

BURN THERAPIST CERTIFIED (BT-C) INCONCLUSIVE HELPFUL HINTS

Receiving an “Inconclusive” Decision on Your BT-C Application Frequently Asked Questions (FAQ)

- 1. Does “Inconclusive” Mean That my Application is Not Qualified?**
 - a. No, an inconclusive decision does not mean your application is not qualified for BT-C status. It means that the reviewers need further information before they can make a final determination. You received an “Inconclusive” decision if at least 50% of the reviewers are requesting revisions to your application. You may be asked to revise only one of the Evidence Forms or multiple forms in your resubmission providing clarification or additions to your original submission.

- 2. What do I Need to do to Resubmit my BT-C Application?**
 - a. You will be provided with an email indicating which Evidence Form(s) need to be resubmitted. In the same email, you will receive an excel document that includes feedback from the reviewers that should guide you as to what information needs clarification or additions. Make the changes to the requested Evidence Forms and resubmit online.

- 3. How do I Make Sense of the Reviewer’s Comments to Know What Information to Include in The Resubmission?**
 - a. The excel file that you will receive with the email from ABA will have a tab at the beginning of it labeled “Overall Comments.” Read those comments first to understand the general impression of the reviewers. Each excel file tab will represent the Evidence Form(s) that need to be resubmitted. Within each tab, you will see all of the reviewers’ feedback comments for each of the Specialty Practice Objectives. Please note, you will be provided with ALL of the reviewers’ comments for all of the SPOs. Not all reviewers will be requesting revisions to your application. Likewise, not all SPOs will require revision. The comments will indicate what was missing or what needs further clarification from the original response provided. Using the links provided, you will need to re-enter your responses for the SPOs on each Evidence Form that is requested. It is helpful if you saved an electronic copy of your original application from which you may cut and paste the responses adding additional information as requested. If you did not, please contact the ABA central office.

- 4. How Long do I Have to Resubmit My Application?**
 - a. You have **4 weeks** to resubmit your application. If you can resubmit before that time, it may expedite the re-review.

- 5. What Happens After I Resubmit My Application?**
 - a. The reviewers will re-review the revised Evidence Forms and make a final determination. You will have two opportunities (after initial submission) to resubmit your application with clarification or additional information if given the decision of ‘Inconclusive’. If you do not successfully achieve a “Qualified” status after the second resubmission, certification will be denied, and you will need to begin the process again after a minimum of 6 months. If the decision is “Not qualified,” you will not receive certification.

BURN THERAPIST CERTIFIED (BT-C) INCONCLUSIVE HELPFUL HINTS

6. What do I do If I Receive a Second “Inconclusive” Decision After I Have Resubmitted My Application with Revisions?

- a. It is possible to receive a second “Inconclusive” decision. This indicates that you have not appropriately responded to the reviewers’ comments after the first “Inconclusive” decision. You will again be provided with an excel file with the reviewers’ comments. Please read them very carefully and provide more detailed responses. You will only be allowed a total of two resubmissions after your original submission.

If you have any further questions, please contact certification@ameriburn.org.