

## RESIDENCY—EDUCATION & TRAINING CREATES A PROFESSIONAL!

This informational brochure has been designed as a quick reference to start your residency program. You will still need to visit [www.ncope.org](http://www.ncope.org) upon entering your residency program. The website provides all of the evaluation forms, registration form and information you need to complete your residency training.

In the spring of 2010, NCOPE will begin tracking residents online using an allied health tracking system called "Typhon Group" visit [www.ncope.org](http://www.ncope.org) or call (703)836-7114 ext. 237 for more information.



**NCOPE RESIDENCY**

NCOPE  
330 John Carlyle St., Suite 200  
Alexandria, VA 22314-5670

Phone: 703-836-7114 ext. 225 or ext. 237  
Fax: 703-836-0838  
Email: [info@ncope.org](mailto:info@ncope.org)

**NCOPE RESIDENCY**

## INFORMATION FOR THE RESIDENT



[www.ncope.org](http://www.ncope.org)

## REGISTER AS A RESIDENT WITHIN 30-DAYS

NCOPE must receive your registration form within the first 30-days of starting your residency including official transcripts from your bachelors and a copy of certificate from O&P program. The form is on-line at [www.ncope.org](http://www.ncope.org). The \$1,200 fee should accompany the registration form. If you delay and 30-days pass, your residency start date will be delayed.

Once NCOPE receives your form, a computer file and hard file are started. You will receive a letter confirming your residency start and end date and a patch to wear during your 12-month residency program. You can get your residency timeline with due dates and important information on submitting paperwork to NCOPE online. It is your responsibility as a resident to make sure that we receive your registration form, your quarterly evaluation forms, as well as all of the required forms.

**Submit Quarterly Evaluations in a Timely Manner to NCOPE**

NCOPE **will not send reminder letters of "overdue"** evaluation forms.

## COMPLETION OF A RESIDENCY PROGRAM

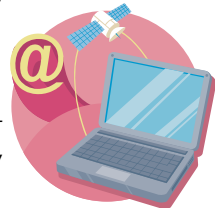
In order to complete the residency program and prior to applying for the ABC examinations, the resident must verify that all appropriate paperwork has been submitted to NCOPE.

**The following are required to be submitted to NCOPE:**



**You will not be "released" as completing a residency without all required forms**

- Registration form with fee and official transcripts from bachelors and copy of certificate from O&P program
- Three quarterly evaluation forms (submitted by resident within two weeks after the end of each quarter)
- Final evaluation form
- Directed Study title and abstract (submitted by resident with second quarterly evaluation) w/ coversheet
- Directed Study with coversheet and statement form (at completion of residency)
- Technical Assessment form (at completion of residency program).
- One case presentation—sample outline is on-line at [www.ncope.org](http://www.ncope.org) (verification that completed is on final evaluation form)
- One community service project—guidelines and resources available at [www.ncope.org](http://www.ncope.org) (verification that completed is on final evaluation form)
- Resident's evaluation of residency program form



## ABC EXAMINATIONS AND RESIDENCY

ABC has three application deadlines for applying for the certification exams: **March 1st, June 1st and September 1st**. It is the resident's responsibility to contact ABC to obtain the current application. ABC's website is [www.abcop.org](http://www.abcop.org). NCOPE **will not automatically**



**Once residency is complete NCOPE will issue certificate of completion**

**provide you with an application or registration form** for the examinations if you are scheduled to complete your residency near one of the application deadlines. Additionally, you will need to assure that NCOPE has all appropriate paperwork so you will be eligible to take the exam. ABC is provided a list from NCOPE of all residents that have completed a residency program.

**Coming Spring 2010**

**TYPHON Group**, an allied health career on-line tracking system to replace paper evaluations!

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