



CALCULATOR

RBT Supervision Calculator for One RBT or a Whole Agency

A month-end check of the BACB's supervision rules for RBTs. For one RBT, it turns the month's service hours into the minimum minutes of supervision and shows the contacts still missing. In agency mode, you add one row per RBT and see at a glance who is covered and who still needs time, a contact, an individual meeting or an observation before the month closes. It follows the RBT Handbook updated in June 2026 and comes with a printable monthly log. Nothing you type leaves your browser.

This month

RBT name

RBT certification number

Organization

Month and year

Hours providing services this month

Minimum supervision (hours $\times$ 3 = minutes)

Supervision contacts

Date	Start and end	Minutes	Format	In person or video	Observed services	Supervisor (name, credential)	Initials
					☐		
					☐		
					☐		
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					☐		
					☐		

Format: individual, or small group (2 to 10 RBTs). Real time only: phone and email do not count.

Supervisors this month

Supervisor	BCBA or BCaBA, and BACB number	Relationship to the clients (employee or contractor of the organization)

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Keep with this log

- ☐ Timesheets showing the days and times the RBT provided services
- ☐ Proof of each supervisor's relationship to the clients
- ☐ Session notes, in case records disagree

Before the month closes

- ☐ Supervision time is at least 5% of the service hours, at this organization alone
- ☐ At least two real-time contacts
- ☐ At least one contact was individual
- ☐ The supervisor observed the RBT providing services at least once
- ☐ Each supervisor is a BCBA or BCaBA, and a supervisor or Requirements Coordinator lists the RBT in the BACB portal
- ☐ Records kept for at least 7 years

RBT signature and date

Supervisor signature and date

1 How to use it

1. Choose one RBT, or several RBTs for your agency.
2. Enter the hours the RBT provided services this calendar month, the supervision so far and the contacts held.
3. Read what is missing for each RBT before the month closes, and print the monthly log for the records.

2 The rules it checks

- Supervision of at least 5% of the hours the RBT spends providing behavior-analytic services, each calendar month.¹
- At least two face-to-face, real-time contacts a month; phone and email do not count.¹
- At least one contact is individual, and in at least one the supervisor observes the RBT providing services.¹
- The requirements are met at each organization: 3% at one and 2% at another do not make 5%.¹

3 What it does not check

- Who supervises: a BCBA or BCaBA² who completed the training based on the Supervisor Training Curriculum Outline (2.0).¹
- That a supervisor or the Requirements Coordinator lists the RBT as a supervisee in their BACB portal account.¹
- Group meetings: up to 10 RBTs, however many supervisors are present.¹
- Payer rules: Florida Medicaid requires supervision according to CASP's practice standards.³

4 Month-end records

- ☐ Days and times the RBT provided services¹
- ☐ Dates, duration and format of each supervision contact¹

☐ Names of the supervisors and proof of their relationship to the client¹

☐ Records kept at least 7 years, even after the supervisory relationship ends¹

Sources

1. RBT Handbook. Behavior Analyst Certification Board (BACB), Updated 06/2026. https://www.bacb.com/wp-content/uploads/2025/08/RBTHandbook_260529-2-a.pdf
 2. Recent and Upcoming Changes. Behavior Analyst Certification Board (BACB), accessed October 15, 2026. <https://www.bacb.com/upcoming-changes/>
 3. Florida Medicaid Behavior Analysis Services Coverage Policy. Agency for Health Care Administration (AHCA), December 2024. <https://ahca.myflorida.com/content/download/25728/file/Florida%20Medicaid%20Behavior%20Analysis%20Services%20Coverage%20Policy.pdf>
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