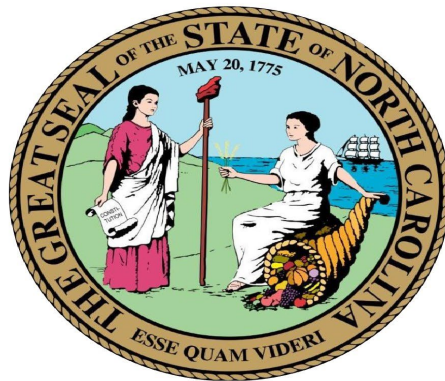


# Attachment 1 – Board Meeting, September, 2021



**Adopted – Board Meeting – September 22, 2021**

**MINUTES  
North Carolina Board of Physical Therapy Examiners  
June 09, 2021  
NCBPTE OFFICE – TELECONFERENCE  
8300 HEALTH PARK  
Raleigh, North Carolina 27615**

**Members Present:**

Teresa F. Hale, PT, Chair  
C. David Edwards, PT, Secretary/Treasurer  
Crystal D. Ostlind, PTA,  
Paul Garcia, MD  
Leslie P. Kesler, PT  
Pearl L. Rhone, PTA  
Jamie L. Miner, PT  
Rosa Maria Gonzalez, BSN, RN, Public Member

**Staff Present:**

Kathy Arney, PT, Executive Director (ED)  
Paula Brooks, Office Administrator  
Cindy D. Kiely, Director of Administration / Recorder  
David C. Gadd, Board Attorney  
Gregg Seipp, IT Director  
David Nall, IT Systems Administrator

**Guests:**

Mary Kay Hannah, PT, DPT – APTA NC President

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The format for the Minutes is as follows: *V-# Summary of Motion (Board Member who introduced motion)*

**Meeting Called to Order** by T. Hale, NCBPTE Board Chair 8:30 a.m.

The meeting is open to the public and was conducted remotely on Zoom and streamed live on YouTube pursuant to Session Law 2020-3. The meeting was noticed in the Board office, on its website and on the NC Secretary of State website. There were no requests for the meeting agenda prior to the meeting. The Board discussed reordering the agenda to move Scope of Practice question discussions to earlier in the day, Imaging request from APTA NC to 2:00 p.m. and the Attorney Board Member Training to after lunch.

## Announcements

T. Hale, Chair, announced the following:

### Conflict of Interest Reminder by the Chair

T. Hale, Chair, reminded members of their duty to avoid conflicts of interest and appearances of conflicts of interest. In addition, T. Hale asked if there were any known conflicts of interest or appearance of conflicts of interest with respect to any matters that were to be brought before the Board today as required by Executive Order 127. No Board member indicated conflicts of interest with the business before the Board today.

### V-014-'21 Passed Minutes March 10, 2021 [Attachment I]

Board adopted a motion to approve draft of the Minutes of the Board Meeting held on March 10, 2021. *(Kesler)*

Members voting in the affirmative: Hale, Edwards, Rhone, Kelser,  
Ostlind, Garcia, Miner, Gonzalez

Members voting in the negative: None

## APPLICATIONS

### V-015-'21 Passed – Luketin, Lorna Valerie (PT Endorsement Applicant)

The applicant's credentials were not considered substantially equivalent to the first professional degree in physical therapy in the United States at the time of graduation based on 04/14/2021 credentials evaluation review from FCCPT using Coursework Tool #2 (CWT#2). Based on CWT#2 the applicant's credentials evaluation shows a combined General Education and Professional Education total of 182.21 semester credits which does satisfy the minimum requirement of 120 semester credit hours. The evaluation stated that she received 32.40 General Education semester credits. Applicant is lacking one course in Humanities. Professional Education shows 115.81 credits with the following courses outstanding: Administration and Education Techniques.

The Board considered this information and approved her eligibility for licensure, subject to completing deficits in general education and professional requirements. *(Rhone)*

Members voting in the affirmative: Hale, Edwards, Rhone, Kelser,  
Ostlind, Garcia, Miner, Gonzalez

Members voting in the negative: None

### V-016- '21 Passed – Chahal, Rajveer (PT Exam Applicant)

The applicant's credentials were not considered substantially equivalent to the first professional degree in physical therapy in the United States at the time of graduation based on 05/06/2021 credentials evaluation review from IERF using Coursework Tool #6 (CWT#6). Based on CWT#6 the applicant's credentials evaluation shows a combined General Education and Professional Education total of 142.00 semester credits which does not satisfy the minimum

requirement of 170 semester credit hours. The evaluation stated that she received 10.0 General Education semester credits. Applicant is lacking **General Education:** courses in **Biological Science:** 1 course, **Physical Science:** Chemistry Laboratory only and Physics with Laboratory. **Professional Education** shows the following deficits including courses in:

- Basic Health Science: Genetics
- Medical Science: Differential Diagnosis
- Examination: History, screening, Systems Review, Aerobic Capacity/Endurance, Cranial Nerve Integrity, Environmental, Home Work Barriers, Ergonomics, Body Mechanics, Pain
- Evaluation: Findings that Warrant Referral, Prognosis and Goal Formation
- Plan of Care implementation: Supervision of Support Staff, Outcome Assessment, Discharge or Discontinuation
- Related Professional Coursework: Clinical Decision-Making Processes – Evidence-Base Practice, Cultural Competency, Consultation

The Board considered this information and approved her eligibility for licensure, subject to completing deficits in general education, professional requirements and total credits. **(Edwards)**

Members voting in the affirmative: Hale, Ostlind, Garcia, Edwards, Kesler, Rhone, Miner

Members voting in the negative: None

### **Board Policy – General Education Requirements**

#### **V-017- '21 Passed Board Policy – General Education Requirement – CLEP exam and Chemistry/Physics with lab**

Motion to rescind the current policy regarding CLEP Natural Sciences to fulfill the chemistry and physics requirement and adopt a similar policy to FCCPT; the CWT deficiency in chemistry or physics and chemistry or physics with lab can be fulfilled by taking and passing an online lab and virtual course in chemistry or physics and chemistry or physics laboratory courses from a regionally accredited school, at the general education level. **(Edwards)**

Members voting in the affirmative: Hale, Edwards, Rhone, Kelser,  
Ostlind, Garcia, Miner, Gonzalez

Members voting in the negative: None

### **Scope of Practice**

#### **P.E.E.R Review Framework Tool Part 2 - Use in evaluating Scope of Practice Questions posed to the Board [Attachment II]**

At its meeting March 10, 2021, the Board adopted use of the PEER Review Framework for researching and evaluating scope of practice questions. The Board discussed the process of how to use the tool going forward and adopted the process.

**V-018- '21 Passed Establish a Public Protection Task Force – to analyze Risk and Harm in the practice of physical therapy in North Carolina**

Motion to establish a Task Force, named Public Protection Task Force, to evaluate risks and potential harms in practice and make recommendations to the full board for actions that may be useful in mitigating those risks and harms. Task Force will consist of four Board Members assisted by staff and board attorney. Volunteers included: Edwards, Chair, Miner, Kesler, Ostlind and Gonzalez. *(Rhone)*

|                                    |  |
|------------------------------------|--|
| Members voting in the affirmative: | Hale, Edwards, Rhone, Kelsner,<br>Ostlind, Garcia, Miner, Gonzalez |
| Members voting in the negative:    | None   |

**Executive Director’s (ED) Update – [Attachments III - VI]** The Executive Director provided verbal updates including the following:

- Updated Board Addresses - please notify staff of any corrections.
- Licensee Count as of May 20, 2021 and historical NPTE Failures – 5-year lookback for reference
- NCBPTE Goals and Priorities – Proposed for July 1, 2021 – June 30, 2022
- 1<sup>st</sup> Quarter 2021 – updates were included
- Proposed additions for the period July 1, 2021 – June 30, 2022 were reviewed and discussed

**V-019-'21 Passed Goals and Priorities**

Motion to return to accept the Goals and Priorities with one addition - additional cyber security actions *(Edwards)*

|                                    |   |
|------------------------------------|---|
| Members voting in the affirmative: | Hale, Ostlind, Garcia, Edwards,<br>Kesler, Rhone, Miner, Gonzalez |
| Members voting in the negative:    | None  |

- Preparation for the end of the State of Emergency
- Summary of State of Emergency Regulatory Flexibility actions by NCBPTE
  - In preparation for the end of the State of Emergency, the Board reviewed all actions taken through the Governor authorized regulatory flexibility and determined what will continue post-state of emergency.
- Office Operations – Licensing staff will work remotely; IT staff employees will work remote or hybrid of in-office and remote; Administrative staff will work in the office. Office hours are 7:30 – 4:00 pm daily with staff working 5 – 8-hour days or supervisor approved alternative.
- Licensing and personnel policy updates- after consideration and discussion, the Board agreed on the proposed recommendations for Board office and licensing procedures.
- Board Meetings – Policy and Procedure Discussion – in preparation for decreased in-person restrictions and the end of the state of emergency, Board meeting policies were discussed.

**V-020- '21 Passed Board Meeting Policy and Procedure**

Motion passed to adopt policy for Quarterly Meetings of the Board. Members will attend meetings in-person, with exceptions for good cause and approved by the Chair. If the member is not able to attend, staff will attempt to assure remote access is possible. *(Miner)*

Members voting in the affirmative: Hale, Edwards, Rhone, Kelser,  
Ostlind, Garcia, Miner, Gonzalez

Members voting in the negative: None

- Board History – update 2021 – the Board history was updated and will be posted on the Board website at this link: <https://ncptboard.org/AboutUs/HistoryOfTheBoard.shtml>
- Updates to Employee Policy and Procedure Manual
  - Elimination of compensatory time for Exempt Employees; concurrent discontinuation of timesheets for exempt employees
  - PTO accrual will be documented bi-monthly to coincide with payroll periods

**V-021- '21 Passed Employee Personnel Policy and Procedure Manual update**

Motion to update Employee Personnel Policy Manual as presented by ED. *(Edwards)*

Members voting in the affirmative: Hale, Edwards, Rhone, Kelser,  
Ostlind, Garcia, Miner, Gonzalez

Members voting in the negative: None

- Freedom to Work/Occupation Licensing Board Reform – H770 follow-up from Josh Stein Attorney General – The staff prepared a status report to the Board on all required actions in relationship to H770 [Attachment]
- FYI - Arney Invitation by FSBPT CEO to attend American Society of Association Executive Training Program in November.
- FYI - Updated report on Temporary Exemptions to Licensure

**Financial Update- [Attachments VII - IX]**

The Executive Director reviewed the following with the Board:

- Financials
  - Comparison July 1, 2020 – May 5, 2021 to same period in 2020 (Profit – Loss comparison)
  - Balance Sheet – May 5, 2021 comparison to the same period 2020
- Proposed Budget FY 2020

**V-022- '21 Passed Proposed Budget for 2022**

Motion to accept the Proposed Budget for 2022. *(Edwards)*

Members voting in the affirmative: Hale, Edwards, Rhone, Kelser,

Members voting in the negative: Ostlind, Garcia, Miner, Gonzalez  
None

In relationship to the Proposed budget for FY2022, the following documents were provided to the Board for review:

- Reference Adopted Budget FY 2021 with December 2021 approved updates
- Update of Financial Recommendation FY 2021
- Renewals 2022 – Fee alteration – verbal update Arney
- Memo to Finance and Audit Committee
- Draft Minutes of Finance and Audit Committee meeting 05-19-21
  
- Payroll Audit - Final report – All Retirement Plan corrections are completed. The Audit and all required actions are complete for the years 2018-2020.
  
- HAA&P First Quarter Payroll Tax Return Filing -the taxes and report were appropriately filed to the NC Department of Commerce.

### **Closed Session**

#### **V-023-'21 Passed “Closed Session”**

Motion to go into Closed Session in accordance with GS § 143-318.11 (a) (6) to discuss personnel issues. (*Ostlind*)

Members voting in the affirmative: Hale, Edwards, Rhone, Kelser,  
Ostlind, Garcia, Miner, Gonzalez  
Members voting in the negative: None

#### **V-024-'21 Passed Return to “Open Session”**

Motion to return to Open Session was adopted. (*Kesler*)

Members voting in the affirmative: Hale, Edwards, Rhone, Kelser,  
Ostlind, Garcia, Miner, Gonzalez  
Members voting in the negative: None

### **Closed Session Minutes from March 10, 2021 - V-025-'21 Passed**

After a discussion of approval of the Closed Session minutes as written the Board agreed to adopted a motion to approve the draft Closed Session Minutes. (*Kesler*)

Members voting in the affirmative: Hale, Edwards, Rhone, Kelser,  
Ostlind, Garcia, Miner, Gonzalez  
Members voting in the negative: None

### **Motion from Closed Session – Executive Director Compensation – Post-Performance Review FY2021 - V-026'21 Passed**

After a discussion, in recognition of excellent service to the Board, the Board adopted a bonus for the Executive Director. (Hale)

|                                    |   |
|------------------------------------|---|
| Members voting in the affirmative: | Hale, Edwards, Rhone, Kelser,<br>Ostlind, Garcia, Miner, Gonzalez |
| Members voting in the negative:    | None  |

### **Attorney's Report**

General Attorney update – Gadd - 12 months ago we were gearing up to be ready to license applicants faster, and handle major application aspects remotely. It is up to the Board to determine what ‘unwinding’ of any regulatory flexibility as the state of emergency comes to an end.

### **Board Member Attorney Training**

- Confidentiality – Investigations/Closed Sessions- Generally, Board meetings are open to the public. Exceptions- closed sessions regarding individual personnel. Those matters should not be discussed out of closed session. Said personnel can attend as needed. Attorney client privilege information can be communicated during closed session and should not be released out of the closed session.
- Investigations- falls under other exceptions allowed by Board Rule and law and are not subject to public record. Investigations remain confidential until a determination has been made. Any criminal history record checks remain confidential due to state and federal laws. Participation in the BON drug rehabilitation program is also confidential.
- Open Meetings – Does not say what liability is regarding talking about confidential matters outside closed session. Since it frustrates the purpose of going into closed session, releasing the information is prohibited.
- The open meetings law in general- the underlying premise is to conduct the business of the public and businesses in the state. 93B defines OLBs. 1951 the NCBPTE was enacted. As a result, the public has the right to attend any and all meetings. All Board meetings have to be noticed in advance. There are other notice requirements for special and emergency meetings and the public can also attend.
- Open meeting law official meetings- majority of board members present (committee, task force) is considered an official meeting and will be noticed. Below a majority, cannot take official action and will take any decisions back to the full Board.
- Legal Requirements for Telehealth-
  - Jurisdiction boundaries- within NC and licensee/patient are in NC, there is no jurisdiction issues
  - Therapy is happening where the patient is currently located. The PT needs to have a license in the state where the patient is located.
  - If the PT in NC wants to provide telehealth in a foreign country where there are no PT regulations. The PT has to be sure that PT is authorized in the country where the patient is located, because that is where the service is still occurring. The burden is on the PT.
  - Students- The PT is still responsible for the care and for making determinations of the best means to deliver the care. There could be additional liability to be aware



of, including the fact there is no in person interactions, no hands on treatment, potential for technology issues, potential for medical emergencies.

### **Legislative Update**

- Executive Orders ○ EO 215- just lifted some mask requirements and relaxed social distancing in some settings
  - Bill in the legislature to provide grants for accredited education programs to provide means for diversity initiatives

Federal Legislation – Workforce Diversity Legislation – The Allied Health Workforce Diversity Act (HR3320/S1679) – no action as of this date.

### **Federation (FSBPT) [Attachment X]** – The ED reported the following:

- Future Meeting dates and updates – 2021 were reviewed
- FSBPT Committee Service – Ostlind – Chair Ethics and Remediation; Ragan – ELDD Task Force
- FSBPT News Briefs – <https://www.fsbpt.org/News-Events/News>
- Ongoing FSBPT Webinar Series – Regulatory Education – through 2021
- Potential FSBPT Ethics Exercise – Richard Woolfe – requesting feedback from the ED; they are considering development of an Ethics Educational module for licensees.
- FSBPT NPTE Eligibility Requirements – notification from the FSBPT regarding no change to their policies were discussed
- Exam Licensure and Disciplinary Database (ELDD) – NC is compliant in all areas as of 3/31/2021
- Completed NPDB Registration Renewal of NCBPTE with FSBPT as agent – renewal is biennial

### **APTA-NC & APTA Updates**

#### **APTA-NC**

- APTA NC Newsletters – Link – [https://aptanc.org/page/aptanc\\_newsletters](https://aptanc.org/page/aptanc_newsletters)
- Fall Conference 2021 – October 8-9, 2021 – Benton Convention Center Winston-Salem They are still attempting to have that as a live, in-person event.
- Board Appointments – 2022 – (1PT and 1PTA) Nominations close June 11, 2021-if anyone is interested in nominating someone or is eligible for reappointment, please be advised of the closing date.

#### **APTA**

- 100 Year Anniversary of Physical Therapy – <https://centennial.apta.org/>
- 2022 CSM – San Antonio, TX – February 2022
- 2022 NEXT – Seattle, WA – October, 2022

APTA Publication – Impact of COVID-19 on the PT Profession over one year – T. Hale Chair found it to be a comprehensive, excellent document with relevant metrics that illustrate the impact of COVID on the PT profession during the past year.

**Report from Deputy Director, including Continuing Competence – presented by Arney [Attachment XI]**

**Deputy Director Report**

- Licensing Team update -The licensing team continues to work remotely for the indefinite future. Communications with schools are ongoing with regard to the transition to the FSBPT Alternative Approval Process for applicant NPTE exam eligibility. Regulatory flexibility continues during the ongoing state of emergency during COVID regarding application deadlines and electronic document submissions from primary sources.
- FEDEX and FBI CBC fingerprint update. The envelope picked up by Fed Ex on March 31, 2021 never arrived at its destination (NC SBI). This envelope contained applicant fingerprint cards for submission and processing at the NC State Bureau of Investigation. The affected applicants were notified immediately that a second set of prints would be needed, their CBC fees were refunded, and the SBI was notified. An ongoing case has been established with Fed Ex regarding the whereabouts of this envelope because there is evidence was scanned by Fed Ex initially upon pick up. The SBI has agreed to expedite the processing of those applicants who were negatively impacted by this issue.
- SBI Audit – Due June 17, 2021- The NC Board of PT Examiners received notice of its 3-year audit on May 20, 2021. The NC PT Board completed a lengthy survey, submitted requested policies and procedures, and complete an audit on 100 of the CBC results received at the Board office. The audit was submitted on June 4, 2021 and as of the Board meeting on June 9, we are still awaiting our results and next steps.

**Prometric Report [Attachments XII]**

CBT comments submitted by examination candidates for January – March 2021 (Note NC results)

**Committee on Board Rules - [Attachments XIII- XIV]**

- Rules Committee – The Rules Committee will need to reengage in the near future
- Adopting Proposed Rules- The rules listed below were adopted by the Board at this meeting and will be submitted to the Office of Administrative Hearings for review and consideration by the Rules Review Committee. Their next meeting is scheduled for July 15, 2021 at 9 am. If approved these rules will become effective on August 1, 2021.

**V-027-'21 Passed - Motion to adopt proposed permanent rules 21 NCAC 48D .0107, 21 NCAC 48D. .0109, 21 NCAC 48D .0111, 21 NCAC 48E .0101 (Kesler)**

|                                    |  |
|------------------------------------|--|
| Members voting in the affirmative: | Hale, Edwards, Rhone, Kelsner,<br>Ostlind, Garcia, Miner, Gonzalez |
| Members voting in the negative:    | None   |

Proposed Rules – Request to consider reinstatement of repealed Board rules Section .0300 Recent Graduates.

New/recent graduates (waiting to take the exam) do not have the ability to practice if waiting for an exam date. 16 of 20 PT/PTA Academic programs in NC submitted a letter requesting reinstatement of the repealed rules. The rules were originally repealed because of the addition of more frequent testing dates. This will involve a rule change and will go to the Rules Subcommittee for review and consideration at its meeting on July 19, 2021. If approved, these rules will become permanent rules effective August 1, 2021.

### **Correspondence with Schools and Annual School Reports - [Attachments XIV - XIX]**

Review of Exam Pass Rates for NC PT & PTA Schools

- Pass rate (2021) for North Carolina PT & PTA schools (as of May 4, 2021)
- Pass rate (2020) for North Carolina PT & PTA schools (as of May 4, 2021) • Pass rate (2019) for North Carolina PT & PTA schools (as of May 4, 2021)
- Pass rate (2018) for North Carolina PT & PTA schools (as of May 4, 2021)

Updated School Addresses – please see the list for updates and new program directors

2021-2022 – Exam Schedule and Board Member Score date notification – was provided to the Board members

School presentations:

- Arney – Wingate University– May 2021
- Arney/Ragan/Licensing team member – HPU – June 2021

Schools Communications

- Ragan – Communication with Ann Marie Prado, PTA
- Ann Marie Prado, PTA Congratulations on accreditation of Rowan-Cabarrus CC with CAPTE
- Eileen Coleman, Program Director – Surry Community College
- E. White – WSSU request for SHEPS PT MDS data for research – Arney approved

### **Ethics Commission – [Attachments - XX]**

- Board members were reminded [www.sosnc.gov](http://www.sosnc.gov) – IMPORTANT: Reminder regarding requirements for Mandatory Ethics Education (required every 2 years – submit reimbursement request) and instructions for completion
- SEI Due Annually – April 15 SEI reminder and Online filing instructions
- Ethics Compliance Report – NCBPTE members and liaison are all in compliance
- Ethics Commission Newsletter – March 2021- was provided to the Board for reference

### **Responses from ED/DD to questions addressed at the previous Board Meeting - [Attachments XXI-XXII]**

- K. Byrne, PTA – PT/PTA Administration of Oxygen – What are the NCBPTE guidelines
- L. Johnston, PT – PT Licensee Vaccine Administration

### **PT Licensure Compact [Attachments XXIII-XXIV]**

Board Staff Compact Administration updates were provided to the Board including documents:

- Request for Public Comment for Compact Bylaws, Rules and Policy and Procedure- NCBPTE submitted comments
- NC Medicaid issues Medicaid enrollment to PT Compact Privilege holder – email from S. Spainhour
- PT Compact Commission Update – April, 2021
- PT Compact Attorney – Advisory Opinions – Flagging of Licensees under investigation and encumbrances with Confidential Alternative Programs

### **Submission of Reports to State, etc.- The reports noted below were completed, submitted and reviewed with the Board:**

- Catapult Survey of NC Healthcare Benefits and Cost Survey 2021
- 1Q 2021 Disciplinary Actions Report Request NC – PT – B. Trais
- NEIS, Inc. Premium Audit & Loss Control Services (State Farm Workers Compensation Audit – through March 30, 2021
- NC BOLD Annual Report of Licensee Data for NC Dept of Commerce
- Select Medical Primary Source Verification attestation for NCQA
- Submission of Board Meetings Minutes for 2020 to State Archives
- US Census Annual Survey of Public Employment & Payroll E1: State Agencies
- Annual Update – Great American Crime Protection Policy Renewal Complete – NC Assoc of Ins. Agents – State Policy
- Ethics Liaison Reporting 1Q 2021 Arney and Ragan
- Board Member SEI filings Complete by April 15, 2021
- Receipt of GASB Standards for Financial Audit – Forwarded to NCBPTE Financial Auditor
- Response to E. Tse – IERF Foreign-Trained educational credentials review agency and additional question – Will NCBPTE accept these from the portal only or is a hard copy still required in addition? The Board office may accept electronic educational credentials reviews from primary sources.

### **Board technology and Committee Update – Seipp**

- Preview – Redesigned NCBPTE Website - The IT team demonstrated the new functionality of the new website. The concepts are to maximize portability throughout the site, maximize the end use experience, and create ‘landing’ pages that explain next steps. The website will be user friendly on computers, tablets, and smart phones and each will be configured to give the end use the best experience. Work on website development is ongoing with a tentative go live date of August 1, 2021.
- Director of IT Report – Cyber Security for NCBPTE - The IT department strongly stresses not opening any attachments that are not readily known or expected. The IT

team is developing increased layers of security, such as more complex passwords, and multi- verification log ins to VPN while working or accessing the database remotely.

- Ransomware attacks and recovery basis

### **Scope of Practice Questions from licensees for Board Consideration -[Attachments XXV]**

- Is shockwave therapy within the scope of PT Practice? No documents were submitted by the licensee; thus, it was not reviewed by the Board.
- Request for APTA NC to change Board rules to allow PTs to order imaging – presentation to Board @ 2:00 p.m.
  - Mary Kay Hannah PT, DPT presented evidence both from research and verbally as to why PTs should be able to order imaging. Currently several states do allow PTs to order imaging, along with the military, and select hospital systems across the country. This topic will be forwarded to the Public Protection Task Force as a primary topic. Questions to be addressed include utilization of contrast in medical imaging, and what practitioner owns the imaging results if ordered by a PT.

### **Other regulatory organizations**

- **CLEAR** – The ED discussed the educational opportunities provided by CLEAR that might of interest to Board members. **Credentialing Agencies**
- FCCPT – no new update

**Correspondence from ED, Articles, etc.** – were provided to the Board for their review **Chair**

**Hale reminded the Board of dates for upcoming Board Meetings:**

**Location: 8300 Health Park, Raleigh, NC 27615 - AIHF Conference Center or Suite 233**

- September 22 (Wednesday) – in person
- December 01, 2021 (Wednesday) – in person
- March 09, 2022 (Wednesday) – in person
- June 08, 2022 (Wednesday) – in person

**Adjourned Meeting by T. Hale, Chair, at 3:26 pm**

Submitted,



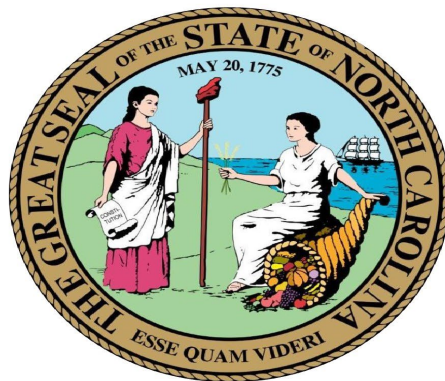
Cindy D. Kiely  
Director of Administration  
Recording Secretary



C. David Edwards, PT  
Secretary/Treasurer



# Attachment 2 – Board Meeting, September, 2021



## NCBPTE: Goals and Priorities – July 1, 2021 – June 30, 2022

*(Adopted - June 9, 2021)*

### **Introduction**

*As of June, 2020 the NC State of Emergency remains in place. All NCBPTE Goals and Priorities will require taking pandemic regulatory mandates under advisement. Adopted Goals and Priorities will continue to prioritize sustaining office functions to support the essential physical therapy workforce and maintaining the Boards mission to maintain minimum standards for the practice of physical therapy to protect the safety and welfare of the citizens of North Carolina.*

### **Purpose of the North Carolina Board of Physical Therapy Examiners**

The North Carolina Board Physical Therapy Examiners is an occupational licensing board which was created in 1951 by the North Carolina General Assembly to establish and maintain minimum standards for the practice of physical therapy to protect the safety and welfare of the citizens of North Carolina; to license physical therapists and physical therapist assistants to practice physical therapy in the State; to investigate complaints regarding unauthorized practice of physical therapy in the State and acts of licensees that violate the Practice Act; and to issue interpretations of questions arising from the **Physical Therapy Practice Act**.

### **Goals and Priorities of the NCBPTE: *(not listed in order of importance)***

Goals and priorities of the Board are aligned with the overall mission and purpose of the Board. This proposed revision of Board goals and priorities creates four (4) primary focus areas for public protection: Board Performance, Outreach and Education, Licensure and Complaint Resolution. These primary focus areas will guide initiatives quarterly. Quarterly initiatives will be approved by the Board at their quarterly meetings. The four (4) primary focus areas include:

#### **Board Performance:**

- Planning (Short and long-term Board planning, succession planning)
- Training (Board members and staff)
- Periodically Reviewing Relevant Documents (Statute, Rules, Compact Statute, Compact Rules, Position Statements, other relevant documents)
- Managing Financial Resources to fulfill the mission and purpose of the Board
- Complying with NC State requirements and Federation NPTE requirements

#### **Outreach and Education:**

- Soliciting Feedback,
- Providing and publishing information about Board mission
- Responding to public inquiries
- **Licensure:**
- Establishing Standards and maintaining standards
- Ensuring Portability for Access to physical therapy services
- Collecting Work Force Data
- Verifying licenses for applicants and to other entities
- **Complaint Resolution:**
- Investigating Complaints,
- Determining Resolution,
- Collecting Data on Complaints/Resolutions
- Analyzing and using collected data for public education on relevant topics



## Licensure:

### **Met in the period July 1, 2020 -June 30, 2021**

- Identify, review, revise licensing processes: Initial/Revival/Renewal applications; Military applications; FBI CBC processes; Foreign Educated-first pass of record retention **Military, FBI CBC, and Foreign Educated- done. Revivals still in process. Have had the initial review** • Issue after validating remote state licensure “Exemptions from Licensure” during the NC State of Emergency; remove exemptions from those whose remote state licensure expires and those who become licensees in NC and notify exemption holders.**ongoing**
- Transition licensing functions into SharePoint including training staff members-**done**
- Transition Board approval functions to a portal through SharePoint and train all Board members. **done**
- Update Compact reports in the Admin tool for ability to audit compliance of privilege holders.**done**
- Update - Maintain in real-time temporary exemptions from licensure data and website postings in an accessible format for searchability **done**
- Transition to all CAPTE Educated applicants approval through AAP; Special Accommodations for all completed through AAP **done Ongoing:**
- Identify, review, revise licensing processes for consistency, transparency, publicly available via the website/written materials and statutory compliance. Present any new policies for Board approval and/or rulemaking.
  - ✦ Revivals - **in process**
  - ✦ Compact applications – **done**
  - ✦ Foreign-Educated applications - **done**
- Issue after validating remote state licensure “Exemptions from Licensure” during the NC State of Emergency; remove exemptions from those whose remote state licensure expires and those who become licensees in NC and notify exemption holders until state of emergency ends **ongoing**
- Assure all changes and updates are posted on the website – **ongoing**
- Application record retention – **on hold during state of emergency**
- Customer satisfaction ratings increase - **in process, currently surveying applicants for feedback**
- complete standardization of email communications to applicants **in process**
- Complete second auto-generated license verification email to requestors **not complete**
- Determine if PT MDS questions should be added to initial applications and revivals **in process**
- Complete “Black Book” licensing records conversion, educate all personnel, and ensure consistent data is used with all reporting. Data should be defensible. **in process**

## Complaint Resolution

### **Met in the period July 1, 2020 -June 30, 2021**

- Comply with timely requirements of COMPACT disciplinary reporting to FSBPT/NPDB
- Secure document exchange portal
- Conduct Investigative Committee meetings remotely as needed to facilitate complaint resolution

### **Ongoing**

- Conversion to electronic means for accessible data collection on violations and licensee demographics – **post new website completion**

- All records up to date with record retention and merged with license records when record retention dictates.

### **Outreach and Education**

#### **Met in the period July 1, 2020 -June 30, 2021**

- Post Board Scope of Practice Act decisions and Approved Board minutes on website after the Board meeting in a new section
- Request any feedback on the Board or newsletter through the Newsletter sent by November 1, 2020

#### **Ongoing**

- Map timeline, process and background work on database functions for modernizing the Board website; continue into calendar year 2020. - **in process**
- Complete new website that is a consistent quality resource for applicants, licensees and the public **in process**
- All application documents online and secure **in process**
- Complete organization and maintenance and publication methods for scope of practice questions for website and record retention – **in process with new website design**

### **Board Performance**

#### **Met in the period July 1, 2020 -June 30, 2021**

- Respond in a timely manner to any applicable Executive Orders and NC General Assembly mandated actions through ED monitoring and communications with the Board Attorney and Board if additional actions are required.
- Implement PT MDS with 2021 License renewal **done**
- Consider, research, implement e-checks as part of payment options for 2021 License renewal to eliminate paper payments for renewals due to office being closed to the public and reduced in office staff. Assist with Review of financial institution services for potential use of e-checks for payment of NCBPTE services online. **Done for 2021, eliminated for 2022**
- Secure electronic submission of NC PT License Verifications to other states
- Added 2 cell phones with personal and business lines to conduct business more efficiently and timely when inside and outside the office **done**
- Onboard newly appointed Public Member by September 1, 2020 using electronically based resources and training tools.
- Reallocate funds from undesignated to designated reserves
- Completed HR and payroll audits, revised Handbook and all job descriptions/performance reviews, all personnel files current, organized, and compliant with record retention schedule.

#### **Ongoing**

- Information Technology and Systems Enhancements
- Document outcomes of IT Team meetings and completed actions no less than monthly. - **in process- using Click-up to document activities; ongoing**

- Establish and document goals and priorities for 12 months for IT Department in infrastructure and programming special projects. (Examples: Website revision, PT MDS, “shopping cart”, enhancements to online paperless applications, automated reports and data collection for all functions, automated online license verifications, new interactive education for schools, enhanced voice attendance for incoming calls to the Board office, etc.) - **in process- using click-up to document activities; ongoing**

Infrastructure:

- Continued security upgrades: ongoing
- VPN 2-factor authentication: Oct 30th
- Office 365: after Renewals

Development:

- New website: estimate Oct 15
- Character reference: estimate Dec 15
- Continue improving Login

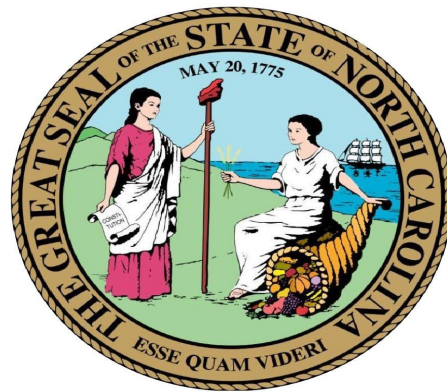
Future items:

- Port admin tool to use same infrastructure as website and make available from the website: June 15th
- Licensee portal with shopping cart: TBD
- Blackbook: after Renewals: about Mar 1

- Research required for 2022 renewal as less than satisfactory experience with e-checks from Board staff point of view – **determined credit cards only are the best option**
- Creation of an online “black book” for license numbers and method of licensure – **in process**
- Upload features to online applications – photo, etc. licensure – **Completed**
- Name changes automated system licensure – **in process**
- Military document uploads licensure – **Completed**
- Compare using large commercial database licensing software system vs. ongoing custom programming database and licensing system
- Maximize Board secure communication methodology – **Titanfile implemented for Investigative Committee medical records and will be used for securely sending other sensitive documents**
- Secure Board Communications and Data storage – Information security
- Implement Cloud data storage for back-ups eliminating tape drives – **Due to the ransomware threat, we will not be eliminating tape drives. Cloud storage still being pursued pending the completion of 2 factor authentication**
- Create an initial plan for a secure board portal (members only access type model) SharePoint - **in process**
- Create initial draft for secure email capabilities - **in process**
- License verification sending - last step for receipt sending to licensee - **in process**

- Licensure and Administrative Processes Documentation
  - Licensing team – create a timeline for documentation of processes identified - **in process; partial completion**
  - Cross-train licensing staff on military and foreign-educated application processing after documentation of processes - **ongoing**
  - Update procedures for State Reports - **in process; to continue with new hire April 1, 2021 – Office administrator**
  - Records Retention and Policy and Procedure Documentation - Update policy manuals updated, review FBI security policies, complete record retention on scanner, record retention of paper records completed and current for FY 20-21, complete file system for permanent record storage, complete merge to one licensee filing system (includes licensure, revivals, IC records) **in process. Have scanned old CC course approvals**
  - Creation of a Board Task Force to examine risk reduction / potential public harm in PT practice in NC. **Complete**
- 
- Financial Recommendations
  - Investigate and maximize use of PNC and other banking relationships financial services to assure to Board financial status and transactions are protected and preserve, and efficiently performed – **will begin after orientation of new bookkeeper**
  - Review: banking/money market/CD's – Finalize consolidation of accounts while maintaining FDIC insurance coverage - **in process; completion anticipated by 07-01-22.**
  - Migrate away from QB Enterprise to online or other appropriate software financial management platform – **Complete; determined QuickBooks Enterprise is the most cost effective solution.**
- 
- Board Assessment
  - Succession and Transition planning – ED will work on finding resources and updating planning documents to present to the Board by June 30, 2020 – **in process – Office Administrator on-boarded; Bookkeeper – Begin orientation – Sept 20, 2021.**
  - Hire external bookkeeper – Start approximately August 15 - Sept. 1, 2021 - **Complete**

# Attachment 3 – Board Meeting, September, 2021



Report to the North Carolina Board of Physical Therapy Examiners - Temporary Exemptions from Licensure  
September 10, 2021

Kim Jackson, Executive Assistant

The Governor declared a State of Emergency for North Carolina (Executive Order 116) on March 20, 2020, and on April 8, 2020 issued Executive Order 130 to provide the state’s healthcare occupational licensing boards with authority to consider and implement flexibility in licensure requirements during the COVID-19 pandemic. These Executive Orders and the NC Physical Therapy Practice Act granted the Board the authority to exempt qualified applicants from licensure requirements during the state of emergency. Physical therapists or physical therapist assistants licensed in another jurisdiction of the United States who enter North Carolina to provide physical therapy during a declared local, State, or national disaster or emergency may be granted an exemption.

Beginning April 15, 2020, the Board established policies and procedures to begin issuing exemptions from licensure equal to temporary privileges to practice physical therapy in North Carolina. An online application was made available on the Board website and the information recorded in an Excel spreadsheet. Once the application is received, the credentials (active license status) of the applicant are verified through a state’s physical therapy licensing board website.

After verifying the license, a letter is generated granting the request and an email sent to the applicant. This information is recorded on another Excel spreadsheet that is uploaded to the Board website for online public access to verify practice privilege information. All requests for exemptions from licensure are assigned a number associated with the temporary privileges to practice in North Carolina. Those granted the exemption are monitored for changes that would require rescinding the exemption such as becoming licensed in North Carolina, or expiration of the other state license. In both cases, a notification email is sent to the license holder.

The chart below details activity through September 10, 2021:

| Month   | # of Requests via Website | Licenses Verified and Granted PT/PTA | Requests denied (reasons)                      | Exemptions Rescinded (received NC License) PT/PTA |
|---------|---------------------------|--------------------------------------|--|---|
| April   | 50                        | 43/5                                 | 2 (1 disciplinary action; 1 duplicate request) | 0/0   |
| May     | 31                        | 24/6                                 | 1 (duplicate request)                          | 2/0   |
| June    | 31                        | 26/4                                 | 1 (received NC license same day of request)    | 8/3   |
| July    | 29                        | 19/8                                 | 2 (1 duplicate request; 1 requested in error)  | 6/1   |
| Aug     | 29                        | 17/11                                | 1 (requested in error)                         | 7/4   |
| Sept    | 20                        | 15/5                                 |  | 12/5  |
| Oct     | 18                        | 13/5                                 |  | 10/3  |
| Nov     | 21                        | 17/4                                 |  | 4/2   |
| Dec     | 30                        | 24/6                                 |  | 11/2  |
| Jan '21 | 27                        | 21/3                                 | 3 (requested in error)                         | 5/1   |
| Feb     | 19                        | 11/6                                 | 2 (requested in error)                         | 8/3   |
| March   | 5                         | 3/2                                  |  | 8/0   |
| April   | 16                        | 9/5                                  | 2 (requested in error)                         | 6/3   |
| May     | 13                        | 5/7                                  | 1 (requested in error)                         | 2/1   |
| June    | 9                         | 8/1                                  |  | 4/0   |
| July    | 12                        | 6/4                                  | 2 (duplicate requests)                         | 3/2   |

|              |            |               |                               |              |
|--------------|------------|---------------|-------------------------------|--------------|
| Aug          | 16         | 12/4          |                               | 1/1          |
| Sept         | 4          | 3/0           | 1 (unable to confirm license) | 0/0          |
|              |            |               |                               |              |
| <b>Total</b> | <b>380</b> | <b>276/86</b> | <b>18</b>                     | <b>97/31</b> |

# Attachment 4 – Board Meeting, September, 2021





## FSBPT Statement on Misinformation regarding COVID-19

Link on FSBPT website for some relevant topics: <https://www.fsbpt.org/News-Events/News/COVID-19Updates>

### Statement on Misinformation

FSBPT promotes scientific data, research, and analyses in understanding health-related matters. FSBPT also strongly discourages the spread of misinformation. In consultation with other health care regulatory groups, the FSBPT Board of Directors has issued the following statement:

*“Healthcare professionals who generate and spread misinformation or disinformation about the COVID-19 vaccine are putting the public at risk. Because of their specialized knowledge and training, licensed Physical Therapists and Physical Therapist Assistants possess a high degree of public trust and therefore have a powerful platform in society, whether they recognize it or not. They also have an ethical and professional responsibility to provide health care in the best interests of their patients and must share information that is factual, scientifically grounded, and evidence-based for the betterment of public health. Spreading inaccurate information contradicts that responsibility, threatens to further erode public trust in health care, and puts all patients at risk.”*

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### Statement on Misinformation

Caitlin posted on August 26, 2021 15:57

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Actions: [E-mail](#) | [Permalink](#) |

# Attachment 5 – Board Meeting, September, 2021





09/10/21

**Profit & Loss Prev Year Comparison**

Accrual Basis

July 1 through September 10, 2021

|   | <u>Jul 1 - Sep 10, 21</u> | <u>Jul 1 - Sep 10, 20</u> | <u>\$ Change</u>  |
|---|---------------------------|---------------------------|-------------------|
| <b>Ordinary Income/Expense</b>            |                           |                           |                   |
| <b>Income</b>                             |                           |                           |                   |
| 4305 · Credit Card Cost - Military        | 18.53                     | 21.80                     | -3.27             |
| 4304 · Credit Card Processing Cost        | 1,049.32                  | 1,573.98                  | -524.66           |
| 4303 · FBI/CBC Background check fees      | 6,360.18                  | 9,196.00                  | -2,835.82         |
| <b>Continuing Competence</b>              |                           |                           |                   |
| 4301 · CC Licensee                        | 50.00                     | 50.00                     | 0.00              |
| <b>Total Continuing Competence</b>        | <u>50.00</u>              | <u>50.00</u>              | <u>0.00</u>       |
| <b>License Verifications Income</b>       |                           |                           |                   |
| 4203 · NC License Verif (CCard)           | 3,660.00                  | 5,100.00                  | -1,440.00         |
| 4204 · NC License Verif (by check)        | 30.00                     | 60.00                     | -30.00            |
| <b>Total License Verifications Income</b> | <u>3,690.00</u>           | <u>5,160.00</u>           | <u>-1,470.00</u>  |
| <b>PT Income</b>                          |                           |                           |                   |
| 4092 · PT Compact privilege app cost      | 1,100.00                  | 750.00                    | 350.00            |
| 4091 · PT Endors Fee                      | 450.00                    | 0.00                      | 450.00            |
| 4015 · PT-OnlineExamApp                   | 6,000.00                  | 6,900.00                  | -900.00           |
| 4090 · PT Online End                      | 9,150.00                  | 14,850.00                 | -5,700.00         |
| 4016 · PT Online-EXOST                    | 750.00                    | 1,050.00                  | -300.00           |
| 4162 · PT Retake Fee New                  | 0.00                      | 240.00                    | -240.00           |
| <b>PT Revivals</b>                        |                           |                           |                   |
| 4012 · PT Revive by payment               | 450.00                    | 150.00                    | 300.00            |
| 4102 · PT Rev by End or Ed Hours          | 150.00                    | 0.00                      | 150.00            |
| 4103 · PT Rev by End                      | <u>1,050.00</u>           | <u>2,550.00</u>           | <u>-1,500.00</u>  |
| <b>Total PT Revivals</b>                  | <u>1,650.00</u>           | <u>2,700.00</u>           | <u>-1,050.00</u>  |
| <b>Total PT Income</b>                    | <u>19,100.00</u>          | <u>26,490.00</u>          | <u>-7,390.00</u>  |
| <b>PTA Income</b>                         |                           |                           |                   |
| 4054 · PTA Compact privilege appl cost    | 150.00                    | 0.00                      | 150.00            |
| 4025 · PTA Online Exam App                | 2,100.00                  | 5,250.00                  | -3,150.00         |
| 4055 · PTA Online End                     | 3,450.00                  | 4,800.00                  | -1,350.00         |
| 4026 · PTA Online-EXOST                   | 600.00                    | 600.00                    | 0.00              |
| 4172 · PTA Retake Fee new                 | 0.00                      | 480.00                    | -480.00           |
| <b>PTA Revivals</b>                       |                           |                           |                   |
| 4113 · PTA Rev by End                     | 0.00                      | 1,050.00                  | -1,050.00         |
| 4024 · PTA Revive by payment              | <u>600.00</u>             | <u>150.00</u>             | <u>450.00</u>     |
| <b>Total PTA Revivals</b>                 | <u>600.00</u>             | <u>1,200.00</u>           | <u>-600.00</u>    |
| <b>Total PTA Income</b>                   | <u>6,900.00</u>           | <u>12,330.00</u>          | <u>-5,430.00</u>  |
| 4256 · Certificates (wall & Lic Card)     | 30.00                     | 30.00                     | 0.00              |
| 4281 · Discipline Reimbursement           | 0.00                      | 2,000.00                  | -2,000.00         |
| 4280 · Interest Income                    | <u>0.00</u>               | <u>1,017.72</u>           | <u>-1,017.72</u>  |
| <b>Total Income</b>                       | <u>37,198.03</u>          | <u>57,869.50</u>          | <u>-20,671.47</u> |

**Profit & Loss Prev Year Comparison**

July 1 through September 10, 2021

|  | Jul 1 - Sep 10, 21 | Jul 1 - Sep 10, 20 | \$ Change         |
|--|--------------------|--------------------|-------------------|
| <b>Gross Profit</b>                    | 37,198.03          | 57,869.50          | -20,671.47        |
| <b>Expense</b>                         |                    |                    |                   |
| <b>Personnel</b>                       |                    |                    |                   |
| 6010 · Salary/Wage                     |                    |                    |                   |
| Longevity Pay                          | 2,237.81           | 3,662.48           | -1,424.67         |
| Salary Supplement                      | 50.00              | 0.00               | 50.00             |
| Gross Wages                            | 104,143.15         | 139,690.42         | -35,547.27        |
| <b>Total 6010 · Salary/Wage</b>        | <u>106,430.96</u>  | <u>143,352.90</u>  | <u>-36,921.94</u> |
| <b>Employee Benefits</b>               |                    |                    |                   |
| <b>Insurance</b>                       |                    |                    |                   |
| 6711 · Group Insurance Hlth            | 10,692.39          | 27,318.21          | -16,625.82        |
| 6712 · Group Life,Disab,LTC,Dental     | 8,132.60           | 9,286.42           | -1,153.82         |
| <b>Total Insurance</b>                 | <u>18,824.99</u>   | <u>36,604.63</u>   | <u>-17,779.64</u> |
| <b>Meals/Entertain/Events (Staff)</b>  | 0.00               | 646.20             | -646.20           |
| 6730 · Retirement Contribution         | 5,942.71           | 8,255.77           | -2,313.06         |
| 6731 · Retirement Fees                 | 151.48             | 947.71             | -796.23           |
| <b>Total Employee Benefits</b>         | <u>24,919.18</u>   | <u>46,454.31</u>   | <u>-21,535.13</u> |
| <b>Payroll Taxes</b>                   |                    |                    |                   |
| 6040 · FICA Board (Soc Sec-Employer)   | 3,671.58           | 8,813.47           | -5,141.89         |
| 6041 · Medicare Board (Employer)       | 1,481.53           | 2,061.23           | -579.70           |
| <b>Total Payroll Taxes</b>             | <u>5,153.11</u>    | <u>10,874.70</u>   | <u>-5,721.59</u>  |
| 6560 · Payroll Fee Expense             | 858.00             | 303.60             | 554.40            |
| <b>Consulting-Contract Labor</b>       |                    |                    |                   |
| IT Consultant-special projects         | 42,223.00          | 23,296.00          | 18,927.00         |
| 6630 · Personnel Consultants           | 0.00               | 62.50              | -62.50            |
| <b>Total Consulting-Contract Labor</b> | <u>42,223.00</u>   | <u>23,358.50</u>   | <u>18,864.50</u>  |
| 5110 · Travel - Staff                  | 43.44              | 194.58             | -151.14           |
| <b>Total Personnel</b>                 | <u>179,627.69</u>  | <u>224,538.59</u>  | <u>-44,910.90</u> |
| <b>Board Members</b>                   |                    |                    |                   |
| Other Meeting Regs/FSBPT,edu           | 0.00               | 50.00              | -50.00            |
| <b>Subsistance</b>                     |                    |                    |                   |
| 5021 · Other Meeting Subsistance       | 109.69             | 0.00               | 109.69            |
| 5020 · Board Mtg Subsistance           | 18.00              | 27.00              | -9.00             |
| <b>Total Subsistance</b>               | <u>127.69</u>      | <u>27.00</u>       | <u>100.69</u>     |
| <b>Travel</b>                          |                    |                    |                   |
| 5011 · Other Mtgs Travel               | 110.88             | 0.00               | 110.88            |
| 5010 · Board Mtg Travel                | 19.04              | 0.00               | 19.04             |

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NCPT Board

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## Profit & Loss Prev Year Comparison

Accrual Basis

July 1 through September 10, 2021

|                                 | <u>Jul 1 - Sep 10, 21</u> | <u>Jul 1 - Sep 10, 20</u> | <u>\$ Change</u> |
|---------------------------------|---------------------------|---------------------------|------------------|
| <b>Total Travel</b>             | 129.92                    | 0.00                      | 129.92           |
| <b>5000 · BD Per Diem</b>       |                           |                           |                  |
| Rosa M. Gonzalez                | 0.00                      | 200.00                    | -200.00          |
| Jamie Miner                     | 325.00                    | 0.00                      | 325.00           |
| C. David Edwards                | 225.00                    | 125.00                    | 100.00           |
| Leslie P. Kesler                | 50.00                     | 150.00                    | -100.00          |
| Paul Garcia                     | 0.00                      | 150.00                    | -150.00          |
| Teresa Hale                     | <u>175.00</u>             | <u>325.00</u>             | <u>-150.00</u>   |
| <b>Total 5000 · BD Per Diem</b> | <u>775.00</u>             | <u>950.00</u>             | <u>-175.00</u>   |
| <b>Total Board Members</b>      | 1,032.61                  | 1,027.00                  | 5.61             |
| <b>Disciplinary Expenses</b>    |                           |                           |                  |
| 6555 · Investigations Expense   |                           |                           |                  |
| Mark Scott                      | 714.00                    | 2,675.00                  | -1,961.00        |

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**Profit & Loss Prev Year Comparison**

Accrual Basis

July 1 through September 10, 2021

|   | <u>Jul 1 - Sep 10, 21</u> | <u>Jul 1 - Sep 10, 20</u> | <u>\$ Change</u>  |
|---|---------------------------|---------------------------|-------------------|
| <b>Total 6555 · Investigations Expense</b>            | 714.00                    | 2,675.00                  | -1,961.00         |
|   | <u>714.00</u>             | <u>2,675.00</u>           | <u>-1,961.00</u>  |
| <b>Total Disciplinary Expenses</b>                    |                           |                           |                   |
| <b>Information Technology</b>                         |                           |                           |                   |
| 6420 · Computer Support                               | 453.45                    | 58.95                     | 394.50            |
| 6325 · Computer Supplies & Equipment                  |                           |                           |                   |
| Computer Equipment Less 500                           | 0.00                      | 1,225.02                  | -1,225.02         |
| Computer Equipment over 500                           | 0.00                      | 644.87                    | -644.87           |
| 6325 · Computer Supplies & Equipment - Ot...          | 235.94                    | 264.40                    | -28.46            |
|   | <u>235.94</u>             | <u>2,134.29</u>           | <u>-1,898.35</u>  |
| <b>Total 6325 · Computer Supplies &amp; Equipment</b> |                           |                           |                   |
| 6310 · Telephone                                      | 1,504.59                  | 1,854.24                  | -349.65           |
|   | <u>2,193.98</u>           | <u>4,047.48</u>           | <u>-1,853.50</u>  |
| <b>Total Information Technology</b>                   |                           |                           |                   |
| <b>Licensing</b>                                      |                           |                           |                   |
| 6823 · NC SBI - Reimb                                 | 3,876.00                  | 3,914.00                  | -38.00            |
|   | <u>3,876.00</u>           | <u>3,914.00</u>           | <u>-38.00</u>     |
| <b>Total Licensing</b>                                |                           |                           |                   |
| <b>Office Related Expenses</b>                        |                           |                           |                   |
| 7000 · Office Rent                                    | 13,120.68                 | 12,501.78                 | 618.90            |
|   | <u>13,120.68</u>          | <u>12,501.78</u>          | <u>618.90</u>     |
| <b>Total Office Related Expenses</b>                  |                           |                           |                   |
| <b>Operations</b>                                     |                           |                           |                   |
| 6810 · Bank Charges                                   | 0.00                      | 97.58                     | -97.58            |
| 6210 · Copying & Printing                             | 0.00                      | 64.33                     | -64.33            |
| 6811 · Credit Card Fees                               | 0.00                      | 1,783.42                  | -1,783.42         |
| 6450 · Equipment Lease & Maint                        | 314.82                    | 1,008.59                  | -693.77           |
| 6710 · Insurance/office/Prop/Honest                   | 716.00                    | 745.00                    | -29.00            |
| 6320 · Office Supplies                                | 1,223.23                  | 465.75                    | 757.48            |
| 6340 · Postage  |                           |                           |                   |
| FedX Postage NCSBI                                    | 33.83                     | 85.31                     | -51.48            |
| 6340 · Postage - Other                                | 347.14                    | 3,100.03                  | -2,752.89         |
|   | <u>380.97</u>             | <u>3,185.34</u>           | <u>-2,804.37</u>  |
| <b>Total 6340 · Postage</b>                           |                           |                           |                   |
| <b>Total Operations</b>                               | 2,635.02                  | 7,350.01                  | -4,714.99         |
| 6530 · Legal  | 8,962.50                  | 12,187.50                 | -3,225.00         |
| 6820 · Overpayment Refund                             | 457.65                    | 0.00                      | 457.65            |
|   | <u>212,620.13</u>         | <u>268,241.36</u>         | <u>-55,621.23</u> |
| <b>Total Expense</b>                                  |                           |                           |                   |
| <b>Net Ordinary Income</b>                            | -175,422.10               | -210,371.86               | 34,949.76         |
| <b>Other Income/Expense</b>                           |                           |                           |                   |
| <b>Other Expense</b>                                  |                           |                           |                   |

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NCPT Board

09/10/21

## Profit & Loss Prev Year Comparison

Accrual Basis

July 1 through September 10, 2021

|                            | <u>Jul 1 - Sep 10, 21</u> | <u>Jul 1 - Sep 10, 20</u> | <u>\$ Change</u> |
|----------------------------|---------------------------|---------------------------|------------------|
| <b>Voids</b>               | 0.00                      | 0.00                      | 0.00             |
| <b>Total Other Expense</b> | 0.00                      | 0.00                      | 0.00             |
| <b>Net Other Income</b>    | 0.00                      | 0.00                      | 0.00             |
| <b>Net Income</b>          | <u>-175,422.10</u>        | <u>-210,371.86</u>        | <u>34,949.76</u> |



09/10/21 **Profit & Loss Prev Year Comparison** Accrual Basis July 1 through  
September 10, 2021

|   | % Change      |
|---|---------------|
| <b>Ordinary Income/Expense</b>            |               |
| <b>Income</b>                             |               |
| 4305 · Credit Card Cost - Military        | -15.0%        |
| 4304 · Credit Card Processing Cost        | -33.3%        |
| 4303 · FBI/CBC Background check fees      | -30.8%        |
| <b>Continuing Competence</b>              |               |
| 4301 · CC Licensee                        | 0.0%          |
| <b>Total Continuing Competence</b>        | <u>0.0%</u>   |
| <b>License Verifications Income</b>       |               |
| 4203 · NC License Verif (CCard)           | -28.2%        |
| 4204 · NC License Verif (by check)        | -50.0%        |
| <b>Total License Verifications Income</b> | <u>-28.5%</u> |
| <b>PT Income</b>                          |               |
| 4092 · PT Compact privilege app cost      | 46.7%         |
| 4091 · PT Endors Fee                      | 100.0%        |
| 4015 · PT-OnlineExamApp                   | -13.0%        |
| 4090 · PT Online End                      | -38.4%        |
| 4016 · PT Online-EXOST                    | -28.6%        |
| 4162 · PT Retake Fee New                  | -100.0%       |
| <b>PT Revivals</b>                        |               |
| 4012 · PT Revive by payment               | 200.0%        |
| 4102 · PT Rev by End or Ed Hours          | 100.0%        |
| 4103 · PT Rev by End                      | -58.8%        |
| <b>Total PT Revivals</b>                  | <u>-38.9%</u> |
| <b>Total PT Income</b>                    | -27.9%        |
| <b>PTA Income</b>                         |               |
| 4054 · PTA Compact privilege appl cost    | 100.0%        |
| 4025 · PTA Online Exam App                | -60.0%        |
| 4055 · PTA Online End                     | -28.1%        |
| 4026 · PTA Online-EXOST                   | 0.0%          |
| 4172 · PTA Retake Fee new                 | -100.0%       |
| <b>PTA Revivals</b>                       |               |
| 4113 · PTA Rev by End                     | -100.0%       |
| 4024 · PTA Revive by payment              | 300.0%        |
| <b>Total PTA Revivals</b>                 | <u>-50.0%</u> |
| <b>Total PTA Income</b>                   | -44.0%        |
| 4256 · Certificates (wall & Lic Card)     | 0.0%          |
| 4281 · Discipline Reimbursement           | -100.0%       |
| 4280 · Interest Income                    | -100.0%       |
| <b>Total Income</b>                       | <u>35.7%</u>  |

09/10/21 **Profit & Loss Prev Year Comparison** Accrual Basis July 1 through  
September 10, 2021

|  | % Change |
|--|----------|
| <b>Gross Profit</b>                    | -35.7%   |
| <b>Expense</b>                         |          |
| <b>Personnel</b>                       |          |
| 6010 · Salary/Wage                     |          |
| Longevity Pay                          | -38.9%   |
| Salary Supplement                      | 100.0%   |
| Gross Wages                            | -25.5%   |
| <b>Total 6010 · Salary/Wage</b>        | -25.8%   |
| <b>Employee Benefits</b>               |          |
| <b>Insurance</b>                       |          |
| 6711 · Group Insurance Hlth            | -60.9%   |
| 6712 · Group Life,Disab,LTC,Dental     | -12.4%   |
| <b>Total Insurance</b>                 | -48.6%   |
| <b>Meals/Entertain/Events (Staff)</b>  | -100.0%  |
| 6730 · Retirement Contribution         | -28.0%   |
| 6731 · Retirement Fees                 | -84.0%   |
| <b>Total Employee Benefits</b>         | -46.4%   |
| <b>Payroll Taxes</b>                   |          |
| 6040 · FICA Board (Soc Sec-Employer)   | -58.3%   |
| 6041 · Medicare Board (Employer)       | -28.1%   |
| <b>Total Payroll Taxes</b>             | -52.6%   |
| 6560 · Payroll Fee Expense             | 182.6%   |
| <b>Consulting-Contract Labor</b>       |          |
| IT Consultant-special projects         | 81.3%    |
| 6630 · Personnel Consultants           | -100.0%  |
| <b>Total Consulting-Contract Labor</b> | 80.8%    |
| 5110 · Travel - Staff                  | -77.7%   |
| <b>Total Personnel</b>                 | -20.0%   |
| <b>Board Members</b>                   |          |
| Other Meeting Regs/FSBPT,edu           | -100.0%  |
| <b>Subsistance</b>                     |          |
| 5021 · Other Meeting Subsistance       | 100.0%   |
| 5020 · Board Mtg Subsistance           | -33.3%   |
| <b>Total Subsistance</b>               | 372.9%   |
| <b>Travel</b>                          |          |
| 5011 · Other Mtgs Travel               | 100.0%   |
| 5010 · Board Mtg Travel                | 100.0%   |

09/10/21 **Profit & Loss Prev Year Comparison** Accrual Basis July 1 through  
September 10, 2021

|                               | % Change | <hr/>         |
|-------------------------------|----------|---------------|
| Total Travel                  |          | 100.0%        |
| 5000 · BD Per Diem            |          |               |
| Rosa M. Gonzalez              |          | -100.0%       |
| Jamie Miner                   |          | 100.0%        |
| C. David Edwards              |          | 80.0%         |
| Leslie P. Kesler              |          | -66.7%        |
| Paul Garcia                   |          | -100.0%       |
| Teresa Hale                   |          | <u>-46.2%</u> |
| Total 5000 · BD Per Diem      |          | <u>-18.4%</u> |
| Total Board Members           |          | 0.6%          |
| Disciplinary Expenses         |          |               |
| 6555 · Investigations Expense |          |               |
| Mark Scott                    |          | -73.3%        |

09/10/21 **Profit & Loss Prev Year Comparison** Accrual Basis July 1 through  
September 10, 2021

|  | % Change |
|--|----------|
| Total 6555 · Investigations Expense          | -73.3%   |
|  | -73.3%   |
| Total Disciplinary Expenses                  |          |
| Information Technology                       |          |
| 6420 · Computer Support                      | 669.2%   |
| 6325 · Computer Supplies & Equipment         |          |
| Computer Equipment Less 500                  | -100.0%  |
| Computer Equipment over 500                  | -100.0%  |
| 6325 · Computer Supplies & Equipment - Ot... | -10.8%   |
|  | -89.0%   |
| Total 6325 · Computer Supplies & Equipment   |          |
| 6310 · Telephone                             | -18.9%   |
|  | -45.8%   |
| Total Information Technology                 |          |
| Licensing                                    |          |
| 6823 · NC SBI - Reimb                        | -1.0%    |
|  | -1.0%    |
| Total Licensing                              |          |
| Office Related Expenses                      |          |
| 7000 · Office Rent                           | 5.0%     |
|  | 5.0%     |
| Total Office Related Expenses                |          |
| Operations                                   |          |
| 6810 · Bank Charges                          | -100.0%  |
| 6210 · Copying & Printing                    | -100.0%  |
| 6811 · Credit Card Fees                      | -100.0%  |
| 6450 · Equipment Lease & Maint               | -68.8%   |
| 6710 · Insurance/office/Prop/Honest          | -3.9%    |
| 6320 · Office Supplies                       | 162.6%   |
| 6340 · Postage                               |          |
| FedX Postage NCSBI                           | -60.3%   |
| 6340 · Postage - Other                       | -88.8%   |
|  | -88.0%   |
| Total 6340 · Postage                         |          |
| Total Operations                             | -64.2%   |
| 6530 · Legal                                 | -26.5%   |
| 6820 · Overpayment Refund                    | 100.0%   |
|  | -20.7%   |
| Total Expense                                |          |
| Net Ordinary Income                          | 16.6%    |
| Other Income/Expense                         |          |
| Other Expense                                |          |

09/10/21 **Profit & Loss Prev Year Comparison** Accrual Basis July 1 through September 10, 2021

|                            | % Change | <u>                    </u> |
|----------------------------|----------|-----------------------------|
| <b>Voids</b>               |          | <u>0.0%</u>                 |
| <b>Total Other Expense</b> |          | <u>0.0%</u>                 |
| <b>Net Other Income</b>    |          | <u>0.0%</u>                 |
| <b>Net Income</b>          |          | <u><u>16.6%</u></u>         |

# Attachment 6 – Board Meeting, September, 2021



11:32 AM

NCPT Board

09/10/21

**Balance Sheet Prev Year Comparison**

Accrual Basis

As of September 10, 2021

|  | Sep 10, 21          | Sep 10, 20          | \$ Change         | % Change      |
|--|---------------------|---------------------|-------------------|---------------|
| <b>ASSETS</b>                          |                     |                     |                   |               |
| <b>Current Assets</b>                  |                     |                     |                   |               |
| <b>Checking/Savings</b>                |                     |                     |                   |               |
| 1028 · Pinnacle Acc# 1480              | 2,284,304.91        | 1,552,008.39        | 732,296.52        | 47.2%         |
| 1020 · BB&T                            | 0.00                | 180,983.62          | -180,983.62       | -100.0%       |
| 1046 · First Citizen Bank - MM Account | 0.00                | 51,225.41           | -51,225.41        | -100.0%       |
| 0001 · First National Bank (Yadkin B)  | 0.00                | 55,909.57           | -55,909.57        | -100.0%       |
| 1024 · Mechanics & Farmers Bank -011   | 64,928.44           | 64,602.92           | 325.52            | 0.5%          |
| 1023 · Mechanics and Farmers - 386     | 0.00                | 25,000.00           | -25,000.00        | -100.0%       |
| 0003 · North State Bank -#11656        | 109,994.22          | 108,364.30          | 1,629.92          | 1.5%          |
| 0004 · North State Bank #11720         | 109,723.83          | 108,097.92          | 1,625.91          | 1.5%          |
| 0002 · North State Bank #4167          | 56,862.37           | 55,873.28           | 989.09            | 1.8%          |
| 1026 · PNC - RBC-MM Acct               | 33,026.09           | 3,723.36            | 29,302.73         | 787.0%        |
| 1027 · PNC/RBC - Business 300 Checking | 155,903.72          | 92,003.79           | 63,899.93         | 69.5%         |
| 1040 · State Employees Credit Union    | 0.00                | 210,672.99          | -210,672.99       | -100.0%       |
| 1030 · State Employees Share Acct      | 0.00                | 85.83               | -85.83            | -100.0%       |
| <b>Total Checking/Savings</b>          | <b>2,814,743.58</b> | <b>2,508,551.38</b> | <b>306,192.20</b> | <b>12.2%</b>  |
| <b>Other Current Assets</b>            |                     |                     |                   |               |
| 1900 · Prepaid Rent                    | 6,560.34            | 5,941.44            | 618.90            | 10.4%         |
| 1901 · Prepaid Warranty                | 570.84              | 2,419.60            | -1,848.76         | -76.4%        |
| <b>Total Other Current Assets</b>      | <b>7,131.18</b>     | <b>8,361.04</b>     | <b>-1,229.86</b>  | <b>-14.7%</b> |
| <b>Total Current Assets</b>            | <b>2,821,874.76</b> | <b>2,516,912.42</b> | <b>304,962.34</b> | <b>12.1%</b>  |
| <b>Fixed Assets</b>                    |                     |                     |                   |               |
| 1510 · Furniture & Equipment           | 298,533.63          | 273,207.42          | 25,326.21         | 9.3%          |
| 1520 · Accumulated Depreciation        | -187,325.29         | -157,443.13         | -29,882.16        | -19.0%        |

**Total Fixed Assets**

111,208.34

115,764.29

-4,555.95

-3.9%

2,933,083.102,632,676.71300,406.3911.4%**TOTAL ASSETS**-71,237.76-1,549.7740,294.2190,023.61-49,729.40-55.2%**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Other Current Liabilities****2002 · Accounts Payable**

3,080.00

3,080.00

0.00

0.0%

**2600 · Accrued Vacation Pay**

108,451.97

88,493.38

19,958.59

22.6%

**2100 · Payroll Liabilities****2100.01 · Federal W/H**

-6,881.00

0.00

-6,881.00

-100.0%

**2100.02 · Soc Sec (Employee)**

-3,933.17

0.00

-3,933.17

-100.0%

**2100.03 · Soc Sec (Employer)**

-6,593.17

0.00

-6,593.17

-100.0%

**2100.04 · Medicare (Employee)**

-919.10

0.00

-919.10

-100.0%

**2100.05 · Medicare (Employer)**

-919.10

0.00

-919.10

-100.0%

**2100.06 · NC Tax Withheld**

-2,537.00

0.00

-2,537.00

-100.0%

**2100.60 · Life Insurance - Employee Pd**

-120.74

33.92

-154.66

-456.0%

**2100.80 · Health&Dental Ins (pre-tax)**

1,103.13

164.34

938.79

571.3%

**2100.70 · Retirement - Employee Contri...**

-7,323.95

-1,748.03

-5,575.92

-319.0%

**2100.71 · Retirement - Employer Cont.**

-3,655.02

0.00

-3,655.02

-100.0%

**2100.99 · Net Cks Holding-Payroll**

-39,458.64

0.00

-39,458.64

-100.0%

**Total 2100 · Payroll Liabilities**

-69,687.99

-4,496.7%

**Total Other Current Liabilities****Balance Sheet Prev Year Comparison**

As of September 10, 2021

Sep 10, 21

Sep 10, 20

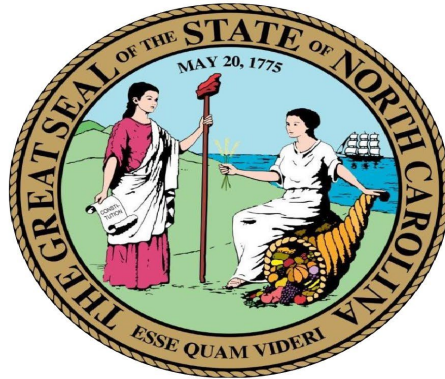
\$ Change

% Change



|   |                     |                     |                   |              |
|---|---------------------|---------------------|-------------------|--------------|
| <b>Total Current Liabilities</b>                  | 40,294.21           | 90,023.61           | -49,729.40        | -55.2%       |
| <b>Total Liabilities</b>                          | 40,294.21           | 90,023.61           | -49,729.40        | -55.2%       |
| <b>Equity</b>                                     |                     |                     |                   |              |
| <b>3506 · Payroll Reserve</b>                     | 290,000.00          | 0.00                | 290,000.00        | 100.0%       |
| <b>3505 · Continuing Education Reserve</b>        | 50,000.00           | 50,000.00           | 0.00              | 0.0%         |
| <b>3504 · Information Technology Reserve</b>      | 300,000.00          | 200,000.00          | 100,000.00        | 50.0%        |
| <b>3010 · Investment in Assets</b>                | 104,071.72          | 104,071.72          | 0.00              | 0.0%         |
| <b>3503 · Unanticipated Litigation costs</b>      | 800,000.00          | 800,000.00          | 0.00              | 0.0%         |
| <b>3901 · Net Assets</b>                          | -33,094.33          | -33,094.33          | 0.00              | 0.0%         |
| <b>3501 · Replacement of Property &amp; Equip</b> | 100,000.00          | 100,000.00          | 0.00              | 0.0%         |
| <b>3502 · Reserve for Building Acquisitio</b>     | 735,000.00          | 735,000.00          | 0.00              | 0.0%         |
| <b>3920 · Reserve for Prepaid Expenses</b>        | 7,131.18            | 5,941.44            | 1,189.74          | 20.0%        |
| <b>3900 · Retained Earnings</b>                   | 715,102.42          | 791,106.13          | -76,003.71        | -9.6%        |
| <b>Net Income</b>                                 | -175,422.10         | -210,371.86         | 34,949.76         | 16.6%        |
| <b>Total Equity</b>                               | 2,892,788.89        | 2,542,653.10        | 350,135.79        | 13.8%        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>             | <b>2,933,083.10</b> | <b>2,632,676.71</b> | <b>300,406.39</b> | <b>11.4%</b> |

# Attachment 7 – Board Meeting, September, 2021





|     |  |
|-----|--|
| I.  | <p><b>Continuing Competence Action Items</b></p> <p>a. <b>Exemptions-</b> 0 new hardship requests since last meeting. Currently we continue to have a total of 21 exemptions for over 65.</p>  |
| II. | <p><b>COVID-19 and Deputy Director's Activities and Duties during the past 3 months still are heavily influenced by the June Board meeting, 2021) As with</b></p> <p>a. <b>Resolution #130.</b></p> <p><b>Rules</b></p> <p>i. The Board's permanent rules below were approved by the RRC and became effective August 1, 2021.</p> <ul style="list-style-type: none"><li>• 21 NCAC 48D .0107</li><li>• 21 NCAC 48D .0109</li><li>• 21 NCAC 48D .0111</li><li>• 21 NCAC 48E .0101</li></ul> <p>ii. Technical changes were approved by the Codifier of Rules effective September 1, 2021</p> <ul style="list-style-type: none"><li>• 21 NCAC 48B .0103</li><li>• 21 NCAC 48D .0106</li></ul> <p>iii. The technical change for the following rule was denied by the Codifier of Rules and will return to the next Rules Committee meeting.</p> <ul style="list-style-type: none"><li>• 21 NCAC 48G .0203</li></ul> <p><b>Course Approvals</b></p> <p>b. We continue to review and approve courses for continuing competence credit and have approved 6 to date since the beginning of 2021.</p> <p>i. Communication continues with online continuing education companies. If their activities are approved by any state PT licensing board, any state PT association, APTA, FSBPT, or IACET, then they are automatically approved in NC and no additional approval is needed.</p> <p>ii. Continuing to work with AHECs regarding their activity approvals.</p> <p>c. <b>Continuing Competence Audit-</b> A random continuing competence audit was initiated on March 5, 2021 for 100 PTs and 50 PTAs. As of 6/28/2021, the audits were completed.</p> <ul style="list-style-type: none"><li>• One licensee received an advisory letter due to continued delayed response.</li><li>• Extensions due to hardship (most are Covid related- having difficulty obtaining verification of clinical worked hours)- 10</li></ul> |

|  |  |
|--|--|
|  | <p>d. <b>Policy and Procedure for Continuing Competence-</b> The Board built in significant flexibility in the categories that licensees can use to earn continuing competence points.</p> |
|--|--|

|  |   |
|--|---|
|  | <p>e. <b>School Outreach-</b> The Board has now been an AAP participant for over a year. We recently sent communications to all NC PT/PTA schools thanking them for their participation and patience and again reviewing the Certification of Education and when it/or transcripts are due (when degree is conferred). An infographic was also included for students to emphasize the importance of early application to avoid unnecessary delays in the application for PT/PTA licensure in NC.</p> <p>f. <b>Staff Meetings and Follow-up</b></p> <p>i. Continue to have daily Discord sessions with the licensing team as they work remotely to ensure work flow efficiencies and troubleshoot any barriers. Also having an additional daily Discord meeting with the licensing team to continue to optimize SharePoint, our electronic document management system, and to work on developing the new website.</p> <p>g. <b>Legislative Activities</b></p> <p>i. Continuing to monitor current legislative calendars and meetings that could impact OLBs.</p> |
|--|---|

|  |   |
|--|---|
|  | <p><b>Special Projects- Working in Conjunction with the Executive Director</b></p> <p>a. <b>Record Retention-</b> current projects:</p> <ul style="list-style-type: none"><li>• Re-organized permanent files in preparation to merge old revivals in with the permanent license records.</li><li>• Still not destroying applications over a year old that expired after 4/2020 due to current regulatory flexibility for COVID.</li><li>• Removed medical records from IC files greater than 3 years old</li><li>• Completed scanning on old course approval records</li></ul> <p>b. <b>Newsletter-</b> Sent out letter to all Board members, Board attorney, and Board staff to submit articles and ideas for Newsletter. We will be on a tight timeline this year to have it ready by the first or second week in October for publishing the first of November.</p> <p>c. <b>Board Support-</b>Researching scope of practice questions is ongoing</p> <p>d. <b>Criminal background checks-</b> Maintaining excellent relationship with the SBI. Still providing all options for applicants to get fingerprints done. Average turnaround time for fingerprint processing once fingerprint cards mailed to SBI via Fed Ex is 3-5 weeks. SBI doing federal name check if fingerprints rejected more than twice for fingerprint characteristics being too low to process. We did confirm that Fed Ex lost the fingerprint envelope we mailed on April 1. We can confirm it was picked up by Fed Ex on 4/1/2021 at 6:33 pm. All applicants have since completed the CBC process successfully who were involved with the 4/1 Fed Ex envelope.</p> |
|  | <p>e. <b>AAP-</b> The Alternate Approval Pathway began on September 25, 2020. Board staff continues to educate Program Director and applicants via email, phone and Zoom calls. All programs have now been through one cycle of AAP. Another email was sent to all program directors at the end of August to thank them for their patience and to recap AAP processes.</p>  |

|  |   |
|--|---|
|  | <p>f. <b>Military Expedited Process-</b> Reviewed and revised the Military Expedited Process for the Temporary Permit in November in preparation for the effective Dec. 1, 2020 date for the revision of <b>PART I. MILITARY SPOUSE OCCUPATIONAL LICENSURE SECTION 1.</b> G.S. 93B-15.1 reads as rewritten:<br/><b>"§ 93B-15.1. Licensure for individuals with military training and experience; proficiency examination; licensure by endorsement for military spouse's temporary license.</b> Turnaround time for military permits has gone from an average of 38 days prior to December 1, 2020 to:</p> <ul style="list-style-type: none"><li>• 4.66 days in December 2020, to</li><li>• 2.6 since January 1, 2021- May 12, 2021. We did have one permit not included in this number that took significantly longer because he was ready to be permitted in 3 days, but even with multiple phone calls, voicemails, and emails, he did not provide the photo and military papers for a month.</li><li>• From 5/13/2021-8/27/2021- 12 temporary permits issued. 7.6 days. Two of the permittees did not submit their military papers for 37 days and 18 days respectively and subsequently received their permit on the day of submission. If those two are not calculated, the turnaround time is 3.7 days.</li></ul> <p>g. <b>Licensing Team Update-</b> The licensing team is now permanently working remotely. Overall, the forced work from home situation has helped the licensing team evolve into a more effective online document management system.</p> <p>h. <b>Public Records Requests –</b> We have developed an in-house method to expedite licensee list requests from external requestors.</p> <p>i. <b>Customer Satisfaction –Upload Features-</b> We now have a photo upload feature after the application has been submitted and a military paper upload feature. The licensing team is working with IT to develop an online feature for character references.</p> <p><b>Satisfaction Survey-</b> We are working with FSBPT to evaluate our customer satisfaction percentages which have declined somewhat in the past year. Of note, the Prometric Survey is completed after the applicant takes the NPTE. (See the section on Prometric to review the survey and satisfaction percentages.) The survey has been sent to 160 applicants who did not give the NCBPTE a very satisfied or satisfied score on the NC application process.</p> <p>j. <b>Compact Updates-</b> Board staff is more aware to check to be sure the JE is done again both with renewal and purchase, and as always, the public can find out on</p> |
|  | our website and the Compact website if someone has a privilege in NC and the status of that privilege.  |

Board Report for NCBPTE Meeting

Continuing Competence

September 22, 2021

Submitted by Deborah J. Ragan, PT, DPT, NCBPTE Deputy Director



Attachment 8 – Board Meeting, September, 2021



1 21 NCAC 48D .0107 is amended as published in 35:14 NCR 1582 as follows:

2

3 21 NCAC 48D .0107 PERSONS REFUSED EXAMINATION PERMISSION

4 (a) The Board shall refuse permission to take the examination to any person who:

- 5 (1) Does not meet the requirements as set forth in the Physical Therapy Practice Act;
- 6 (2) Furnishes false information to the Board on the application; or
- 7 (3) Fails to furnish personal background information as required by these Rules.

8 (b) ~~The Board and Federation have authority to approve an applicant's exam eligibility. eligibility and may delegate~~  
9 ~~its authority to the Federation. Upon delegation of said authority, the~~ The Board shall approve exam eligibility  
10 for foreign-trained applicants. The Federation shall grant exam eligibility for all other applicants as set forth in  
11 National Physical Therapy Examination policies, which are available free of charge at the Board's office and at  
12 [www.fsbpt.org](http://www.fsbpt.org).

13 ~~(b)(c)~~ (c) Any applicant who is refused permission to take the examination shall be entitled to petition the Board for a  
14 contested case hearing pursuant to Subchapter 48G, Section .0500 of this Chapter.

15 ~~(d) Any applicant who is refused permission to take the examination by the Federation has the option to appeal using~~  
16 ~~the policies set forth in Paragraph (b) of this Rule.~~

17

18 *History Note: Authority G.S. 90-270.92; 90-270.95; 90-270.97; ~~90-270.100~~; 90-270.103;*

19 *Eff. February 1, 1976;*

20 *Readopted Eff. September 30, 1977;*

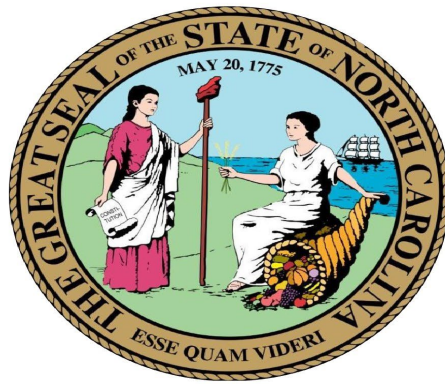
21 *Amended Eff. December 1, 2006; August 1, 2002; December 30, 1985;*

22 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 1,*  
23 *2018;*

24 *Temporary Amendment Eff. September 25, ~~2020~~ 2020;*

25 *Amended Eff. August 1, 2021.*

# Attachment 9 – Board Meeting, September, 2021



1 21 NCAC 48D .0109 is amended as published in 35:14 NCR 1582-1583 as follows:

2

3 21 NCAC 48D .0109 RETAKING EXAMINATION

4 (a) Arrangements for Retake. To retake the examination, the applicant shall notify the Board in writing, and pay the  
5 retake fee as specified in 21 NCAC 48F .0102. The examination cost as set forth by the Federation ([www.fsbpt.org](http://www.fsbpt.org))  
6 is hereby incorporated by reference and includes subsequent amendments and editions. ~~A copy of the retake~~  
7 ~~application may be obtained from the Board's website at no charge. If the Federation approves exam eligibility, the~~  
8 ~~Federation shall administer the retake process according to NPTE policies, which may be found at [www.fsbpt.org](http://www.fsbpt.org).~~

9 ~~(b) Retake Examination. The Board shall administer a particular form of the examination to an applicant only one~~  
10 ~~time.~~

11 ~~(c)~~(b) Limitations. An applicant shall be limited to taking the examination the number of times allowed by the  
12 Federation as indicated on the Federation's website ([www.fsbpt.org](http://www.fsbpt.org)).

13

14 *History Note: Authority G.S. 90-270.92; 90-270.95; 90-270.97; 90-270.100;*

15 *Emergency Regulation Eff. July 23, 1979, for a period of 120 days to expire on November 20,*  
16 *1979;*

17 *Made Permanent Eff. November 20, 1979;*

18 *Amended Eff. February 1, 2015; February 1, 1996; November 1, 1993; August 1, 1988; May 1,*  
19 *1988;*

20 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 1,*  
21 *2018;*

22 *Temporary Amendment Eff. September 25, ~~2020~~ 2020;*

23 *Amended Eff. August 1, 2021.*

Attachment 10 – Board Meeting, September, 2021



1 21 NCAC 48D .0111 is amended as published in 35:14 NCR 1583 as follows:

2

3 21 NCAC 48D .0111 APPLICANTS WITH SPECIAL NEEDS

4 Examination candidates who need special accommodations for the examination as a result of a medical or physical  
5 ~~dysfunction~~ disability shall file an Accommodation Request Form and supporting documentation with the ~~executive~~  
6 ~~director~~ Executive Director at least 60 days before the examination date in order for the request to be considered by  
7 the Board. If the Federation grants exam eligibility, the accommodation request shall be made pursuant to  
8 Federation testing accommodation policy, which may be found at [www.fsbpt.org](http://www.fsbpt.org).

9

10 History Note: Authority G.S. 90-270.92; P.L. 101-336;

11 *Eff. October 1, 1995;*

12 *Amended Eff. February 1, 1996;*

13 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 1,*  
14 *2018;*

15 *Temporary Amendment Eff. September 25, 2020. 2020;*

16 *Amended Eff. August 1, 2021.*

Attachment 11 – Board Meeting, September, 2021



1 21 NCAC 48E .0101 is amended as published in 35:14 NCR 1583 with changes as follows:

2

3

SUBCHAPTER 48E - APPLICATION FOR LICENSURE

4

SECTION .0100 – REQUIREMENTS

5

6 21 NCAC 48E .0101 FILING APPLICATION AND BOARD DETERMINATION OF EXAM  
7 ELIGIBILITY

8 (a) An applicant for licensure shall ensure that his or her credentials are filed with the ~~executive director~~  
9 Executive Director in accordance with the rules of this Subchapter.

10 (b) ~~To be considered for a desired examination date, the applicant~~ Applicants pursuant to G.S. 90-270.97  
11 [G.S. 90270-97] shall submit all application requirements to the ~~executive director~~ Executive Director at least 30  
12 days prior to the examination.

13 (c) The Board shall not approve an application until the applicant has graduated as defined by 21 NCAC 48A  
14 .0105(6).

15

16 *History Note: Authority G.S. 90-270.92; 90-270.95; 90-270.98(b);*

17 *Eff. February 1, 1976;*

18 *Readopted Eff. September 30, 1977;*

19 *Amended Eff. May 1, 1988; December 30, 1985; October 28, 1979;*

20 *Recodified Paragraph (c) to 21 NCAC 48C .0501 Eff. January 25, 1989;*

21 *Amended Eff. July 1, 2013; August 1, 1998; February 1, 1996;*

22 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 1,*  
23 *2018;*

24 *Amended Eff. May 1, 2020;*

25 *Temporary Amendment Eff. September 25, ~~2020~~ 2020;*

26 *Amended Eff. August 1, 2021.*



Attachment 12 – Board Meeting, September, 2021



# Pass Rates by School for NORTH CAROLINA

## Graduation Year: 2021

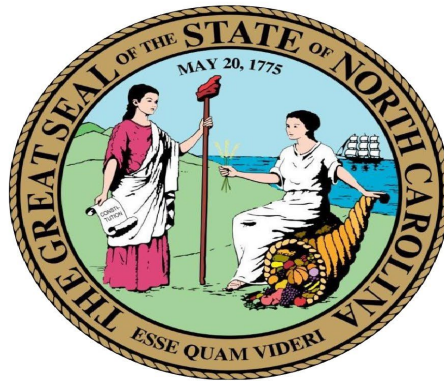
Report Date: Tuesday, August 31, 2021  
 Data Current as of: Monday, August 30, 2021

| Program    | Code | School  | First Time Pass Rate | Ultimate Pass Rate | Total Candidates |
|------------|------|---|----------------------|--------------------|------------------|
| <b>PT</b>  |      |   |                      |                    |                  |
|            | 3411 | Winston-Salem State University (PT)                     | 0.00%                | 0.00%              | 0                |
|            | 3414 | Elon University (PT)                                    | 0.00%                | 0.00%              | 0                |
|            | 3418 | Campbell University (PT)                                | 0.00%                | 0.00%              | 0                |
|            | 3419 | Wingate University (PT)                                 | 0.00%                | 0.00%              | 0                |
|            | 3401 | Duke University (PT)                                    | 89.19%               | 94.59%             | 74               |
|            | 3402 | East Carolina University (PT)                           | 100.00%              | 100.00%            | 30               |
|            | 3403 | University of North Carolina at Chapel Hill (PT)        | 100.00%              | 100.00%            | 25               |
|            | 3412 | Western Carolina University (PT)                        | 100.00%              | 100.00%            | 32               |
|            | 3421 | High Point University (PT)                              | 82.76%               | 93.10%             | 58               |
|            | 3422 | Methodist University (PT)                               | 100.00%              | 100.00%            | 18               |
|            |      | <b>NORTH CAROLINA Total (PT)</b>                        | 92.41%               | 96.62%             | 237              |
|            |      | <b>All U.S Accredited Programs (PT)</b>                 | 90.52%               |                    | 8723             |
| <b>PTA</b> |      |   |                      |                    |                  |
|            | 3408 | Stanly Community College (PTA) - Accred. Withdrawn      | 0.00%                | 0.00%              | 0                |
|            | 3413 | Guilford Technical Community College (PTA)              | 0.00%                | 0.00%              | 0                |
|            | 3420 | South University - High Point (PTA) - Accred. Withdrawn | 0.00%                | 0.00%              | 0                |
|            | 3404 | Central Piedmont Community College (PTA)                | 100.00%              | 100.00%            | 17               |
|            | 3405 | Fayetteville Technical Community College (PTA)          | 100.00%              | 100.00%            | 16               |
|            | 3406 | Martin Community College (PTA)                          | 91.67%               | 91.67%             | 12               |
|            | 3407 | Nash Community College (PTA)                            | 73.68%               | 73.68%             | 19               |

|  |      |  |         |         |    |
|--|------|--|---------|---------|----|
|  | 3409 | Caldwell Community College and Technical Institute (PTA) | 88.89%  | 100.00% | 18 |
|  | 3410 | Southwestern Community College (PTA)                     | 100.00% | 100.00% | 11 |
|  | 3415 | South College - Asheville (PTA)                          | 66.67%  | 100.00% | 6  |
|  | 3416 | Surry Community College (PTA)                            | 86.67%  | 86.67%  | 15 |
|  | 3417 | Craven Community College (PTA)                           | 87.50%  | 87.50%  | 16 |

| Program | Code | School                                   | First Time Pass Rate | Ultimate Pass Rate | Total Candidates |
|---------|------|--|----------------------|--------------------|------------------|
|         | 3423 | Rowan-Carrabus Community College (PTA)   | 100.00%              | 100.00%            | 14               |
|         |      | <b>NORTH CAROLINA Total (PTA)</b>        | 90.28%               | 93.06%             | 144              |
|         |      | <b>All U.S Accredited Programs (PTA)</b> | 82.40%               |                    | 3785             |

# Attachment 12 – Board Meeting, September, 2021



## **Pass Rates by School for NORTH CAROLINA** **Graduation Year: 2020**

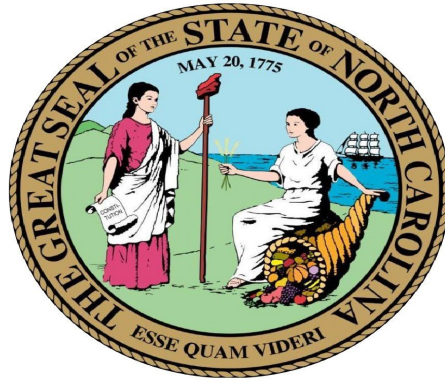
Report Date: Tuesday, August 31, 2021  
Data Current as of: Monday, August 30, 2021

| Program    | Code | School   | First Time Pass Rate | Ultimate Pass Rate | Total Candidates |
|------------|------|--|----------------------|--------------------|------------------|
| <b>PT</b>  |      |  |                      |                    |                  |
|            | 3401 | Duke University (PT)                                     | 94.81%               | 100.00%            | 77               |
|            | 3402 | East Carolina University (PT)                            | 93.75%               | 100.00%            | 32               |
|            | 3403 | University of North Carolina at Chapel Hill (PT)         | 100.00%              | 100.00%            | 30               |
|            | 3411 | Winston-Salem State University (PT)                      | 100.00%              | 100.00%            | 27               |
|            | 3412 | Western Carolina University (PT)                         | 100.00%              | 100.00%            | 29               |
|            | 3414 | Elon University (PT)                                     | 86.67%               | 97.78%             | 45               |
|            | 3418 | Campbell University (PT)                                 | 92.68%               | 100.00%            | 41               |
|            | 3419 | Wingate University (PT)                                  | 81.82%               | 97.73%             | 44               |
|            | 3421 | High Point University (PT)                               | 92.98%               | 100.00%            | 57               |
|            | 3422 | Methodist University (PT)                                | 88.57%               | 100.00%            | 35               |
|            |      | <b>NORTH CAROLINA Total (PT)</b>                         | 92.57%               | 99.52%             | 417              |
|            |      | <b>All U.S Accredited Programs (PT)</b>                  | 91.19%               |                    | 11510            |
| <b>PTA</b> |      |  |                      |                    |                  |
|            | 3408 | Stanly Community College (PTA) - Accred. Withdrawn       | 0.00%                | 0.00%              | 0                |
|            | 3420 | South University - High Point (PTA) - Accred. Withdrawn  | 0.00%                | 0.00%              | 0                |
|            | 3423 | Rowan-Carrabus Community College (PTA)                   | 0.00%                | 0.00%              | 0                |
|            | 3404 | Central Piedmont Community College (PTA)                 | 100.00%              | 100.00%            | 18               |
|            | 3405 | Fayetteville Technical Community College (PTA)           | 82.35%               | 94.12%             | 17               |
|            | 3406 | Martin Community College (PTA)                           | 75.00%               | 87.50%             | 16               |
|            | 3407 | Nash Community College (PTA)                             | 94.12%               | 100.00%            | 17               |
|            | 3409 | Caldwell Community College and Technical Institute (PTA) | 95.45%               | 95.45%             | 22               |
|            | 3410 | Southwestern Community College (PTA)                     | 100.00%              | 100.00%            | 10               |
|            | 3413 | Guilford Technical Community College (PTA)               | 100.00%              | 100.00%            | 23               |

|  |      |                                 |         |         |    |
|--|------|---------------------------------|---------|---------|----|
|  | 3415 | South College - Asheville (PTA) | 80.00%  | 80.00%  | 15 |
|  | 3416 | Surry Community College (PTA)   | 100.00% | 100.00% | 15 |

| Program | Code | School                                   | First Time Pass Rate | Ultimate Pass Rate | Total Candidates |
|---------|------|--|----------------------|--------------------|------------------|
|         | 3417 | Craven Community College (PTA)           | 80.00%               | 95.00%             | 20               |
|         |      | <b>NORTH CAROLINA Total (PTA)</b>        | 90.75%               | 95.38%             | 173              |
|         |      | <b>All U.S Accredited Programs (PTA)</b> | 83.27%               |                    | 6564             |

# Attachment 14 – Board Meeting, September, 2021



# Pass Rates by School for NORTH CAROLINA

## Graduation Year: 2019

Report Date: Tuesday, August 31, 2021  
Data Current as of: Monday, August 30, 2021

| Program    | Code | School  | First Time Pass Rate | Ultimate Pass Rate | Total Candidates |
|------------|------|---|----------------------|--------------------|------------------|
| <b>PT</b>  |      |   |                      |                    |                  |
|            | 3421 | High Point University (PT)                              | 0.00%                | 0.00%              | 0                |
|            | 3401 | Duke University (PT)                                    | 86.84%               | 100.00%            | 76               |
|            | 3402 | East Carolina University (PT)                           | 88.89%               | 100.00%            | 27               |
|            | 3403 | University of North Carolina at Chapel Hill (PT)        | 96.67%               | 100.00%            | 30               |
|            | 3411 | Winston-Salem State University (PT)                     | 96.15%               | 100.00%            | 26               |
|            | 3412 | Western Carolina University (PT)                        | 96.67%               | 100.00%            | 30               |
|            | 3414 | Elon University (PT)                                    | 85.11%               | 100.00%            | 47               |
|            | 3418 | Campbell University (PT)                                | 84.62%               | 97.44%             | 39               |
|            | 3419 | Wingate University (PT)                                 | 100.00%              | 100.00%            | 42               |
|            | 3422 | Methodist University (PT)                               | 90.48%               | 100.00%            | 42               |
|            |      | <b>NORTH CAROLINA Total (PT)</b>                        | 90.81%               | 99.72%             | 359              |
|            |      | <b>All U.S Accredited Programs (PT)</b>                 | 90.48%               |                    | 10951            |
| <b>PTA</b> |      |   |                      |                    |                  |
|            | 3408 | Stanly Community College (PTA) - Accred. Withdrawn      | 0.00%                | 0.00%              | 0                |
|            | 3420 | South University - High Point (PTA) - Accred. Withdrawn | 0.00%                | 0.00%              | 0                |
|            | 3423 | Rowan-Carrabus Community College (PTA)                  | 0.00%                | 0.00%              | 0                |
|            | 3404 | Central Piedmont Community College (PTA)                | 86.96%               | 100.00%            | 23               |
|            | 3405 | Fayetteville Technical Community College (PTA)          | 93.33%               | 100.00%            | 15               |
|            | 3406 | Martin Community College (PTA)                          | 87.50%               | 100.00%            | 16               |
|            | 3407 | Nash Community College (PTA)                            | 100.00%              | 100.00%            | 18               |



|  |      |  |         |         |    |
|--|------|--|---------|---------|----|
|  | 3409 | Caldwell Community College and Technical Institute (PTA) | 90.00%  | 100.00% | 20 |
|  | 3410 | Southwestern Community College (PTA)                     | 100.00% | 100.00% | 12 |
|  | 3413 | Guilford Technical Community College (PTA)               | 100.00% | 100.00% | 22 |
|  | 3415 | South College - Asheville (PTA)                          | 59.26%  | 81.48%  | 27 |
|  | 3416 | Surry Community College (PTA)                            | 85.71%  | 92.86%  | 14 |

| Program | Code | School                                   | First Time Pass Rate | Ultimate Pass Rate | Total Candidates |
|---------|------|--|----------------------|--------------------|------------------|
|         | 3417 | Craven Community College (PTA)           | 68.42%               | 94.74%             | 19               |
|         |      | <b>NORTH CAROLINA Total (PTA)</b>        | 85.48%               | 96.24%             | 186              |
|         |      | <b>All U.S Accredited Programs (PTA)</b> | 83.85%               |                    | 6848             |

# Attachment 15 – Board Meeting, September, 2021



# Pass Rates by School for NORTH CAROLINA

## Graduation Year: 2018

Report Date: Tuesday, August 31, 2021  
 Data Current as of: Monday, August 30, 2021

| Program    | Code | School   | First Time Pass Rate | Ultimate Pass Rate | Total Candidates |
|------------|------|--|----------------------|--------------------|------------------|
| <b>PT</b>  |      |  |                      |                    |                  |
|            | 3421 | High Point University (PT)                               | 0.00%                | 0.00%              | 0                |
|            | 3401 | Duke University (PT)                                     | 93.06%               | 100.00%            | 72               |
|            | 3402 | East Carolina University (PT)                            | 100.00%              | 100.00%            | 26               |
|            | 3403 | University of North Carolina at Chapel Hill (PT)         | 100.00%              | 100.00%            | 30               |
|            | 3411 | Winston-Salem State University (PT)                      | 96.43%               | 100.00%            | 28               |
|            | 3412 | Western Carolina University (PT)                         | 100.00%              | 100.00%            | 33               |
|            | 3414 | Elon University (PT)                                     | 93.48%               | 100.00%            | 46               |
|            | 3418 | Campbell University (PT)                                 | 87.50%               | 100.00%            | 40               |
|            | 3419 | Wingate University (PT)                                  | 90.48%               | 97.62%             | 42               |
|            | 3422 | Methodist University (PT)                                | 85.29%               | 97.06%             | 34               |
|            |      | <b>NORTH CAROLINA Total (PT)</b>                         | 93.45%               | 99.43%             | 351              |
|            |      | <b>All U.S Accredited Programs (PT)</b>                  | 90.91%               |                    | 10729            |
| <b>PTA</b> |      |  |                      |                    |                  |
|            | 3408 | Stanly Community College (PTA) - Accred. Withdrawn       | 0.00%                | 0.00%              | 0                |
|            | 3423 | Rowan-Carrabus Community College (PTA)                   | 0.00%                | 0.00%              | 0                |
|            | 3404 | Central Piedmont Community College (PTA)                 | 85.00%               | 95.00%             | 20               |
|            | 3405 | Fayetteville Technical Community College (PTA)           | 94.12%               | 100.00%            | 17               |
|            | 3406 | Martin Community College (PTA)                           | 76.47%               | 88.24%             | 17               |
|            | 3407 | Nash Community College (PTA)                             | 94.44%               | 100.00%            | 18               |
|            | 3409 | Caldwell Community College and Technical Institute (PTA) | 93.75%               | 100.00%            | 16               |

|  |      |  |         |         |    |
|--|------|--|---------|---------|----|
|  | 3410 | Southwestern Community College (PTA)       | 100.00% | 100.00% | 15 |
|  | 3413 | Guilford Technical Community College (PTA) | 95.24%  | 95.24%  | 21 |
|  | 3415 | South College - Asheville (PTA)            | 66.67%  | 88.89%  | 18 |
|  | 3416 | Surry Community College (PTA)              | 100.00% | 100.00% | 14 |
|  | 3417 | Craven Community College (PTA)             | 57.89%  | 78.95%  | 19 |

| Program | Code | School  | First Time Pass Rate | Ultimate Pass Rate | Total Candidates |
|---------|------|---|----------------------|--------------------|------------------|
|         | 3420 | South University - High Point (PTA) - Accred. Withdrawn | 83.33%               | 83.33%             | 12               |
|         |      | <b>NORTH CAROLINA Total (PTA)</b>                       | 85.56%               | 93.58%             | 187              |
|         |      | <b>All U.S Accredited Programs (PTA)</b>                | 83.32%               |                    | 7062             |

# Attachment 16 – Board Meeting, September, 2021



Dear NC Program Directors,

Thank you so much for your input and patience as the NC Board of Physical Therapy Examiners (NCBPTE) navigated the change to the Federation of State Boards of Physical Therapy (FSBPT) alternate approval pathway (AAP) for exam eligibility over the past year.

In North Carolina, for schools that are CAPTE accredited, the FSBPT now determines who is eligible to sit for the National Physical Therapy Examination (NPTE). Here's a recap of what that means for the physical therapy academic programs? ~~schools~~ and their students who are seeking PT/PTA licensure in North Carolina. Slight changes are noted below for what is required after a student graduates.

Process for CAPTE Accredited PT/PTA Programs in NC:

- The Program Director creates the cohort with FSBPT and adds the students by end of year 1.
- The Program Director validates to FSBPT that their students are on track to graduate (not any earlier than 150 days before graduation). **NOTE:** Encourage students to start application for licensure with the NCBPTE. The criminal background check process can take up to 90 days.
- FSBPT authorizes eligibility for the NPTE and handles any special accommodation requests.

PT/PTA students applying for licensure in NC (application is good for one (1) year):

- Student creates an account and completes application at [www.ncptboard.org](http://www.ncptboard.org). An application fee and costs for the criminal background check are paid online.
- After completing the online application, links are provided for additional required documents.

**AFTER Student graduates:**

Student (or Program Director) requests that the Registrar emails or mails an official copy of education transcript directly to the NCBPTE. Only transcripts mailed directly from the school will be accepted by NCBPTE.

**NOTE:** Transcripts sent BEFORE the graduation date are not acceptable. The NCBPTE no longer accepts Assured Graduation forms.

- Transcripts can be sent together by the program director for all graduating program students. ○ Transcripts must include: graduation or conferral date; an embossed or stamped seal which is visible for scanning or an electronic image seal; and signature by school registrar.
  - Transcripts emailed from a document delivery service house are accepted when ordered by the Registrar's Office.

Program Directors are encouraged to email a list of graduates to the NC Board of PT Examiners for tracking purposes. (Certificate of Education form no longer used.)

**Email:** [PTBoard@ncptboard.org](mailto:PTBoard@ncptboard.org)

**Mail (USPS, UPS, or FedEx):** North Carolina Board of Physical Therapy Examiners, 8300 Health Park, Suite 233, Raleigh, North Carolina 27615. Please do not send with a signature required.

When an application is considered complete (the Board office has all **ALL of the required documents**), it is forwarded to the Board for review. The turnaround time after Board review is 5-10 business days for licensure to be completed.

Email Debbie Ragan, Deputy Director, at [dragan@ncptboard.org](mailto:dragan@ncptboard.org) with questions or concerns.

# Attachment 17 – Board Meeting, September, 2021





**Kathy Arney**

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**From:** compactdelegates-request@ptcompact.org on behalf of T.J Cantwell <tcantwell@aon.fsbpt.org>  
**Sent:** Monday, August 16, 2021 11:24 AM  
**To:** PT Compact Administrators; PT Compact Delegates  
**Subject:** REMINDER! Feedback Requested on Draft Amendments to PT Compact Commission Governing Documents  
**Attachments:** 2021 DRAFT AMENDMENTS TO PTCC GOVERNING DOCUMENTS V4.pdf  
**Importance:** High

Hello PT Compact Delegates and State Board Administrators,

A friendly reminder, the PT Compact Rules and Bylaws Committee is in the process of drafting potential amendments to the Commission governing documents including Rules, Bylaws, and Policies and Procedures. Per the usual process, the committee would like your informal feedback on the attached draft amendments prior to making its final recommendations to the Executive Board and ultimately being presented for a vote by the full commission at the 2021 annual meeting. If you have not done so yet, but plan to provide comments, please review the attached draft document and send any thoughts, questions, or comments to me by August 20.

Regards,  
T.J.

T.J. Cantwell, Compact Administrator  
Physical Therapy Compact Commission  
124 West Street South, 3rd Floor  
Alexandria, VA 22314  
Phone: 703-299-3100 ext.261  
Email: [administrator@ptcompact.org](mailto:administrator@ptcompact.org)  
<http://ptcompact.org/>  
Twitter: @PTCompact

\*\*\*\*\*  
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\*\*\*\*\*

## 2021 DRAFT AMENDMENTS TO PTCC GOVERNING DOCUMENTS

Please note that additions are indicated by red underlined text. Deletions are indicated by ~~red strikethrough~~ text. Black text is existing unchanged text.

### Suggested Draft Rules Amendments

- 1) Change existing Rule 3.8 to clarify jurisprudence requirement after purchasing a compact privilege

#### Rule 3.8 - Jurisprudence

If a member state has a jurisprudence requirement to be eligible to obtain a compact privilege in accordance with Section 4.A.7 of the Compact, the member state may allow the jurisprudence requirement to ~~that may~~ be completed after the issuance of the compact privilege. In that situation, the deadline to complete the jurisprudence requirement is thirty (30) days.

A member state may choose to have a jurisprudence requirement in accordance with Section 4.A.7 of the Compact for ~~both~~ initial purchase of a compact privilege, and for renewal of a compact privilege, or for both initial purchase and renewal of a compact privilege.

- 2) Add new Rule 3.10 to require self-reporting of confidential alternative programs by the individual.

#### Rule 3.10 – Self-Reporting of Enrollment in an Alternative Program

A compact privilege holder must report to the Commission any required enrollment into an alternative program, in any jurisdiction, within thirty (30) days. Notification of enrollment in an alternative program will automatically place an encumbrance on the individual.

### Suggested Draft Bylaws Amendment

- 1) Add Compliance Committee as a new standing committee to Article VII. Section 2.

#### C. Compliance Committee

The Committee will consist of at least three members. The Committee will have at least one representative from a jurisdiction with an autonomous licensing board and at least one representative from a jurisdiction with a system that is run by an agency director, commission or council, with or without the assistance of a board and if the board does exist, it is strictly advisory. A member of the Executive Board will serve as Chair of the Committee. Committee member terms will expire at the close of the following year's annual Commission meeting.

### Suggested Draft Policies and Procedures Amendments

1) Add a new policy 1.17 regarding the Compliance Committee Role

POLICY NUMBER: 1.17

AREA: Administration

AUTHORITY: PT Compact Bylaws – Article VII. Section 2

PURPOSE: To establish the role and duties of the Physical Therapy Compact Commission (PTCC) Compliance Committee.

DATE APPROVED:

Policy:

The Compliance Committee shall assist in monitoring compact member state compliance with the requirements of the PT Compact, assist in remediation, and make recommendations to the Executive Board regarding enforcement actions, when necessary.

Procedure:

The Compact Administrator shall be responsible for coordinating the entire process with involvement of members of the Compliance Committee as outlined below.

Compliance Monitoring and Reporting

STEP 1 – Quarterly Compliance Reporting.

- 1) The Compact Administrator shall send each compact state a quarterly report on its compliance with the key factors.
  - a) The report shall highlight compliance and non-compliance for each factor.
  - b) Allow 2 weeks for the member state to proactively contact the Compact Administrator in response to any factors not in compliance.
  - c) If steps are taken to achieve compliance, move the member state off the list of non-compliance and include member state in the report to the Compliance Committee at the next meeting.
  - d) If the member state contact does not proactively contact the Compact Administrator in response to non-compliance within 2 weeks, move forward to next step.

STEP 2 – Quarterly Report to Compliance Committee.

- 1) The Compact Administrator shall send the Compliance Committee a quarterly update on the compliance of compact states.
  - a) The Committee will meet quarterly, if needed, to address compliance issues.

STEP 3 - Discussion with member state regarding non-compliance.

- 1) The Compact Administrator shall request a meeting to discuss the non-compliance member state and understand any barriers the state faces.



- 2) Attendees of the meeting shall be a representative from the member state, the PT Compact Administrator, and a representative from a Compact Member State whose board is of similar structure (independent, umbrella, etc).
  - a) Non-compliance is directly discussed and steps to remediate the non-compliance are identified.
  - b) A deadline for compliance is established. Deadlines may vary depending on the hierarchy matrix created regarding how concerning non-compliance is in each area.
  - c) If compliance is achieved, move the member state off the list of non-compliance and include member state in the report to the Compliance Committee at the next meeting.
  - d) If deadline is reached and non-compliance persists, move forward to next step.

STEP 4 - Official notification of non-compliance.

- 1) The Compact Administrator and PTCC Chair shall send official notification of non-compliance letter to the compact member state Administrator and Compact Delegate.
  - a) Non-compliance is identified in the letter with a request for a meeting on a scheduled date.
  - b) Meeting is held with member state, Compact Administrator, and PTCC Chair on date scheduled to discuss non-compliance.
  - c) A verbal agreement is made that clearly lists steps to be completed with deadlines associated with each step.
  - d) A letter is sent by the Compact Administrator outlining steps with associated deadlines and notification that, if the compliance is not reached by the deadline, the non-compliance shall be referred to the Compliance Committee for consideration.
  - e) If compliance is achieved, move the member state off the list of non-compliance and include member state in the report to the Compliance Committee at the next meeting.
  - f) If deadline is reached and non-compliance persists, move forward to next step.

STEP 5 - Non-compliance reported to Compliance Committee.

- 1) The Compact Administrator shall notify the Compliance Committee of the non-compliance issue and schedule a committee meeting.
  - a) Compact Administrator provides a summary report to the Compliance Committee, including dates of each prior step taken and the associated response by member state.
  - b) Committee reviews report for member state in non-compliance and recommendations for compliance enforcement are discussed and voted on by the committee. Recommendation may be to suspend until remediated or termination.
  - c) If compliance is achieved during this time period, move the member state off the list of non-compliance and include member state in a report to the Executive Board at its next meeting.

- d) If compliance is not achieved, Committee recommendations are sent to the Executive Board by the Compact Administrator and put on the agenda for the next Executive Board Meeting.

STEP 6 - Executive Board Action.

- 1) The Compact Administrator shall notify the Executive Board of the non-compliance issue and schedule a meeting.
  - a) The Compact Administrator shall provide the Executive Board with a summary report and Compliance Committee recommendation. The Executive Board shall vote on action to be taken. Recommendation may be to take no action, suspend the state's membership in the Compact until remediated, or terminate the state's membership in the Compact, to be considered by the full Commission at an emergency meeting of the full Commission or at its next annual meeting.
  - b) The state shall have an opportunity for dispute resolution as provided for in Compact law, rules, and bylaws.
  - c) If compliance is achieved during this time period, move the member state off the list of non-compliance and include member state in a report to the Executive Board at its next meeting.

STEP 7 – Full Commission Board Action.

- 1) The Compact Administrator shall notify the full Commission of the non-compliance issue and schedule a meeting.
  - a) The Compact Administrator shall provide the full Commission with a summary report and Executive Board recommendation. The full Commission shall vote on the issue and may take no action, suspend the state's membership in the Compact until the issues are remediated, terminate the state's membership in the Compact, or take other action within their discretion.
  - b) The state shall have an opportunity for dispute resolution as provided for in Compact law, rules, and bylaws.
  - c) If compliance is achieved during this time period, move the member state off the list of non-compliance and include member state in a report to the Executive Board at its next meeting and notify the full Commission.

Attachment 18 – Board Meeting, September, 2021



**From:** [T.J Cantwell](#)  
**To:** [Kathy Arney](#)  
**Subject:** PT Compliance Follow Up  
**Date:** Tuesday, August 24, 2021 3:18:51 PM  
**Importance:** High

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Hello Kathy,

I just wanted to follow up on the PT Compact Compliance reports for Q1 and Q2 I sent back in July. We did not identify any compliance concerns. Thank you for your continued work and let me know if you have any questions about compliance.

Regards,  
T.J.

T.J. Cantwell, Compact Administrator  
Physical Therapy Compact Commission  
124 West Street South, 3rd Floor  
Alexandria, VA 22314  
Phone: 703-299-3100 ext.261  
Email:  
[administrator@ptcompact.org](mailto:administrator@ptcompact.org)  
<http://ptcompact.org/>  
Twitter: @PTCompact

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Attachment 19 – Board Meeting, September, 2021







**Exam, Licensure & Disciplinary Database (ELDD)** The ELDD supports the jurisdictions’ mission of public protection by maintaining a physical therapy database of disciplinary, licensure and exam score information. The ELDD depends on its members’ participation to provide accurate licensure and disciplinary information. View how your Jurisdiction participates in the ELDD below.

|                       |  |
|-----------------------|--|
| <b>North Carolina</b> | <b>Active Compact Member State - Yes</b> |
|-----------------------|--|

(Data Current as of 6/30/2021 - 11:59PM ET)

| <b>Licensure Data</b>   |                                    |
|---|------------------------------------|
| Licensure File Last received on:  | 6/30/2021                          |
| Method/Frequency of receipt of files:   | Sends via FTP weekly on Wednesdays |
| Enters new licenses online?   | Yes                                |
| Provided FSBPT ID with last data:   | Yes                                |
| Provided SSNs with last data:   | No                                 |
| Provided DOBs with last data:   | Yes                                |
| Active Number of PTs in the ELDD:   | 9,632                              |
| Active Number of PTAs in the ELDD:  | 4,140                              |
| Total Number of PTs in the ELDD:  | 20,523                             |
| Total Number of PTAs in the ELDD:   | 7,543                              |
| % of Licenses Active/Expire:<br>(Licenses with a status of active but an expiration date in the past) | 0%                                 |

| <b>Disciplinary Data</b>   |  |
|--|--|
| Is FSBPT your reporting agent?   | Yes  |
| Last discipline received on:   | 4/8/2021   |
| Method of Receipt:   | Jurisdiction enters via the Online Processing System |
| Total # of Actions in the ELDD:  | 231  |
| Total # of Actions with incomplete information (saved temporary):                                | 0  |
| Average number of days from date action taken to date reported to FSBPT within the last 2 years: | 5 Days   |

Contact [ELDD@fsbpt.org](mailto:ELDD@fsbpt.org) to learn how your jurisdiction can improve its’ participation in the ELDD.