

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
Fax #: (608) 251-3036
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

PHYSICAL THERAPY EXAMINING BOARD

CREDENTIALING INFORMATION FOR PHYSICAL THERAPIST OR PHYSICAL THERAPIST ASSISTANT APPLICANTS

ALL APPLICANTS:

- **Authorization for Release of FBI Information (Form #2687):** Applicants will receive information on how to obtain digital fingerprints after the Department has received a signed Form #2687. Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related Agency, or other authorized entity. The Department of Safety and Professional Services does not deny a license based on the information in the record itself but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license. Per Wis. Stat. § 440.03(13)(c), fingerprints must be submitted if applying for a Physical Therapist or Physical Therapist Assistant license. **All applicants must attach a recent photograph (head and shoulders only) to Form 2687.**
- **Wisconsin Statutes and Rules Exam:** All candidates are required to successfully complete an online, open book exam on the Wisconsin Statutes and Rules relating to the practice of Physical Therapy or as a Physical Therapist Assistant. Applicants cannot take this exam until after an application has been received and processed by the Department. Once your initial application has been processed, your exam information will be provided.

LICENSURE BY EXAMINATION:

All applicants are required to pass the National Physical Therapist Examination (NPTE).

- NPTE registration form and fee must be submitted directly to FSBPT at www.fsbpt.org. This must be filed with FSBPT at the same time as the Wisconsin application is filed with the Department. Information booklets for applicants can be found at: www.fsbpt.org.
- **Certificate of Professional Education (Form #3196):** Complete top section of form and forward to your college/university which you received your degree. This form must be returned directly from your school to the Department via mail or email to DSPSCredPhysicalTherapy@wisconsin.gov. The Board will reject forms received from the applicant. The Board also cannot accept anticipated completion/graduation dates. Please be sure the school does not complete this form until your degree has actually been granted.

Temporary License: (only applicable for new grads waiting to sit for the NPTE for the first time)

- **Request for Temporary License for Physical Therapy or a Physical Therapist Assistant Form (#3197):** In addition to this form and the \$10.00 temporary license fee, the Department must receive the following in order to issue the temporary license: Completed PT or PTA application, Certificate of Professional Education (**Form #3196**), passing of WI Statutes and Rules exam, and NPTE registration completed.

LICENSURE BY ENDORSEMENT:

- **Candidates who have written the NPTE in Another State:** Scores must be requested and forwarded to the Department. For score transfer information, contact FSBPT at: www.fsbpt.org.
- **Verification of Licensure:** We require verification from each state in which you have ever held or currently hold a PT/PTA license. Contact each state board to request a verification of licensure be sent to Wisconsin. The verification must be returned directly to the Department via mail or email to DSPSCredPhysicalTherapy@wisconsin.gov. The Board will reject verifications received from the applicant.
- **Certificate of Professional Education (Form #3196):** Complete top section of form and forward to your college/university which you received your degree. This form must be returned directly from your school to the Department via mail or email to DSPSCredPhysicalTherapy@wisconsin.gov. The Board will reject forms received from the applicant.

Wisconsin Department of Safety and Professional Services

LATE RENEWAL AFTER 5 YEARS OR MORE:

- **Continuing Education:**
PT's: Submit proof of completion of at least 30 hours of continuing education approved by the Board that were taken within two (2) years prior to the date of your application. Four (4) of the 30 hours must be in the area of ethics and jurisprudence.
PTA's: Submit proof of completion of at least 20 hours of continuing education approved by the Board that were taken within two (2) years prior to the date of your application. Four (4) of the 20 hours must be in the area of ethics and jurisprudence.
- **Verification of Licensure:** We require verification from each state in which you have ever held or currently hold a Physical Therapist or Physical Therapist Assistant license. Contact each state board to request a verification of licensure be sent to Wisconsin. The verification must be returned directly to the Department via mail or email to DSPSCredPhysicalTherapy@wisconsin.gov. The Board will reject verifications received from the applicant.

ORAL EXAMINATION CANDIDATES:

An applicant may be required to complete an oral examination if he/she:

1. has a medical condition which in any way impairs or limits the applicant's ability to practice physical therapy or as a physical therapist assistant with reasonable skill and safety;
2. uses chemical substances so as to impair in any way the applicant's ability to practice physical therapy or as a physical therapist assistant with reasonable skill and safety;
3. have been diagnosed as suffering from pedophilia, exhibitionism or voyeurism;
4. has within the past two (2) years engaged in the illegal use of controlled dangerous substances;
5. has been subject to adverse formal action during the course of physical therapy or physical therapist assistant education, postgraduate training, hospital practice, or other physical therapy or physical therapist assistant employment;
6. has been disciplined or had licensure denied by a licensing or regulatory authority in Wisconsin or another jurisdiction;
7. has been convicted of a crime the circumstances of which substantially relate to the practice of physical therapy or of a physical therapist assistant;
8. has not practiced physical therapy or as a physical therapist assistant for a period of three (3) years prior to application, unless the applicant has been graduated from a school of physical therapy or physical therapist assistant within that period;
9. has been graduated from a physical therapy or physical therapy assistant school not approved by the Board.

An applicant who meets any of the above criteria, #1-9 will be reviewed by the Physical Therapy Examining Board members. The Board shall determine whether the applicant is eligible for a regular license without completing an oral examination.

All examinations shall be conducted in the English language. Where both written and oral examinations are required, they shall be scored separately, and the applicant is required to achieve a passing grade on both examinations to qualify for a license.

If you are selected to appear for an oral examination, you will be advised of the date upon completion of your application.

NOTICE:

If an application file does not have any activity for one year or more, it may be abandoned/withdrawn on our system without notification to the applicant. It is recommended to complete the application process in a timely fashion to ensure this does not happen.

Wisconsin Department of Safety and Professional Services

INFORMATION FOR FOREIGN-TRAINED PHYSICAL THERAPY OR PHYSICAL THERAPY ASSISTANT CANDIDATES:

The following are required for any foreign-trained candidate applying for licensure by examination or endorsement. This does not apply to late renewal applicants whose license has been expired for five (5) or more years.

Education Evaluation:

Verification of educational equivalency shall be obtained from a Board-approved foreign graduate evaluation service. You shall submit the following to an approved foreign graduate evaluation service.

1. A verified copy of transcripts from the schools from which secondary education was obtained.
2. A verified copy of the diploma from the school at which professional physical therapy training was completed;
3. A record of the number of class hours spent in each subject for both pre-professional and professional courses. For subjects, which include laboratory and discussion sections, the hours, must be described in hours per lecture, hours per laboratory, and hours per discussion per week. Information must include whether subjects have been taken at basic entry or advanced levels; and
4. A syllabus, which describes the material, covered in each subject completed.

Board-approved Foreign Graduate Valuation Services are:

Foreign Credentialing Commission on Physical Therapy, Inc.
(FCCPT) P.O. Box 25827
Alexandria, VA 22313-9998
Phone: (703) 684-8406
Fax: (703) 684-8715
Email: help@fccpt.org
Website: www.fccpt.org

International Consultants of Delaware, Inc. (ICD)
P.O. Box 8629
Philadelphia PA 9101-8629
Phone: (215) 243-5858
Fax: (215) 349-0026
Email: icd@icdeval.com
Website: www.icdeval.com

International Education Research Foundation, Inc. (IERF)
P.O. Box 3665
Culver City, CA 90231
Phone: (310) 258-9451
Fax: (310) 342-7086
Email: info@ierf.org
Website: www.ierf.org

English Proficiency Evaluation:

All foreign-trained physical therapy or physical therapy assistant candidates must take and pass the Test of English as a Foreign Language (TOEFL) examination.

A score report must be received by the Board directly from Educational Testing Service (ETS).

If you have questions about the examination, please contact:

TOEFL

P.O. Box 6151
Princeton, NJ 08451-6151
Phone: 1-(800)-468-6335
Website: www.prometric.com/contact-us

APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

- Complete application and pay applicable fee(s) online via License
- Wisconsin Statutes and Rules Examination
- Certificate of Professional Education (**Form #3196**) (n/a for late renewal after 5 or more years)
- NPTE Form and fee filed with FSBPT. Must apply directly to FSBPT at www.fsbpt.org (**Exam applicants only**)
- National Physical Therapist Examination Scores (must be sent directly from FSBPT) (**Endorsement candidates only**)
- Letters from all State Boards where licensed, active and inactive
- Continuing Education: Submit proof of completion of at least 30 hours of Board approved CE in the previous biennium; 4 of the 30 hours must be in the area of ethics and jurisprudence. (**PT late renewal after 5 or more years candidates only**)
- Continuing Education: Submit proof of completion of at least 20 hours of Board approved CE in the previous biennium; 4 of the 20 hours must be in the area of ethics and jurisprudence. (**PTA late renewal after 5 or more years candidates only**)
- Authorization for Release of FBI Information (**Form #2687**) with recent photo (head and shoulders only) attached
- Completed Education Evaluation Report from a Board approved evaluation service (**foreign trained only**) (n/a for late renewal after 5 or more years)
- TOEFL scores (**foreign trained only**) (n/a for late renewal after 5 or more years)
- Convictions and Pending Charges (**Form #2252**), if applicable
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.
- Temporary License (**Form #3197**), if applicable (**Exam only**)