



## APPLICATION CHECKLIST AND INSTRUCTIONS FOR LICENSURE BY **EXAMINATION** 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.
- ☐ 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](#), 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 FSBPT will determine eligibility for examination and 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.*

- ☐ UNLICENSED GRADUATE TRAINEESHIP REQUIREMENTS (OPTIONAL) – The “Application for Unlicensed Graduate Traineeship to Practice Physical Therapy” form is optional if you intend to work in Virginia prior to receiving the results of your examination. After your examination application has been approved, a traineeship application may be submitted for evaluation. Once approved, the traineeship authorizes an unlicensed PT/PTA graduate to work as a trainee under the direct supervision of a Virginia licensed Physical Therapist at a facility that employs one or more licensed therapists. The traineeship may not begin prior to the date of Board approval and shall terminate five days following receipt of the candidate’s examination scores. No traineeship application will be approved prior to submission of the licensure by examination application. However, the 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.

*Note: This requirement would not apply if you have held licensure in another jurisdiction for less than one year.*

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 Virginia Board of Physical Therapy participates in the Alternate Approval Pathway (AAP) process for Commission on Accreditation in Physical Therapy Education (CAPTE) accredited programs graduates. The [Federation of State Boards of Physical Therapy \(FSBPT\)](#) will determine a student’s eligibility to sit for the National Physical Therapy Examination (NPTE) and 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](mailto: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.