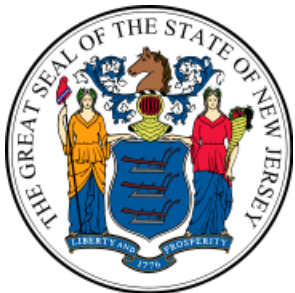


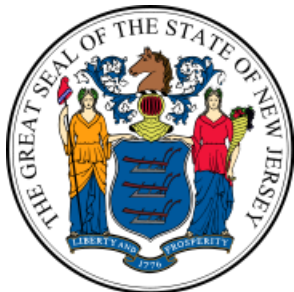
STATE OF NEW JERSEY
State Board of Physical Therapy Examiners

Helpful Information Regarding the Application Process



State Board of Physical Therapy

- Applications can be found on the Board's website at: www.NJConsumerAffairs.gov/pt under **Applications and Forms**
- Applications for licensure are online.
- If you do not have a social security number, please email the Board at physicaltherapy@dca.njoag.gov as you will not be able to complete the online application if you do not have a social security number.
- You can login to your MyLicense Online account, at any time, to upload documents for your application.
- You can check the status of your application at <http://www.njconsumeraffairs.gov/Pages/licensingboards.aspx>

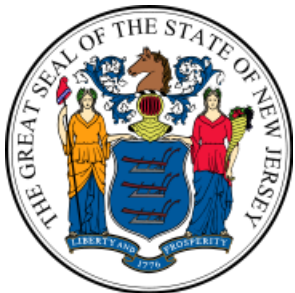


No one may practice as a physical therapist or physical therapist assistant without a current, active license.



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.

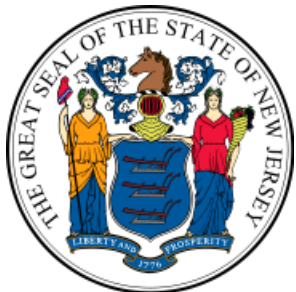
If you graduated from a school outside the United States (applies to physical therapist applicants only), you must submit your application for licensure to the New Jersey State Board of Physical Therapy Examiners by the application deadline. The Board office must have a credential evaluation report that 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.).

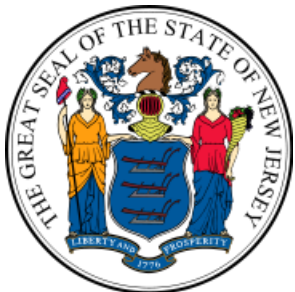
- **How do I receive my Authorization to Test Letter?**

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



Transcripts

- An applicant for licensure must arrange for his or her school to submit an official transcript to the Board. The official transcript must have the degree conferred which includes the date of graduation. Colleges/universities can provide official transcripts electronically to the Board at physicaltherapy@dca.njoag.gov. Colleges/universities that do not send electronic transcripts can mail transcripts to Board of Physical Therapy Examiners, PO Box 45014, Newark, NJ 07101.
- The Board cannot accept a transcript provided by the applicant.

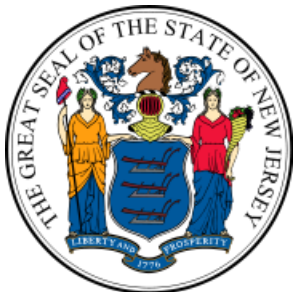


Applying by Endorsement – Verification of Professional License

If you are applying by endorsement, you must arrange for a verification of your professional license that you hold or have held to be sent directly from the respective state boards. The respective state board or boards can email a verification of your license to physicaltherapy@dca.njoag.gov. The respective state board or boards can also mail a verification of your license to Board of Physical Therapy Examiners, PO Box 45014, Newark, NJ 07101. A verification of your license is required even if your license is expired or inactive in the other state or states.

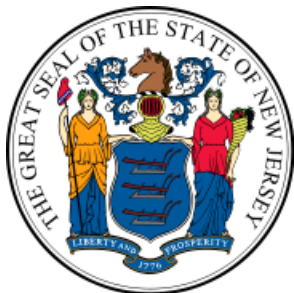
If you are a new graduate and are newly licensed in another state as you passed the National Physical Therapy Examination for that state, you are also required to arrange for a verification of your professional license in that state to be sent directly from the respective state board.

- ❖ A verification of your license is also known as a certificate of good standing.



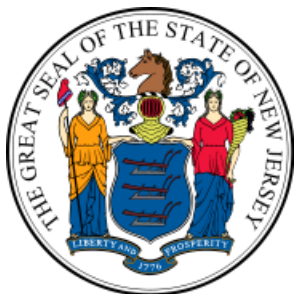
Criminal History Background Check

- After you submit your online application, your application will be reviewed by the Board office within 3-7 business days. Once the Board office reviews your application, you will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded.
- 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. The Board office receives the results of a criminal history background check faster if the applicant completes a live-scan in New Jersey.
- If you were ever been arrested, please upload the following documents in the “Attach Documents” section of the online application: a written statement of the arrest(s), the police report(s), court documents and a copy of the disposition(s) of the arrest(s).



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 upload it in the “Attach Documents” section of the online application.
- If you complete the Jurisprudence Assessment Module after you submit your application, please print out proof that you successfully completed the JAM and upload it in the “Attach Documents” section of the online application.
- If you completed the Jurisprudence Assessment Module with an Alternate Identification Number (AIN), please provide the AIN on your proof of completion and upload it in the “Attach Documents” section of the online application.



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.

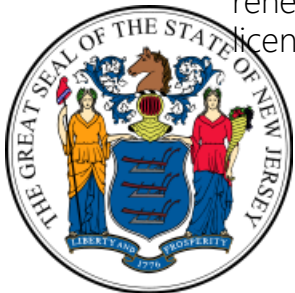
Once an applicant is determined to be eligible for a license, the New Jersey State Board of Physical Therapy Examiners will notify the applicant and at that time the applicant can submit the licensure fee. Please do not send the fee prior to notification.

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.

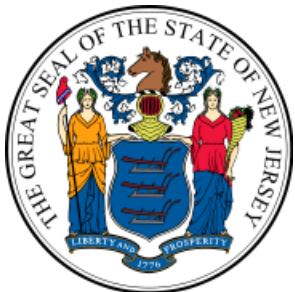
If a physical therapist assistant applicant is eligible for a license during the second year of the biennial renewal period (February 1st of every odd year through January 31st of every even year), the fee for a license is \$50.00.

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.**
- The following scores in each section of the TOEFL must be obtained on one attempt. A passing score on the TOEFL or TOEFL IBT examination shall be a score of at least 22 on the writing portion, at least 24 on the speaking portion, at least 21 on the listening portion and at least 22 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

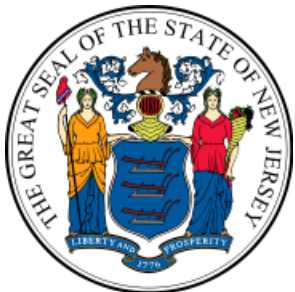
<http://www.njconsumeraffairs.gov/pt/Pages/continuingeducation.aspx>

Laws and Regulations

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

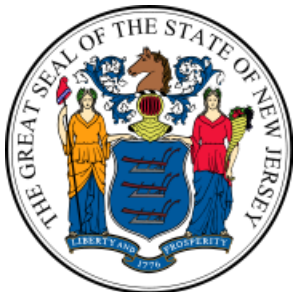
Renewing a License

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



Keeping Your License Current

- Licenses are valid for 2 years (biennial period is from February 1st of every even year to January 31st of every even year)
- Every physical therapist and physical therapist assistant license expires on January 31st of even numbered years.
- You must keep your address and email address current with the Board.
- You must complete your continuing education requirement prior to the renewal expiration date.
- Renewals are done online and require a renewal fee (*currently \$110.00 for physical therapist license and \$100.00 for physical therapist assistant license*).



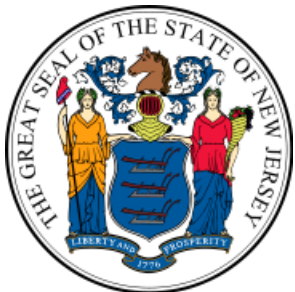
Where Do I Send Mail for the State Board of Physical Therapy?

Mailing Address:

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

Physical Address:

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



PhysicalTherapy@dca.njoag.gov

