

PROFESSIONAL PORTFOLIO OF: _____ # _____

PRINT name and CPTNB Reg #

**Complete and include this checklist with your portfolio
and put the corresponding # on each document.**

2025 Portfolio	YES ✓	NO ✓	Comments (optional)
I. Evidence of minimum requirements such as:			
1. An updated, résumé/curriculum vitae (CV)			
2. Job and/or Practice Setting Descriptions			
3. Performance Appraisals and Reference letters			
4. Copies – current only (2024/25)			
i. CPTNB Licence			
ii. Professional Liability Insurance Policy			
5. Credentials/Evidence of:			
i. Physiotherapy degree(s)			
ii. Other formal education (e.g. PCE)			
6. Evidence of qualifications re (pre-approved by CPTNB) sub-registers, if relevant:			
i. Acupuncture-Dry Needling			
ii. Specialty Certifications			
Only check YES if items #7-10 are dated from 2019-2024. If older, check NO			
7. Record/log of other relevant professional development/continuing education:			
i. Courses/Workshops			
ii. Presentations/Surveys Developed or Completed			
iii. Physiotherapy Reading/Research			
iv. In-Services/PT health Committees/Projects			
v. Chart Audit Reviews			
8. Documentation (e.g. certificates) indicating participation/involvement in:			
i. Courses/Workshops			
ii. Presentations/Surveys			
iii. Supervision/Monitoring of Others			
iv. Regulatory or Association Roles			
II. Evidence of more advanced components such as:			
9. Learning Plan or Goals/Needs			
10. Self-reflection Components			
i. Practice Self-Assessments			
ii. Patient Care Reflection			
iii. Critical Incident(s) Reflection			

Signature: _____ Date: _____

MM/DD/YY