



## NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Catherine Truitt, Superintendent of Public Instruction

[www.dpi.nc.gov](http://www.dpi.nc.gov)

**TO:** Leah Creed

**FROM:** Dr. Carol Ann M. Hudgens, Senior Director  
Office of Exceptional Children

**DATE:** 3 May 2024

### APPROVED PROVIDER FOR TBI

Congratulations on completing the training and supervision requirements required to become an approved Traumatic Brain Injury (TBI) provider in North Carolina. As of 3 May 2024 your name has been added to the [TBI registry](#). You can view and update your profile on the [Provider Portal](#) on the Psychological Services in NC Public Schools website.

Please note that you will have ongoing responsibilities to remain on the Registry, including providing updated contact information and completing continuing education.

- Save the TBI Registry email address ([TBIregistry@cidd.unc.edu](mailto:TBIregistry@cidd.unc.edu)) to your contacts to help prevent messages going to your spam folder.
- Your 15 hours (1.5 CEUs) of professional learning related to TBI is on a five-year cycle with the next due date being **June 30, 2029**.
  - In addition to the TBI Institute offered each spring by DPI, other professional learning opportunities sponsored by [NCSPE](#) and [BIANC](#) are available. Many of these events are highlighted in the quarterly practice brief for TBI Approved Providers called *Brain Waves*.
  - You can update your profile with PD hours at *any* time, but 15 hours will need to be documented by **June 30, 2029**.
- Other resources related to TBI can be found on the [Psychological Services website](#). We'd encourage you to look at those resources and refer to them often.
- You've also been added to a Community of Practice Google Group. This group includes all TBI Approved providers in your region. You can use this group to consult with the collective group, offer your own experience and advice to the group, and otherwise communicate with other TBI approved providers in the area.
- For more information about resources and responsibilities of a TBI Approved Provider, consult the "[Frequently Asked Questions](#)" section of the TBI website.

Please address any further questions about this process or about your role as an approved provider to [TBIregistry@cidd.unc.edu](mailto:TBIregistry@cidd.unc.edu). Thank you for your investment in supporting the education of students with traumatic brain injury in North Carolina public schools.

Cc:  
Dreana McCoy, Section Chief  
Lynn Makor, Consultant-Psychological Services & Coordinator-TBI Training

### OFFICE OF EXCEPTIONAL CHILDREN

Dr. Carol Ann M. Hudgens, Senior Director | [CarolAnn.Hudgens@dpi.nc.gov](mailto:CarolAnn.Hudgens@dpi.nc.gov)  
6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (984) 236-2550  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER