



## CHECKLIST AND INSTRUCTIONS FOR APPLICATION FOR LICENSURE BY ENDORSEMENT 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; 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.**

VERIFICATION OF ACTIVE CLINICAL PRACTICE– Evidence of clinical practice with a current, unrestricted license issued by another U.S. jurisdiction. Your employer must provide 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 from the issuing regulatory authority, in all jurisdictions, in which you have ever held a license, including expired, inactive, and current licenses. Contact each State regarding processing fees.

EXAM SCORES - Contact the Federation of State Boards of Physical Therapy (FSBPT) at (888) 461-6905 – 124 West Street, South, 3<sup>rd</sup> Floor, Alexandria, Virginia 22314, 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 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 60 hours obtained within the past four years by providing copies of the certificates of completion.

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 as such evidence/verification, credentials from the Foreign Credentialing Commission on Physical Therapy (FCCPT), Post Office Box 25827, Alexandria, VA 22313 (703) 684-8406 **or** from the International Consultants of Delaware, Inc. (ICD), Post Office Box 8629, Philadelphia, PA 19101-8629.

**PLEASE NOTE: Virginia does not accept PTA evaluations for applicants who have been trained as physical therapists.**

- TOEFL/TSE and/or TOEFL 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.
- 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

The traineeship is a prerequisite for licensure. As required in the Regulations 18 VAC 112-20-50, a graduate of a non-approved physical therapist or physical assistant program must serve a full-time 1,000 hour traineeship, at a board approved facility under the direct supervision of a physical therapist currently licensed in Virginia. The traineeship requirement may be waived, at the discretion of the Board, if the applicant can verify, in writing, the successful completion of one (1) year of clinical physical therapy practice as a licensed physical therapist or physical therapist assistant in the United States, its territories or the District of Columbia, or Canada. Any PT/PTA seeking endorsement or who has not actively practiced for at least 320 hours within the four years immediately preceding his application shall first successfully complete a traineeship. The appropriate traineeship application and Regulations are online at [www.dhp.virginia.gov](http://www.dhp.virginia.gov).

### 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. 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. Faxed documents will not be accepted; only original documents will be accepted.
5. 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.
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.