and submit the original to the Program Administrator for approval and signature. It is your responsibility to retain a copy of this "4-Way Agreement" for your records.