



## CHECKLIST AND INSTRUCTIONS FOR APPLICATION FOR LICENSURE BY EXAMINATION 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.**

- 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 be sent via mail or electronically to the Board directly from the college or university.

- EXAM REGISTRATION** – Please go to the FSBPT website at [www.fsbpt.org](http://www.fsbpt.org) to register for the examination online. FSBPT will determine eligibility for examination and approve any request for testing accommodations.

- TRAINEESHIP REQUIREMENTS** - This form is optional, unless you intend to work in Virginia prior to receiving the results of your examination. After your application and fee to sit for the examination has been received and approved, a traineeship application may be approved by the board. The approved traineeship authorizes an unlicensed graduate PT/PTA to work as a trainee under the direct supervision of a Virginia licensed physical therapist at a facility, which employs one or more licensed therapists. The traineeship may not begin prior to the date of approval and shall terminate two days following receipt by the candidate of the licensure examination scores. The purpose of this traineeship is to allow the PT/PTA to work for the time period between approval of the application by the board until receipt of the examination results. No traineeship application will be approved prior to submission of the licensure by examination application. However, approval of both applications may occur simultaneously.

You must be registered with the Federation of State Boards of Physical Therapy (FSBPT) to take the exam for Virginia and have completed the criminal background check, before the traineeship application will be reviewed for approval.

- 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.

- EXAMINATION RESULTS** - The minimum passing score on the examination shall be established by the board. The FSBPT will provide the results of the examination to the Virginia Board of Physical Therapy. The board will notify the

candidate by mail of the results - **DO NOT TELEPHONE THE BOARD OFFICE TO REQUEST RESULTS**, *unless* you have not heard from the board at least two weeks after taking the exam. Neither scores nor pass/fail status will be released by telephone. An abundance of phone calls can delay the processing of scores, thereby lengthening the time for notification. Candidates who pass the examination will be granted a Virginia license and a certificate sent to the address of record. Candidates who do not pass the examination will be notified in writing. The Board of Physical Therapy will not report your scores to another state. At your direct request to the FSBPT and payment of their required fees, the FSBPT will report your scores to a designated state. The FSBPT telephone number is (888) 461-6905.

### IMPORTANT INFORMATION ABOUT THE NPTE EXAMINATION

The Virginia Board of Physical Therapy participates in the Alternate Approval Pathway (AAP) process for graduates of CAPTE accredited programs. The Federation of State Boards of Physical Therapy (FSBPT) will determine a student's eligibility to sit for the NPTE examination and approve any requests for testing accommodations.

### 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.
5. The Board will notify the candidates in writing within 5 to 7 **business** days after the Board has received the examination results.