



## 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 - Documentation of passage of an examination equivalent to the Virginia examination at the time of initial licensure or documentation of passage of an examination required by another state or Canadian province at the time of initial licensure in that state or province. Contact the Federation of State Boards of Physical Therapy (FSBPT) at (703) 299-3100 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). Once the applicant is in receipt of the result, please forward your NPDB self-query via email, fax or mail to the Board office.
- 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 Canada, or 60 hours obtained within the past four years by providing copies of the certificates of completion via email, fax or mail.
- VERIFICATION OF ACTIVE PRACTICE – Evidence of clinical practice with a current, unrestricted license issued by another U.S. jurisdiction or Canada for at least 320 hours within the past four years (48 months) immediately preceding the application for licensure. Your employer may email, fax or mail 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 directly from the issuing regulatory authority, in all jurisdictions, in which you have ever held a license, including expired, inactive, and current licenses. Please contact each State regarding the process of making this request.
- TRANSCRIPT – OFFICIAL transcripts must be received directly from your college or university to include date of graduation and program completed before licensure will be issued. Transcripts may sent via mail or electronically to the Board directly from the college or university.

- CRIMINAL BACKGROUND CHECK – Once you successfully complete the online application process, you are eligible to request a fingerprint-based background check through [Fieldprint](#), the vendor responsible for processing your fingerprints. You will receive an application confirmation receipt which contains important information that you must retain in order to register to schedule your fingerprinting appointment. This receipt includes a **VBOPT Fieldprint Code**. Online applicants may also view their VBOPT Fieldprint Code and application status through their applicant checklist.

### TRAINEESHIP REQUIREMENTS

An applicant seeking licensure by endorsement as described in regulation 18VAC112-20-65B.6. or 18VAC112-20-65C. 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. 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.
4. 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.