

21 NCAC 65 .1002 INVESTIGATIONS

(a) After accepting a report or complaint as referenced in Rule .1001 of this Section, the Board shall require information from the licensee regarding any disciplinary action taken by an employer or any sanctions issued to the licensee by a credentialing board or by a professional association.

(b) The individual being reported shall submit the Board's form located on the Board's website www.ncbrtl.org, located under the headings of Documents or Complaints. The form requires:

- (1) the name of individuals (client names and identifying information to be de-identified or blacked out) present at the time of the incident;
- (2) a description of the alleged behavior or incident;
- (3) the individual's supervisor's name, mailing address, email address and phone number;
- (4) the copies of any written notes, or de-identified client records involved;
- (5) the date and time of the incident; and
- (6) if taken, a summary of employing agency's action in response to the incident.

(c) The individual shall send the form by mail to the Board's mailing address or via email to the Board's email address. The Board staff shall open a file and assign a case number.

(d) The Board staff shall request information from professional associations, professional review organizations, or facilities where a licensee performs professional services concerning the case.

(e) The Executive Director shall prepare a report of each investigation for the Board's review.

History Note: *Authority G.S. 90C-24(a)(3); 90C-24(a)(8); 90C-32;*
 Eff. October 1, 2017.