

MAP Portfolio Submission Tips

****DO NOT press “Submit form” on the portfolio. Completed dashboards and portfolios should be emailed to Lauren.Seibel@nyulangone.org****

FOR MAP THERAPISTS:

1. You can access the MAP Portfolio by going through the following steps:
 - a. Log on to Practicewise.com
 - b. Go to NY EBTDC under My Projects
 - c. Click on “NYEBTDC MAP Therapist Portfolio” to Download the Therapist Portfolio
 - d. Save as “Last Name_MAP Therapist Portfolio_Final”
2. Be sure to complete pages 2 and 3.
 - a. Be sure to cc your supervisor on the email submitting your portfolio; there is no need to have your supervisor sign the certification on page 2.
 - b. Be sure that all boxes up to your chosen level of “Expertise Achieved” are checked in the Direct Case Learning Record (p.3)
 - c. Please sign the bottom of page 4 by typing in your name and the date. The rest of page 4 does not have to be completed.
3. Limited self-assessment (e.g. missing items) or cursory effort in form completion (e.g. all items endorsed at the same level, all items endorsed at the highest level, etc.) are “red flags” for our review. Please inspect the portfolio for such issues, and correct them before submission.

FOR MAP SUPERVISORS:

1. The MAP Supervisor Portfolio will be emailed to you.
2. Be sure to complete all pages (2, 3, and 4).
 - a. Please sign the bottom of page 4 by typing in your name and the date.
3. Limited self-assessment (e.g. missing items) or cursory effort in form completion (e.g. all items endorsed at the same level, all items endorsed at the highest level, etc.) are “red flags” for our review. Please inspect the portfolio for such issues, and correct them before submission.