

INSTRUCTIONS

Reinstatement of Licensure to Practice as a Physical Therapist or Physical Therapist Assistant (This form has been designed for use as a checklist)

If all documentation/information has been received from the applicant, the licensing process takes approximately 3 to 5 business days. Upon receipt of the reinstatement application an acknowledgement email is sent to the applicant advising the applicant what items have been received and what items are lacking. **If an email address is provided, application acknowledgements may be sent via e-mail.**

Applications will remain in process no longer than one (1) year. If, at the end of one (1) year, a license is not issued, the application file is destroyed. An applicant shall reapply for licensure, submit fees, required documentation, and meet the qualifications for licensure in effect at the time of the new application.

1. **THE APPLICATION FOR REINSTATEMENT TO PRACTICE PHYSICAL THERAPY OR AS A PHYSICAL THERAPIST ASSISTANT-** This application will not be considered until all sections have been completed.

If you answered yes to question #8 on page (2) two the application, attach your state criminal history records; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision; and any other information you wish to have considered with your application (i.e., information on the status of incarceration, parole, or probation; reference letters; documentation of rehabilitation; etc.). Include explanation.

2. **FEES - All fees are non-refundable.** The completed application should be returned to the board office along with the reinstatement fee of \$180.00 for Physical Therapists or \$120.00 for Physical Therapist Assistants. Applications will not be processed unless the fee is attached; fees sent before the receipt of an application will be returned. Applications submitted without the application fee will be returned.
3. **EMPLOYMENT VERIFICATION** – It is important to include all information on question two regarding your PT employment, include name, address and telephone numbers of past employers as they will be randomly checked for accuracy. You must practice physical therapy in another jurisdiction for at least 320 hours within the four years immediately preceding applying for reinstatement **OR** successfully complete a trainee as specified in 18VAC112-20-140. To provide evidence of active practice, your employer must provide an original letter on letterhead of your clinical practice verifying dates of employment and the number of hours worked with their original signature.
4. **CONTINUING COMPETENCY HOURS** – Refer to regulation section 18 VAC 112-20-136 (2). Complete the number of continuing competency hours required for the period in which the license has been lapsed, not to exceed four years. (60 hours maximum). Complete the Continued Competency Activity and Assessment Form and submit copies of supporting documentation, i.e. certificate of completion.
5. **STATE LICENSE VERIFICATION** – Written verification from the issuing regulatory authority, in all jurisdictions, in which you have ever held a license, including expired, inactive, and current licenses. Contact each State regarding processing fees.
6. **NATIONAL PRACTITIONER DATA BANK (NPDB)** - You will need to request a current *Self Query* - from NPDB. There is a processing fee that must be paid by credit card (VISA, MasterCard, Discover or American Express) to NPDB. They do not accept cash or checks. You may request the *Self Query* report through their website at www.npdb.hrsa.gov

TRAINEESHIP REQUIREMENTS - TRAINEESHIPS MUST BE SERVED IN THE STATE OF VIRGINIA.

If a **physical therapist** licensee does not meet the requirement for active practice, the license may be reinstated by completing 320 hours in a traineeship that meets the requirements prescribed in 18VAC112-20-140.

If a **physical therapist assistant** licensee does not meet the requirement for active practice, the license may be reinstated by completing 320 hours in a traineeship that meets the requirements prescribed in 18VAC112-20-140.

Refer to the regulations for more information; sections 18 VAC 112-20-136 and 18 VAC 112-20-140.

PLEASE NOTE

It is unlawful to practice physical therapy or as a physical therapy assistant in Virginia until you have received your Virginia license, or until you have received authorization from the board office to serve a traineeship under the direct supervision of a licensed physical therapist in Virginia.

ADDITIONAL INFORMATION MAY BE REQUESTED