



APPLICATION CHECKLIST AND INSTRUCTIONS FOR LICENSURE BY **EXAMINATION** TO PRACTICE PHYSICAL THERAPY (Graduate of a Non-Approved Program)

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.
 - ☐ CREDENTIALS EVALUATION - In addition to the application, candidates must provide satisfactory evidence that the curriculum from which they graduated is substantially equivalent to that approved by the [Commission on Accreditation in Physical Therapy Education](#) (CAPTE). The Board will accept such evidence/verification and credentials from the [Approved Credentialing Providers](#) found on the Board's website.
 - ☐ TOEFL/TSE and/or iBT – Candidates must provide verification of English language proficiency by passage of the [Test of English as a Foreign Language \(TOEFL\)](#), [Test of Spoken English \(TSE\)](#) or [TOEFL iBT](#), the Internet-based tests of listening, reading, speaking, and writing or by review of evidence that the applicant's physical therapy program was taught in English or that the native tongue of the applicant's nationality is English. The TOEFL may be waived upon evidence of English proficiency through written documentation from the college or university stating that the courses/curriculum was taught in the English language and examinations were administered in English.
 - ☐ TRAINEESHIP REQUIREMENTS - The traineeship is a prerequisite for licensure. As required in the Regulations, [18VAC112-20-50](#), a graduate of a non-approved Physical Therapist program must serve a full-time 1,000-hour traineeship under the direct supervision of a licensed Physical Therapist in Virginia before licensure is issued. No traineeship application will be approved prior to submission of the licensure by examination application. However, the approval of both applications may occur simultaneously.
 - ☐ CRIMINAL BACKGROUND CHECK – Once you 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 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.
 - ☐ EXAMINATION REGISTRATION – You must register for the National Physical Therapy Examination (NPTE) through [The Federation of State Boards of Physical Therapy](#). The Board will determine eligibility for the examination and submit approval to the FSBPT. The FSBPT will approve any request for testing accommodations.
- Note: This requirement would not apply if you have held licensure in another jurisdiction for less than one year.*
- ☐ PROOF OF PROFESSIONAL EDUCATION (PTA APPLICANTS ONLY) – Submit a notarized copy of your diploma with an English translation.

IF YOU HAVE BEEN **LICENSED FOR LESS THAN ONE YEAR** IN ANOTHER JURISDICTION, YOU MUST SUBMIT THE FOLLOWING IN ADDITION TO THE PREVIOUSLY LISTED ITEMS:

- ☐ **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.
- ☐ **EXAMINATION SCORE TRANSFER** - You must 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](#) (FSBPT) to request your National Physical Therapy/Physical Therapy Assistant examination scores to be transferred to the Virginia Board.

IMPORTANT INFORMATION ABOUT THE NATIONAL PHYSICAL THERAPY EXAMINATION (NPTE)

The [Federation of State Boards of Physical Therapy \(FSBPT\)](#) will approve any requests for testing accommodations.

[The Federation of State Boards of Physical Therapy](#) (FSBPT) will provide the results of the examination directly to the Virginia Board of Physical Therapy. The Board will notify the candidate by email of the results once processed.

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.