

## NCOPE Residency Clinical Training For Future O&P Professionals

This brochure has been designed to be used as a quick reference guide for the Clinical Practitioner Resident

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

You will still need to visit NCOPE's full website prior to starting a residency program for detailed information on requirements for registration. It is also recommended that you obtain a copy of the Standards for Accreditation of an Orthotic and Prosthetic Residency Program.

### For more information, contact Staff

Dominique S. Mungo  
Director, Residency Program Services  
Phone: (703)836-7114 ext. 237  
Email: [dmungo@ncope.org](mailto:dmungo@ncope.org)

Joan M. Dallas  
Residency Program Coordinator  
& Accreditation Assistant  
Phone: (703)836-7114 ext. 203  
Email: [jdallas@ncope.org](mailto:jdallas@ncope.org)

You may also reach NCOPE Staff at  
[info@ncope.org](mailto:info@ncope.org)

330 John Carlyle Street, Suite 200  
Alexandria, VA 22314-5760  
Phone: (703)836-7114  
Fax: (703)836-0838

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

2/2018



## Information for Residents

### *Clinical Practitioner Residency Program*



## Registration fees:

12-month Single Discipline: \$1800

18-month Dual Discipline: \$3600

(Check, Money Order, \*Credit Card)

If payment is not received at time of registration, the training program will be sent a bill for fee.

Payment arrangements are not accepted.

\*convenience fee applies

## Your Residency Training Program must be accredited by NCOPE

Prior to registering to NCOPE and starting a residency, it is important to make sure your program is accredited in the discipline and residency track (clinical/research & development) you are seeking.

## Register as a resident prior to starting a residency

Prospective residents are required to send in a registration form to NCOPE at least two weeks prior to their start date (up to 30 days prior is recommended). The resident registration form is available at web site <http://resident.ncope.org/>.

Send completed forms to [info@ncope.org](mailto:info@ncope.org)

*\*It is the resident's responsibility to make sure registration has been received. Once registered, residents receive emails confirming registration and TyphonGroup tracking system account activation. The resident will also receive a confirmation letter and lapel pin in the mail.*

## Official Transcripts from CAAHEP Program

Prospective residents must provide NCOPE a set of their official CAAHEP accredited O&P degree transcripts with degree conferral date within the first 30 days of beginning a residency program to avoid a delayed residency schedule. **Foreign educated students** must provide World Education Services (WES) evaluation/translation of transcripts to NCOPE in advance for review and advisement of residency registration eligibility.

## State Licensure

It is the responsibility of the resident to become familiar with any O&P State Licensure rules/requirements prior to registering for a residency in a State with O&P Licensure. Some States have specific requirements for residents.

## Typhon Group Online Tracking System

All residents are required to complete their residency requirements and maintain their patient procedure logs online utilizing TyphonGroup. Once registered, residents receive an activation/log in email from Robin Seabrook, Executive Director. Account activation fee is \$90 dollars and must be paid directly to TyphonGroup. Access period is for 5 years.

## Resident Status Reports

Residents can view their residency status at any time during residency at the website. Log-in ID is the residents current email address and initial password is the resident's 4-digit birth year.

## Completion of a Residency Program

In order to successfully complete a residency program, NCOPE must have received all residency registration materials, proof of CITI training, all residency quarterly and clinical competency evaluations, graduate satisfaction

survey, and assignments for the Resident's Clinical track or Research & Development track residency. A confirmation of residency completion email is sent to the resident once their residency is marked complete. A residency certificate of completion is mailed to the completed resident within 4-6 weeks.

## ABC Practitioner Exam Info

ABC has several residency and application deadlines for practitioner certification exams throughout the calendar year. It is the resident's responsibility to contact ABC or visit their website [www.abcop.org](http://www.abcop.org) to obtain this information. NCOPE is not involved with certification application and examination processes.

If your residency end date is near one of ABC's residency completion deadlines, contact NCOPE in advance so your record can be reviewed and guidance on your residency status can be provided.

## Did you know...

- You can still register without official transcripts and a registration fee. Once we have the registration form, we will provide subsequent deadlines to submit the remaining residency registration requirements.
- NCOPE confirms receipt of all registration materials submitted by the resident via email.
- A residency can be placed on hold for up to a year.
- You do not have to re-submit official transcripts when starting a second residency.
- You must notify NCOPE of any changes to your residency including staff changes and leaves of absences.