

Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](https://license.wi.gov)
Email: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

PHYSICAL THERAPY EXAMINING BOARD

CREDENTIALING INFORMATION FOR A LOCUM TENENS LICENSE TO PRACTICE PHYSICAL THERAPY

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

- Complete application and pay applicable fee(s) online via LicensE, <https://license.wi.gov/>.
- Copy of a **current registration card** to practice physical therapy in another jurisdiction of the United States or Canada.
- A letter from the employer requesting the applicant's services, received directly from the hiring facility.
- A letter of recommendation from a physician, supervisor, or present employer stating the applicant's professional capabilities.
- Wisconsin Statutes and Rules Examination
- 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.

Oral Examination Candidates:

Exam and endorsement applicants **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 with reasonable skill and safety;
2. uses chemical substances so as to impair in any way the applicant's ability to practice physical therapy 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 education, postgraduate training, hospital practice, or other physical therapy 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;
8. has not practiced physical therapy for a period of three (3) years prior to application, unless the applicant has been graduated from a school of physical therapy within that period;
9. has been graduated from a physical therapy school not approved by the Board.

An applicant who meets any of the above criteria, #1-9 will be reviewed by the Physical Therapists Affiliated Credentialing 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.

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