

Practicum Frequently Asked Questions

How many practicum hours do I need to take the BCBA exam?

The BACB requires 1,000 hours of experience and supervision to sit for the exam. Students must accrue a minimum of 20 hours per month and a maximum of 130 hours per month, with 7.5% of the hours supervised. New York requires 1,500 hours of experience to become an LBA. Students must accrue a minimum of 10 hours per week with a maximum of 40 hours per week, with 2 hours of supervision by an LBA per week.

How are the practicum hours distributed throughout the program? During each course, the student must accrue at least 250 hours over 4 semesters to qualify for the BCBA exam. Students can accrue a maximum of 375 hours across 4 semesters to qualify for the LBA.

Can I do the practicum coursework and worry about the hours later?

No. All practicum hours and supervised hours must be completed simultaneously in order to receive a passing grade in each of four practicum classes. Your agency representative will submit verification of your work hours and your BCBA supervisor will submit verification of your supervision hours.

Can I take the practicum sequence in any order I choose?

No. The practicum courses are designed to introduce concepts to students in a particular order that is beneficial to their performance and learning experience.

What criteria must a hosting agency possess?

A hosting agency must practice the principles of ABA, provide services to individuals with Autism Spectrum Disorder (ASD) with a prescription for ABA therapy, and employ or appoint a BCBA/LBA supervisor. Please visit the [BACB](#) website for in-depth and current information.

I currently work at a school/agency that practices ABA. Can I use my job as my practicum placement?

Yes, as long as it meets all criteria set forth by the BACB, NYSED, and The Sage Colleges, and as long as your job is in agreement. Please visit www.bacb.com for current requirements. You may also begin by asking these questions of your chosen agency:

My supervisor is a BCBA, but is not an LBA. Can they still supervise me?

No. All Supervisors must be both a BCBA and LBA for practicum.

My Nephew is Autistic. Can I work with him to complete my practicum hours?

No. Under no circumstances are students allowed to use their relatives as clients.

One of my Employees is a BCBA. Can he/she be my practicum supervisor?

No. Your BCBA supervisor cannot be your subordinate.

I know someone with a Ph.D. in psychology, but s/he is not a BCBA. Can s/he supervise me?

No. Your supervisor must have a current and valid Certificate ID # from the BACB and LBA.

Can I use more than one agency per semester to fulfill my practicum obligations?

No. Varying settings and clients across semesters is encouraged, but you should immerse yourself into one setting at a time and maintain that setting for a whole semester.

I have done BCaBA independent fieldwork in the past. Can I apply those hours toward the 1,000 I need for the practicum track program?

No. Sage does not accept BCaBA hours. All practicum track students must be prepared to immerse themselves in the practicum experience, which differs from the independent fieldwork that most students completed for their BCaBA requirements.

What do I do prior to signing up for practicum?

In order to enroll in practicum, the student, supervisor, and agency must go through a vetting process. The student is required to attend an informational meeting regarding practicum. Once attended, the student will gain access to a pre-enrollment site in which they will be required to upload required documents from their supervisors (BACB certificate, copy of LBA, 8 hour supervision training CEU, 3 supervision CEUs in current cycle, resume), provide information about their hosting agency (and get appropriate approval from agency), and review the BACB experience standards. After all documents have been reviewed and approved, your instructor will let the registrar know that you are able to enroll. You MUST hang on to the documents, as they will be required to be uploaded into each practicum course at the start of each semester.

What do I need to do after ABA-510 begins?

To

Complete Right Away:

- • Be settled on your placement agency and BCBA supervisor by the first week of class.
- • Review the contract submission deadlines posted at the Practicum Resources site.
- • Complete the Student Contract. The contract and submission deadlines are posted at the Practicum

Resources site.

- • Provide your agency representative with the link to the Practicum Resources page. Your agency

representative should fill out the Agency Contract by the date posted.

- • Provide your BCBA Supervisor with the link to the Practicum Resources page. Your supervisor should

fill out the the BCBA Supervisor Contract by the date posted.

- • Upload email verification (copy and paste into a Word document) of completed contracts to your

Moodle class by the date specified in class.

Failure to return a completed contract by the posted due date will result in the need to drop the practicum.

To Complete Throughout Practicum:

- Track the number of hours spent practicing ABA at your practicum placement each day. You should have at least 250 hours by the end of the semester.

- • Use the Academic calendar to help you determine how many hours you need to complete each week to reach 250 hours by the last day of class. This will generally be 17-20 hours per week. You may accumulate practicum hours when Sage is closed for a holiday.
- • In order to comply with BACB standards, you may not count more than 25 hours per week.
- • Print out or save the BACB Fieldwork and Practicum Experience Supervision Form from

www.bacb.com. Your supervisor must complete this form and provide you with a copy at the end of each supervision session (each week).

- • Talk to your supervisor to determine who is responsible for bringing a blank copy of this form to each session.
- • Keep the completed forms for your own records. The BACB may ask to review supervision forms prior to taking the exam. You do not need to submit your weekly supervision forms to Sage.
- • Use the Academic calendar to help you determine how many hours of supervision you need to complete each week to reach 19 hours by the last day of class.

What do I do when the practicum course is over and I've completed my hours?

To Complete at the End of Practicum:

- Review the deadlines posted at the Practicum Resources site.
- Provide your agency representative with the link to the Practicum Resources page. Your agency representative should click on the Hosting Agency link and complete the online verification form by the posted deadline. You need 250 practicum hours to complete the course.
 - • Be sure to send the link to your agency representative well before the deadline.
 - • You will receive an incomplete in the course if we have not received the appropriate documentation for your practicum hours by the deadline.
- Provide your BCBA Supervisor with the link to the Practicum Resources page. Your Supervisor should click on the BCBA Supervisor link and complete the online verification form by the posted deadline. You need 19 supervision hours to complete the course.
 - • Be sure to send the link to your BCBA Supervisor well before the deadline.
 - • You will receive an incomplete in the course if we have not received the appropriate documentation for your supervision hours by the deadline.
- • Upload email verifications (copy and paste into a Word document) of both work experience and supervision hours verification into your Moodle class by the date specified.
- • Ask your supervisor for a completed Experience Verification Form (download the latest version from www.bacb.com). You will not need this form until it's time to apply for the exam, but we advise students to obtain a signed form at the end of every practicum course in the event that your supervisor changes or becomes unavailable to sign for you. DO NOT submit this form to Sage. Save it for when you apply for the certification exam.