

# RESIDENT CHECKLIST

ALL ITEMS LISTED ARE DUE WITHIN 2 WEEKS, BUT NOT MORE THAN 30 DAYS OF THE COMPLETION OF THAT MILESTONE.

## REGISTRATION:

- ✓ REGISTRATION FORM
- ✓ REGISTRATION FEE
- ✓ OFFICIAL COLLEGE TRANSCRIPTS
- ✓ COPY OF CERTIFICATE FROM CAAHEP ACCREDITED PROGRAM

## FIRST QUARTER:

- ✓ QUARTERLY EVALUATION FORM

## SECOND QUARTER

- ✓ QUARTERLY EVALUATION FORM
- ✓ ABSTRACT COVER SHEET (FORM)
- ✓ 200-WORD ABSTRACT INCLUDING TITLE OF DIRECTED STUDY

## THIRD QUARTER

- ✓ QUARTERLY EVALUATION FORM

## FORTH & FINAL QUARTER:

- ✓ FINAL 12 MONTH EVALUATION FORM
  - LAST PAGE OF FORM HAS QUESTIONS THAT VERIFY COMPLETION OF EACH:
    - COMMUNITY SERVICE PROJECT
    - CASE PRESENTATION
- ✓ TECHNICAL KNOWLEDGE AND SKILLS ASSESSMENT FORM
- ✓ RESIDENT'S EVALUATION OF THE RESIDENCY
- ✓ DIRECTED STUDY: COMPLETED PAPER WITH COVER SHEET & STATEMENT FORM ATTACHED
- ✓ REQUEST FOR CERTIFICATE OF COMPLETION (FORM) – **OPTIONAL**

## STATUS REPORTS:

- ✓ NOTICE OF IN/COMPLETE REQUIREMENTS IS PROVIDED TO RESIDENTS TWICE ANNUALLY, IN MAY AND NOVEMBER.

## DELINQUENCIES:

- ✓ FOR ANY REGISTRATION FORM OR QUARTERLY EVALUATION FORM THAT IS RECEIVED AFTER THE 30 DAY PERIOD, A DELAY IN THE RESIDENCY COMPLETION DATE WILL OCCUR, ALONG WITH AN ADMINISTRATIVE FEE.

## ABC EXAM ELIGIBILITY:

- ✓ ALL INFORMATION MUST BE SUBMITTED TO AND RECEIVED BY NCOPE BEFORE RESIDENT WILL BE ELIGIBLE TO TAKE THE ABC BOARD EXAM; THIS MUST OCCUR PRIOR TO THE ABC BOARD EXAM REGISTRATION DEADLINE.

- ✓ **RESIDENTS MAY SUBMIT APPLICATION TO ABC FOR REGISTRATION OF THE BOARD EXAMS UP TO 2 WEEKS PRIOR TO THE DEADLINE, EVEN IF THIS IS PRIOR TO THE COMPLETION OF THEIR RESIDENCY, AS LONG AS THE RESIDENCY IS COMPLETED PRIOR TO THE EXAM REGISTRATION DEADLINE.**

***PLEASE NOTE: ALL FORMS CAN BE FOUND ON [WWW.NCOPE.ORG](http://WWW.NCOPE.ORG)  
CLICK ON RESIDENTS>FORMS FOR RESIDENTS***