Helpful Hints for Applying for the Burn Therapist Certified (BT-C) Applicant Portfolio

Create a Word Document First

It is recommended that you download the forms and prepare drafts of the information you want to include. You can do so by preparing your responses in a saved document such as a Word Document. This will enable you to 'copy/paste' the information into the online submission form while saving a draft of your portfolio application.

- Gives you the opportunity to review the information for content and grammar before submitting which will result in a more well thought out application.
- You have a saved copy of your application in case of a distribution in your internet connection.
- You will be able to easily revise and resubmit your Portfolio Application, if it is returned to you due to including HIPAA protected information or applicant identifiers. There is no option currently for modifying an application once it has been submitted and you will need to re-enter the information into the electronic form.
- If you receive an "Inconclusive" decision, it will ease the process of modifying your applicant information for submission.

_____

Choose Appropriate Case Presentations

It is expected that you will be choosing a real patient case that you have experienced. No HIPPA protected information should be included at any time. When choosing the EF's to address your expertise, be sure that you have played a significant role in the patient's care. Make your contributions and involvement in the patient's care clear for the reviewers.

ameriburn.org/quality-care/certification

Helpful Hints for Applying for the Burn Therapist
Certified (BT-C) Applicant Portfolio

_____

Proofread Your Application

Check for accuracy of word choices and spelling. Avoid the use of acronyms,
abbreviations, and jargon as some may not be universal. If you do use
acronyms, make sure that you define the meaning of the acronym for the
reviewers. Read through and review all information a final time before
submitting your application.

_____

Use Appendices Appropriately

You can attach up to two optional documents to each EF. Attachments are not
required and should only be used if the information supports or help clarify
your response to a SPO. They should not be included in lieu of a response. The
reviewer should be able to find your direct response to address the SPO in the
application itself and not need to sort through the attachments to do so.
Ensure that you have removed any information on the documents that might
identify you or your place of employment or the application will be returned
to you to correct. **Do not include and patient identifiers or HIPAA
protected information in the attachments.**

_____

Blinding Your Application Materials

Every effort will be made to blind your identity to the reviewers. The
registration form is processed by the ABA Central Office but does not get
passed on to the reviewers.

ameriburn.org/quality-care/certification

Helpful Hints for Applying for the Burn Therapist Certified (BT-C) Applicant Portfolio

When preparing your application, be sure to not include any information that may reveal your identity to the reviewers such as your name, facility where you work, or your state. When you submit your Portfolio Application, the ABA Central Office will also screen the information submitted for any identifying details. If such information is found, they will notify the applicant that the information must be removed, and the Portfolio resubmitted without the identifiers.

If a reviewer recognizes the applicant and believes there is a conflict of interest or that he/she cannot provide a non-bias and objective review, then he/she must recuse themselves from reviewing that Portfolio Application. Example reasons for recusal are:

- Supervisor or colleague of applicant working within your institution or organization
- Professor or academic relationship with applicant
- Belief reviewer cannot provide an unbiased review