



**Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board**

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Governor  
*John R. Kasich*  
Executive Director  
*Jeffrey M. Rosa*

TO: All Interested Parties

FROM: Jeffrey M. Rosa, Executive Director

DATE: September 18, 2013

SUBJECT: Deadlines to Submit Criminal Records Checks and Testing Accommodation Requests for PT/PTA Exam Applications

With the implementation of fixed date testing for the National Physical Therapy Exam (NPTE), many applicants have asked the Board when they should complete the BCI/FBI criminal records checks and when they must submit a request for a testing accommodation.

In accordance with section 4755.70 of the Revised Code and rule 4755-23-14 of the Administrative Code, the results of the criminal records checks must be received by the Board no earlier than six months prior to the date the license is issued.

The table below lists the 2014-2015 NPTE test dates. For each test date, there is a corresponding date that indicates the earliest date that an applicant can submit the criminal records checks for that exam date and the deadline by which a request for a testing accommodation must be submitted to ensure the Board has time to review the request at the PT Section meeting preceding the Board's deadline to make candidates eligible for a given NPTE test date.

| Physical Therapist Exams |                                 |  |
|--------------------------|---------------------------------|--|
| NPTE Date                | Earliest Date to Submit BCI/FBI | Deadline to Submit Testing Accommodation Request |
| January 29, 2014         | August 5, 2013                  | November 1, 2013                                 |
| April 30, 2014           | November 7, 2013                | March 1, 2014                                    |
| July 22/23, 2014         | January 30, 2014                | May 1, 2014                                      |
| October 29, 2014         | May 5, 2014                     | September 1, 2014                                |
| January 28, 2015         | August 4, 2014                  | November 1, 2014                                 |
| April 29, 2015           | November 6, 2014                | March 1, 2015                                    |
| July 21/22, 2015         | January 29, 2015                | May 1, 2015                                      |
| October 28, 2015         | May 4, 2015                     | September 1, 2015                                |

| Physical Therapist Assistant Exams |                                 |  |
|------------------------------------|---------------------------------|--|
| NPTE Date                          | Earliest Date to Submit BCI/FBI | Deadline to Submit Testing Accommodation Request |
| January 15, 2014                   | July 23, 2013                   | November 1, 2013                                 |
| April 9, 2014                      | October 16, 2013                | January 1, 2014                                  |
| July 8, 2014                       | January 15, 2014                | May 1, 2014                                      |

|                  |                  |                  |
|------------------|------------------|------------------|
| October 8, 2014  | April 16, 2014   | July 1, 2014     |
| January 14, 2015 | July 22, 2014    | November 1, 2014 |
| April 8, 2015    | October 15, 2014 | January 1, 2015  |
| July 8, 2015     | January 15, 2015 | May 1, 2015      |
| October 7, 2015  | April 15, 2015   | July 1, 2015     |

The “Earliest BCI/FBI Completion Date” was selected with the assumption that the applicant passes both the NPTE and the Ohio Jurisprudence Examination within 2 weeks of the NPTE test date.

**If an applicant sits for the NPTE prior to graduation, the BCI/FBI date would be 6 months prior to graduation date. The date listed in the table above only applies when the applicant sits for the NPTE after the graduation date.**

**If an applicant fails the NPTE and/or does not sit for the Ohio Jurisprudence Examination within 2 weeks of the NPTE test date, the Board may require updated criminal records checks.**

Since all requests for testing accommodations must be reviewed and approved by the Board, the deadline to submit the accommodations request is set to ensure that all materials are received prior to the PT Section meeting immediately preceding the Board’s deadline to make a candidate eligible to sit for the NPTE. If the request is received after the deadline date, the Board cannot guarantee that the request will be reviewed prior to the eligibility deadline. The Board also cannot guarantee that the request will be reviewed prior to the eligibility deadline if the candidate submits an incomplete accommodation request.