**National PT Examination Information**

*Please do not call the Minnesota State Board of Physical Therapy for questions that can be found on their website.*

**Important Information Regarding the National PT Examination:** You may now register to take the NPTE exam on **April 27, July 19, or July 20, 2017.**

Please read over the NPTE website information. Each state has its own regulations so be sure to read through the state’s website where you will apply for licensure.

You can only choose to take the exam on one date. The registration deadline for the July exams (which includes payment to NPTE) is **listed above.** It is a good idea to do this registration within the next few weeks. For more information please refer to:

[www.fsbpt.org/ForCandidatesAndLicensees/NPTE/FixedDateTestingInfo/index.asp](http://www.fsbpt.org/ForCandidatesAndLicensees/NPTE/FixedDateTestingInfo/index.asp)

When deciding which date to take the exam, it is important to not take the exam until you are ready. If you take it & fail it, you are not eligible to apply for a temporary license. Also, there is a lifetime limit of 6 attempts to pass the exam.

*Please understand that final approval to take the exam needs to be given by the **State Board where you are asking for licensure,** otherwise your exam seat will be released.

**Minnesota licensure:** The Minnesota Board of PT will be giving University of Minnesota DPT students approval to take the NPTE exam on April 27, July 19 and 20, only if the following criteria are met:

- There is no failure of or any unapproved missed time for any Clinical Internship.
- All CPI's are signed off by both student & CI **by June 16, 2017.**
- Student Evaluation of Clinical Site Forms (PTSE1, PTSE2, and signed signature page) are completed in EXXAT by **June 16, 2017.**
- Physical Therapy Certificate of Education form (from the packet of materials you will download from MN Board of PT website) is completed (top half) & turned into Liz by **5:00 Monday, March 6, 2017 or June 9, 2017.** Liz will then confirm and sign these and they will be hand delivered to the MN Board of Physical Therapy Practice prior to the March/June deadline. Each state has its own dates when it will accept the Certificate of Education Forms from DPT programs. For example: Wisconsin will not accept these forms until the last day of the month. Some states will accept faxed Certificate of Education forms and some will not. Please check with your state licensure board before you fax or e-mail your Certificate of Education form to our office.
- Remainder of your registration materials (documents you downloaded from Board website) have to be submitted to the MN Board of PT Practice by **March 27, 2017 for April test date or June 19, 2017 for July test dates.**
- Temporary permits to practice physical therapy are available for new graduates before they have taken the NPTE (exam) only after the following steps have been completed:
  - Board has received completed application and all supported documentation.
  - Board has also approved applicant to take NPTE (exam) and has notified FSBPT.
  - FSBPT has notified applicant with “Authorization to Test” letter.
  - Applicant has scheduled an exam date with Prometric Testing Centers.
• Applicant has notified Board of test confirmation number from Prometric and exam date.
• Temporary permit form and fee have been received by the Board.
• This permit allows applicants to practice physical therapy under direct, immediate, and on premise supervision. The permit may be granted once and cannot be renewed and it is terminated if you do not pass the exam.
• Please refer to the MN Board of PT Practice website/ PT Instruction for New Graduates for procedures, more information and to answer any other questions you may have: http://www.physicaltherapy.state.mn.us

**Helpful Hint for PT Students**

1. Complete online registration on MN Board of PT website and submit payment for licensure. Starting this **2-3 month prior** to test date.
   a. You will need clinic addresses and phone numbers for CIs
   b. If taking the test in April, also fill out the information for your 4th clinical rotation
   c. ~7-10 days after submission you will receive a folder in the mail with instruction for finger printing
2. Complete finger printing process listed on mailed forms.
   a. If performed at 2829 University Avenue they will submit the forms for you.
   Otherwise send in all paperwork to the Board. (**Extremely important** to use lots of lotion the few days prior to fingerprinting. As PTs our fingerprints are likely to be rejected due to excessive hand washing)
3. Request two PTs as personal references and have them fill out the form from the MN Board of PT website. Note: Each reference must personally mail the letter to the address listed in the header of the reference sheet.
4. Sign the certificate of education and submit to Liz. (Liz will submit this once date 13 weeks prior to graduation)
5. Take passport photo (2X3 headshot)
   a. “Passport Booth” app works great, then just print at Walgreens/CVS
   b. Otherwise a photo can be taken at convenience store for a fee
6. Sign affidavit and have notarized (can be completed at most banks or UPS stores)
7. Send in affidavit & passport photo to MN Board of PT
8. Submit payment through FSBPT for exam
9. Await testing number and then register for official time and location for the exam on prometric.com
   a. Spots fill up quickly so don’t delay this process!
   b. If testing in April you **DO NOT** send your transcripts in order to apply for the exam. You must wait until after graduation when the “degree completed” portion has been added to the transcript.

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*As per the Minnesota Board of Physical Therapy Website:*

**LICENSURE REQUIREMENTS FOR NEW PT GRADUATES**

**(TAKING THE EXAM WITH MINNESOTA)**
A completed application consists of:

1. Evidence satisfactory to the board that the applicant has met the educational requirements of section 148.721 or 148.722 as demonstrated by a certified copy of a transcript, (The transcript must be sent directly to the MN Board of PT office from the school)

2. Two recommendation forms submitted by two physical therapists registered or licensed to practice physical therapy in the United States or Canada (Choose two physical therapist references from those listed on page 3 of your application to complete the recommendation forms)

3. A recent full faced photograph of the applicant attached to the application with the affidavit on the form completed and notarized, (2x3 photograph affixed as indicated on pg. 6 of the application)

4. A record of the applicant’s high school, college and board-approved physical therapy school education listing the names, locations, dates of attendance and diplomas, degrees or certificates awarded (All time must be accounted for on the application from high school to the date of application. During continuous years of education, period of three months or less (summer break) need not be accounted for)

5. A record of postgraduate work and military service (Notarized copy of military discharge papers, if applicable)

6. If applicable a listing of the United States jurisdictions, and countries in which the applicant is currently licensed or registered, or has been in the past (Please have each jurisdiction/country verify your license/registration. All verifications must be sent directly from the agency(ies) to the MN Board of PT office)

7. If applicable a record of the applicant’s current and previous physical therapy practice experience (Employment verifications forms from each of your employers during the past 5 years)

8. A record of disciplinary action taken on past complaints, refusal of licensure or registration, or denial of examination eligibility by another state board or physical therapy society against the applicant

9. A record of the applicant’s personal use or administration of any controlled substances and treatment for alcohol or drug abuse

10. A record by the applicant of any disease, illness or injury that impairs the applicant’s ability to practice physical therapy

11. A record of any convictions for crimes related to the practice of physical therapy, felonies, gross misdemeanors, and crimes involving moral turpitude

12. A listing of any memberships in a physical therapy society

13. The applicant's name and address
14. The applicant’s social security number, alien registration card number, or tax identification number, whichever is applicable (required for final licensure)

15. Completed copies of credentials verification forms provided by the board (If applicable)

16. Any other information judged necessary by the board to evaluate the applicant**

17. A person who has previously practiced in another state shall submit the following additional information with the license application for the five-year period of active practice preceding the date of filing application in this state (Malpractice History Form) a. The name and address of the person’s professional liability insurer in the other state b. The number, date, and disposition of any malpractice settlement or award made to the plaintiff relating to the quality of services provided

18. **Exam Scores (NPTE, ASI, or PES) must be sent directly from FSBPT to the Minnesota Board of Physical Therapy indicating a passing score ( www.fsbpt.org )

19. **Physical Therapy Certificate of Education form. (From your school showing all didactics and clinical training are complete, submitted directly to the Board office by the school)

20. **Notarized copy of legal document supporting a legal name change

21. **Criminal Background Check