RBT In-Service Training Quick Checklist

Scheduling

- Monthly or quarterly on the calendar

- Pre-schedule dates for at least 6 months ahead

- Notify staff with reminders (email/text/calendar invites)

Content Topics

- Discrete trial training (DTT)

- Ethics code and scenarios

- Data collection accuracy

- Graphing skills

- Preference assessments

- Behavior reduction strategies

- Reinforcement best practices

- Professional boundaries

- De-escalation and safety skills

Presenter Requirements

- BCBA/BCaBA lead

- Assistant trainers supervised and signed off by BCBA

- Presenter has supervision training hours documented

Delivery Mode

- Live in-person

- Live via Zoom

- Recorded video (with discussion follow-up)

- Role-plays and interactive elements included

Duration

- 30 to 60 minutes

- Focus on one core skill or topic per session

Documentation

- Date and time recorded

- Presenter name

- Topic covered

- Duration logged

- Attendee list with signatures

- Copy stored securely (digital or paper)

- Kept for 7 years minimum

Best Practices

- Start sessions on time

- Encourage questions and discussion

- Use real client scenarios (de-identified)

- Follow up in supervision

- Provide a short quiz or reflection at the end

Troubleshooting

- Schedule backups for staff who miss in-service

- Use sign-in sheets to prevent missing records

- Track reminders with a shared calendar

- Link in-service to RBT supervision plans