



***Application Checklist*** to be completed and included in application to sit the exam for Certification in Clinical Anaplastology

**APPLICATION CHECKLIST:**

All the below items must be included in the application to sit for the exam for Certification in Clinical Anaplastology.

Include this checklist as part of the application.

Please label each item in the application with the number the item is given in this checklist.

**Every box must be checked to have a complete application**

**Name of Applicant:** \_\_\_\_\_

Label each item that is submitted with the corresponding number to the left of the check box.

- 1 ☐ Application Checklist
- 2 ☐ Completed Application: Sections I through IV
- 3 ☐ Completed Section V Pathway of Application  
Choose one of the five pathways in Section V
- 4 ☐ Enclosed payment for the non-refundable application fee (\$300 USD).  
Payment can be by check, money order or credit card  
☐ Credit card payment has been made through the BCCA website
- 5 

2 Physician Letters of Recommendation sealed in an envelope with referee signature across flap must be received. Candidates are required to submit completed Letter of Reference Forms from at least 2 physician colleagues. These letters are separate from the Supervised Clinical Experience forms.
- 5A ☐ Physician Letter of Recommendation (1 of 2). Envelope has been sent to the BCCA.
- 5B ☐ Physician Letter of Recommendation (2 of 2). Envelope has been sent to the BCCA.
- 6 

Supervised Clinical Experience Forms, sealed in an envelope with referee signature across flap, must be sent to the BCCA. The BCCA must receive a form from each supervisor listed on the application.
- 6A ☐ Supervisor 6A envelope has been sent to the BCCA.
- 6B ☐ Supervisor 6B envelope has been sent to the BCCA.
- 6C ☐ I have more than 2 supervisors and an envelope for each has been sent to the BCCA.

- 7 ☐ Official Transcript from an accredited college or institution
- 7A ☐ Transcript from (write name of college or institution) \_\_\_\_\_
- 7B ☐ Transcript from (write name of college or institution) \_\_\_\_\_
- 7C ☐ I received by education outside of the USA and have requested that [www.wes.org](http://www.wes.org) verify my education and communicate the information to the BCCA
- 8 ☐ PDF copy of completed Portfolio Template containing Portfolio Cases. Applicants must use the portfolio template found on the [www.bcca-cca.com](http://www.bcca-cca.com) website (See portfolio case documentation requirements in Candidate's Handbook for more information on the requirements for the photographs submitted.). The Portfolio Template includes a slide in which the signed *Patient Authorization for Photo and Information Release* form is included for each patient case.

### **SUPPORTING DOCUMENTATION FOR 3 DETAILED CASES (CASES A-C)**

**The documents listed below are required to support the patient cases A to C that are included in the Portfolio Template.**

**Label the items submitted with the proper Case Letter to identify the patient case. Check each box below to indicate that the items are included in the application and name each document with the proper label.**

#### **Case A**

- A-1 ☐ Copy of care & cleaning instructions provided to patient
- A-2 ☐ Copy of Detailed Written Order or prescription from physician (not required Pathway 2)
- A-3 ☐ Typed case studies including pertinent information to patient care (DX, physical findings, treatment plan, patient outcomes, etc.)

#### **Case B**

- B-1 ☐ Copy of care & cleaning instructions provided to patient
- B-2 ☐ Copy of Detailed Written Order or prescription from physician (not required Pathway 2)
- B-3 ☐ Typed case studies including pertinent information to patient care (DX, physical findings, treatment plan, patient outcomes, etc.)

#### **Case C**

- C-1 ☐ Copy of care & cleaning instructions provided to patient
- C-2 ☐ Copy of Detailed Written Order or prescription from physician (not required Pathway 2)
- C-3 ☐ Typed case studies including pertinent information to patient care (DX, physical findings, treatment plan, patient outcomes, etc.)

All Pathways, except Pathway 2, must complete the 3 courses listed below.  
Only Pathway 2 is exempt from these three courses.

- 9A ☐ Course A: CPR/Advanced Life Support  
(Official transcript included in application or has been sent to the BCCA)
- 9B ☐ Course B: Privacy and Ethical Practices (i.e. HIPAA or Equivalent Training)  
(Official transcript included in application or has been sent to the BCCA)
- 9C ☐ Course C: Infection Control Practices (covering HIV, Hepatitis, MRSA and Tuberculosis infection control)  
(Official transcript included in application or has been sent to the BCCA)

#### Section V of Application - Choose Appropriate Pathway From 5 Different Pathways

All candidates must choose and complete one pathway application from the 5 Pathways listed below. Choose only one pathway and mark the boxes next to the courses of the pathway you are applying under. Leave other Pathways unchecked. Official transcripts are required for the courses that are required for each pathway. The transcripts can be included in the application or can be sent directly to the BCCA from the institution.

#### **PATHWAY 1**

##### **Anaplastology Educational Program with clinical component (from approved list)**

**For Pathway 1 Applicants Only** - Indicate the documents being submitted. Label each document.

- 10 ☐ Application For Pathway 1 (Section V - found on [www.bcca-ca.com](http://www.bcca-ca.com))
- 10A ☐ Course D: Human Anatomy OR Human Anatomy & Physiology - official transcript required

#### **PATHWAY 2**

##### **Advanced Medical Degree**

**For Pathway 2 Applicants Only**- Indicate the documents being submitted. Label each document.

- 11 ☐ Pathway 2 Application (Section V - found on [www.bcca-ca.com](http://www.bcca-ca.com))

##### **Pathway 2 must complete THREE of the courses H through L**

- 11A ☐ Course H: Painting OR Color Theory - official transcript required
- 11B ☐ Course I: Figure OR Portrait Drawing - official transcript required
- 11C ☐ Course J: Figurative Sculpture OR Portrait Bust Sculpture - official transcript required
- 11D ☐ Course K: Materials and Methods in Sculpture (i.e., Mold Making and Casting) - official transcript required
- 11E ☐ Course L: 3D Digital Modeling and Fabrication - official transcript required

#### **PATHWAY 3**

##### **Clinical Credential in a Field Related to Anaplastology**

**For Pathway 3 Applicants Only**- Indicate the documents being submitted. Label each document.

- 12 ☐ Pathway 3 Application (Section V - found on [www.bcca-ca.com](http://www.bcca-ca.com))

##### **Pathway 3 applicants must complete Course D**

- 12A ☐ Course D: Human Anatomy OR Human Anatomy & Physiology - official transcript required

##### **Pathway 3 must complete TWO of courses E through G**

- 12B ☐ Course E: Human Pathology OR Human Pathophysiology - official transcript required
- 12C ☐ Course F: Chemistry with lab OR Materials Science - official transcript required
- 12D ☐ Course G: Medical Terminology - official transcript required

##### **Pathway 3 must complete THREE of courses H through L**

- 12E ☐ Course H: Painting OR Color Theory - official transcript required
- 12F ☐ Course I: Figure OR Portrait Drawing - official transcript required
- 12G ☐ Course J: Figurative Sculpture OR Portrait Bust Sculpture - official transcript required
- 12H ☐ Course K: Materials and Methods in Sculpture (i.e., Mold Making and Casting) - official transcript required
- 12I ☐ Course L: 3D Digital Modeling and Fabrication - official transcript required

**PATHWAY 4****Bachelor Degree**

**For Pathway 4 Applicants Only** - Indicate the documents being submitted. Label each document.

- 13 ☐ Application For Pathway 4 (Section V - found on [www.bcca-ca.com](http://www.bcca-ca.com))

**Pathway 4 applicants must complete ALL FOUR courses Course D through G**

- 13A ☐ Course D: Human Anatomy OR Human Anatomy & Physiology (eq. to two semesters.)  
official transcript required
- 13B ☐ Course E: Human Pathology OR Human Pathophysiology - official transcript required
- 13C ☐ Course F: Chemistry with lab OR Materials Science - official transcript required
- 13D ☐ Course G: Medical Terminology - official transcript required

**Pathway 4 applicants must complete FOUR courses of Courses H through L**

- 13E ☐ Course H: Painting OR Color Theory - official transcript required
- 13F ☐ Course I: Figure OR Portrait Drawing - official transcript required
- 13G ☐ Course J: Figurative Sculpture OR Portrait Bust Sculpture - official transcript required
- 13H ☐ Course K: Materials and Methods in Sculpture (i.e., Mold Making and Casting) - official transcript required
- 13I ☐ Course L: 3D Digital Modeling and Fabrication - official transcript required

**PATHWAY 5****Long-Term Practitioners**

**For Pathway 5 Applicants Only**- Indicate the documents being submitted. Label each document.

- 14 ☐ Application For Pathway 5 (Section V - found on [www.bcca-ca.com](http://www.bcca-ca.com))

**Pathway 5 applicants must complete Course D**

- 14A ☐ Course D: Human Anatomy OR Human Anatomy & Physiology (equal to two semesters.)  
official transcript required

Thank you for completing the Application Checklist.

Please make sure each item is labelled according to the number in the column to the left of the check box.

Please include this checklist as part of your submission

If you have any questions, please contact the BCCA by telephone at 561-414-0675 or by email at [rachel@bcca-cca.com](mailto:rachel@bcca-cca.com)