

# Steps to Licensure

## Steps for Being Approved to Sit for the NPTE

1. **Candidate completes** all sections of the examination application and submits the fee to the Ohio OTPTAT Board. After submitting an online application through the Ohio e-License Center, you must also submit a notarized *Certification of Applicant for Online Applicants*. Applicants applying online will pay the \$100 application fee with either a Visa, MasterCard or Discover card. The Board does not accept American Express Cards. All fees are non-refundable.

You can submit an online application by selecting the “[On-line Initial License Application](#)” link in the Information menu on the left side of the Board’s website.

When the Board receives your application, you will receive an email that contains the login information to track the status of your application at the “[Application Checklist](#)” on the Ohio e-License Center (<https://license.ohio.gov>). A link to the Ohio e-License Center is available on the Board’s website.

2. **If you answered “yes” to any of the Background Questions**, please provide a written statement explaining the incident(s) and what state it occurred in and attach supporting documentation including, but not limited to: *court records, and/or documentation from other state licensing boards*. If you have been convicted of a felony, you must provide “certified” copies of the following court documents: *Indictment, Plea Entry, Disposition, Sentencing Entry, Terms of Parole or Probation, Parole or Probation and Release/Discharge*.
3. **Request your entry level PT/PTA program** to submit the *Certification of Entry-Level Education* form directly to the Board office. **If you are requesting approval to sit for the NPTE prior to completion of your entry level PT/PTA program**, request your program to submit the *Entry-Level Education Pre-Completion Form* directly to the Board office. Forms received from the applicant will not be accepted.

Each PT/PTA program has the discretion to establish its own criteria to determine if a student is a bona fide candidate to graduate. Therefore, PT/PTA programs are not required to complete the Entry-Level Education Pre-Completion Form.

4. **Register and pay to sit for the NPTE** directly with the Federation of State Boards of Physical Therapy (FSBPT) at <https://pt.fsbpt.net/ExamRegistration>. The Board cannot make you eligible to sit until after you register with the FSBPT. Please note that the FSBPT will close your registration to sit for the NPTE if the Board has not made you eligible to sit within six (6) months of you registering. The Board cannot make you eligible until you complete Steps 1, 2, and 3.
5. **When Steps 1-4 are complete, the Ohio OTPTAT Board will make you eligible to sit for the NPTE. The day after the Board makes you eligible to sit for the NPTE, the FSBPT will email you the Authorization to Test (ATT) information at the email address you provided when you registered with the FSBPT.**
6. **Schedule your NPTE test** at [www.prometric.com/fsbpt](http://www.prometric.com/fsbpt). Once you receive your ATT information, please schedule ASAP. Delays in scheduling will impact the availability of seats at a preferred test center.

## Steps to Complete the Licensure Application Process

*Applicants for licensure by examination should complete Steps 7-11 about 6-8 weeks before the completion of their entry level PT/PTA program.*

7. **Request verifications from any jurisdiction** where you currently hold *or have ever held* a license, certification or registration to practice physical therapy or another health care profession. You must request the verification even if the license is expired.
8. **Register and pay to sit for the Ohio Jurisprudence Exam** directly with the Federation of State Boards of Physical Therapy (FSBPT) at <https://pt.fsbpt.net/ExamRegistration>. The Board cannot make you eligible to sit until after you register with the FSBPT. Please note that the FSBPT will close your registration to sit for the Ohio Jurisprudence Exam if the Board has not made you eligible to sit within six (6) months of you registering. The Board cannot make you eligible until your entry level PT/PTA program submits the *Certification of Entry-Level Education* form directly to the Board office indicating that you completed the requirements of the program. **Therefore, the Board recommends that applicants register for the Ohio Jurisprudence Exam approximately 2-4 weeks before program completion date.**
9. **When Steps 1-8 are complete, the Ohio OTPTAT Board will make you eligible to sit for the Ohio Jurisprudence Exam. The day after the Board makes you eligible to sit for the Jurisprudence Exam, the FSBPT will email you the Authorization to Test (ATT) information at the email address you provided when you registered with the FSBPT.**
10. **Schedule your Ohio Jurisprudence Exam** at [www.prometric.com/fsbpt](http://www.prometric.com/fsbpt).
11. **Request your criminal records checks from the Ohio BCI and the FBI.** Review the *BCI/FBI Criminal Records Check Instructions* document on the Board's website for additional information. Please note that if your license is not issued within 6 months of the date the Board receives the criminal records check results, you will be required to submit criminal records checks. **Therefore, the Board recommends that applicants submit their fingerprints about 4 week prior to program completion date.** Please review the *Fixed Date Testing and BCI/FBI Criminal Records Check Deadlines* document on the Board's website for the earliest date an applicant can submit the BCI/FBI results.

### Obtaining Your Ohio License

12. **The Ohio OTPTAT Board receives your NPTE and Ohio Jurisprudence Exam scores** directly from the FSBPT. On the date the Board receives the Exam scores, you may check on your pass/fail status on the FSBPT website at <https://pt.fsbpt.net> by selecting "Status of My Request." This status will not give the actual score, but will read "Score Received from Prometric – Passed" or "Score Received from Prometric – Failed." Please do not contact the Board asking if you passed the exam. Phone calls received on score receipt day will delay the Board's ability to issue licenses to those individuals who passed both the NPTE and the Ohio Jurisprudence Exam.

**FSBPT provides a free score report to candidates ten (10) business days after each exam administration.** To view and download the free score report, go to Check the Status of My Request at <https://pt.fsbpt.net>. The free score report will remain viewable for thirty (30) days.

13. **The Ohio OTPTAT Board issues your license to practice.** Once your license is issued, you can verify it through the [License Lookup/Verification](#) link on the Board's website (<https://license.ohio.gov/lookup/default.asp?division=92>).

You cannot legally practice physical therapy in Ohio until you can verify your license online.

## EXAMINATION APPLICATION CHECKLIST

(Use this checklist to help complete the examination application requirements for Ohio)

Document	You Provide Document	You request, other agency/source provides documentation. It must be mailed directly to our office from the agency/source in their own envelope
<b>Non-refundable application fee of \$100.00.</b> Please submit credit card payment with the online application. Credit cards accepted are Visa, MasterCard, or Discover. The Board does not accept American Express Cards.	<input type="checkbox"/>	
<b>Certification of Applicant for Online Applications.</b> This form must be notarized.	<input type="checkbox"/>	
<b>Photograph.</b> Please staple a 2 x 2 inch passport photograph of your full face, front-view, with a plain white or off-white background taken within the six month period immediately preceding the date of your application. Please review the <a href="#">Passport Photograph Guidelines</a> document on the Board's website for additional information.	<input type="checkbox"/>	
<b>Entry-Level Education Pre-Completion Form.</b> If you want to be made eligible to sit for the NPTE prior to your program completion date, have your program director submit this form. The form can be downloaded from the Board's website.		<input type="checkbox"/> School mails directly to Board
<b>Certification of Entry-Level Education.</b> Upon program completion, your program will send this form to the Board. Forms received from the applicant will not be accepted.		<input type="checkbox"/> School mails directly to Board
<b>NPTE Registration.</b> You are required to register with the Federation of State Boards of Physical Therapy (FSBPT) to sit for the NPTE. You will submit your examination fee directly to the FSBPT. The Board cannot make you eligible to sit for the NPTE until <i>after</i> you register to sit for the NPTE.		<input type="checkbox"/> Register with the FSBPT at <a href="https://pt.fsbpt.net/ExamRegistration">https://pt.fsbpt.net/ExamRegistration</a>
<b>Verification of Licensure.</b> You must provide an official verification from any jurisdiction in which you hold or have ever held a license, certification, or registration to practice physical therapy or another health care profession. Jurisdiction means any state, U.S. territory, or foreign country.		<input type="checkbox"/> Jurisdiction provides and mails directly to Board
<b>Ohio Jurisprudence Exam Registration.</b> You are required to register with the Federation of State Boards of Physical Therapy (FSBPT) to sit for the Ohio Jurisprudence Exam. You will submit your examination fee directly to the FSBPT. The Board cannot make you eligible to sit for the Ohio Jurisprudence Exam until <i>after</i> you register to sit for the exam. Do not register for this exam until you are within one month of completion of your entry level PT/PTA program.		<input type="checkbox"/> Register with the FSBPT at <a href="https://pt.fsbpt.net/ExamRegistration">https://pt.fsbpt.net/ExamRegistration</a>
<b>Criminal records check.</b> Please review the <a href="#">BCI/FBI Criminal Records Check Instructions</a> document on the Board's website for additional information. Please note that if your license is not issued within 6 months of the date the Board receives the criminal records check results, you will be required to submit new criminal records checks.		<input type="checkbox"/> BCI submits directly to Board
<b>Testing Accommodation Requests.</b> Please download and submit the <a href="#">Testing Accommodations Request Form</a> from the Board's website if you qualify for testing accommodations under the Americans with Disabilities Act for the NPTE or the Ohio Jurisprudence Examination.	<input type="checkbox"/>	
<b>Non-U.S. Educated Applicants for Licensure.</b> Please review the <a href="#">Guidelines for Non-U.S. Educated Applicants for Physical Therapy Licensure</a> document on the Board's website for information about the additional application requirements for Non-U.S. educated applicants.	<input type="checkbox"/>	
<b>Applicants with Felony Convictions.</b> Please review the <a href="#">Requirements for Applicants with Felony Convictions</a> document on the Board's website for information about information that should be submitted to expedite the processing of your application.	<input type="checkbox"/>	
<b>Instructions for Retaking the NPTE.</b> Please review the <a href="#">Instructions for Retaking the NPTE</a> document on the Board's website for information about submitting an application to retake the National Physical Therapy Exam (NPTE).	<input type="checkbox"/>	