



NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
Post Office Box 2280, Raleigh, North Carolina 27602
919/832-1380

**PROVIDER'S REQUEST FOR PRE-APPROVAL OF CONTINUING
COMPETENCE ACTIVITY COURSE**

The purpose of the NCBOT Pre-Approval process is to determine that a course meets continuing competence activity requirements for license renewal for attendees as indicated in Rules 0801, .0803, .0804 and .0805 prior to the course occurring. For a course to be pre-approved by the NCBOT, the course is required to provide an assessment of the learning outcome(s). Upon license renewal, a course may be accepted as a continuing competence activity even though it does not meet pre-approval criteria. Please complete Sponsor and Presenter Information as well as #1-8 under Program Information on the form below. Attachments are permissible for Presenter Qualifications and #9.

SPONSOR INFORMATION

1. Sponsored By:
2. Contact Person:
3. Address:
4. Phone:
5. Email:

PRESENTER INFORMATION

Presenter name and qualifications (complete below):

PROGRAM INFORMATION

1. Course Title and Agenda (complete below):
2. Course Description (complete below):
3. List Learning Outcome(s) AND how they will be assessed (see page 2 for examples):
4. Describe how participant's satisfactory completion of the course is determined (complete below):
5. Target Audience:
6. Content Focus:

7. Course Content Reference List (list below):

8. Continuing Competence Activity Points:

9. Attach example of completion documentation. This document must include: name of participant, name of provider, date(s) of activity, title and location of the activity, # of continuing competence activity points earned and signature of provider. (1 contact hour = 1 CCA point.)

Learning Outcome Examples

Examples of methods to determine satisfactory completion of a course include, but are not limited to:

- copy of post-test with explanation of passing criteria
- copy of computerized learning outcomes assessment
- demonstration of technique by participant

Proof of attendance and a course evaluation by the participant are not sufficient to meet the requirement for satisfactory completion of the course.

A variety of formats and templates can be used for your assessment of the learning outcomes. Below is one such template:

Learning Outcomes	Assessment of Learning Outcomes
Upon completion of this educational activity, the participant will be able to:	

DECISION (Board Use Only)

Approved Total CCA Points Approved: _____ Initials: _____
 Denied Reason denied or tabled: _____
 Tabled _____
 Date: _____

THE INFORMATION CONTAINED IN THIS FACSIMILE MESSAGE IS SUBJECT TO THE **ATTORNEY-CLIENT PRIVILEGE** OR IS OTHERWISE **PRIVILEGED AND CONFIDENTIAL** INFORMATION INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY READING, DISSEMINATION, OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THE COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY NCBOT AT THE ADDRESS BELOW VIA THE UNITED STATES MAIL. THANK YOU.