



RBT/BT Étiquette Notes

RBT and BT's should adhere to professional etiquette in the following areas:

When Writing Emails or Sending Texts:

When RBT/BT's send emails or text messages to anyone regarding their client, it is important to use the client's initials instead of their full name.

EXAMPLE: "Good morning, I have a session with C.J. today at 2pm."

NON-EXAMPLE: "Good morning, I have a session with Calvin Johnson today at 2pm."

Relationships With Parents:

Although it may seem easy to build a good relationship with parents, it is imperative to not have dual relationships. Your relationship should always remain professional NEVER casual.

DO NOT provide personal information to the parents of your client or interact with parents outside of working with your client.

Patience With Your Client:

As a RBT/BT, your clients will be unique. Be it age, gender, communication capability, or classification of Autism. It is important to have patience with each client, because not all clients are the same and react to different situations with a variety of behaviors.

You must be patient with clients who have tantrums, who are non-compliant with instruction or hyperactive. The calmer you are in these situations will allow you to de-escalate any undesirable behavior.

Respect Towards Your client:

At all times, a RBT/BT must give respect to the client while working and outside of work. For example, you should never discuss a client's behavior or any details of your session with anyone other than your BCBA.



Session Notes:

When writing session notes, the RBT/BT must be clear & concise. DO NOT generalize information, give a detailed description of clients behavior and the behavior of others if it directly relates to the client.

EXAMPLE: "Client engaged in parallel play with their peers using the toy trains."

NON EXAMPLE: "Client and friends played with the toy train."