

**Ohio OTPTAT Board
Physical Therapist/Physical Therapist Assistant
Examination Application Instructions**

The **examination application** applies to any individual:

- (1) Who requested to sit for the National Physical Therapy Examination (NPTE) by the State of Ohio/FSBPT Alternate Approval Process **OR**
- (2) Who passed the NPTE under the approval of another state physical therapy regulatory entity but were never issued a license to practice physical therapy in the state that approved the individual to sit for the NPTE.

You may not practice physical therapy in Ohio until you receive a license.

Applicants are not eligible to apply for a license by exam if the applicant has or will receive a license in another state. If a state does not plan to issue a license to the applicant after successful passage of the NPTE, the applicant must furnish proof of that fact to the Board before the applicant will be considered for a License by Examination.

Non-U.S. Educated Applicants for Licensure. Please review the *Guidelines for Non-U.S. Educated Applicants for Physical Therapy Licensure* document on the Board’s website for information about the additional application requirements for Non-U.S. educated applicants.

REQUIRED DOCUMENTS

Applicants are required to electronically upload documents to apply for licensure.

Document to Upload with your online application
Non-refundable application fee of \$100.00. Pay fee with online application. Acceptable forms of payment are: Master Card, Visa, or Discover.
Certification of Entry-Level Education. Upon program completion, applicant will submit form to the academic program. This date may be different from the date you walk across the graduation stage. Certification of program completion must come from your academic program with an ink seal or digital certification. If an embossed seal is used, the Board may ask you to mail it in. The academic program will return completed form to the applicant. The applicant is required to upload the completed form with online application. Retain the hard copy for your records. The Board will also accept the completed form directly from the academic program. The Board will also accept an official transcript from your college or university.
Verification of Licensure. 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. Upload the completed form with online application. If submitting verifications from multiple states, please scan all verifications into one pdf document, then upload one attachment to the online application. Retain the hard copy for your records.
Applicants with Felony Convictions. Please review the <i>Requirements for Applicants with Felony Convictions</i> document on the Board’s website for information about information that should be submitted to expedite the processing of your application. Upload documentation to the online application.
Non-U.S. Educated Applicants Only: TOEFL-ibt, upload your TOEFL-ibt examination score with the online application. Retain the hard copy for your records.

These documents are required to be sent directly to the Ohio OTPTAT Board, such as background checks, and credential evaluation, and examination scores.

Documents that must be sent directly to the Board
FSBPT NPTE Examination Score. If you applied to sit for the NPTE through the Alternate Approval Pathway for Ohio, then your score will be sent directly to the Board office. If you have not requested your score to be released to Ohio, then you are required to contact FSBPT to request an official verification of your NPTE Examination score to be sent to the Ohio OTPTAT Board.
Ohio Jurisprudence Assessment Module (JAM) results. You may register for the Ohio JAM online at https://www.fsbpt.org/Our-Services/Jurisprudence-Assessment-Module-JAM-Services/Ohio . Your results will be sent directly to the Ohio OTPTAT board. The JAM is an online, on-demand learning and assessment tool based on the Ohio physical therapy practice act.

Criminal records check. Please 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 new criminal records checks.

Non-U.S. Educated Applicants for Licensure: Credential Evaluation The Credential Evaluation must be mailed or emailed directly from the Credentialing Agency to the Ohio OTPTAT Board.

TO APPLY

Complete the online application through the Ohio elicense portal: <https://elicense.ohio.gov>

Failure to supply required information may result in denial of the application.

If your application remains incomplete for one year from the date it is received, your file will be closed.

Providing your Social Security Number for licensure is required by state & federal law.

AFTER YOU APPLY

Following submission and payment for your application, you will receive an email confirming your submission and payment. Once you have submitted your application you cannot make any changes to your application.

If you need to contact the Ohio OTPTAT Board, please visit: <http://otptat.ohio.gov/ContactUs.aspx>

Revised July 27, 2021



State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Criminal Records Check Instructions

Criminal Records Check Required for Initial Licensure

Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

Instructions for Individuals Residing in Ohio or within 75 miles of Ohio

Applicants residing in Ohio or within 75 miles of Ohio are required to utilize "WebCheck" to electronically submit their fingerprints to BCI. The Board will typically receive the results of a criminal records check submitted via "WebCheck" within 7 to 10 business days. In addition to the [\\$22 BCI fee](#) and the [\\$25.25 FBI fee](#), the electronic fingerprinting company or law enforcement agency may charge its own fee to process the fingerprints.

Since the law requires applicants to submit a records check completed by both BCI and the FBI, you must use the services of a "WebCheck" vendor. The sheriff's offices in most of Ohio's 88 counties participate in "Webcheck." A list of other "WebCheck" vendors in Ohio, arranged by county, is available online at:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

You need both the BCI and FBI records check for initial licensure. By law, the Board cannot complete the processing of your application until it receives the background check reports from BCI and FBI.

Steps for "WebCheck"

1. Identify a "WebCheck" vendor that has **(BCI & FBI)** listed after the vendor's name.
2. Tell the "Webcheck" vendor to select **"OT, PT, and Athletic Trainers Board"** from the Direct Copy dropdown list at the Webcheck workstation.
3. Request both a BCI and FBI criminal records check.
4. List the reason fingerprinted as: **Required for licensing per ORC 4755.70**
5. Agency Code: **1AB002** (if requested)
6. Submit your fee directly to the "WebCheck" vendor. **Do not send your fingerprints or fee to the Board.**

Bring the following information with you to the Webcheck Vendor:

(1) this notice; (2) a valid form of photo identification, and (3) payment, in the appropriate amount and form, payable to the vendor.

Instructions for Individuals Residing more than 75 miles from Ohio

You must contact the Board at board@otptat.ohio.gov or 614-466-3774 to request that the Board mail you the appropriate forms to have your fingerprints taken at a local law enforcement agency. Please note, the Board will not mail these cards until after you submit an initial application for licensure. In addition, it takes the FBI 3 to 4 months to process ink rolled fingerprints. Since Ohio does not have temporary licensure, please take this delay into account. You may also elect to physically come to Ohio to have your fingerprints taken electronically to minimize the time it takes to process your application.

Additional Information for Individuals Who Previously Submitted Fingerprints to BCI

When an individual submits fingerprints to BCI for a criminal records check, BCI will keep the fingerprints on file for twelve (12) months. If less than one year has passed since the initial submission of fingerprints to BCI, the applicant can request that BCI run another check on the same fingerprints and run a new criminal record check report to be sent to the Board. In this situation, BCI charges the applicant \$8. You will need to provide BCI with the information identified above in the "Steps for WebCheck" section of this notice. If more than 12 months passed since you submitted your fingerprints to the BCI, you will need to submit new fingerprints and follow the steps identified in the first page of this notice.

This service only applies for the BCI check. Even if you previously submitted your fingerprints to the FBI, you will need to identify a "WebCheck" vendor that has (BCI & FBI) listed after the vendor's name, submit new fingerprints, and request that the FBI criminal records check results be sent directly to the Board. You will need to bring this notice with you to the "WebCheck" vendor but will only need to request the FBI check.

Frequently Asked Questions

Question: I recently had an FBI records check completed for another purpose. Can I just use those results to meet the requirements of the Board? **Answer:** No. The law requires that an applicant for an initial license from a licensing agency shall submit a request to the bureau of criminal identification and investigation for a criminal records check of the applicant. Upon completion of the criminal records check, the superintendent of BCI shall report the results of the check, and any information the FBI provides, to the licensing agency identified in the request for a criminal records check.

Question: How much time will this add to the licensure process? **Answer:** The Board typically receives the criminal records check results approximately 7-10 days after you are electronically fingerprinted. For out-of-state applicants completing the ink-rolled fingerprints, it takes the FBI 3-4 months to process the fingerprints and submit the results of the criminal records check to the Board.

Question: What happens if I have a criminal history reported to the Board? **Answer:** The Board will review the records related to the criminal history and determine if the offenses identified make you ineligible for licensure in Ohio.

Question: Will I need to submit a criminal record check to renew my license every two years? **Answer:** No. The records check requirement does not apply to the biennial renewal process or to individuals reinstating an expired Ohio license.



State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Requirements for Applicants with Felony Convictions

If you are applying for licensure in the State of Ohio and you were convicted of a felony, you must provide the Board with a signed statement describing the details of the event(s) that led to the felony conviction and certified copies of the following court records:

1. Indictment
2. Plea Entry
3. Disposition
4. Sentencing Entry
5. Terms of Parole or Probation
6. Parole or Probation Release/Discharge

Failure to provide these documents will result in a delay in the processing of your applications. If you have any questions about this requirement, please contact the Board at 614-466-3774 or board@otptat.ohio.gov.

You can upload the required forms with your application for licensure on the eLicense portal at <https://elicense.ohio.gov> or mail the required forms to the Board office located at: Ohio OTPTAT Board, 77 South High Street, Floor 16, Columbus, Ohio 43215-6108.



State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Certification of Entry Level Education

Section I: This portion must be completed by the applicant. Please print or type.	
Name (First, Middle, Last):	Maiden Name:
Complete Mailing Address	
Social Security Number or Alien Registration Number:	Date of Birth: (mm/dd/yyyy):

Applicant's Signature

Date

Section II: This Section must be completed by an official from the program where a physical therapy degree was earned. The program completion date may be different from the date you walk across the graduation stage. Certification of program completion must come from your academic program with an ink seal or digital certification. If an embossed seal is used, the Board may ask you to mail it in. The academic program will return completed form to the applicant. The applicant is required to upload the completed form with online application. Retain the hard copy for your records. The Board will also accept the completed form directly from the academic program. **Please print or type.**

I hereby certify that _____ completed the didactic and
(Student's Name and SSN)

clinical education requirements of the _____ program on _____
(Program Type : PT,PTA) (mm/dd/yyyy)

and is eligible for or has been granted the degree of _____
(Degree: AAS, Certificate, BS, MPT, DPT etc.)

Name of Institution:

City, State, Zip Code:

Phone Number w/ Area Code:

Is this entry level program CAPTE
accredited? Yes No

FSBPT School Code:

Print Name

Title

Signature

Date

If a Notary Public is used, please complete the following:

Subscribed and sworn to in my presence this _____ day of _____, Year _____.

Signature of Notary

Date Commission Expires

Return This Document To the Applicant:

The applicant will upload the completed form to:
<https://elicense.ohio.gov>

School or Notary Seal



Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Ohio Jurisprudence Assessment Module

Purpose of the Ohio Jurisprudence Assessment Module (OH JAM)

The [OH JAM](#) is an online and on-demand learning and assessment tool approved by the Physical Therapy Section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to meet a requirement for individuals renewing their Ohio license or reinstating an expired Ohio license.

Takers are required to answer 80% of the questions correctly to pass the OH JAM. Takers are permitted an unlimited number of attempts to achieve a passing score, but takers must register and pay all fees with each attempt.

Who Must Take the OH JAM?

All individuals applying for initial PT or PTA licensure in Ohio must take and achieve a passing score on the OH JAM as a licensure requirement. Current PT and PTA licensees, and applicants reinstating an expired Ohio license, must take and achieve a passing score on the OH JAM as a requirement of the renewal or reinstatement process.

Fast Facts:

- The OH JAM is 50 questions long.
- You will have 90 minutes to complete the module.
- You will have access to the PT Practice Act (laws and rules) within the module.
- The OH JAM may be accessed at the following link: <https://www.fsbpt.org/Our-Services/Jurisprudence-Assessment-Module-JAM-Services/Ohio>

Pricing

Jurisprudence Assessment Module: \$48

For licensees taking the OH JAM to meet the renewal requirement, the OH JAM is worth 2 hours of continuing education.

Please note that a 1.6% processing fee, rounded up to the nearest dollar, will apply. You may pay by Visa, MasterCard, or Discover at the time of registration.

JAM must be completed within ninety-six hours of purchase. If you do not take the JAM within ninety-six hours you will need to re-register and pay again.

Score Reporting

OH JAM takers will immediately receive a detailed score report indicating PASSED or FAILED, the total number and percent of questions answered correctly, and the number and percent of questions answered correctly within each content area (Consumer Advocacy, Patient Care Management, etc.). The score report also includes links to the sections of the laws, rules and regulations under which questions were answered incorrectly for the taker to review. You should print or save a copy of your score report for your personal records. Your score report is available for two days after completion of the assessment in the JAM system. After that you can access your score through the Customer Dashboard.

Scores are also reported by FSBPT directly to the Physical Therapy Section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board.

OHIO JAM Content Outline

Category	Section	Ohio Revised Code	Ohio Administrative Code	Specs: # Items (50 Item Form)	Specs: % Items
1000 Legislative Intent & Definitions	1100 Definition of Physical Therapy	4755.40(A)		0-1	2% (1 items)
	1200 Definition of Physical Therapist and Physical Therapist Assistant	4755.40(B) 4755.40(C)		0-1	
2000 Board of Physical Therapy Powers & Duties	2100 Powers and Duties	4755.01 4755.02 4755.41 4755.411	4755-21-01 4755-21-02 4755-23-11	2	4% (2 items)
3000 Licensure & Examination	3100 Qualifications; Requirements	4755.42 4755.70 4755.44 4755.441	4755-23-02 4755-23-14	0-1	22% (11 items)
	3200 Examination and Application	4755.421 4755.43 4755.431 4755.70	4755-23-01 4755-23-03	0-1	
	3300 Foreign Educated Licensure		4755-23-12	0-1	
	3400 Licensure by Reciprocity / Endorsement/ Temporary License for Military	4755.45 4755.451	4755-23-04 4755-23-16 4755-23-17	0-1	
	3500 License Renewal; Reinstatement	4755.46	4755-23-06 4755-23-10	3-4	
	3600 Continuing Education; Waiver; Approval of Courses; Granting Units	4755.51 4755.511 4755.52 4755.53	4755-23-08 4755-23-09	4-5	
	3700 Requirements for Teaching	4755.482	4755-23-13	1	
4000 Patient Care Management	4100 Lawful Practice, Use of Titles	4755.56 4755.71	4755-27-01 4755-27-08	6-7	40% (20 items)
	4200 Supervision and Delegation		4755-27-02 4755-27-03 4755-27-04	5-6	
	4300 Documentation/ Medical Records		4755-27-07	1	
	4400 Referral	4755.481	4755-29-01	2	
	4500 Ethical Conduct		4755-27-05	5-6	

OHIO JAM Content Outline

5000 Disciplinary Actions; Unlawful Practice	5100 Grounds for Disciplinary Action/ Form of Business Entities	4755.47 4755.471 4755.48 4755.482		7-8	30% (15 items)
	5200 Disciplinary Violation Action and Proceedings; Denial	4755.99	4755-21-03 4755-23-15	5-6	
	5300 Reporting & Notice of Change in Contact Information		4755-27-06 4755-23-07	2	
6000 Consumer Advocacy	6100 Display of License		4755-23-05	1	2% (1 items)



State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board
Physical Therapy Section

Guidelines for Internationally Educated Applicants for Physical Therapy and Physical Therapist Assistant Licensure

A foreign-educated applicant is a person whose physical therapy and physical therapist assistant education was obtained in a program not accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE).

Section I: General Information

TYPES OF APPLICATIONS

License by Exam is for individuals applying to sit for the National Physical Therapy Examination (NPTE) in Ohio or for those individuals who passed the NPTE under the approval of another state physical therapy regulatory entity but were never issued a license to practice as a physical therapist or physical therapist assistant in the state that approved the individual to sit for the NPTE.

License by Endorsement is for individuals who have taken or plan to take the NPTE in another state and are licensed by that state. However, if a state does not plan to issue a license to the applicant after successful passage of the exam, the applicant must furnish proof of that fact to the Board before the applicant will be considered for License by Exam.

Be advised that having a license in another state does not mean that you will automatically qualify to practice in Ohio.

Endorsement applicants must meet all of the same criteria required for applicants for licensure by exam.

If the wrong type of application is applied online, the applicant will be required to submit an application withdrawal service request for processing prior to applying for the correct application type.

Section II: Physical Therapist and Physical Therapist Assistant Foreign-Educated Requirements

CREDENTIAL EVALUATION

Pursuant to the Ohio Revised Code, all foreign-educated applicants must have an educational background deemed by the Physical Therapy Section to be reasonably equivalent to a physical therapist/physical therapist assistant education program accredited by the Commission on Accreditation on Physical Therapy Education (CAPTE).

To be considered as reasonably equivalent to the requirements established in sections 4755.42 or 4755.421 and 4755.45 or 4755.451 of the Ohio Revised Code:

Physical Therapist foreign education must contain evidence of course work in:

- Humanities;
- Physical sciences, including two one-semester courses in chemistry with laboratory and two one-semester courses in physics with laboratory;
- Biological sciences;
- Social sciences;
- Behavioral sciences; and
- Mathematics.

Physical Therapist Assistant foreign education must contain evidence of course work in:

- Anatomical,
- Biological, and
- Other physical sciences and a distribution of course work as found in an accredited physical therapist assistant program.

These general education requirements are in addition to the required physical therapist and physical therapist assistant professional courses and clinical education.

Evidence of admittance to a graduate program in a college or university in the United States alone may not demonstrate that the foreign education is reasonably equivalent. All foreign-educated applicants must submit a credential evaluation conducted by an approved professional education evaluating service. A list is provided below. Original credential evaluations must be sent directly to the Board from the professional education evaluating service. The Board will not accept copies submitted by the applicant.

PROOF OF FOREIGN LICENSURE

All foreign educated applicants must submit an official verification for any foreign physical therapist or physical therapist assistant license, registration, or certification that the applicant holds.

WORKING KNOWLEDGE OF ENGLISH

All foreign educated applicants must demonstrate a working knowledge of English by:

1. Obtaining scores of at least 4.5 on the TWE; 50 on the TSE; and 220 on the computer based TOEFL or 560 on the paper based TOEFL; or
2. Obtaining scores on the TOEFL iBT of at least 24 on the writing section; 26 on the speaking section; 21 on the reading comprehension section; 18 on the listening comprehension section; and 89 on the overall examination.

To register for either exam, please visit <http://www.toefl.org>. The OTPTAT Board's agency code is 9099.

Section III: Evaluation of Foreign Education

All foreign education must be evaluated by a professional evaluating service. Original credential evaluations must be sent directly to the Board from FCCPT. Evaluations are required to assist the Section in making a decision regarding the equivalency of the foreign education. Credential evaluations reflect only the findings and conclusions of the evaluator and are not binding upon the Section. The Section will take action on applications only after it has received and reviewed an evaluation of foreign education, in addition to all other required documents.

Approved Professional Education Evaluating Services

Pursuant to sections 4755.411, 4755.45, and 4755.451 of the Ohio Revised Code and rule 4755-23-12 of the Ohio Administrative Code, the Physical Therapy Section approved the following organizations to perform credential evaluations for foreign education applicants for licensure as a physical therapist/physical therapist assistant in Ohio.

Foreign Credentialing Commission on Physical Therapy, Inc. (FCCPT)

124 West Street South, 3rd Floor
Alexandria, VA 22314

Phone: 703-684-8406

Fax: 703-684-8715

Email: help@fccpt.org

Web: <http://www.fccpt.org>

International Consultants of Delaware, Inc. (ICD)

P.O. Box 8629
Philadelphia, PA 19101-8629

Phone: 215-222-8454 x. 510
Fax: 215-349-0026

Email: icd@icdel.com
Web: <http://www.icdel.com>

International Education Research Foundation, Inc. (IERF)

P.O. Box 3665
Culver City, CA 90231-3665

Phone: 310-258-9451
Fax: 310-342-7086

Email: info@ierf.org
Web: <http://www.ierf.org>

Section IV: Fees

All fees or costs incurred by an applicant while gathering information connected with the filing of an application are the responsibility of the applicant.

It is the applicant's responsibility to be aware of and in compliance with current requirements of the Physical Therapy Section. It will take some applicants as long as one year to gather the required items to complete the application. The completed application will be reviewed based upon the Section's current guidelines.

Your application will be held open for one year after the Board receives your application. After that time, your file will be closed and a new application and fee will be required to be considered for licensure in Ohio.

Section V: CLEP Exam Credits

Rule 4755-23-12 of the Administrative Code allows foreign educated applicants to satisfy the general education requirements through successful completion of a College Level Examination Program (CLEP) exam.

The table below lists the available CLEP examinations, the passing score required to receive credit, and the number of academic semester credit hours that the exam is worth.

Category/Exam	Required Passing Score	Academic Semester Credits
Business		
Financial Accounting	50	3
Intro Business Law	50	3
Info Systems and Computer Applications	50	3
Principles of Management	50	3
Principles of Marketing	50	3
Composition and Literature		
American Literature	50	6
Analyzing and Interpreting Literature	50	6
College Composition	50	3
English Literature	50	6
Humanities	50	6
Foreign Language		
French Language - Level 1 (2 semesters)	50	6
French Language - Level 2 (4 semesters)	59	12
German Language - Level 1 (2 semesters)	50	6
German Language - Level 2 (4 semesters)	60	12
Spanish Language - Level 1 (2 semesters)	50	6
Spanish Language - Level 2 (4 semesters)	63	12
Social Sciences and History		
American Government	50	3
History of the US I: Early Colonization to 1877	50	3
History of the US II: 1865 to Present	50	3
Human Growth and Development	50	3
Introduction to Educational Psychology	50	3
Principles of Macroeconomics	50	3
Principles of Microeconomics	50	3
Introductory Psychology	50	3
Social Sciences and History	50	6
Introductory Sociology	50	3
Western Civilization I: Ancient Near East to 1648	50	3
Western Civilization II: 1648 to the Present	50	3

Category/Exam	Required Passing Score	Academic Semester Credits
Science and Mathematics		
Biology	50	6
Calculus	50	3
Chemistry	50	6
College Algebra	50	3
College Mathematics	50	6
Precalculus	50	3
Natural Sciences	50	6