



The Busy BCBA

Mentorship Program

PROGRAM OVERVIEW

Mentorship is a mutual agreement between the two parties. The Busy BCBA requires several steps prior to agreeing to a mentorship relationship. In keeping with the Behavior Analyst Certification Board's [Professional and Ethical Compliance Code](#)

[for Behavior Analysts](#). The Busy BCBA will only provide mentorship in areas of competence. To ensure this, an initial consultation session is scheduled free of charge to the interested party. During this session, The Busy BCBA will conduct a needs assessment to determine the appropriate fit and confirm that the model is appropriate for both parties. Once agreed upon, a contract will be signed.



MENTORSHIP PLAN

Mentorship is designed to be led by the Mentee. As such, the official Mentorship Plan contents will be led by the Mentee. The Busy

BCBA will provide a comprehensive plan that will be formally reviewed and revised at least quarterly.

CONFIDENTIALITY

All information discussed in sessions is confidential unless both parties have given consent to disclose information.

DURATION

The average length of a mentorship relationship is 6-9 months with some continuing far longer than that. Due to the nature of our work, the mentorship relationship will

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be formally evaluated quarterly at a minimum or upon goal mastery. At this time, Mentorship Contracts are drafted for 12-week durations.

TRADITIONAL STRUCTURE

The Busy BCBA asks that all mentees commit to meet no less frequently than every other week for an hour minimum. During these meetings, progress on goals will be evaluated, problem-solving barriers or issues that arose over the past two weeks, future strategies to increase success or discuss upcoming events in the mentee's life.

Once weekly, the Mentee will receive a check-in email which should be replied to within 48 hours. Additional communications outside of regular meetings and weekly email check-in may come at an additional fee.

Sample Traditional Outline of Services

1. **Initial Consultation** - 30 minutes to determine fit and initial interview
2. Contract Review and Signature
3. **Orientation Session** - 60-90 minutes to develop goals and objectives of the Mentorship Plan
4. **Program Development** - The Busy BCBA will develop official Mentorship Plan and send to Mentee for review and approval
5. **Sessions Begin**

Week 1 - Mentorship Meeting #1

Week 1 - Weekly Check-in Email

Week 2 - Weekly Check-in Email

Week 3 - Mentorship Meeting #2

Week 3 - Weekly Check-in Email

Week 4 - Weekly Check-in Email

Week 5 - Mentorship Meeting
#3

Week 5 - Weekly Check-in Email

Week 6 - Weekly Check-in Email

Week 7 - Mentorship Meeting #4

Week 7 - Weekly Check-in Email

Week 8 - Weekly Check-in Email

Week 9 - Mentorship Meeting #5

Week 9 - Weekly Check-in Email

FEE STRUCTURE

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|------------|---|--|
| Package #1 | 12 Week Mentorship Program | \$350 (Paid in full prior to the start of 12-week session) |
| | Traditional Mentorship Meeting Structure (bi-monthly with weekly check-in emails) Regularly scheduled meetings Comprehensive Mentorship Plan (4-6 Goals) | |
| Package #2 | Monthly Mentorship Program | \$175 (Paid in full prior to month) |
| | Non-Traditional Mentorship Meeting Structure (1x monthly with weekly check-in emails) One Scheduled Meeting per month Focused Mentorship Plan (1-2 goals) | |
| Package #3 | Pay As We Meet | \$75 (Paid within 24 hours of a requested meeting) |
| | Non-Traditional Mentorship Meeting Structure (On-Demand meetings - requested no later than 1 week in advance) No Check-ins No Formal Mentorship Plan | |

Fee Structure in effect Nov 2019