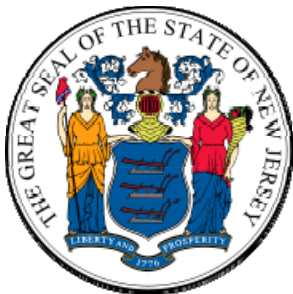


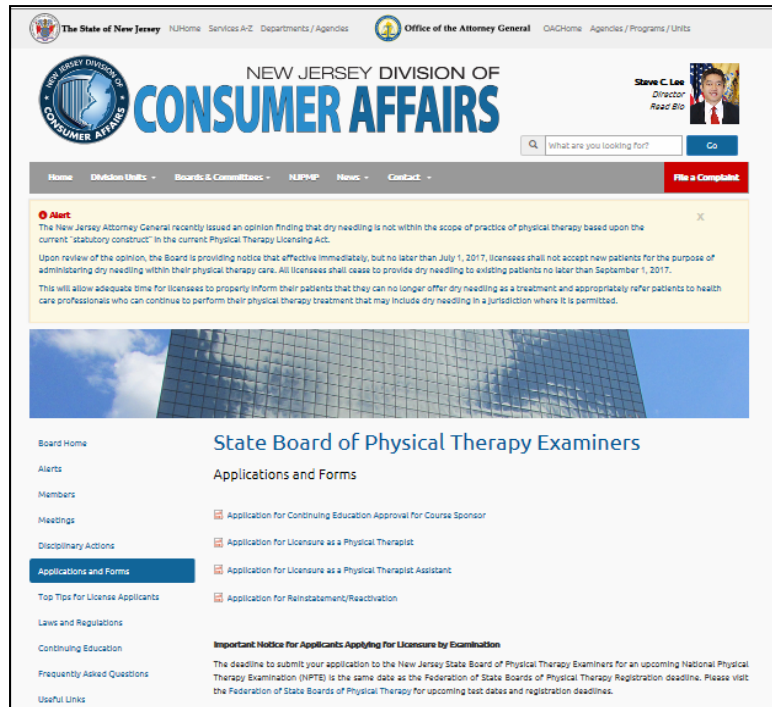
STATE OF NEW JERSEY
State Board of Physical Therapy Examiners

Helpful Information Regarding the Application Process

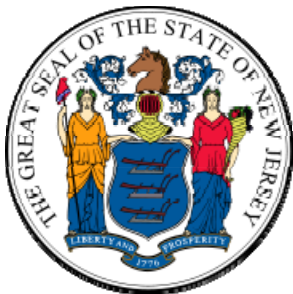


State Board of Physical Therapy

- Applications can be downloaded from the Board's website at: www.NJConsumerAffairs.gov/pt
- *No one may practice as a physical therapist or physical therapist assistant without a current, active license*

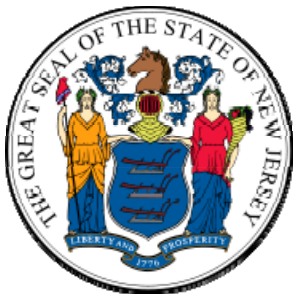


The screenshot shows the website for the New Jersey Division of Consumer Affairs. At the top, there is a navigation bar with links for 'The State of New Jersey', 'Office of the Attorney General', and a search bar. The main header features the 'NEW JERSEY DIVISION OF CONSUMER AFFAIRS' logo and a photo of Steve C. Lee, Director. Below the header is a navigation menu with links for Home, Division Units, Boards & Committees, NJPAP, News, and Contact. A prominent red button labeled 'File a Complaint' is visible. A yellow alert box contains the following text: 'Alert: The New Jersey Attorney General recently issued an opinion finding that dry needling is not within the scope of practice of physical therapy based upon the current "statutory construct" in the current Physical Therapy Licensing Act. Upon review of the opinion, the Board is providing notice that effective immediately, but no later than July 1, 2017, licensees shall not accept new patients for the purpose of administering dry needling within their physical therapy care. All licensees shall cease to provide dry needling to existing patients no later than September 1, 2017. This will allow adequate time for licensees to properly inform their patients that they can no longer offer dry needling as a treatment and appropriately refer patients to health care professionals who can continue to perform their physical therapy treatment that may include dry needling in a jurisdiction where it is permitted.' Below the alert, there is a section for the 'State Board of Physical Therapy Examiners' with a sub-section for 'Applications and Forms'. This section lists several application forms: 'Application for Continuing Education Approval for Course Sponsor', 'Application for Licensure as a Physical Therapist', 'Application for Licensure as a Physical Therapist Assistant', and 'Application for Reinstatement/Reactivation'. An 'Important Notice for Applicants Applying for Licensure by Examination' is also present, stating that the deadline to submit applications is the same as the Federation of State Boards of Physical Therapy Registration deadline.



When Should I Begin the Application Process?

- If you are applying by Examination, you can submit your application up to 4 months in advance of when you are planning to take the National Physical Therapy Examination.
- If you are applying by Endorsement, please submit your application as far in advance as possible to when you wish to begin practicing in New Jersey.



National Physical Therapy Examination

Prior to applying for licensure by examination, applicants who are in the process of satisfactorily completing an accredited program can register with the Federation of State Boards of Physical Therapy (FSBPT) to sit for the National Physical Therapy Examination (NPTE) and receive an authorization to test letter directly from the FSBPT.

Although applicants are permitted to register for the NPTE prior to applying for licensure, it is recommended that applicants apply for licensure prior to registering for the NPTE. Applicants can apply up to 4 months in advance of taking the NPTE.

Applicants who pass the NPTE must satisfy all licensure requirements in order to become licensed to practice in New Jersey.

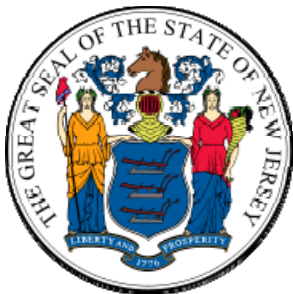
If you graduated from a school outside the United States (applies to physical therapist applicants only), you must submit your application for licensure to the New Jersey State Board of Physical Therapy Examiners by the application deadline. The Board office must have a credential evaluation report that confirms that your education is substantially equivalent to a first professional physical therapy degree in the United States. The Board office must also have your current passing TOEFL scores (all sections of the TOEFL must have a passing score). The Board must receive the TOEFL scores directly from TOEFL. The credential evaluation report and TOEFL scores must be reviewed and approved by the full Board prior to jurisdiction approval.

- **What is jurisdiction approval?**

Jurisdiction approval is the licensing authority's (State that you applied for licensure) approval of your eligibility to take the National Physical Therapy Examination (N.P.T.E.).

- **How do I receive my Authorization to Test Letter?**

The Federation of State Boards of Physical Therapy (<http://www.fsbpt.org/>) will send you an authorization to test letter.



Applying by Endorsement – Certification of Valid Licensure

Make photocopies of the Certificate of Valid Licensure form (verification form) and mail it to each state in which you hold (or have held) a professional license. The board in each state where you are or have been licensed must fill out the form, stamp it with the board's official seal and mail it directly to: State Board of Physical Therapy Examiners, P.O. Box 45014, Newark, New Jersey 07101. Please contact each state office for the necessary processing fees for verification before mailing out your verification forms.

If you are seeking endorsement, you must submit a photocopy of your current license/registration that shows the expiration date.

If you are a new graduate and are newly licensed in another state as you passed the National Physical Therapy Examination for that state, you are also required to complete the Certificate of Valid Licensure form and provide a copy of your current license as you are applying by endorsement.

The Board is aware that some states will only provide electronic verifications.

New Jersey Office of the Attorney General
Division of Consumer Affairs
State Board of Physical Therapy Examiners
124 Halsey Street, 6th Floor, P.O. Box 45014
Newark, New Jersey 07101
(973) 504-6455

Certification of Valid Licensure

Please complete only the top portion of this form and send one to each state where you hold, or have held, a license in Physical Therapy. This form may be copied if needed.

I, _____, am applying for a New Jersey Physical Therapist / Physical Therapist Assistant license based on endorsement. I was granted License Number _____ on _____ by the State of _____. The State Board of Physical Therapy Examiners requires that I submit evidence that my license is in good standing. Your office is hereby authorized to release any information in your files, favorable or otherwise, directly to the State Board of Physical Therapy Examiners.

Signature of applicant

Please complete and return to:
State Board of Physical Therapy Examiners
P.O. Box 45014
Newark, New Jersey 07101

This section is to be completed by an official of the Board.

Physical Therapist Physical Therapist Assistant

Name _____
License number _____ Date issued _____
Licensed by: (Check one)
 N.P.T.E. State examination Reciprocity Endorsement Other _____

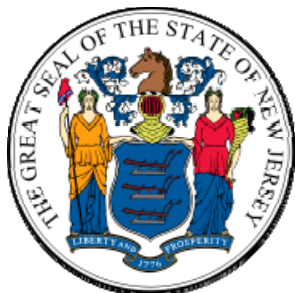
Is the applicant's license current? Yes No
If "No," date of expiration _____

Is the applicant's license in good standing? Yes No
If "No," please explain _____

Has the applicant's license ever been suspended or revoked? Yes No
If "Yes," please explain _____

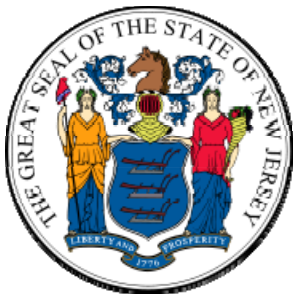
Has there been any derogatory information reported or disciplinary action taken against the applicant? Yes No
If "Yes," please explain _____

Date _____ Signature of Board official _____ Affix Board seal




Criminal History Background Check

- You must complete the “*Certification and Authorization Form*” as part of the application.
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded.
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.
- Applicants who do not live in the State of New Jersey may receive fingerprint cards with a letter requesting that they complete a criminal history background check. The letter includes an option to make an appointment in New Jersey for a live-scan at a MorphoTrust facility. The Board office receives the results of a criminal history background check faster if the applicant completes a live-scan at a MorphoTrust facility in New Jersey.



Criminal History Background Check

- If an applicant has ever been arrested, it makes the process faster if the applicant provides a written statement of the arrest(s), the police report(s), court documents and a copy of the disposition(s) of the arrest(s) with their application.
- **The fee on the Certification and Authorization form does not apply to every applicant. Do not send this fee if you Do Not hold a license or certification by any Board or Committee of the New Jersey Division of Consumer Affairs. Do not send this fee if you are unsure. The Board office will notify you if it is needed.**

Official Use Only <input type="checkbox"/> Dual License License Type 1	 New Jersey Office of the Attorney General Division of Consumer Affairs State Board of Physical Therapy P.O. Box 45014 Newark, New Jersey 07101 (973) 504-6455	Official Use Only <input type="checkbox"/> Recumbent Board or Committee
Applicant's Number		
License Type 2		
Applicant's Number		

**CERTIFICATION AND AUTHORIZATION FORM
FOR A CRIMINAL HISTORY BACKGROUND CHECK**

Directions: Answer all of the questions on this form.

1. Name Mr. Mrs. Ms. Last First Middle (Maiden Name)

2. Address Street or P.O. Box City State ZIP code

3. Date of birth Month Day Year Sex: Male Female

4. Social Security number / /

5. Have you completed the fingerprinting process for any Board or Committee of the New Jersey Division of Consumer Affairs since November 2003? Yes No
If "No," you will receive a separate mailing from the Board or Committee regarding the criminal history record background check process. No payment is necessary as of now.
If "Yes," please provide the following information and follow the instructions outlined below:
Board or committee requiring the fingerprinting: _____
Month and year you were fingerprinted: _____

If you were fingerprinted after November 2003 as part of the criminal history background process for licensure or certification by any other Board or Committee of the New Jersey Division of Consumer Affairs (a background check conducted for the Department of Education, another state agency or another state does not apply) you will not be required to be fingerprinted a second time. However, the Division must perform a criminal history background check each time you apply for licensure or certification. **The fee for this service is \$17.50.** Payment should be made in the form of a check or money order payable to the State of New Jersey and should accompany your application packet.

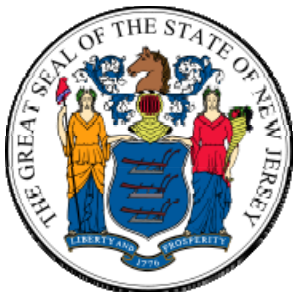
6. Have you ever been arrested and/or convicted of a crime or offense? (Minor traffic offenses such as a parking or speeding violations need not be listed.) Yes No

Every such conviction on record must be disclosed. A true copy of every police report, judgment of conviction, sentencing order and termination of probation order, if applicable, must be submitted with this form. Any documents (including employer or supervisor letters of reference, if applicable) which present clear and convincing evidence of rehabilitation must be submitted with this form. **Failure to follow these instructions may result in the denial of an initial application.**

Note: Copies of judgments, sentencing and termination of probation orders may be obtained from the clerk of the county where those orders, disposing of the conviction, were issued and filed.

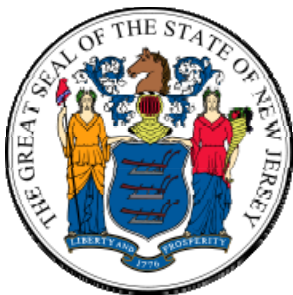
Your continuing responsibility to disclose convictions of crimes or offenses: You must notify the Board or Committee within five (5) business days if you are convicted of any crimes or offenses after this form has been completed.

Continuation on the reverse side ➔



Jurisprudence Assessment Module

- All applicants must take and pass the “Jurisprudence Assessment Module” for New Jersey which can be found on the Federation of State Boards of Physical Therapy’s website at www.fsbpt.org.
- If you complete the Jurisprudence Assessment Module prior to submitting your application for licensure, please print out proof that you successfully completed the JAM and send it to the Board with your application.
- If you complete the Jurisprudence Assessment Module after you submit your application, please print out proof that you successfully completed the JAM and mail it to the New Jersey State Board of Physical Therapy Examiners, 124 Halsey Street, 6th Floor, Newark, N.J. 07102 or email it to physicaltherapy@dca.lps.state.nj.us .
- If you completed the Jurisprudence Assessment Module with an Alternate Identification Number (AIN), please provide the AIN on your proof of completion.



Fees

What is the application fee?

The application fee is \$125.00

What is the fee for a physical therapist license?

If a physical therapist applicant is eligible for a license during the first year of the biennial renewal period (February 1st of every even year through January 31st of every odd year), the fee for a license is \$110.00.

If a physical therapist applicant is eligible for a license during the second year of the biennial renewal period (February 1st of every odd year through January 31st of every even year), the fee for a license is \$55.00.

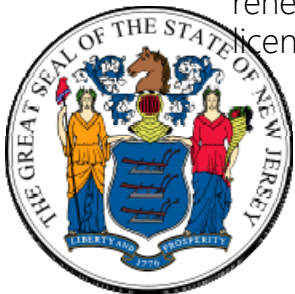
Once an applicant is determined to be eligible for a license, the New Jersey State Board of Physical Therapy Examiners will notify the applicant and at that time the applicant can submit the licensure fee. Please do not send the fee prior to notification.

What is the fee for physical therapist assistant license?

If a physical therapist assistant applicant is eligible for a license during the first year of the biennial renewal period (February 1st of every even year through January 31st of every odd year), the fee for a license is \$100.00.

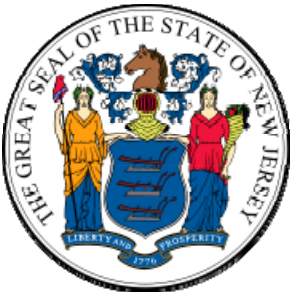
If a physical therapist assistant applicant is eligible for a license during the second year of the biennial renewal period (February 1st of every odd year through January 31st of every even year), the fee for a license is \$50.00.

Once an applicant is determined to be eligible for a license, the New Jersey State Board of Physical Therapy Examiners will notify the applicant and at that time the applicant can submit the licensure fee. Please do not send the fee prior to notification.



Test of English as a Foreign Language

- An applicant for licensure as a physical therapist who has received his or her physical therapy training in a country other than the United States of America, the United Kingdom, the Republic of Ireland, Canada (except Quebec Province), Australia or New Zealand, shall submit to the Board evidence of attainment of a passing score on the Test of English as a Foreign Language (TOEFL) examination or Test of English as a Foreign Language Internet Based Test (TOEFL IBT) examination, which **test shall have been taken within the two years immediately preceding the filing of the application for licensure in New Jersey.**
- A passing score on the TOEFL examination shall be a score of at least 220. A passing score on the TOEFL IBT examination shall be a score of at least 24 on the writing portion, at least 26 on the speaking portion, at least 18 on the listening portion and at least 21 on the reading portion
- If I received my first professional physical therapy degree from a school/university in a country other than the United States of American, the United Kingdom, the Republic of Ireland, Canada except Quebec Province, Australia, or Zealand but also received a post-professional degree from a school/university in the United States of America, must I take and pass TOEFL? **Yes, you must take and pass each section of TOEFL.**



Useful Links

Checking Application Status

<http://www.njconsumeraffairs.gov/Pages/licensingboards.aspx>

Frequently Asked Questions

<http://www.njconsumeraffairs.gov/pt/Pages/FAQ.aspx>

Verifying a License

<http://www.njconsumeraffairs.gov/Pages/verification.aspx>

Continuing Education

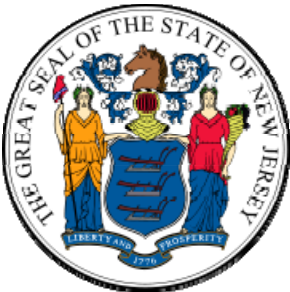
<http://www.njconsumeraffairs.gov/pt/Pages/continuingeducation.aspx>

Laws and Regulations

<http://www.njconsumeraffairs.gov/pt/Pages/regulations.aspx>

Renewing a License

<http://www.njconsumeraffairs.gov/Pages/licensingboards.aspx>



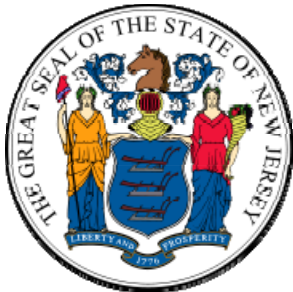
Where Do I Send Mail for the State Board of Physical Therapy?

Mailing Address:

State Board of Physical
Therapy Examiners
P.O. Box 45014
Newark, NJ 07101

Physical Address:

State Board of Physical
Therapy Examiners
124 Haley Street, 6th Floor
Newark, NJ 07102



physicaltherapy@dca.lps.state.nj.us

