

SupervisorABA

How do you assign a trainee to your account?

After you add a new trainee to your account, click edit and assign an email address and password for their use. See [task analysis](#) and [video tutorial](#) on the [resource page](#) and Member Home page after you login.

How does a trainee access their account?

It is important that the trainee not sign up for their own account as they do not need one! A trainee must be assigned access through the supervisor. Once you assign them (see above) you can give them the email and password at your supervision meeting. They can then login at <https://www.supervisoraba.com/member-login>. They will only see their own account, not the other trainees on your dashboard.

How does my trainee see assignments?

When you create a form with task list items, readings and assignments, your trainee will receive an email notification that they have a new form waiting for them on SupervisorABA!

Where do the trainees complete the activities?

The trainees receive the assignment directions on the form you create, which they can view once you give them access to their account (see above). They should complete the activities on their own computer and share with you accordingly. There are no storage options for task completion. Some supervisors like to embed a link to a Google Doc or other shared document in the notes box on the supervision form for easy access!

How do you structure supervision?

This is a million dollar question! We have a posted [agenda](#) to help you with this and always recommend that you target task list items that are authentic to the supervision, so as they arise. Ideally, once a month or so, you will review the Trainee Completion Tracker (TCT) and identify task list items that may not be naturally occurring in your setting and plan to target them in supervision.

We also recommend that you select a [project](#) to have the trainee complete as a long-term goal, and work backwards from there. Once you decide upon a project, work through each pre-requisite task list item in supervision by assigning readings and activities. Once they have completed all the individual task list items, they are ready to combine them into a project!

How do I know what to do for unrestricted hours?

The BACB offers guidance on this through the most recent experience standards, outlining what is not acceptable hours. Ultimately, you decide what counts for this time. We offer a [list of suggestions](#) on our homepage to assist you in this area. Remember,

Visit www.SupervisorABA.com for more supervision support!
Like us on Facebook (<https://www.facebook.com/SupervisorABA>)!

SupervisorABA

the time must directly benefit a client as well as be based on typical behavior analytic work.

How do I subscribe for less than 5 trainees?

We offer two packages, 1-5 trainees or 6-10. We do not offer any individual trainee packages. We do offer options for those who want more than 10, please [contact us](#) for options!

What if our agency wants one account for all supervisors?

This is a popular way to use SupervisorABA! When setting up the account, we recommend it be under the name of the agency responsible supervisor or the agency itself. Each supervisor can access all trainees and create in one location. Please [contact us](#) directly for more information about the options as we will gladly advise you to what would work best for your circumstances.

Do you provide supervision?

At this time, we do not provide supervision to trainees. It is ideal to have an on-site supervisor to provide you with authentic supervision. If this is not feasible, using a remote supervisor may be necessary. You can search through the BACB and reach out to someone who notes that they provide supervision. Additionally, there are some companies that do this, which you can look for through a Google Search.

Do you provide exam prep or practice tests?

We pride ourselves in offering applied activities and readings for each task list item. We do not offer exam prep or tests as we provide the applied application component of supervision. There are many excellent commercially available options for test prep!

What if my password is not working?

It is best to ensure there is not a space before the password as we find this to be a common issue. Otherwise, you can select forgot password on the login page to generate a reset. The system will email you a link to do this instantly!

I was a trainee and now want to be a supervisor, how do I get a new account?

If you have a different email to use, that would work best. If not, please contact us to delete your trainee account. If you use this option, you will no longer be able to access your former assignments.