



CHECKLIST AND INSTRUCTIONS FOR APPLICATION FOR LICENSURE BY EXAMINATION TO PRACTICE PHYSICAL THERAPY (Graduate of a Non-Approved Program)

SUBMIT THE FOLLOWING:

- APPLICATION – This application will not be considered until all sections have been completed; must be 18 years of age to apply. You may need to submit supporting documentation regarding your responses to the licensure questions. Please refer to the application for more information.

- FEE – All fees are non-refundable.

The fee for application for Physical Therapists is \$140.00.

The fee for application for Physical Therapist Assistants is \$100.00.

- PROOF OF PROFESSIONAL EDUCATION – Submit a notarized copy of your diploma with an English translation.
- CREDENTIALS EVALUATION - In addition to the application, candidates must provide satisfactory evidence that the curriculum from which they graduated is substantially equivalent to that approved by an accrediting agency approved by the Virginia Board of Physical Therapy. The board will accept as such evidence/verification, credentials from the Foreign Credentialing Commission on Physical Therapy (FCCPT), Post Office Box 25827, Alexandria, VA 22313 (703) 684-8406 or from the International Consultants of Delaware, Inc. (ICD), Post Office Box 8629, Philadelphia, PA 19101-8629. PLEASE NOTE: Virginia does not accept PTA evaluations for applicants who have been trained as physical therapists.
- TOEFL/TSE and/or iBT – Candidates must submit proof of proficiency in the English language by supplying proof of a passing grade on the Test of English as a Foreign Language (TOEFL), Test of Spoken (TSE) and/or iBT. TOEFL may be waived upon evidence of English proficiency. To attest to your ability to speak and understand English as it relates to physical therapy, English proficiency may be documented by a letter from the college or university stating courses/curriculum is taught in the English language and examinations are given English.
- SPECIAL ACCOMMODATIONS – Applicants seeking special accommodations must submit the following documentation to the Board:
1. A letter of request from the applicant that specifies the testing accommodations being requested and a written report of an evaluation within the preceding two years from a qualified licensed health professional which states a diagnosis of the disability, describes the disability and recommends specific accommodations.
 - The evaluation should include a professionally recognized diagnosis of the disability and identification of the standardized and professionally recognized tests/assessments given (e.g., Woodcock-Johnson, Wechsler Adult Intelligence Scale).
 2. A written statement from the Dean or Department Head of your educational institution which describes any testing accommodations made while the student was enrolled in the program.

The Special Accommodation Request must be submitted at the time of application. If the applicant is unsuccessful on

the examination, request for special accommodations must be submitted each time the applicant requests to take the examination; however, documentation from the qualified licensed health professional is not required on additional requests to re-sit for examination.

- TRAINEESHIP REQUIREMENTS** - The traineeship is a prerequisite for licensure. As required in the Regulations, 18 VAC 112-20-50, a graduate of a non-approved Physical Therapist program must serve a full-time 1,000-hour traineeship under the direct supervision of a licensed Physical Therapist in Virginia before licensure is issued.

No traineeship application will be approved prior to approval of the licensure by examination application. However, approval of both applications may occur simultaneously.

- EXAMINATION RESULTS** - The minimum passing score on the examination shall be established by the board. The FSBPT will provide the results of the examination to the Virginia Board of Physical Therapy. The board will notify the candidate by mail of the results - **DO NOT TELEPHONE THE BOARD OFFICE TO REQUEST RESULTS**, *unless* you have not heard from the board at least two weeks after taking the exam. Neither scores nor pass/fail status will be released by telephone. An abundance of phone calls can delay the processing of scores, thereby lengthening the time for notification. Candidates who pass the examination will be granted a Virginia license and a certificate sent to the address of record. Candidates who do not pass the examination will be notified in writing. The Board of Physical Therapy will not report your scores to another state. At your direct request to the FSBPT and payment of their required fees, the FSBPT will report your scores to a designated state. The FSBPT telephone number is (888) 461-6905.

GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

If the applicant has been recently licensed in another state/jurisdiction over one (1) year - then the application for licensure by endorsement is required – not the application for licensure by examination

1. It is unlawful to practice as a PT/PTA in Virginia until you have been issued a Virginia license or until you have been issued written authorization from the board office to serve a traineeship under the direct supervision of a licensed physical therapist in Virginia.
2. Virginia is unable to license a person trained as a Physical Therapist to become licensed as a Physical Therapist Assistant unless they have also graduated from a Physical Therapist Assistant education program [§54.1-3478]
3. Applications received without the required processing fee will be returned to the sender.
4. Faxed documents will not be accepted; only original documents will be accepted.
5. Once all documentation has been received, the licensing process takes approximately 10 **business** days. Board staff will contact you at the email address provided on your application with a status update.
6. Applications will remain on file with the board for one year from the date of receipt. If, at the end of one (1) year, licensure/certification/registration is not issued, the applicant shall reapply in accordance with the requirements of the Regulations.
7. The Board will notify the candidates in writing within 5 to 7 **business** days after the Board has received the examination results.