



Practicum: Getting started!

Practicum Expectations:

- Student are expected to complete **1,000** hours of practicum experience during their time in the ABA program at the University of Memphis.
- Placement sites and possible practicum supervisors are introduced to the in-coming practicum students and appropriate pairings are made with the resources that are available.
- The ABA program is not only preparing students to be able to successfully complete the BCBA exam, but also to become successful professionals. Taking the practicum experience seriously and taking full advantage of it is an integral part of that process.
- “Examples of activities that will not count as experience include:
 - Attending meetings with little or no behavior-analytic content
 - Providing interventions that are not based in behavior analysis;
 - Performing non-behavioral administrative activities
 - Completing non-behavioral assessments (e.g., diagnostic assessments, intellectual assessments)
 - Paperwork, documentation, billing, or any other activities that are not directly related to behavior analysis.” –Behavior Analytic Certification Board

Restricted Hours:

- Each practicum student is advised to complete a minimum of 10 restricted practicum hours per week to stay on track to have 1000 hours by the time they graduate.
- “Direct implementation of behavioral programs may not count for more than 50% of the total accrued experience hours. Direct implementation does not refer to all time spent working with clients. Rather, it refers to time spent delivering therapeutic and instructional procedures.” – Behavior Analytic Certification Board

Unrestricted Hours:

- Each practicum student is encouraged to complete a minimum of 10 unrestricted practicum hours per week. Unrestricted hours should make up 50% or more of your practicum experience.
- Activities that are considered indirect implementation “include designing behavioral programs, naturalistic observation, staff and caregiver training, researching the literature related to the program, and conducting assessments related to the need for behavioral intervention.”- Behavior Analytic Certification Board



Supervision

The BCBA has recently moved to a monthly Supervisory period. The following requirements must be met each month:

- You must complete between 20-130 hours per month
- You must make contact with your supervisor at least 4 times per month
- Your supervisor must observe you 4 times per month
- You must receive supervision for at least 7.5% of your total super visions hours (e.g. if you have accrued 80 hours a month, then you would need 6 hours of supervision)



Background Check

<https://www.memphis.edu/tep/clinical/background-checks.php>

All students needing to obtain field experience hours for courses are required to have a TBI Background Check cleared and on file in the College of Education's Office of Teacher Education and Student Support Services. Please read the following procedures for obtaining a background check:

- **Step One: Submit the VECHS Waiver and Privacy Statements**
- Per the memo, *Volunteer and Employee Criminal History (VECHS) Agreements*, from the Tennessee Bureau of Investigation, in order for your TBI Criminal History Report to be released to our office, you must read, complete and sign the VECHS Waiver Agreement and Statement.
- Effective Spring 2018: You must also read and sign the Noncriminal Justice Applicant's Privacy Rights and the Office of Teacher Education and Student Support Service's Background Check Procedure and Privacy Statement. These documents only need to be submitted once. Please view the following steps on how to submit these forms.
- Log into [DocuSign](#) by entering your name and email address.
- A terms agreement may appear. Click the checkbox and select continue.
- Complete the required fields outlined in red and select finish.
- The system will route your signed documents to the Office of School-Based Clinical Practice. The waiver will be forwarded to TBI.



Background Check Continued

- Step Two: Registration and Payment (The TBI background check fee is \$35.15)
 - Go to the website www.identogo.com to set up an appointment.
 - Select Tennessee as your state.
 - Select online scheduling to make your appointment.
 - After entering your name you will see a drop down menu. Select Non- DCS Child Care/ Adoption Providers from this menu. Next, you will select Child-Related Worker Private from the second drop down menu.
 - Enter the ORI Number: TNCC79121
 - The next screen will ask you if you want to be fingerprinted for The University of Memphis and you will select: Yes. If it does not say The University of Memphis you have entered the wrong ORI Number, select "No" and re-enter the correct ORI Number
 - You will then enter your zip code, select a site, and complete your fingerprinting application.
- Step Three: Fingerprinting
 - Bring a valid driver's license or state issued ID card and the method you selected to pay for your fingerprinting to the site where you scheduled your appointment.
 - Upon completion your results will be sent directly to the University of Memphis.

****NOTE:** The only approved background check vendor is IdentoGo.



Professional Liability Insurance

- CPH & Associates offers professional liability insurance
- To purchase:
 - Go to <http://www.cphins.com>
 - Select for **For Mental Health Care Providers**
 - Then select **Apply online**
 - To apply online you must meet the following criteria. You must:
 - Have a valid e-mail address. Your proof of coverage and policy information will be automatically sent to the e-mail address provided on your application.
 - Pay for coverage with a VISA or MASTERCARD. Debit cards with a VISA or MASTERCARD logo are accepted. All other credit cards are not accepted.



Step by Step Instructions

- **Step 1: New or Renewal?**
 - Do you have a current policy with CPH and Associates? Select yes or no
- **Step 2: Select your occupation**
 - Select Student-Behavior Analysis
- **Step 3: Select your Professional Association** if you are associated with one
- **Step 4: Customer Information**
 - Fill in your personal information.
- **Step 5: Qualification Questions**
 - Answer the questions
- **Step 6: Professional Liability Categories And Limits**
 - Review premium options
 - Professional Liability Premium: ~\$15.00
 - Each Occurrence Aggregate Supplemental
 - \$1,000,000.00 \$5,000,000.00 \$5,000,000.00
- **Step 7: Optional Coverage**
 - Do not select to add your supervisor, school, or student practicum site as additional insured. It will skip you to Step 11
- **Step 11 : Coverage Summary**
 - There might be an Allied Healthcare Providers Association risk purchasing group fee (~\$10.00)
- **Step 12: Payment and Purchase**
 - Pay for coverage with a VISA or MASTERCARD. Debit cards with a VISA or MASTERCARD logo are accepted. All other credit cards are not accepted.

What's next?

- Please ask with your supervisor if they have completed the 8-hour supervision training module so that they can supervise you. ***Supervisors may not provide supervision until they have completed this training.***
- Please make an email connection with your supervisor and copy us. In your email, please communicate to them these initial steps and state your happiness that they are extending their time to supervise you this summer.

What's Next?

- Draft a contract between you and your supervisor.
 - Find a sample contract at:
<http://bacb.com/supervision-resources/>
- Discuss your schedule with your supervisor.

Questions?

