



## CHECKLIST AND INSTRUCTIONS FOR APPLICATION FOR LICENSURE BY EXAMINATION TO PRACTICE PHYSICAL THERAPY

### 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** – OFFICIAL transcripts must be received from your school to include school seal, date of graduation, and program completed before licensure will be issued. If you are within 60 days of completing your degree requirements, you may submit the Educational Authorization Form that must be completed by your professional school in order to be allowed to sit for the Examination. This Educational Authorization Form may not be used in lieu of official transcripts. OFFICIAL transcripts are required in order to issue licensure.

- EXAM REGISTRATION** – Please go the FSBPT website at [www.fsbpt.org](http://www.fsbpt.org) to register for the examination online.

- 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** - This form is optional, unless you intend to work in Virginia prior to receiving the results of your examination. After your application and fee to sit for the examination has been received and approved, a traineeship application may be approved by the board. The approved traineeship authorizes an unlicensed graduate PT/PTA to work as a trainee under the direct supervision of a Virginia licensed physical therapist at a facility, which employs one or more licensed therapists. The traineeship may not begin prior to the date of approval and shall terminate two days following receipt by the candidate of the licensure examination scores. The purpose of this

traineeship is to allow the PT/PTA to work for the time period between approval of the application by the board until receipt of the examination results. No traineeship application will be approved prior to approval of the licensure by examination application. However, approval of both applications may occur simultaneously.

You must be registered with the Federation of State Boards of Physical Therapy (FSBPT) to take the exam for Virginia, before the traineeship application will be reviewed for approval.

- 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

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. Applications received without the required processing fee will be returned to the sender.
3. Faxed documents will not be accepted; only original documents will be accepted.
4. 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.
5. 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.
6. The Board will notify the candidates in writing within 5 to 7 **business** days after the Board has received the examination results.