

General Information: Continuing Competence Reporting Period Audits

At the end of each reporting period, licensees will be selected for audit of their continuing competence documentation. Licensees who are selected will be notified by mail and requested to submit documentation to the Board office ***within 30 days*** of receipt of the letter. Once documentation is submitted, it is reviewed and if additional information is needed, licensees will be notified by email and asked to respond. It is important for all licensees to keep their contact information updated. To update phone numbers and home, work or email addresses, use the Online Services link from the home page of the website, www.ncptboard.org, and select "Licensee Change of Address".

Once the documentation is complete, licensees will receive a letter with the completed audit status. Licensees whose documentation is insufficient or who do not respond to audit notifications will have the audit file referred to the Investigative Committee for review. Licensees should respond to any request for information from the Board in a timely manner.

Audit Notification Letters: How to Respond

Licensees whose continuing competence documentation is being audited will receive audit notification letters. Typically, the documentation request letters are mailed within the first year after a reporting period has closed.

If you receive an audit notification:

1. **You will have 30 days from the date of receipt of the letter to submit the requested documentation to the Board.**
2. Review your Online Continuing Competence Report for the Reporting Period referred to in the letter. (First log in to online Continuing Competence Reporting and select the correct period). Determine which activities you reported for license renewal.
3. Gather hard-copy documentation of the reported activities for submission to the Board office. You may send copies of the documents.
4. Organize the documents so they can be reviewed most efficiently (in order of categories on the online report). ***It is not necessary to send a copy of the online report or copy of the audit letter with the documentation.*** NOTE: Documentation of Jurisprudence Exercise(s)* and Clinical Practice hours should also be sent. (**If you did not print a copy of the Jurisprudence Exercise certificate at the time of completion, indicate the date you took the exercise and it will be verified at the Board office.*)

Don't know what to send? Go to the Board website, www.ncptboard.org:

- Continuing Competence link, "Required Documentation" (click here) to review which documents to send.

- Continuing competence link, “Forms” (click here), contains several template forms to make documentation of some continuing competence activities easier. Scroll to:

-**Physical Therapy Licensee Clinical Practice Certification Form**

- **Clinical Instructor Documentation** (2 documents required)

- **Verification of Clinical Affiliation Agreement Form or Certificate of Recognition for CI Participation** and
- **Verification of Clinical Instructor Hours**

Have questions? Contact the Deputy Director, Kathy Arney, PT:

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