

New Supervisee Welcome Guide

Everything you need to access the Supervisee Room, sign your supervision documents, claim unrestricted-hour projects, and submit your monthly hours.

1. Before You Begin

You should have received an **access code** from Alexis along with the link to the Supervisee Welcome page. Keep that code handy — you'll need it to create your account.

- Use a personal email you check daily (not a clinic-shared inbox).
- Use the **same email** for your account and for the supervision agreement signature — that's how we match your signed document to your account.
- Have your BACB ID and credential start date ready if you have one.

2. Create Your Account

Visit the Supervisee Welcome page and follow the three-step flow:

- **Step 1 — Enter your access code** on the welcome page.
- **Step 2 — Sign up** with your email and a password. Confirm your email if prompted.
- **Step 3 — Log in** and you'll land in the Supervisee Room.

If you don't see the welcome email, check spam and search for *Spicy Behavioral Institute*.

3. Sign Your Supervision Agreement

Inside the Supervisee Room you'll see the Spicy Behavioral Consulting Supervision Agreement embedded on the page.

- Read every section carefully — it covers hours, expectations, fees, and termination.
- Sign using the **same email** you used to create your account.
- After you sign, your status updates to *Awaiting countersignature*.
- Alexis countersigns within 1–2 business days. The page auto-refreshes every 15 seconds — no need to email asking if it's done.

Once countersigned, the Training & Learning Center unlocks automatically.

4. Download Your Personalized Bundle

As soon as your room unlocks, you'll see a **Prefilled Bundle** card at the top of the Learning Center. Confirm your name, email, and supervision start date (you can back-date it if you started before signing up), then click **Download my bundle**.

Your ZIP contains:

- **Monthly Supervision Hour Tracker (2026)** — XLSX with your name and start date prefilled in the Supervisee Roster.
- **Project Claim / Fieldwork Approval Form** — PDF with your header info stamped on page 1.
- **Monthly Fieldwork Reflection** — PDF with your header info stamped on page 1.
- **README.txt** — quick reference for what's inside.

All fields remain fully editable. Save the ZIP to a dedicated folder named with your last name.

5. Claim Your First Project

Unrestricted hours at SBI are built around real, behavior-analytic projects — not random task lists.

- Open the **Master Unrestricted Project Board** (PDF) from the Cloud Files page.
- Pick a project that aligns with your interests (parent training, RBT development, school consultation, clinical writing, supervision systems, etc.).
- Fill out the **Project Claim Form** and submit it to Alexis.
- Alexis reviews, approves, and sends instructions plus any project files you need.
- Begin work and log your hours in the tracker as you go.

6. Submit Your Monthly Hours

At the end of each month:

- Update your **Monthly Supervision Hour Tracker** (XLSX) with all restricted and unrestricted hours.
- Complete the **Monthly Fieldwork Reflection** (PDF).
- Submit both to Alexis through the Learning Center or the email address she provided.
- Alexis reviews, signs, and returns your tracker. Keep every signed copy in your supervision folder.

Submit within the first 5 calendar days of the following month so your hours stay current.

7. Cloud Files — Always Available

Even before your agreement is countersigned, every document you need is downloadable from the **Supervisee Cloud Files** page:

- Unrestricted Hours Guide
- Master Unrestricted Project Board
- Project Claim Form
- Monthly Fieldwork Reflection
- Monthly Supervision Hour Tracker (2026)
- This New Supervisee Welcome Guide

These are CDN-hosted, so the links don't break and you can re-download anytime.

8. Expectations & Professionalism

- Respond to Alexis within 48 business hours.
- Bring questions to scheduled supervision — don't hoard them.
- Maintain client confidentiality at all times; never share PHI through this portal.
- Follow the BACB Ethics Code in every project, deliverable, and communication.

- If you need to pause or stop supervision, give written notice per the signed agreement.

9. Need Help?

If something on the site isn't working — agreement not unlocking, bundle won't download, can't log in — email Alexis at **alexischelle10@gmail.com** with a screenshot and the email address on your account.

Welcome to the Institute. Let's get to work.

— Alexis & the Spicy Behavioral Institute™ team