



Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board

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This document outlines changes to the examination application procedures adopted by the Physical Therapy Section at its April 2011 meeting to address the implementation of fixed date testing.

Fixed-Date Testing Deadlines

According to the information published by the Federation of State Boards of Physical Therapy (FSBPT), physical therapist examination applicants will be required to register for the National Physical Therapy Exam (NPTE) one month prior to the exam date and State Boards will need to approve applicants to sit for the NPTE no later than 2 weeks before the exam date.

Examination Application Process Changes

The following paragraph is from the 2012 NPTE Policies, which are developed by the FSBPT.

12. Approval for Candidates to Sit for the NPTE

The licensing authority of the jurisdiction to which the candidate is applying must approve the candidate to sit for the examination. At a minimum, the licensing authority must require the candidate is a graduate of or graduating from a PT or a PTA program that meets the accreditation standards of the Commission on Accreditation in Physical Therapy Education (CAPTE) or is deemed substantially equivalent. Candidates may sit for the NPTE no more than 90 days prior to their graduation. The FSBPT is the final authority on access to the NPTE and issuance of scores on the NPTE. The FSBPT will not grant a candidate access to the NPTE unless the candidate has first been approved by a licensing authority or authorized designee to sit for the examination.

An examination may only be used for administration to bona fide candidates for initial licensure, reinstatement or reactivation, or to candidates who are not licensed in a jurisdiction and do not have a qualifying examination score for that jurisdiction. In the case of reinstatement or reactivation, the licensing authority must notify the Federation that the candidate is taking the NPTE and provide the reason the examination is required.

As noted in paragraph 12, the policies developed by FSBPT allow a jurisdiction to approve a “bona fide” examination candidate, even if that candidate had not yet completed the entry level education. Once the Board approves the candidate to sit for the NPTE, the candidate will receive the authorization to test (ATT) information, which will allow the individual to schedule the NPTE with Prometric.

As a result, the Board adopted the following changes to its internal examination application processing for applicants for licensure by examination:

1. Application and \$100 application fee submitted by applicant to the Board.
2. Applicant registers to sit for the NPTE with the FSBPT (including paying NPTE exam fee).
3. Applicant’s program director submits a form indicating that the individual is a bona fide candidate for graduation from that entry-level PT/PTA program.
 - a. For Students Enrolled in PT/PTA School in Ohio: Below in italics is the text and information you should include in the Entry level Education Pre-Completion letter. List the students’ names and social security numbers. Please insure that the applicants’ names are the same as they appear on the application materials if at all possible. This letter must be on school letterhead, completed and signed by the Program Director, and contain a school seal or be signed in the presence of a Notary Public. The letter must be mailed directly to the Board. It may not be faxed or emailed.

I expect the following students to complete the didactic and clinical education requirements for the entry-level Physical Therapy degree from [Insert School Name]. I request that the Board authorize these students to schedule the National Physical Therapy Exam (NPTE) on the basis of this statement.

Expected Date of Program Completion: _____

Expected Date of Program Graduation: _____

I will notify the Board when the student has successfully completed the program and understand that the individual will not be authorized to sit for the Ohio Jurisprudence Examination or eligible for an Ohio license until the final Certification of Entry Level Education form is received by the Board.

- b. For Students Enrolled in Out-of-State PT/PTA Schools: The Program Director must send the Board an “Entry Level Education Pre-Completion Form” for each student applying for licensure in Ohio. The form may be sent before the student has completed all of the clinical and didactic educational requirements for graduation. The form must be mailed directly to the Board and may not be faxed or email. This form can be downloaded from the Board’s website on the Physical Therapy Applications page.
4. Based on receipt of the document identified in step 3, the Board will make the individual eligible to sit for an upcoming fixed date administration of the NPTE.
 - a. This allows the applicant to receive the Authorization to Test (ATT) information and schedule the NPTE in advance of the program completion.
 - b. Applicant could ultimately sit for and pass the NPTE prior to graduation.
 - c. Note: The Board must review and approve the credential evaluation before a foreign educated applicant will be made eligible to sit for the NPTE.
 5. Upon program completion, the program director will submit the Certification of Entry Level Education document for each student. This requirement applies to both Ohio and non-Ohio schools.
 6. Upon receipt of the Certification of Entry Level Education document and receipt of the BCI/FBI criminal records checks, the applicant will be made eligible to sit for the Ohio Jurisprudence Examination.
 - a. The chart on the last page of this document identifies the earliest date an applicant can submit the results of the **BCI/FBI** criminal records check. The results are only valid for a period of six (6) months from the date the results are received. If the criminal records check results are received prior to the date identified in the chart, the applicant will be required to submit updated BCI/FBI results prior to the issuance of a license. (See “Note 1” below if an applicant sits for the NPTE prior to graduation.)
 - b. Applicants should register for the **Ohio Jurisprudence Examination** approximately one (1) month before the program completion date. The FSBPT closes all unapproved registrations for the Ohio Jurisprudence Exam after six (6) months. Since the Board will not make an individual eligible to sit for the Ohio Jurisprudence Examination prior to the applicant completing the entry-level PT/PTA program, if the applicant registers too early, the Board will not be able to approve the individual to sit for the Ohio Jurisprudence Exam before the FSBPT cancels the registration.
 7. Once the Board receives passing scores on both the NPTE and the Ohio Jurisprudence Examination, the Board will issue an Ohio license in accordance with R.C. 4755.44 or R.C. 4755.441.

Deadlines for NPTE – Physical Therapists (PT)

<i>Test Date - PT</i>	<i>Registration Deadline</i>	<i>Board Approval Deadline</i>	<i>Reserved Seats Release Date</i>	<i>Score Receipt Date</i>	<i>Earliest Date to Submit BCI/FBI</i>
March 29, 2012	February 28, 2012	March 13, 2012	February 28, 2012	April 5, 2012	October 11, 2011
July 2, 2012	May 26, 2012	June 4, 2012	June 11, 2012	July 9, 2012	Jan. 13, 2012
July 31, 2012	June 24, 2012	July 2, 2012	July 10, 2012	August 7, 2012	Feb. 10, 2012
October 23, 2012	Sept 16, 2012	September 24, 2012	October 2, 2012	October 30, 2012	May 4, 2012

Deadlines for NPTE – Physical Therapist Assistants (PTA)

<i>Test Date - PTA</i>	<i>Registration Deadline</i>	<i>Board Approval Deadline</i>	<i>Reserved Seats Release Date</i>	<i>Score Receipt Date</i>	<i>Earliest Date to Submit BCI/FBI</i>
April 26, 2012	March 27, 2012	April 11, 2012	March 27, 2012	May 3, 2012	Nov. 10, 2011
July 17, 2012	June 10, 2012	June 18, 2012	June 26, 2012	July 24, 2012	Jan. 27, 2012
October 30, 2012	Sept 23, 2012	October 1, 2012	October 9, 2012	November 6, 2012	May 11, 2012

Note 1: Under rule 4755-23-14 of the Administrative Code, “a new criminal records check will be required if the applicant’s criminal records check on file with the board is greater than six months old based on the date the board received the report.” As a result if a license is not issued within 6 months of the date listed in the “Earliest Date to Submit BCI/FBI” column, the applicant will need to submit new criminal records checks. If an applicant sits for the NPTE prior to graduation, the BCI/FBI date would be 6 months prior to the graduation date. The date listed in the table above only applies when the applicant sits for the NPTE after the graduation date.

Note 2: The Federation of State Boards of Physical Therapy (FSBPT) reserves a number of seats at Prometric Testing Centers for each exam administration date. The “Reserved Seats Release Date” column lists the date that the reserved seats for that test date will be released. Although candidates can still schedule for an exam after the reserved seats release date, there is no guarantee that seats will still be available if a candidate does not schedule prior to the release date.

Additional information regarding fixed date testing and Prometric seat availability can be reviewed at: <https://www.fsbpt.org/fixeddatetesting>