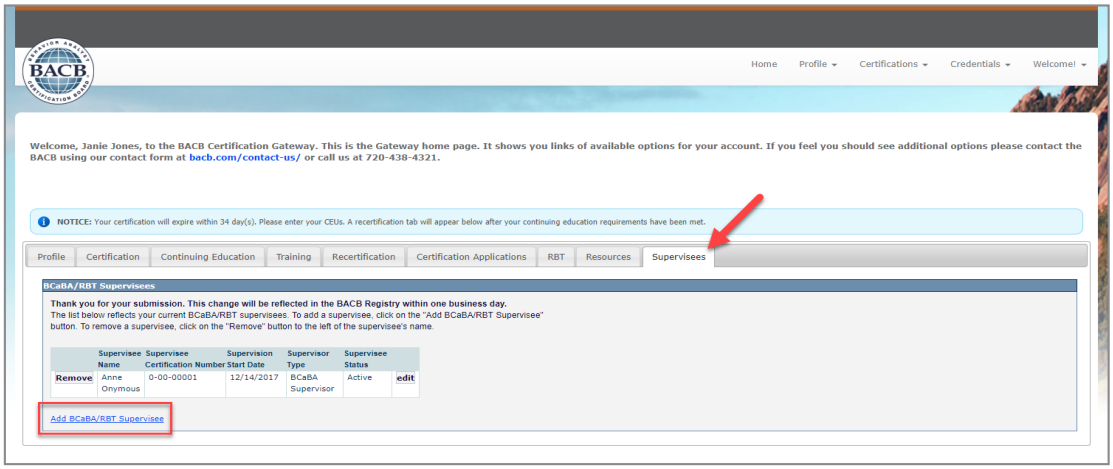
Process for Adding or Removing Supervisees

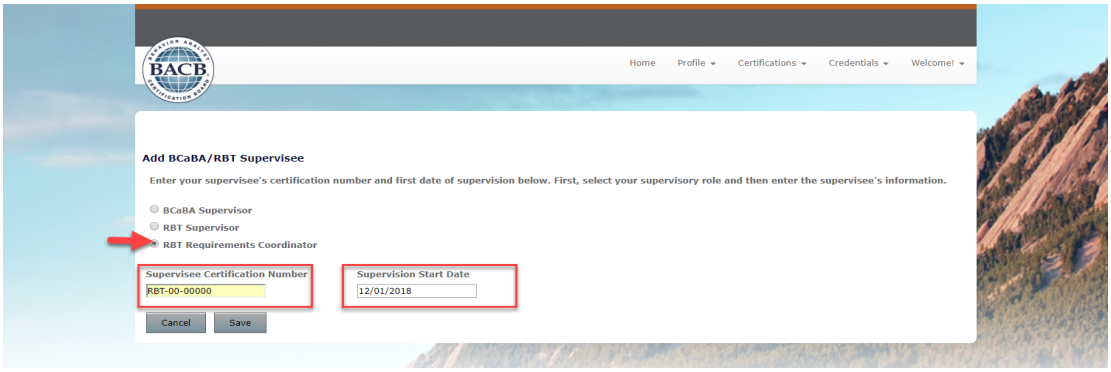
Adding a Supervisee

1) Login to your BACB Account
2) Click on the "Supervisees" tab located on the far right
3) Click on the "Add BCaBA/RBT Supervisees" link to add a new supervisee



4) List yourself as the supervisor for a certificant (BCaBA or RBT):
   - Select your "Superviory Role"
   - Add the "Supervisees Certification Number" and the "Supervision Start Date"
   - Click on "Save"

Note: Only BCBAs and BCBA-Ds will have the option to select from the three supervisory roles. BCaBAs may only select the supervisory role of an "RBT Supervisor." BCaBA's serving as a Requirements Coordinator must contact customer service to make the adjustment.



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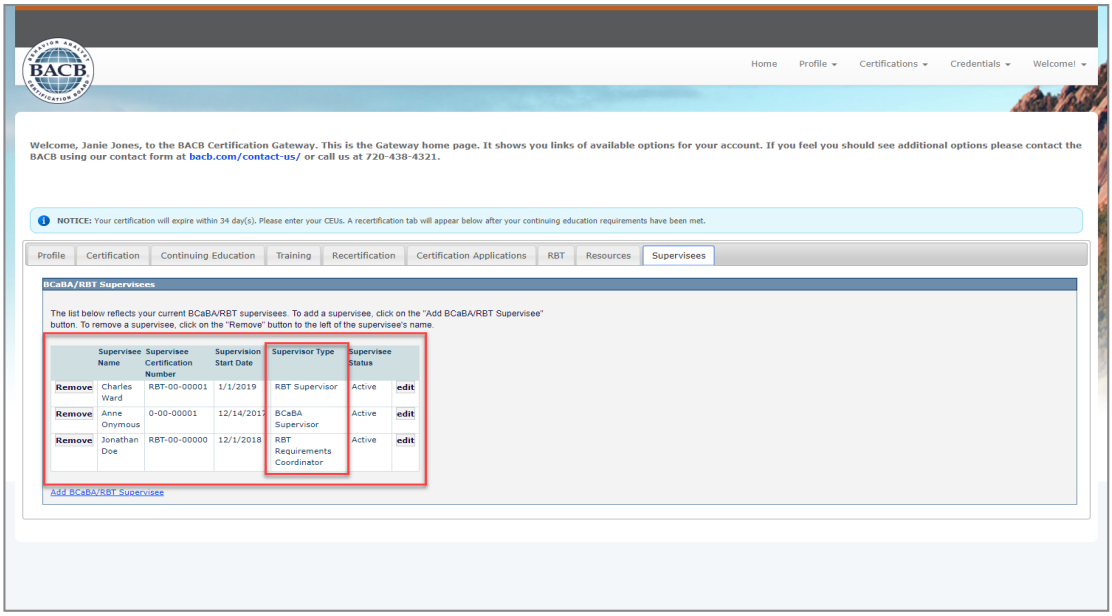
5) Once saved, the certificant(s) you are supervising will appear in the “Supervisees” tab in your BACB account

6) Your supervisory role for each certificant will appear in the “Supervision Type” column



7) An email will be sent to both the supervisor and the supervisee informing them of the update

8) Please allow 24 hours for this information to update in the BACB’s registry

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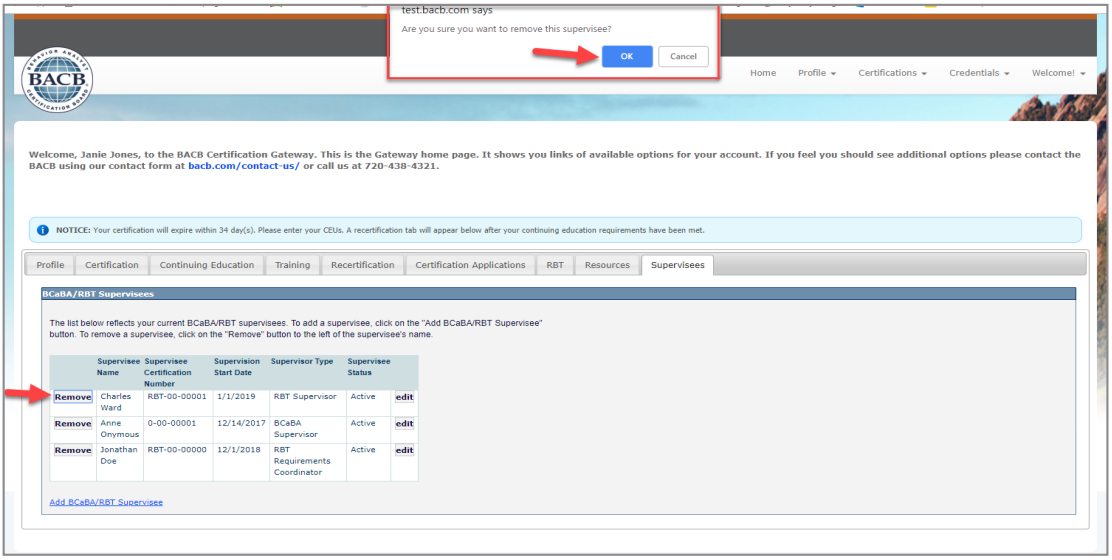
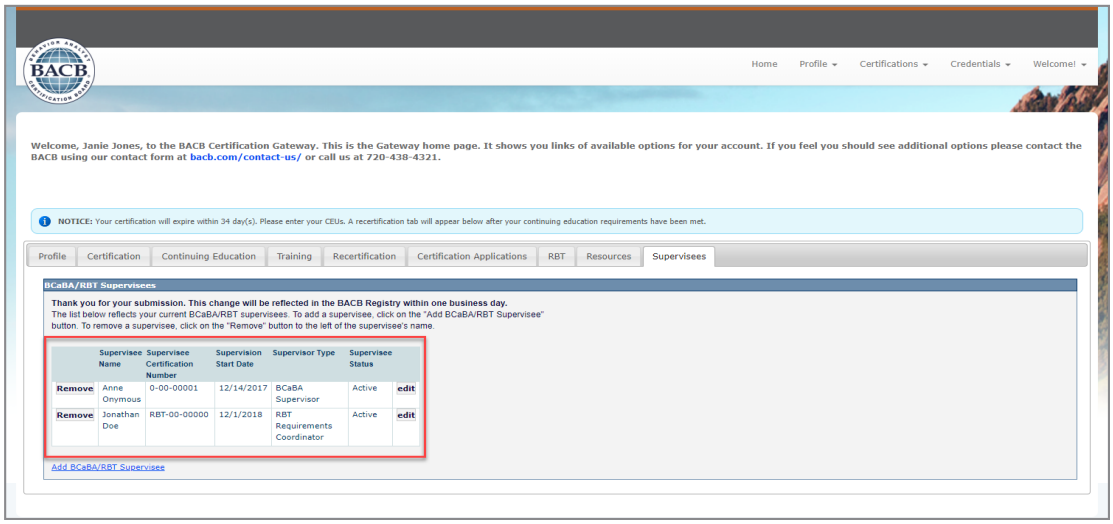
Removing a Supervisee

1) Login to your BACB Account
2) Click on the “Supervisees” tab located on the far right
3) Click the on the “Remove” button next to the supervisee’s name
4) Click “Ok”



5) The certificant will no longer appear in the “Supervisees” tab



6) An email will be sent to both the supervisor and supervisee informing them of the update
7) Please allow 24 hours for this information to update in the BACB’s registry

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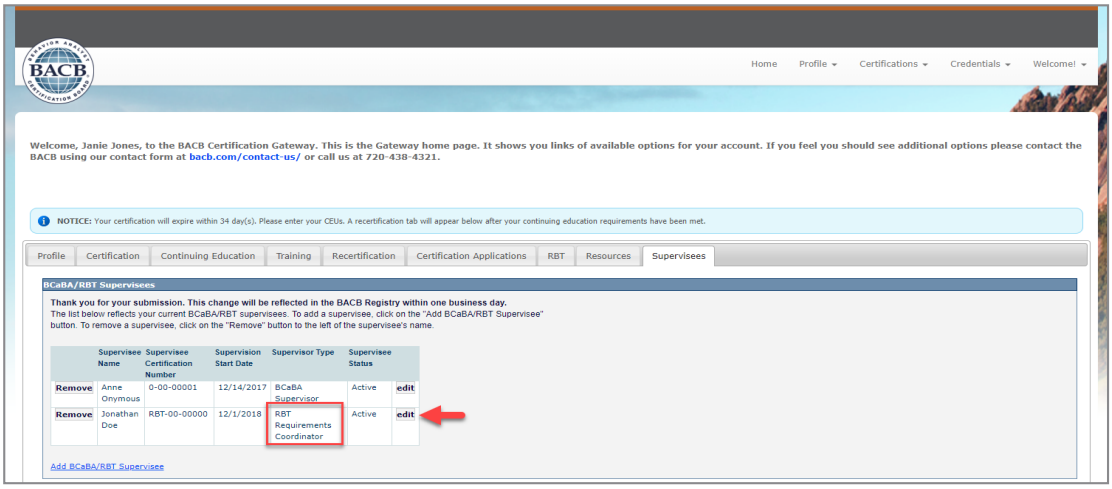
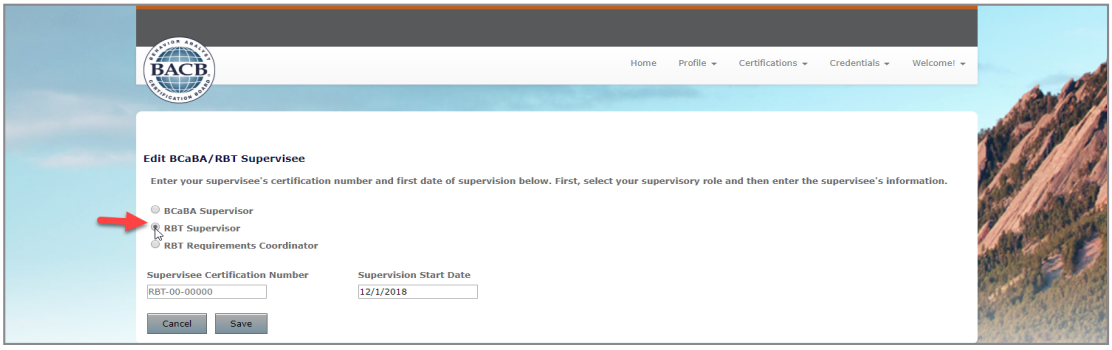
Editing Your Role

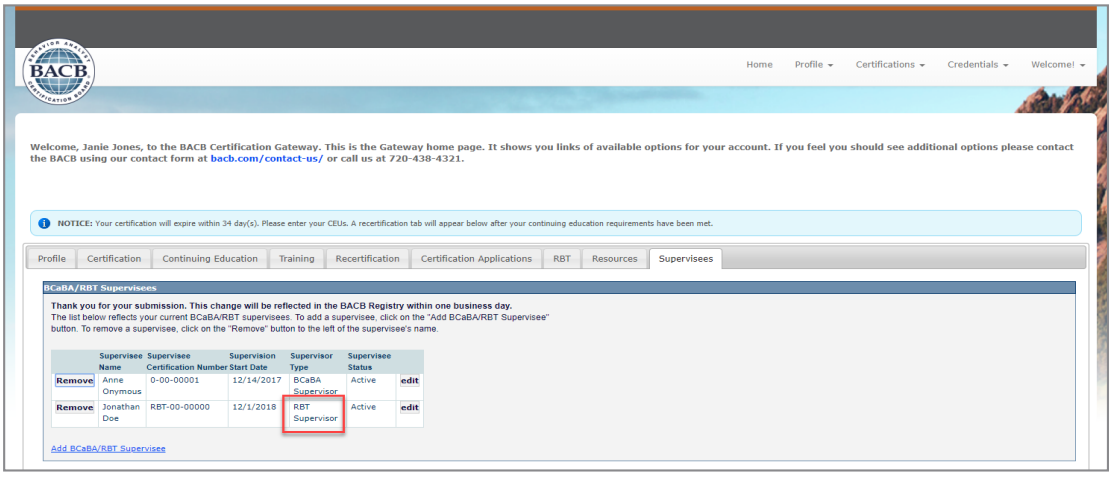
1) Login to your BACB Account
2) Click on the “Supervisees” tab located on the far right
3) Click on the “edit” button next to the certificant’s name



4) Select the appropriate “supervisory role” option



5) Click “Save”
6) Click on the “Supervisees” tab to review your updated supervisory role in in the “Supervisor Type” column



7) Please allow 24 hours for this information to update in the BACB’s registry

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