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SPICY BEHAVIORAL CONSULTING™**UNRESTRICTED FIELDWORK HOURS GUIDE BCBA / BCaBA****Supervised Fieldwork Program**

Effective Date: _____

Supervisor: Alexis M. Trybinski, M.S., BCBA, LBA

Trainee Name: _____

Credential Track: ☐ BCBA ☐ BCaBA

This guide explains how unrestricted fieldwork activities may be planned, completed, documented, reviewed, and approved through Spicy Behavioral Consulting™. The purpose of this guide is to help trainees understand the difference between restricted and unrestricted activities, identify appropriate project-based fieldwork opportunities, and develop professional skills that are representative of BCBA or BCaBA practice.

This guide does not replace the BACB Handbook, BACB fieldwork requirements, the supervision contract, or supervisor judgment. The trainee is responsible for reviewing and following all applicable BACB requirements. The supervisor maintains final authority regarding whether an activity may be counted toward supervised fieldwork.

PURPOSE OF UNRESTRICTED ACTIVITIES

Unrestricted fieldwork activities are intended to help trainees develop the skills most commonly performed by behavior analysts and assistant behavior analysts. These activities go beyond direct implementation and help trainees learn how to assess, design, analyze, modify, train, supervise, document, and evaluate behavior-analytic services.

The goal of unrestricted fieldwork is not simply to “get hours.” The goal is to develop professional judgment, clinical reasoning, ethical decision-making, written communication, treatment planning skills, caregiver and staff training skills, and the ability to build systems that support effective behavior-analytic practice.

Through Spicy Behavioral Consulting™, unrestricted activities may include traditional clinical activities and approved project-based activities that support behavior-analytic service delivery, caregiver education, staff training, supervision systems, clinical infrastructure, treatment integrity, and professional development.

RESTRICTED VS. UNRESTRICTED ACTIVITIES

Restricted activities generally involve the direct delivery of therapeutic or instructional procedures with a client. These may include implementing skill acquisition programs, following an existing behavior intervention plan, collecting data during direct therapy, running discrete trial teaching, implementing natural environment teaching, using prompting procedures, and delivering reinforcement procedures during direct services.

Unrestricted activities generally involve tasks that are more representative of the work performed by a BCBA or BCaBA. These activities may include data analysis, graphing, treatment planning, assessment preparation, assessment scoring, literature review, caregiver training preparation, staff training preparation, program revision, clinical writing, case conceptualization, behavior intervention planning under supervision, treatment integrity review, supervision preparation, and approved behavior-analytic project development.

Some activities may be restricted or unrestricted depending on the purpose and context. For example, collecting data during a direct session may be restricted if the trainee is simply implementing the treatment plan. However, reviewing and analyzing that data to make programming recommendations may be unrestricted. The supervisor will determine the appropriate classification based on the activity, purpose, documentation, and BACB requirements.

MINIMUM UNRESTRICTED HOUR EXPECTATIONS

BCBA trainees must ensure that unrestricted activities comprise the required portion of their total fieldwork hours according to current BACB requirements. BCaBA trainees must also meet the applicable unrestricted activity requirement for their credential level.

Trainees are expected to monitor their restricted and unrestricted balance monthly. It is the trainee's responsibility to know their current totals, review their monthly hour distribution, and communicate with the supervisor if their unrestricted hours are falling behind.

Spicy Behavioral Consulting™ strongly recommends that trainees intentionally plan unrestricted activities every month rather than waiting until the end of fieldwork to correct an imbalance.

UNRESTRICTED ACTIVITY EXAMPLES

Examples of unrestricted activities may include data graphing, data analysis, treatment planning, writing or revising behavior-analytic programs, reviewing treatment progress, researching literature relevant to programming, conducting or assisting with assessments

under supervision, developing parent training materials, preparing staff training materials, creating treatment integrity checklists, developing clinical decision trees, preparing supervision materials, reviewing skill acquisition data, creating behavior support resources, developing professional presentations, completing case conceptualization assignments, and designing behavior-analytic implementation tools.

Unrestricted activities may also include project-based work when the activity is behavior-analytic in nature and approved by the supervisor. Examples may include building parent training systems, staff training resources, RBT professional development materials, school consultation resources, supervision tools, caregiver education guides, treatment integrity systems, clinical dashboards, resource libraries, and implementation manuals.

PROJECT-BASED UNRESTRICTED ACTIVITIES

Project-based unrestricted activities are assignments designed to help trainees practice real-world behavior-analytic skills while producing clinically useful materials. These projects may support caregiver training, staff training, parent education, RBT development, school consultation, clinical systems, supervision infrastructure, or product development related to behavior-analytic implementation.

Project-based work may qualify as unrestricted when it involves behavior-analytic content, professional-level clinical reasoning, ethical review, training development, resource development, data organization, program revision, treatment integrity support, or caregiver/staff education.

Project-based work may not qualify as unrestricted if it is only graphic design, decoration, nonclinical formatting, administrative sorting, unrelated marketing, file movement, or general business work without behavior-analytic relevance.

All project-based activities must be approved before work begins.

APPROVAL REQUIRED BEFORE STARTING

Before beginning any unrestricted project, the trainee must submit or verbally confirm the project request with the supervisor. The supervisor must approve the project, clarify the expected deliverables, and determine whether the activity may be considered for unrestricted fieldwork.

The trainee should not assume that a project counts simply because it is related to ABA. The activity must be behavior-analytic, approved, documented, and reviewed.

Failure to obtain approval before beginning a project may result in the activity not being counted toward fieldwork.

PROJECT CLAIM PROCESS

To claim a project, the trainee must identify the project number, project name, project category, estimated hours, expected start date, expected completion date, and anticipated deliverables. The trainee must also explain how the project supports behavior-analytic competency development.

Once approved, the trainee may begin the project and must track all time accurately. The trainee must provide progress updates as requested and must submit all required deliverables before the project can be reviewed for final approval.

DOCUMENTATION REQUIREMENTS

Every unrestricted activity must be documented clearly. Documentation should include the date, time spent, type of activity, project or client relevance, behavior-analytic purpose, deliverable produced, and supervisor review status.

For project-based activities, documentation should identify the project number, project name, activity completed, hours spent, deliverables submitted, and reflection completed. The trainee should also describe how the activity supported behavior-analytic skill development.

Examples of acceptable documentation statements include:

“Reviewed and revised parent training content for Parent Training System™ to improve behavior-analytic accuracy, remove overclaiming language, and clarify behavior as communication.”

“Created a treatment integrity checklist for RBT implementation of transition protocol and reviewed steps for observable, measurable scoring.”

“Analyzed sample data trends and created parent-friendly graph explanation for caregiver training resource.”

“Developed RBT training slides on objective documentation, including examples and non-examples of defensible session note language.”

REFLECTION REQUIREMENTS

A reflection may be required for project-based unrestricted activities. The reflection should demonstrate that the trainee understands the purpose of the project, the intended audience, the behavior-analytic concepts involved, and the professional skills practiced.

Each reflection should answer the following questions:

- What was the purpose of this activity?
- Who was the intended audience?
- What behavior-analytic concepts were included?
- How does this activity support clients, caregivers, staff, supervision, treatment integrity, or clinical systems?

- What did you learn that may help you as a future BCBA or BCaBA?
- What feedback did you receive?
- What revisions did you make?
- What would you improve in a future version?

Reflections should generally be 250–500 words unless otherwise directed.

CANVA-BASED UNRESTRICTED ACTIVITIES

Canva-based work may be considered for unrestricted fieldwork only when the work is connected to behavior-analytic content, training, caregiver education, supervision systems, clinical implementation, treatment integrity, or professional resource development.

Examples of Canva-based unrestricted activities may include creating parent training handouts, designing staff training resources, building RBT professional development slides, developing treatment integrity tools, creating behavior support visuals, organizing clinical resource libraries, building caregiver education guides, or preparing clinically accurate implementation materials.

Canva-based work that is purely decorative, unrelated to clinical content, or focused only on branding may not count. The behavior-analytic purpose must be clear.

EXAMPLES OF STRONG UNRESTRICTED PROJECTS

Strong unrestricted projects include the development of a Parent Training System™, RBT Professional Development Library™, Documentation That Protects You™ course, Professional Boundaries & Ethics™ course, treatment integrity checklists, caregiver training guides, staff supervision tools, school consultation toolkits, behavior intervention support resources, and clinical decision-making guides.

These projects require the trainee to engage in clinical writing, ethical review, training development, behavior-analytic language, staff or caregiver education, resource organization, and professional communication.

EXAMPLES OF WEAK OR NON-COUNTABLE ACTIVITIES

Activities that may not count or may require limitation include purely decorative Canva work, choosing colors without clinical purpose, moving files without reviewing content, creating generic social media graphics, organizing business folders unrelated to clinical systems, posting marketing content, printing without clinical review, laminating without instructional purpose, copying and pasting without analysis, or completing general administrative tasks.

These activities may still be helpful to the company, but they may not meet fieldwork requirements unless they are directly connected to behavior-analytic training, implementation, supervision, or clinical systems and approved by the supervisor.

RESTRICTED ACTIVITY EXAMPLES

Restricted activities may include direct 1:1 therapy implementation, running skill acquisition programs, implementing behavior reduction procedures, collecting direct client data during treatment sessions, implementing discrete trial teaching, implementing natural environment teaching, using prompting procedures, implementing reinforcement procedures, supporting client routines during direct services, and following an existing behavior intervention plan.

Restricted activities are valuable and important, but trainees must ensure they do not exceed the allowable restricted-hour limits for their credential requirements.

UNRESTRICTED ACTIVITY EXAMPLES BY AREA

Data and Assessment Activities may include graphing data, analyzing trends, calculating progress, scoring assessments under supervision, preparing assessment materials, reviewing skill deficits, reviewing behavior patterns, and summarizing data for supervisor review.

Programming Activities may include writing goals, revising programs, creating examples and non-examples, modifying prompting procedures under supervision, developing mastery criteria, creating generalization plans, and preparing recommendations for supervisor review.

Caregiver Training Activities may include developing parent handouts, preparing caregiver training agendas, creating home practice guides, writing parent-friendly explanations of behavior principles, preparing parent data review summaries, and developing parent training visuals.

Staff Training Activities may include creating RBT training slides, developing role-play scenarios, writing treatment integrity checklists, creating supervision preparation forms, developing onboarding materials, and building competency-based training tools.

Clinical Systems Activities may include creating project trackers, building treatment integrity systems, organizing clinical resource libraries, creating supervision documentation tools, developing incident review templates, and designing quality assurance systems.

Professional Development Activities may include creating ethical decision-making resources, completing literature reviews, developing presentations, reviewing BACB Ethics Code applications, and preparing professional development content for RBTs, caregivers, or staff.

HOW PRODUCT DEVELOPMENT MAY COUNT

Product development may count as unrestricted only when the product being developed is behavior-analytic in nature and the trainee's work involves professional-level clinical skill.

For example, developing an RBT training course on documentation may count when the trainee is writing behavior-analytic examples, creating ethical documentation guidance, developing practice scenarios, and preparing knowledge checks. However, simply designing a decorative cover image may not count by itself.

Similarly, developing a parent training guide may count when the trainee is revising behavior-analytic content, writing parent-friendly explanations, creating caregiver practice activities, and ensuring ethical language. Formatting the pages without clinical review may not count or may count only partially if approved.

HOW CANVA ORGANIZATION MAY COUNT

Canva organization may count when it supports clinical resource systems, version control, staff implementation, parent training access, supervision resource organization, or treatment integrity infrastructure.

For example, organizing folders so BCBAs and RBTs can locate current parent training resources, approved treatment integrity tools, staff training materials, and final versions may support clinical systems development. This teaches future BCBAs how to maintain organized resources and prevent outdated materials from being used.

However, general file sorting with no clinical review or behavior-analytic purpose may not count.

HOW PRINT PREPARATION MAY COUNT

Printing, laminating, cutting, and organizing materials may count only when connected to behavior-analytic implementation, caregiver training, staff training, or clinical resource preparation and approved by the supervisor.

For example, preparing visual supports for caregiver training, organizing behavior support materials, assembling treatment integrity tools, preparing RBT training packets, or creating clinical resource binders may be appropriate when tied to a behavior-analytic purpose.

General office preparation, unrelated printing, or purely administrative material handling may not count.

SUPERVISOR REVIEW

The supervisor will review unrestricted activities based on the activity description, deliverables, reflection, behavior-analytic relevance, quality of work, and applicable BACB requirements. The supervisor may approve the hours, approve partial hours, request revisions, reclassify the activity as restricted, or determine that the activity may not be counted.

The supervisor's approval is required before hours are finalized.

MONTHLY REVIEW EXPECTATION

Each month, the trainee should review restricted hours, unrestricted hours, total hours, supervision hours, supervision contacts, direct observations, and project-based activities with the supervisor.

The trainee should be prepared to explain what unrestricted activities were completed, how they relate to behavior-analytic practice, and what skills were developed.

TRAINEE RESPONSIBILITIES

The trainee is responsible for accurately tracking all hours, classifying activities honestly, asking questions when unsure, completing required documentation, submitting reflections when required, monitoring total restricted and unrestricted percentages, and maintaining copies of all supervision records.

The trainee is also responsible for reviewing BACB requirements and ensuring that fieldwork documentation is complete and accurate.

SUPERVISOR RESPONSIBILITIES

The supervisor is responsible for reviewing fieldwork activities, providing feedback, determining whether activities are appropriate, supporting trainee skill development, reviewing documentation, and signing only hours that meet applicable requirements and supervision expectations.

The supervisor may provide guidance, but the trainee remains responsible for tracking and maintaining their own fieldwork records.

UNRESTRICTED ACTIVITY PLANNING TEMPLATE

Month: _____

Target Total Hours This Month: _____

Target Restricted Hours This Month: _____

Target Unrestricted Hours This Month: _____

Planned Unrestricted Activity 1:

Estimated Hours:

Planned Unrestricted Activity 2:

Estimated Hours:

Planned Unrestricted Activity 3:

Estimated Hours:

Planned Project-Based Activity:

Estimated Hours:

Supervisor Approval:

- ☐ Approved
- ☐ Not Approved
- ☐ Revise Plan

UNRESTRICTED ACTIVITY LOG

Date: _____

Activity Completed:

Project or Client Relevance:

Behavior-Analytic Purpose:

Deliverable Produced:

Time Spent:

Restricted or Unrestricted:

- ☐ Restricted
- ☐ Unrestricted
- ☐ Supervisor Review Needed

Supervisor Initials:

PROJECT-BASED HOURS LOG

Project Number:

Project Name:

Date Work Completed:

Specific Task Completed:

Behavior-Analytic Relevance:

Deliverable Submitted:

Hours Claimed:

Supervisor Review:

- ☐ Approved
- ☐ Partial Approval
- ☐ Revision Needed
- ☐ Not Approved

Final Hours Approved:

MONTHLY UNRESTRICTED REFLECTION

This month, the unrestricted activity that helped me think most like a future BCBA or BCaBA was:

The behavior-analytic skill I practiced most was:

One area where I need additional supervision is:

Next month, I plan to focus on:

APPROVAL STATEMENT

The trainee understands that unrestricted hours must be behavior-analytic, approved, documented, and reviewed. The trainee understands that not all indirect or project-based work automatically qualifies as unrestricted fieldwork. The trainee agrees to seek supervisor approval when unsure and to maintain accurate documentation.

Trainee Name:

Trainee Signature:

Date:

Supervisor Name:

Alexis M. Trybinski, M.S., BCBA, LBA

Supervisor Signature:

Date:

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