



APPLICATION CHECKLIST AND INSTRUCTIONS FOR LICENSURE BY **ENDORSEMENT** TO PRACTICE PHYSICAL THERAPY

SUBMIT THE FOLLOWING:

- ☐ APPLICATION – This application will not be considered until all sections have been completed.
- ☐ FEE – All fees are non-refundable.
 - The application fee for Physical Therapists is \$140.00.
 - The application fee for Physical Therapist Assistants is \$100.00.
- ☐ EXAMINATION SCORE TRANSFER - Provide documentation of the passage of the national examination as prescribed by the Board (the National Physical Therapy Exam or NPTE). You must contact [The Federation of State Boards of Physical Therapy](http://www.fsbpt.org) (FSBPT) to request your National Physical Therapy/Physical Therapy Assistant examination scores to be transferred to the Virginia Board.
- ☐ NATIONAL PRACTITIONER DATA BANK (NPDB) – Request a current self-query report from the [NPDB](http://www.npdb.org) and forward your report results to the Virginia Board.
- ☐ VERIFICATION OF PRACTICE – Provide originally signed documentation directly from your employer on company letterhead verifying the dates of employment and hours worked in active practice of physical therapy in another United States jurisdiction or Canada for at least 320 hours within the past four years (48 months).
- ☐ VERIFICATION OF LICENSURE – Provide a license verification from any jurisdiction (United States, its territories, the District of Columbia, or Canada) in which you have ever held a license, including expired, inactive, and current licenses.
 - If the licensing jurisdiction provides online license verifications, you can provide documentation printed directly from the jurisdiction's website.
 - If the licensing jurisdiction does not provide online verification, you must contact the jurisdiction directly to obtain a license verification.All verifications must include the following information: licensee name, license number, issue date, expiration date, and any applicable disciplinary action documentation.
- ☐ TRANSCRIPT – Submit official transcripts, which must be received directly from your college or university to include the date of graduation and the program.
- ☐ CRIMINAL BACKGROUND CHECK – Once you complete the online application process, you are eligible to request a fingerprint-based background check through [Fieldprint](http://www.fieldprint.com), the vendor responsible for processing your fingerprints. You will receive an application confirmation receipt which contains a Virginia Fieldprint code that you must retain in order to schedule your fingerprinting appointment. Online applicants may also view their Virginia Fieldprint Code and application status through their applicant checklist.

TRAINEESHIP REQUIREMENTS

An applicant seeking licensure by endorsement as described in regulation [18VAC112-20-65\(B\)\(6\)](#) or [18VAC112-20-65\(C\)](#) who has not actively practiced physical therapy for at least 320 hours within the four (4) years immediately preceding their application for licensure shall successfully complete 320 hours in a traineeship in accordance with the requirements in [18VAC112-20-140](#).

GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

1. It is unlawful to practice physical therapy 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. Documentation may be submitted electronically to ptboard@dhp.virginia.gov; however, certain information must be submitted from the primary source for items such as official transcripts (through services such as Parchment or eScripts), work experience from employers, and examination scores (directly received from the [FSBPT](#)). Documentation related to affirmative answers to the licensure questions must be submitted to the Board in their original format by mail if requested by the Board.
5. Completed applications will be processed within 7-10 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.