



## CHECKLIST AND INSTRUCTIONS FOR APPLICATION FOR LICENSURE BY ENDORSEMENT 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.**
- EXAM SCORES** - Contact the Federation of State Boards of Physical Therapy (FSBPT) at (888) 461-6905 – 124 West Street, South, 3rd Floor, Alexandria, Virginia 22314 or <https://www.fsbpt.org/> to request your National Physical Therapy/Physical Therapy Assistant examination scores to be transferred to the board. Your request may require your candidate ID number. If you took the computerized exam, your candidate ID number is your social security number. If you took the paper/pencil exam, you will need to contact the state in which you took the exam for your ID number.
- NATIONAL PRACTITIONER DATA BANK (NPDB)** – You will need to request a current self query report from the NPDB. There are processing fee for each entity for this service. You may request the report through their website at [www.npdb.hrsa.gov](http://www.npdb.hrsa.gov).
- CONTINUING EDUCATION** – Submit evidence of completion of 15 hours of continuing education for each year in which you held a license in another U.S. jurisdiction, or 60 hours obtained within the past four years.
- VERIFICATION OF ACTIVE PRACTICE** – Evidence of clinical practice with a current, unrestricted license issued by another U.S. jurisdiction. Your employer must provide a written letter on company letterhead of your clinical practice verifying dates of employment and the number of hours worked with their original signature.
- VERIFICATION OF STATE LICENSURE** – Provide 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.
- TRANSCRIPT** – OFFICIAL transcripts must be received from your school to include school seal, date of graduation, and program completed.

## TRAINEESHIP REQUIREMENTS

A physical therapist seeking endorsement or as described in regulation 18VAC112-20-65B.6. who has not actively practiced physical therapy for at least 320 hours within the four years immediately preceding his application for licensure shall:

1. Successfully complete 320 hours in a traineeship in accordance with requirements in 18VAC112-20-140; or
2. Document that he attained at least Level 2 on the FSBPT assessment tool within the two years preceding application for licensure in Virginia and successfully complete 160 hours in a traineeship in accordance with the requirements in 18VAC112-20-140.

A Physical Therapist Assistant seeking licensure by endorsement who has not actively practiced physical therapy for at least 320 hours within the four years immediately preceding his application for licensure shall successfully complete 320 hours in a traineeship in accordance with the requirements in 18VAC112-20-140.

Download the appropriate traineeship application and Regulations at <http://www.dhp.virginia.gov/PhysicalTherapy/>

### 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.