



MALAYSIA CERTIFIED BEHAVIOUR ANALYST (MCBA™)

HANDBOOK

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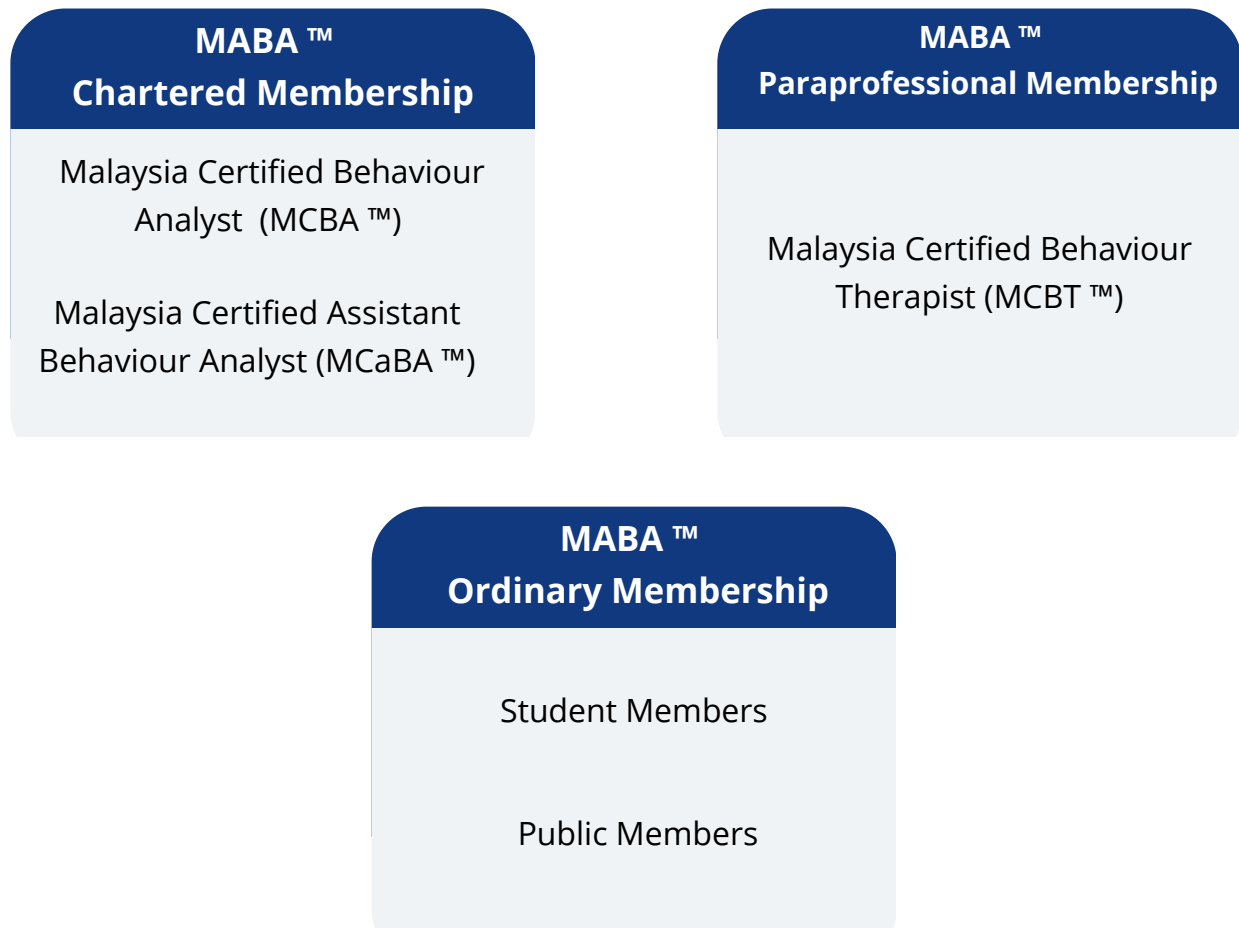
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Malaysia Certified Behaviour Analyst (MCBA™)

Overview

Types of Membership



Introduction of MCBA™

- MCBA™ refers to any individual who has a graduate level of certification in Applied Behavior Analysis and is actively providing behavior analytic services in Malaysia.
- MCBA™ may supervise the work of Malaysia Certified Assistant Behavior Analysts (MCaBA™), Malaysia Certified Behavior Therapist (MCBT™), other professionals who implement behavior-analytic services, and those who are accruing fieldwork hours toward becoming certified.

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Eligibility Pathways

	Pathway 1: Master Degree in Applied Behaviour Analysis	Pathway 2: Behaviour Analytic Coursework	Pathway 3: Existing BCBA or QBA
Education Level	Masters	Masters (in any related course)	Masters
Professional certification	-	-	Current active BCBA- D or BCBA or QBA
Coursework requirement	Approved by ABAI or MABA™	Completion of ABAI or QABA or MABA™ approved coursework	Not applicable
Supervised Fieldwork Requirement	Completion of MCBA™ Fieldwork requirements under eligible supervisor (more information in the next section)		Not applicable
Assessment	Pass MABA™ examination		Not applicable
Payment	MYR 200		
Documents required	1. Official transcript from the coursework, and 2. Certificate of masters degree, and 3. Final Fieldwork Verification Form and, 4. Chartered Membership Agreement		1. Certificate of BCBA-D/BCBA or QBA, and 2. Chartered Membership Agreement

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Eligibility Requirements

For individuals who intend to apply for MCBA™ via Pathway 1 and 2, you are required to:

- hold a master's degree in Applied Behaviour Analysis, Psychology, or Special education.
- either complete ABAI accredited Applied Behaviour Analysis (ABA) Program or Behavior Analyst Certification Board (BACB) / Qualified Applied Behaviour Analysis Credentialing Board (QABA) coursework.
- complete 2000 hours of practical fieldwork in Applied Behaviour Analysis with at least 5% of supervision per supervisory period.
- pass MABA™ Standard of Competence / examination
- At present, Pathway 1 and Pathway 2 are not yet available, as the examination development process is still underway. Updates regarding their availability and requirements will be communicated once the examination structure is finalized.
- Applicant is responsible for ensuring that their coursework is accredited by ABAI or MABA™.
- If your coursework is not currently accredited by MABA™, please write in to the MABA™ team for further assistance and clarification.

For existing Board Certified Behavior Analyst (BCBA) or Qualified Behaviour Analyst (QBA) , you are required to:

- Sign Chartered Membership Agreement
- Pay RM200 for members fees (every two years)

Supervised Fieldwork Requirements

Total Fieldwork Hours

Trainee must complete a total of 2,000 hours of supervised fieldwork to qualify for certification.

Supervisory Period:

Supervision is organized within one (1) calendar month (e.g. 1st May 2025 to 31st May 2025) per supervisory period.

Supervised Fieldwork Hours:

- A minimum of 5% of the total monthly fieldwork hours must be supervised. Trainee must accumulate between 20 to 130 hours of fieldwork within each monthly supervisory period.

Supervised Fieldwork Hours = Total Monthly Fieldwork Hours × 5%

- For example, if a trainee records 80 total fieldwork hours in a given month, they must receive a minimum of 4 hours of supervision
- This 5% requirement remains the same regardless of whether they are accumulating hours from one or multiple supervisor(s)/ setting(s).

Contact with Supervisors:

- A minimum of four (4) contacts between the supervisor and trainee is required each supervision month.
- These contacts may occur through any appropriate method of communication, including in-person meetings, virtual meetings, or live/ recorded video conferencing.
- Each contact must be a minimum of 15 minutes in duration to meet supervision standards.
- One (1) contact has to be client observation by the supervisor per supervisory period.

Supervised Fieldwork Requirements

Recommendation:

The goal of supervision is to strengthen and sustain the trainee's behavior-analytic, professional, and ethical skills, while ensuring the delivery of high-quality services to clients.

Effective behavior-analytic supervision involves:

- Regularly monitoring the trainee's skills throughout supervised fieldwork.
- Setting and clearly communicating performance expectations.
- Providing behavioral-skills training to build competence.
- Observing the trainee's work with clients and offering constructive feedback.
- Modeling professional, ethical, and technical best practices.
- Guiding the trainee in case conceptualization, problem-solving, and sound decision-making.
- Reviewing and giving feedback on written work (e.g., behavior plans, data sheets, reports).
- Overseeing and assessing the impact of the trainee's service delivery.
- Evaluating the overall effectiveness of supervision throughout the fieldwork period.

Supervised Fieldwork Requirements

Onset of Fieldwork:

Fieldwork may begin only after:

- A qualified supervisor has been secured.
- A supervision contract has been developed and signed.
- The applicant has started qualifying behaviour-analytic coursework

Duration of Fieldwork:

Trainee must complete fieldwork within a maximum period of five (5) continuous years

For instance, if a trainee begins accruing fieldwork hours on 14 January 2025, the fieldwork must be completed no later than 13 January 2030, which is exactly five years from the start date.

Clients:

- Any person (or group of people) for whom behaviour-analytic services are appropriate may be a client.
- Applicant may not be related to the client, be the client's primary caregiver, or be related to the client's primary caregiver.

Direct Activities

There is a restriction on the overall amount of hours you may spend delivering therapeutic and instructional procedures during fieldwork. This restriction is designed to ensure that applicants have sufficient time to acquire the other skills necessary for practice as a MCBA . Direct fieldworks may comprise no more than 60% of the total fieldwork hours—this requirement does not need to be met during each supervisory period.

Indirect Activities

Indirect activities must comprise at least 40% of the total fieldwork hours—this requirement does not need to be met during each supervisory period. Examples of indirect activities include:

- observation and data collection
- training staff and caregivers on behaviour-analytic programs or content
- conducting assessments related to the need for behavioral intervention
- meeting with clients about behaviour-analytic programming and services
- conducting behaviour-analytic assessments (e.g. functional analyses, stimulus preference assessments)
- data graphing and analysis
- researching the literature relevant to a current client's programming
- writing and revising behaviour-analytic programs

Recommendation: All required supervision activities should be proportionally represented across the fieldwork period, ensuring the trainee engages in a variety of activities to encourage the development of all required skills.

Unacceptable Activities

Only behaviour-analytic activities may be counted toward fieldwork requirements. Non Behaviour Analytic activities may not be counted. Examples of activities that will not count as fieldwork include:

- attending meetings with little or no behaviour-analytic content
- providing interventions that are not based in behaviour analysis
- performing non behavioural administrative activities
- non behaviour-analytic trainings related to service delivery (e.g., crisis management, CPR, billing systems)
- completing non behavioural assessments (e.g., diagnostic assessments, intellectual assessments), paperwork, documentation, billing, or any other activities that are not directly related to behavior analysis
- attending professional conferences, workshops, or university courses
- didactic-course assignments (e.g., completing homework assignments, readings)

Supervisor Requirement

Supervisor must meet the following requirement:

- an active MCBA or BCBA or QBA
- completed an 8-hour supervision training before providing any supervision to those accruing fieldwork hours.

Supervisor/Trainee Relationship

The supervisor may not be related to, subordinate to, employed by, or in a multiple relationship with (e.g., personal or business relationship) the trainee during the fieldwork period. Employment does not include compensation paid to the supervisor by the trainee for supervision service.

Multiple Supervisors/Settings

Trainees are strongly encouraged to receive supervision from multiple supervisors and across various settings over the course of their fieldwork hours. This may occur as several individual supervisors, multiple supervisors at one organisation, or a combination of these supervision structures.

Individual Supervisor

An individual supervisor must ensure that all of their trainees' fieldwork requirements are being met during their supervision. In this situation:

- the supervision contract must clearly outline the roles, responsibilities, and expectations for the trainee and supervisor;
- all supervision must be related to specific client programming;
- the supervisor must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel;
- the person signing the Monthly Fieldwork Verification Form (M-FVFs) and Final Fieldwork Verification Form (F-FVF) for Individual Supervisors must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

Multiple Supervisors at One Organization

An organization may coordinate and oversee multiple supervisors who provide fieldwork to a trainee. For example, a service organization might have multiple supervisors providing supervision, or a university might coordinate all on- and off-campus activities under one system. The supervisors must work together to ensure that all of their trainees' fieldwork requirements are met (e.g., all of the hours provided by the supervisors are used to calculate the supervision percentage). One supervisor must ensure that the activity is well organized and coordinated. In this situation:

- the supervision contract must clearly outline the roles, responsibilities, and expectations for the trainee and supervisor;
- all supervision must be related to specific client programming;

- the supervisor must have written permission to receive client information and must be well aware of the organization's values, practices, and personnel;
- the person signing the M-FVFs and F-FVF for Multiple Supervisors at One Organization (i.e., the responsible supervisor) must be able to agree to all of the relevant attestations, including that all fieldwork requirements were met.

Responsibilities of the Supervisor

It is the responsibility of the supervisor to ensure that the trainee abides by the ethical and legal requirements.

Responsibilities of the supervisor include:

- being fluent in, current in, and compliant with all MCBA requirements relating to fieldwork
- confirming that the trainee has met all requirements before the onset of supervised fieldwork
- consistently demonstrating technical, professional, and ethical behaviour for the trainee
- ensuring that fieldwork activities are in the best interest of the client rather than strictly for the purpose of meeting the fieldwork requirements
- providing supervision only within their areas of defined competence
- taking on only a volume of supervisory activity that is commensurate with their ability to be effective
- delegating to their trainees only those responsibilities that trainees can reasonably be expected to perform competently, ethically, and safely, or providing the conditions for the trainee to acquire those skills in an ethical and safe manner

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- ensuring that supervision, fieldwork activities, and trainings are behaviour analytic in content, are effectively and ethically designed, and meet the requirements for licensure, certification, or other defined goals
- providing a clear written description of the purpose, requirements, evaluation criteria, conditions, and terms of supervision before the onset of supervision (i.e., behaviour analysts are responsible for the development and execution of the supervision contract).
- designing and implementing feedback and reinforcement systems in a way that improves trainee performance
- providing documented, timely feedback regarding the trainee's performance on an ongoing basis
- designing systems for obtaining ongoing evaluation of their own supervision activities

Individual Supervision Hours:

At least 50% of the total supervision hours each month must be conducted individually (one-on-one) between the supervisor and trainee.

Group Supervision

Supervision contacts should ideally consist of individual (i.e., one-on-one) contacts between the supervisor and trainee; however, group supervision is permitted in certain circumstances.

Group Supervision Restrictions

- Groups are interactive meetings in which 2–10 trainees who share similar experiences participate in the supervision activities described earlier.
- The number of trainees in a group meeting may not exceed 10 at any time, regardless of the number of supervisors in the meeting.
- If nontrainees are present, their participation should be limited, and their presence must not inhibit discussion or interfere with participation by trainees.
- The amount of group supervision may not exceed the amount of individual supervision in a given supervisory period. In other words, supervision may be conducted in groups for no more than half of the total supervised hours in each supervisory period. Unless the trainee is receiving supervision at an organization with multiple supervisors.
- Group supervision must be provided by the same supervisor who provides individual supervision.

Documentation Requirements

Supervision Contract

Before supervision may start, the trainee and supervisor(s) must develop and sign a written contract at the onset of the supervisory relationship. The purpose of the contract is to protect all involved parties and align fieldwork activities with the purpose of supervision. The contract should include:

- the responsibilities of the supervisor(s) and trainee, including the completion of the 8-hour supervision training by the supervisor(s) and the adherence of all parties to the fieldwork requirements
- if there are multiple supervisors at one organization, there may be one contract, but that contract must outline each supervisor's roles, responsibilities, and expectations, including how the documentation and forms will be completed
- a description of the appropriate activities and training objectives individualized to the trainee
- the objective and measurable circumstances under which the supervisor(s) will not sign the trainee's M-FVFs and F-FVF
- the consequences if the parties do not adhere to their responsibilities (including proper termination of the relationship)
- a statement requiring the trainee to obtain written permission from the trainee's on-site employer or manager when applicable
- an attestation that all parties will adhere to the MCBA Ethical Standard.
- a statement declaring that the trainee and supervisor(s) (a) will retain a copy of the contract and supervision documentation for at least seven years from the date of the final supervision meeting and (b) will provide all documentation to the MABA if requested

Please note that supervision contracts may be amended throughout the supervisory relationship; however, each amendment must be signed and dated by all relevant parties.

Documenting Fieldwork

Because fieldwork varies across settings and practice areas, MABA gives supervisors and trainees the flexibility to develop their own system for documenting ongoing supervision and fieldwork in a way that demonstrates adherence to all relevant requirements and the Ethical Standard.

All Documents must include the following information:

Independent Hours	Supervised Hours	Observation
For each session, document: • date • start time • end time • fieldwork type • supervisor name • activity category: restricted or unrestricted	For each supervision contact, document: • date • start time • end time • fieldwork type • supervision type: individual or group • activity category: restricted or unrestricted • summary of supervision activity (e.g., discussion of activities completed during independent hours, feedback provided, progress toward goals discussed)	For each observation, document: • date • start time • end time • fieldwork type • setting name • supervisor name • activity category: restricted or unrestricted

In addition to tracking data by session and supervision contact, the documentation system should be regularly reviewed to ensure that all relevant requirements are met each supervisory period and across all fieldwork hours:

- Each Supervisory Period: The trainee and supervisor should have documentation that shows they are meeting the quantitative requirements (e.g., minimum number of supervisory meetings and contacts) and qualitative requirements (e.g., summary of what happened during the supervision meeting).
- Across all Fieldwork Hours: The trainee should have documentation that shows they are accruing the minimum number of unrestricted hours and making progress toward completing the necessary requirements for obtaining certification.

Audits

- MABA will perform randomized audits periodically with trainees and/or supervisors at any time to determine compliance with MABA requirements. When the audit is initiated by MABA, trainees or supervisors are to prepare all supervision documents including supervision contracts, supervision logs and supervision notes to be submitted. Further details will be listed if and when an audit is initiated via email.
- MCBA™ supervisors are expected to:
 - Adhere to all current supervision requirements.
 - Maintain accountability based on the ethical and professional standards of their own credentialing board

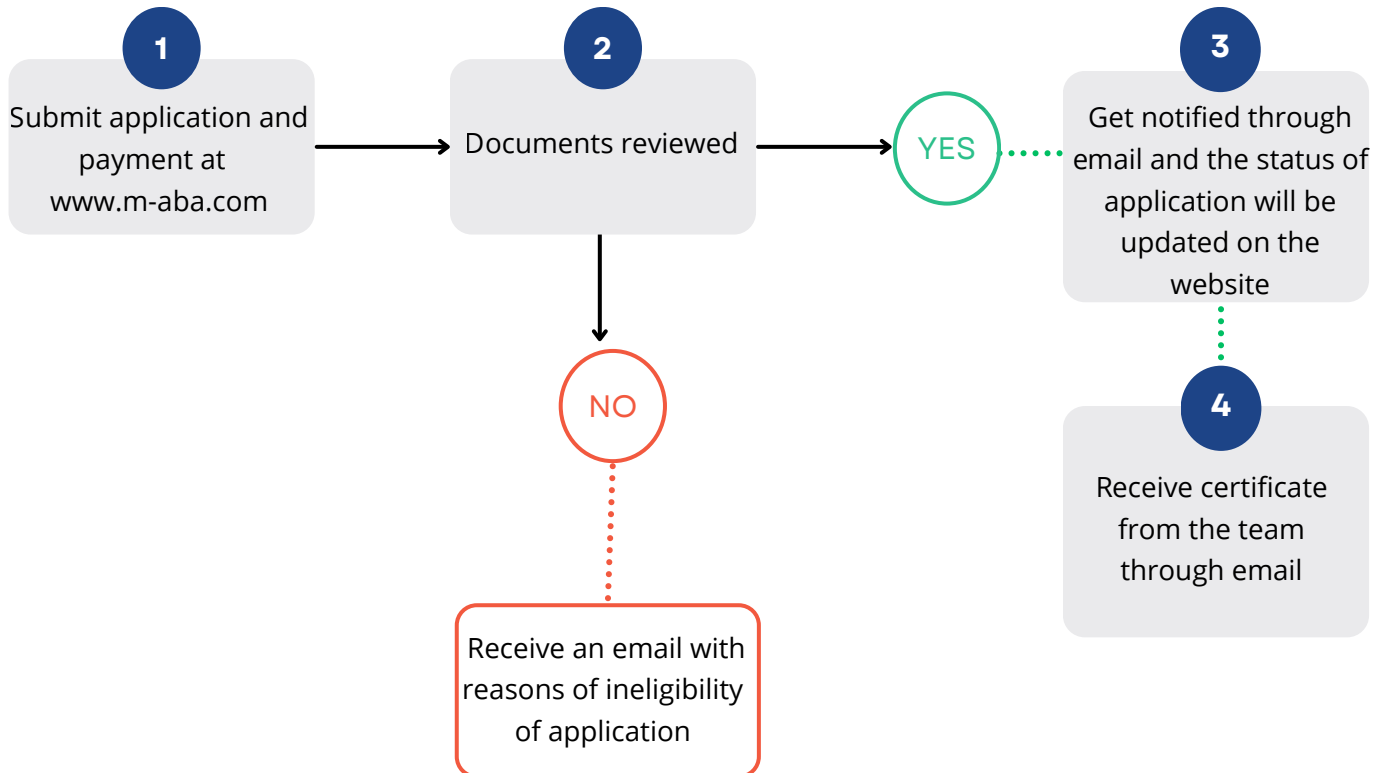
Dispute regarding Verification

- All supervisors and supervisees are encouraged to develop and refer to a clear Supervision Contract at the start of the supervisory relationship.
- In the event of a dispute related to supervision, attempt to resolve the issue directly with your supervisor/supervisee, referring to the agreed-upon Supervision Contract.
- If the issue remains unresolved after internal resolution attempts, a formal complaint may be submitted in writing to MABA™ Ethics Committee for further review.

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Application Process

Apply for Membership





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