



Table of Contents

ELIGIBILITY	3
Nondiscrimination	3
Eligibility Requirements	3
Eligibility Criteria	3
Eligibility Pathway 1-2016 Anaplastology Educational Programs	3
Anaplastology Educational Program Requirement – Pathway 1 Only	4
Eligibility Pathway 2-2016 Advanced Medical Degree	4
Eligibility Pathway 3-2016 Clinical Credential in a Field Related to Anaplastology	5
Eligibility Pathway 4-2016 Bachelor Degree	5
Eligibility Pathway 5-2016 Long-Term Practitioners	5
Degree Requirement	6
Transcript Requirement	6
Verification Requirement Pathway 3-2016 Only	6
Professional Curriculum Vitae Pathway 5-2016 Only	6
Coursework Requirement	7
Clinical Case Portfolio Requirement & Rubric	8
Portfolio Submission Guidelines & Photograph Requirements	9
Detailed Case Documentation	10
Concise Case Documentation	10
Supervised Clinical Experience Verification Requirement	10
Letters of Recommendation Requirement	111
CCA Credential	111
CLINICAL SUPERVISION	12
Anaplastology Experience under Direct Clinical Supervision	12
Direct Clinical Supervision	12
Applicants Responsibilities during Direct Clinical Supervision	12
SUPERVISORS	133
Supervising Practitioners	133
Supervised Clinical Experience Verification Requirement	133

ELIGIBILITY

Nondiscrimination

BCCA does not discriminate against any candidate for certification on the basis of race, color, creed, age, gender, national origin, religion, disability, marital status, parental status, ancestry, sexual orientation, military discharge status or source of income, or any other status protected by law. All candidates for certification will be judged solely on the criteria determined by the BCCA Board of Directors.

Eligibility Requirements

The BCCA has developed requirements for eligibility to ensure that the application process is fair and impartial for all applicants. Each eligibility requirement has been established to ensure that individuals certified by the BCCA have attained an acceptable level of knowledge and proficiency needed to provide safe and effective clinical anaplastology services. In establishing these requirements, the Board acknowledges that a combination of education, clinical experience and demonstrated knowledge are essential for individuals earning the CCA credential.

Candidates cannot earn certification without passing the certification examination. Eligibility requirements will be published in the Candidate Handbook and will be readily available to applicants on the BCCA website.

Eligibility Criteria

Five (5) eligibility pathways have been established by the BCCA in recognition of the diversity in education and experience of qualified applicants. Applicants are instructed to review each pathway to determine which is most suitable. All requirements detailed in the selected pathway must be fulfilled before an applicant may apply to sit for the CCA examination.

Applicants will not be awarded, and may not use, the CCA credential until all program requirements are fulfilled and approved by the BCCA Credentials Committee.

Eligibility Pathway 1-2016 | Anaplastology Educational Programs

To be eligible to sit for the CCA examination, applicants must have:

- Earned a bachelor's degree or higher, or a foreign equivalent, in any major from an accredited college or university;
- Earned a degree and/or a certificate from an educational program that directly focuses on anaplastology skills and clinical practice;
- Completed Human Anatomy OR Human Anatomy & Physiology in the Science category;
- Completed all three (3) course requirements in the Clinical Practice category;
- A portfolio of 18 clinical anaplastology cases in accordance with the BCCA guidelines; and
- Documentation of 36 months of clinical anaplastology experience under direct supervision in accordance with the BCCA guidelines.

Anaplastology Educational Program Requirement | Pathway 1 Only

To be eligible for Pathway 1, applicants must have earned a degree and/or a certificate from an educational program that directly focuses on anaplastology skills and clinical practice.

Anaplastology educational programs currently available in the United States and United Kingdom:

- [King's College Dental Institute, Maxillofacial & Craniofacial Technology](#) (MSc degree), London, England.
- [King's College, Maxillofacial Prosthetic Rehabilitation](#) (online MSc degree), London, England.
- [Manchester Metropolitan University and King's College London, Reconstructive Science](#) (MSc degree), Manchester, England.
- [University of Illinois at Chicago, Department of Biomedical and Health Information Sciences, Biomedical Visualization](#) (MS degree/Anaplastology concentration), Chicago, Illinois. (program no longer active)
- [James J. Peters Veterans Affairs Medical Center, Maxillofacial Prosthetic Technician Training](#) (24 Month Certificate of Completion), Bronx, New York. (program no longer active)
- [Johns Hopkins University School of Medicine, Department of Art as Applied to Medicine, Clinical Anaplastology Training](#) (minimum Twelve-Month Certificate of Attendance), Baltimore, Maryland.
- [Maine Department of Labor, Bureau of Employment Services, Maine Apprenticeship Program](#) (Six Year Certificate of Completion), Augusta, Maine.
- [Naval Postgraduate Dental School, Dental Laboratory Maxillofacial "C" School](#) (Certificate of Completion), Bethesda, Maryland. [not open to civilians]

Eligibility Pathway 2-2016 | Advanced Medical Degree

Applicants with an advanced medical degree warrant special consideration given the medical science coursework and supervised clinical experience required by their professions.

To be eligible to sit for the CCA examination, applicants must have:

- Earned a doctoral degree in a field of clinical healthcare (including, but not limited to, DMD, DDS, MD, DO) from a United States accredited college or university, or its foreign equivalent;
- A portfolio of 18 clinical anaplastology cases in accordance with the BCCA guidelines;
- Completed a minimum of three (3) course requirements in the Studio Art category; *and*
- Trained with a Certified Clinical Anaplastologist (CCA) for a minimum of four (4) weeks / 160 hours.

Eligibility Pathway 3-2016 | Clinical Credential in a Field Related to Anaplastology

To be eligible to sit for the CCA examination, applicants must have:

- Earned a bachelor's degree or higher, or its foreign equivalent, in any major from an accredited college or university;
- Earned a clinical credential in a field closely related to anaplastology and be in good standing (i.e. Board Certified Ocularist, Certified Medical Illustrator, Certified Prosthetist, Full IMPT membership, Anerkannten Epithetiker);
- Completed a minimum of three (3) course requirements in the Science category (must include Human Anatomy OR Human Anatomy & Physiology);
- Completed a minimum of three (3) course requirements in the Studio Art category;
- Completed all three (3) course requirements in the Clinical Practice category;
- A portfolio of 18 clinical anaplastology cases in accordance with the BCCA guidelines; and
- Documentation of 24 months of clinical anaplastology experience under direct supervision in accordance with the BCCA guidelines.

Eligibility Pathway 4-2016 | Bachelor's Degree

To be eligible to sit for the CCA examination, applicants must have:

- Earned a bachelor's degree or higher, or its foreign equivalent, in any major from an accredited college or university;
- Completed all four (4) course requirements in the Science category;
- Completed four (4) course requirements in the Studio Art category;
- Completed all three (3) course requirements in the Clinical Practice category;
- A portfolio of 18 clinical anaplastology cases in accordance with the BCCA guidelines; and
- Documentation of 36 months of clinical anaplastology experience under direct supervision in accordance with the BCCA guidelines.

Eligibility Pathway 5-2016 | Long-Term Practitioners

To be eligible to sit for the CCA examination, applicants must have:

- Earned a bachelor's degree or higher, or its foreign equivalent, in any major from an accredited college or university;
- Completed Human Anatomy OR Human Anatomy & Physiology in the Science category;
- Completed all three (3) course requirements in the Clinical Practice category;
- A portfolio of 18 clinical anaplastology cases in accordance with the BCCA guidelines; and
- A professional curriculum vitae that demonstrates a minimum of 10 years' experience in clinical anaplastology within thirteen (13) years of application submission; and
- Documentation of 120 qualifying continuing education units (CEUs) which demonstrate professional development and contributions to the field of clinical anaplastology. CEUs must be achieved within the past thirteen (13) years of the application submission.

Degree Requirement

All applicants must earn degrees or certificates from an accredited institution. "Accredited" means an institution that was accredited, at the time the degree was awarded, by a regional accreditation body in the United States which is recognized either by the Council for Higher Education Accreditation and/or the United States Department of Education.

Degrees from institutions outside the United States must be from that country's equivalent of a regionally accredited U.S. institution. Applicants who have completed coursework and earned degrees from a non-US institution must have their education evaluated by a professional education evaluation service that equates foreign education to programs in the United States.

Transcript Requirement

Official school transcripts for required coursework and the conferring of a degree are required.

Official transcripts from an accredited college or institution must be submitted with the applicant's application or be sent electronically from the institution to the BCCA. Transcripts must be submitted in the official school envelope, with the seal unaltered. Examination eligibility will not be conferred without receipt of official transcripts.

Official documentation for Clinical Practice coursework, which has been fulfilled by distance learning, must be submitted with the applicant's application. Examination eligibility will not be conferred without receipt of evidence conferring completion of the coursework requirement (i.e. certificate of completion).

Applicants must have fully completed and earned a passing grade or better, or an indication of "pass" or "complete" for credit only courses, for required coursework.

Verification Requirement | Pathway 3-2016 Only

Applicants must provide confirmation of certification status to the BCCA from the certifying/credentialing body. Verification of certification status will include the individual's name, current certification status, state/province certified, expiration date and credential.

Professional Curriculum Vitae | Pathway 5-2016 Only

Used often in the academia and science fields, a Curriculum Vitae (CV) is a summary of a candidate's educational and academic background. All candidates for pathway 5 must submit a detailed, updated curriculum vitae. Typical sections of a CV include:

- Applicant Information
- Education
- Experience
- Research Interests
- Publications/Abstracts
- Presentations Languages
- Professional Associations/Affiliations
- Certifications
- Languages (include level/proficiency)
- Courses Taken
- Technical/Computer Skills
- Laboratory Skills
- Awards, Fellowships, Honors, Grants
- Community/University Service
- Additional Information
- References

A Curriculum Vitae will not be accepted in lieu of completing the CCA Application.

Coursework Requirement

To be eligible to sit for the CCA examination, applicants fulfill both the academic and educational requirements as detailed in the eligibility pathways (i.e. Pathway 1, Anaplastology Educational Programs). Applicants must fulfill the course requirements outlined in the eligibility pathway from the following categories:

SCIENCE	STUDIO ART	CLINICAL PRACTICE
<ol style="list-style-type: none">1. Human Anatomy OR Human Anatomy & Physiology (eq. to two semesters)2. Human Pathology OR Human Pathophysiology3. Chemistry with lab OR Materials Science4. Medical Terminology	<ol style="list-style-type: none">1. Painting OR Color Theory2. Figure OR Portrait Drawing3. Figurative Sculpture OR Portrait Bust Sculpture4. Materials and Methods in Sculpture (i.e. Mold Making and Casting)5. 3D Digital Modeling and Fabrication	<ol style="list-style-type: none">1. Privacy and Ethical Practices (i.e. HIPAA or equivalent Patient Practices training program)2. CPR Certification3. Infection Control and Bloodborne Pathogens

The BCCA will accept traditional classroom and/or distance learning course formats in the Science, Studio Art, and Clinical Practice categories.

Science: Eligibility pathways for certification require course requirements be taken from an accredited college or institution. Undergraduate and graduate level courses will be accepted.

Studio Art: Eligibility pathways for certification require course requirements be taken from an accredited college or institution. Undergraduate and graduate level courses will be accepted. Courses taken in the Studio Art category may also be fulfilled at professional institutions which are accredited by different organizations (i.e. Accrediting Commission of Career Schools and Colleges, Accrediting Council for Independent Colleges and Schools, Higher Learning Commission, National Association of Schools of Art and Design). Non-credit courses will not be accepted by the BCCA.

Clinical Practice: Course requirements in the Clinical Practice category must be within the past two years and fulfill one of the following criteria:

- The course is provided by an accredited hospital (i.e. Joint Commission, Joint Commission International, Accreditation Canada)
- The course is provided by a provider approved by a state or government organization/agency (i.e. New York State Department of Health, U.S. Department of Labor, Training.Gov.AU)
- The course is provided by the American Heart Association (AHA), the American Red Cross or international equivalent.
- Vendor/Provider on-line training course such as, Intellicentrics https://sec3ure-training.intellicentrics.com/H CIR_Help_pgs/08-UnivrstyTrng/UnivrstyTrng_08CourseObjctvs.htm

Clinical Case Portfolio Requirement

All applicants are required to document 18 different clinical cases to demonstrate the applicant’s competency in both the clinical and technical aspects of clinical anaplastology. Cases completed as a student or trainee may be included. All cases must represent prostheses that were conceived, designed, and fabricated by the applicant. Supervisors and/or consultants may have contributed during prosthetic treatment selection, planning, and delivery. Remakes using existing molds or through duplication of previous prostheses may not to be used for the Portfolio.

Applicants must ensure their cases demonstrate that each prosthesis is:

- designed and fabricated to improve or restore function and aesthetics; and
- designed, fabricated, and delivered safely and effectively to the patient.

An authorization for information and photography release MUST be submitted for each patient and included as part of the Portfolio of Clinical Cases. The BCCA Patient Information Release Form is to be used for this purpose. Clinician generated authorizations signed by patients will be accepted but must clearly be labeled at the top of the release with the case letter designation (i.e. Case D). Failure to obtain patient releases will result in an immediate rejection of the applicant’s application.

As defined by the BCCA Scope of Practice, anaplastologists provide custom made Class 1 and 2 medical devices that are non-weight bearing and can be categorized in one of 3 regions: Facial, Somatic, and Ocular. Subdermally implantable, intraoral, fingernails, wigs, and weight bearing prostheses will not be considered for CCA eligibility.

Types of Prostheses	REGION 1 Facial	REGION 2 Somatic (i.e. neck, torso, and extremities)	REGION 3 Ocular (i.e. eye)
	Orbital/Upper facial*	Finger/thumb	Custom indwelling ocular
Nasal/Midfacial	Partial hand/hand	Scleral cover shell	
Auricular	Aesthetic sleeve		
Hemi-Facial (nose, orbit and cheek)*	Toe/partial foot (non-weight bearing)		
Other facial	Custom Breast/nipple		
Osseointegrated implant retained facial	Other somatic		
	Osseointegrated implant retained somatic		

**Ocular may or may not be fabricated by applicant. However, the applicant is responsible for the quality of the ocular component in any facial prosthesis whether the ocular is fabricated by the applicant or not. Quality is defined by the BCCA Clinical Case Portfolio Rubric.*

BCCA Clinical Case Portfolio Rubric

Each case will be given five scores in the following categories:

- Production Quality,
- Anatomy,
- Color,
- Fit, and
- Overall

The score range is: 4= Camouflage, 3= Convincing, 2= Disconnected, 1= Unacceptable

VERY IMPORTANT: Please only include your best work. Judges cannot assume whether poor results are due to the challenge level of the case.

Portfolio Submission Guidelines

Applicants must submit the clinical case portfolio in accordance with the published BCCA guidelines and utilize the BCCA approved Portfolio template. [LINK here](#). All documents submitted for review must be unaltered other than photo cropping. Applicants are advised to review all requirements prior to beginning supervised clinical experience to ensure appropriate documentation can be obtained during treatment.

All eighteen Portfolio Cases (Detailed and Concise) must be presented digitally in the form of a single Microsoft PowerPoint file or PDF. If you use a different software program, please inquire with the Executive Director in advance for reviewer compatibility. (Note: Apple Keynote presentations must be saved as a PowerPoint file.) The PowerPoint file should be named using the initials of the applicant followed by "Portfolio Cases," and submitted via USB, CD-R, or DropBox.

TOTAL CASES	18 different clinical cases.		
FORMAT	All 18 cases must be in one (1) Microsoft PowerPoint file.		
PROTECTED HEALTH INFORMATION	Patient Information Release Form for each patient.		
DETAILED CASES	Three (3) cases. Cases A-C must be documented in detail.	Cases can all be from the same region, however, they must represent 3 different types of prostheses (i.e. Auricular, Nasal, and Orbital).	At least two (2) cases must represent a Facial (Region 1) prosthesis.
CONCISE CASES	15 cases. Cases D-R must be documented solely through photographic means.	Cases must represent different patient cases, with no more than eight (8) of the same type of prostheses (i.e. 8 nasal, 5 auricular, 2 ocular). At least seven (7) cases must be from Region 1 (Facial).	

Photograph Requirements

Applicants should ensure that color images are scanned and/or saved at 100 PPI or higher. Photographs must not be altered other than cropping. Models and prostheses should be photographed on a solid background. Please reference this [LINK](#) for a guide on basic clinical/portrait photography.

Detailed Case Documentation (3 Cases)

All required case documentation must be labeled in the upper left corner with the appropriate case identifier (A,B, or C).

- 1) Patient Authorization (BCCA Patient Information Release Authorization Form).
- 2) Photocopy of signed Detailed Written Order from referring physician (**not required for Pathway 2**).
- 3) Care and cleaning instructions provided to patient.
- 4) Narrative presentation of case study including the following information pertinent to patient care:
 - a) Diagnosis and physical findings
 - b) Concerns/limitations (i.e. radiation therapy, mobile underlying soft tissue, manual dexterity, visual acuity, climate, vocation or avocation)
 - c) Treatment plan (i.e. pre-treatment operative plan, retention strategy, sculptural design decisions, material selection)
 - d) Patient outcome (i.e. feedback from patient, family, physician and your own feedback to effectiveness of treatment plan)
 - e) Photographs demonstrating each of the following:
 - (1) Patient without prosthesis (show implant components if applicable)
 - (2) Impression/moulage (tissue side) or patient model resulting from digital imaging
 - (3) Sculptural prototype on patient
 - (4) Mold (all parts shown ready for prosthesis casting)
 - (5) Two (2) views of final prosthesis on the patient
 - (6) External (front) view of prosthesis on a solid background
 - (7) View of tissue contact or fitting surface of prosthesis on a solid background

Concise Case Documentation (15 Cases)

All required case documentation must be labeled in the upper left corner with the appropriate case identifier (D-R).

- 1) Patient Authorization (BCCA Patient Information Release Authorization Form).
- 2) Photographs demonstrating each of the following:
 - a) Patient without prosthesis (show implant components if applicable)
 - b) Two (2) views of final prosthesis on the patient
 - c) External (front) view of prosthesis on a solid background
 - d) View of tissue contact or fitting surface of prosthesis on a solid background

Supervised Clinical Experience Verification Requirement

The Supervised Clinical Experience Verification form is provided to the supervising practitioner of the CCA applicant. Applicants are responsible for completing their basic demographic information. The supervising practitioner will complete the rest of the form in its entirety, seal the form in an envelope with their signature across the flap to ensure confidentiality, and return it to the applicant for submission to the BCCA. The BCCA reserves the right to contact supervisors for verification purposes.

Letters of Recommendation Requirement

The applicant is required to provide two letters of recommendation from a referring physician or physician colleague who has collaborated with the applicant on a minimum of three cases and can attest to the applicant's ability to provide safe and effective clinical services to patients.

The letters of recommendation cannot be from a supervising practitioner.

Physicians must use the CCA Letter of Recommendation Form. The physician will seal the form in an envelope with their signature across the flap to ensure confidentiality and return it to the applicant for submission to the BCCA. The BCCA reserves the right to contact referring physicians for verification purposes.

CCA Credential

The CCA credential is conferred and program completion is achieved when the candidate has successfully fulfilled the requirements identified in the eligibility pathway, passed the CCA certification examination, complied with the BCCA Code of Ethics and Standards of Practice, and adhered to the continuing education standards as set forth by the Board of Directors.

The purposes of the CCA certification program are to:

- establish the body of knowledge for anaplastology professionals;
- assess the level of knowledge demonstrated by anaplastology professionals in a valid and reliable manner;
- encourage professional growth in the field of clinical anaplastology;
- formally recognize individuals who meet the requirements set by BCCA Board of Directors; and
- serve the public by encouraging quality clinical anaplastology services.



CLINICAL SUPERVISION

Anaplastology Experience under Direct Clinical Supervision

The scope of anaplastology experience consists of clinical time and patient contact in the following areas: patient assessment including communication with referring or ordering physicians, treatment planning, implementation, prosthetic delivery, and follow-up care including modifying and/or replacing an existing prosthesis. Only training hours within the anaplastology scope of practice are to be counted. Training outside the scope of practice, such as intraoral prostheses, cannot be counted toward the required hours. Supervised clinical experience received during academic education will be recognized by the BCCA.

Direct Clinical Supervision

Direct clinical supervision is oversight provided by a supervising practitioner to an applicant. First and foremost the goal of supervision is to provide reasonable assurance that any mistakes made by the applicant being supervised are corrected before harm is done to the patient. This supervisory relationship is evaluative, extends over time, and has the simultaneous purposes of enhancing the professional functioning of the applicant while monitoring the quality of professional services delivered. Direct clinical supervision is exercised through observation, consultation, directing the learning of the applicant, and via role modeling.

Applicants Responsibilities during Direct Clinical Supervision

Each applicant must know the limits of his/her scope of authority, and the circumstances under which he/she is permitted to act with conditional independence. Applicants must not attempt to provide clinical services or do procedures for which they are not trained. Clinical responsibilities of each applicant must be based on level of experience, patient safety, education, as well as severity and complexity of patient condition. Each applicant is also responsible for communicating significant patient care issues to the supervising practitioner. The applicant must be aware of and operate within applicable state and federal laws.

SUPERVISORS

Supervising Practitioners

Supervising practitioners are responsible for, and must be personally involved in, the care provided to individual patients. The supervising practitioner oversees the care of the patient and provides the appropriate type of supervision based on the nature of the patient's condition, complexity of the care, and the experience and judgment of the applicant being supervised. The overriding consideration must be the safe and effective care of the patient.

BCCA defines a qualified Supervising Practitioner as having a minimum of three (3) full-time years of clinical experience in anaplastology and one of the following credentials:

- 1) Certified Clinical Anaplastologist (CCA) in good standing at time of supervision.
- 2) Licensed medical doctor (i.e. DDS, DMD, MD, DO) with expertise in anaplastology
- 3) Practicing clinical anaplastologists outside the United States with credentials comparable to the CCA (i.e. MIMPT, FIMPT, Anerkannten Epithetiker, or equivalent government/state health authority)
- 4) Board Certified Ocularist (BCO) or a comparable credential outside the United States
BCO supervision is recognized for Region 3, Ocular prostheses only.
- 5) Certified Prosthetist (CP) or a comparable credential outside the United States
CP supervision is recognized for Region 2, Somatic prostheses only.

Supervised Clinical Experience Verification Requirement

The Supervised Clinical Experience Verification Form is provided to the supervising practitioner of the CCA applicant. Applicants are responsible for completing their basic demographic information; the supervising practitioner will complete the rest of the form in its entirety, seal the form in an envelope with their signature across the flap to ensure confidentiality, and return it to the applicant for submission to the BCCA.