State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Physical Therapy Examination Application Instructions

Any individual who is seeking approval to sit for the National Physical Therapy Examination (NPTE) must submit an examination application. Please review rule 4755-23-03 of the Ohio Administrative Code for clarification on the requirements to apply for an Ohio physical therapist/physical therapist assistant license by examination.

Applications are reviewed on a weekly basis. All applications must be **FULLY** completed before they are reviewed and you are made eligible to sit for the NPTE. If your application remains incomplete for one year from the date the Board receives it, your file will be closed.

Once the Physical Therapy Section approves your application to sit for the NPTE, you will receive an "Authorization to Test" letter (ATT) from the Federation of State Boards of Physical Therapy (FSBPT). The ATT letter will allow you to schedule an appointment and sit for the examination at a Prometric testing center (http://www.prometric.org/fsbpt). For more information on the exam registration process, please visit the FSBPT website (http://www.fsbpt.org).

You may not practice physical therapy in Ohio until you receive a license. Physical Therapist licenses expire on January 31 of even numbered years. When a license to practice as a physical therapist is issued by the board on or after October first of an odd-numbered year, that license shall be valid through the thirty-first day of January of the second even-numbered year. Physical Therapist Assistant licenses expire on January 31 of odd numbered years. When a license to practice as a physical therapist assistant is issued by the board on or after October first of an even-numbered year, that license shall be valid through the thirty-first day of January of the second odd-numbered year. For your first renewal, you are exempt from providing proof of your continuing education activity. However, you are still required to renew your license. The second time you renew your license, you are required to comply with continuing education requirement. Please visit the continuing education link under the Physical Therapy dropdown menu on the Board's website for more details.

In accordance with section 4755.47 (A)(26) of the Ohio Revised Code, you are required to notify the Section, in writing, of any change in name, business address, or home address within thirty (30) days of the change.

To obtain approval to sit for the NPTE in Ohio, you must complete all of the following:

(This instruction sheet is for your personal records.)

Application Fee

- ❑ The application fee is $100.00. Application fees are non-refundable.

Criminal Records Check

- ❑ You must submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).
- ❑ You need both the BCI and FBI records check for initial licensure. By law, the Board cannot complete the processing of your application until it receives the criminal records check reports from BCI and FBI.
- ❑ Under rule 4755-23-14 (E) of the Administrative code, "a new criminal records check will be required if the applicant's criminal records check on file with the Board is greater than six months old based on the date the received the report." As a result, if a license is not issued within 6 months of the date the Board receives the results, the applicant will need to submit new criminal records checks.

Photograph

- ❑ Please staple a passport photograph of your full face, front view with a plain white or off-white background taken within the six month period immediately preceding the date of your application. The photo should be 2 x 2 inches in size. If the photo is digital, it must be a clear representation, printed on glossy photo paper, and must meet the specifications listed above. For more information please review the *Passport Photograph Guidelines* on the Board's website (http://otptat.ohio.gov).

Ohio Jurisprudence Examination Registration

- ❑ You are required to complete an Ohio Jurisprudence exam registration and submit your Ohio Jurisprudence exam registration fee directly with FSBPT at https://pt.fsbpt.net. You must score a 600 or better to pass the Ohio Jurisprudence examination.
- ❑ For more information please review the *Ohio Jurisprudence Examination Candidate Handbook* on the Board's website (http://otptat.ohio.gov).
- ❑ The Ohio Jurisprudence Examination score results are valid for one year from the date of examination. If your passing score is more than one year old, you must retake the examination.

Certification of Entry Level Education

- ❑ This document must come to the Board directly from your educational institution. Documents received from the applicant will not be accepted.

Federation State Boards of Physical Therapy-NPTE Exam Registration

- ❑ The Federation of State Boards of Physical Therapy (FSBPT) administers the National Physical Therapy Examination for physical therapists and physical therapist assistants. You are required to complete an exam registration and submit your NPTE registration fee directly with FSBPT at https://pt.fsbpt.net.

Verification of Licensure

- ❑ You must provide an official verification from any jurisdiction in which you hold or have ever held a license, certification, or registration to practice physical therapy or another healthcare profession. Jurisdiction means any state, U.S. territory, or foreign country.

The Following Applies to Individuals Requesting Testing Accommodations:

Testing Accommodations Request

- ❑ This form should only be completed by applicants who qualify for testing accommodations under the Americans with Disabilities Act for the Ohio Jurisprudence Examination or NPTE. This can be downloaded from the Board's website (http://otptat.ohio.gov).

The Following Applies to Graduates of Non-CAPTE Accredited Programs:

All graduates of non-CAPTE accredited programs seeking licensure as a physical therapist in Ohio must review the "Guidelines for Non-U.S. Educated Applicants for Physical Therapy Licensure" document, which can be downloaded from the application link on the Board's website (http://otptat.ohio.gov).

Credential Evaluation

- ❑ The credential evaluation must be submitted by one of the approved professional education evaluating services. This document must come to the Board directly from the approved professional education evaluating service. Documents received from the applicant will not be accepted.

TOEFL, TSE, TWE, TOEFL-iBT

- ❑ All foreign educated applicants are required to demonstrate working knowledge of the English language by obtaining a passing score on either the Test of English as a Foreign Language internet-Based Testing (TOEFL-iBT) or passing scores on the Test of English as a Foreign Language (TOEFL), the Test of Spoken English (TSE), and the Test of Written English (TWE).

  Passing scores for Ohio are as follows:
  - TOEFL-iBT: 24 writing, 26 speaking, 21 reading comprehension, 18 listening comprehension, 89 overall.
  - TOEFL: 220 on computer based or 560 on paper based, TSE; 50, TWE: 4.5.
  - The agency code for the Ohio Physical Therapy Board is 9099.
- ❑ To have your scores sent to the Ohio Physical Therapy Board, please contact ETS at: PO Box 6151, Princeton, NJ, 08541-6151. You can also visit their website at www.ets.org.

State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board
Occupational Therapy Section

Online Application Instructions

Individuals must submit an online initial license application for occupational therapy, physical therapy, and/or athletic training through the Ohio e-License Center.

The link to the **Online Initial License Application** site is:

https://license.ohio.gov/Applications/default.asp?division=92

After applying online, applicants are required to submit the Certification of Applicant for Online Applications document, in addition to any other supporting materials required as part of the application.

Steps to Licensure

Steps for Being Approved to Sit for the NPTE

1. **Candidate completes** all sections of the examination application and submits the fee to the Ohio OTPTAT Board. If you are submitting an online application through the Ohio e-License Center, you must also submit a notarized *Certification of Applicant for Online Applicants*. Applicants applying online will pay the $100 fee with either a Visa, MasterCard, or Discover Card. The Board does not accept American Express Card.

   You can submit an online application by selecting the "On-line Initial License Application" link in the Information menu on the left side of the Board's website.

   When the Board receives your application, you will receive an email that contains the login information to track the status of your application at the "Application Checklist" on the Ohio e-License Center (https://license.ohio.gov). A link to the Ohio e-License Center is available on the Board's website.

2. **If you answered "yes" to any of the Background Questions,** please provide a written statement explaining the incident(s) and what state it occurred in and attach supporting documentation including, but not limited to: *court records, and/or documentation from other state licensing boards*. If you have been convicted of a felony, you must provide "certified" copies of the following court documents: *Indictment, Plea Entry, Disposition, Sentencing Entry, Terms of Parole or Probation, Parole or Probation and Release/Discharge*.

3. **Request your entry level PT/PTA program** to submit the *Certification of Entry-Level Education* form directly to the Board office. **If you are requesting approval to sit for the NPTE prior to completion of your entry level PT/PTA program**, request your program to submit the *Entry-Level Education Pre-Completion Form* directly to the Board office. Forms received from the applicant will not be accepted.

   Each PT/PTA program has the discretion to establish its own criteria to determine if a student is a bona fide candidate to graduate. Therefore, PT/PTA programs are not required to complete the Entry-Level Education Pre-Completion Form.

4. **Register and pay to sit for the NPTE** directly with the Federation of State Boards of Physical Therapy (FSBPT) at https://pt.fsbpt.net/ExamRegistration. The Board cannot make you eligible to sit until after you register with the FSBPT. Please note that the FSBPT will close your registration to sit for the NPTE if the Board has not made you eligible to sit within six (6) months of you registering. The Board cannot make you eligible until you complete Steps 1, 2, and 3.

5. **When Steps 1-4 are complete, the Ohio OTPTAT Board will make you eligible to sit for the NPTE. The day after the Board makes you eligible to sit for the NPTE, the FSBPT will email you the Authorization to Test (ATT) information at the email address you provided when you registered with the FSBPT.**

6. **Schedule your NPTE test** at www.prometric.com/fsbpt. Once you receive your ATT information, please schedule ASAP. Delays in scheduling will impact the availability of seats at a preferred test center.

Steps to Complete the Licensure Application Process

Applicants for licensure by examination should complete Steps 7-11 about 6-8 weeks before the completion of their entry level PT/PTA program.

7. **Request verifications from any jurisdiction** where you currently hold *or have ever held* a license, certification or registration to practice physical therapy or another health care profession. You must request the verification even if the license is expired.

8. **Register and pay to sit for the Ohio Jurisprudence Exam** directly with the Federation of State Boards of Physical Therapy (FSBPT) at https://pt.fsbpt.net/ExamRegistration. The Board cannot make you eligible to sit until after you register with the FSBPT. Please note that the FSBPT will close your registration to sit for the Ohio Jurisprudence Exam if the Board has not made you eligible to sit within six (6) months of you registering. The Board cannot make you eligible until your entry level PT/PTA program submits the *Certification of Entry-Level Education* form directly to the Board office indicating that you completed the requirements of the program. **Therefore, the Board recommends that applicants register for the Ohio Jurisprudence Exam approximately 2-4 weeks before program completion date**.

9. **When Steps 1-8 are complete, the Ohio OTPTAT Board will make you eligible to sit for the Ohio Jurisprudence Exam. The day after the Board makes you eligible to sit for the Jurisprudence Exam, the FSBPT will email you the Authorization to Test (ATT) information at the email address you provided when you registered with the FSBPT.**

10. **Schedule your Ohio Jurisprudence Exam** at www.prometric.com/fsbpt.

11. **Request your criminal records checks from the Ohio BCI and the FBI**. Review the *BCI/FBI Criminal Records Check Instructions* document on the Board's website for additional information. Please note that if your license is not issued within 6 months of the date the Board receives the criminal records check results, you will be required to submit criminal records checks. **Therefore, the Board recommends that applicants submit their fingerprints about 4 week prior to program completion date**. Please review the *Fixed Date Testing and BCI/FBI Criminal Records Check Deadlines* document on the Board's website for the earliest date an applicant can submit the BCI/FBI results.

Obtaining Your Ohio License

12. **The Ohio OTPTAT Board receives your NPTE and Ohio Jurisprudence Exam scores** directly from the FSBPT. On the date the Board receives the Exam scores, you may check on your pass/fail status on the FSBPT website at https://pt.fsbpt.net by selecting "Status of My Request." This status will not give the actual score, but will read "Score Received from Prometric – Passed" or "Score Received from Prometric – Failed." Please do not contact the Board asking if you passed the exam. Phone calls received on score receipt day will delay the Board's ability to issue licenses to those individuals who passed both the NPTE and the Ohio Jurisprudence Exam.

    FSBPT provides a free score report to candidates ten (10) business days after each exam administration. To view and download the free score report, go to Check the Status of My Request at https://pt.fsbpt.net. The free score report will remain viewable for thirty (30) days.

13. **The Ohio OTPTAT Board issues your license to practice**. Once your license is issued, you can verify it through the License Lookup/Verification link on the Board's website (https://license.ohio.gov/lookup/default.asp?division=92).

    You cannot legally practice physical therapy in Ohio until you can verify your license online.

EXAMINATION APPLICATION CHECKLIST

(Use this checklist to help complete the examination application requirements for Ohio)

Document	You Provide Document	You request, other agency/source provides documentation. It must be mailed directly to our office from the agency/source in their own envelope
Non-refundable application fee of $100.00. Please submit a cashier's check, business check, or money order made payable to "Ohio Treasurer of State." Personal checks or cash will not be accepted.	☐	
Certification of Applicant for Online Applications. This form must be notarized.	☐	
Photograph. Please staple a 2 x 2 inch passport photograph of your full face, front-view, with a plain white or off-white background taken within the six month period immediately preceding the date of your application. Please review the *Passport Photograph Guidelines* document on the Board's website for additional information.	☐	
Entry-Level Education Pre-Completion Form. If you want to be made eligible to sit for the NPTE prior to your program completion date, have your program director submit this form. The form can be downloaded from the Board's website.		☐ School mails directly to Board
Certification of Entry-Level Education. Upon program completion, your program will send this form to the Board. Forms received from the applicant will not be accepted.		☐ School mails directly to Board
NPTE Registration. You are required to register with the Federation of State Boards of Physical Therapy (FSBPT) to sit for the NPTE. You will submit your examination fee directly to the FSBPT. The Board cannot make you eligible to sit for the NPTE until *after* you register to sit for the NPTE.		☐ Register with the FSBPT at https://pt.fsbpt.net/ExamRegistration
Verification of Licensure. You must provide an official verification from any jurisdiction in which you hold or have ever held a license, certification, or registration to practice physical therapy or another health care profession. Jurisdiction means any state, U.S. territory, or foreign country.		☐ Jurisdiction provides and mails directly to Board
Ohio Jurisprudence Exam Registration. You are required to register with the Federation of State Boards of Physical Therapy (FSBPT) to sit for the Ohio Jurisprudence Exam. You will submit your examination fee directly to the FSBPT. The Board cannot make you eligible to sit for the Ohio Jurisprudence Exam until *after* you register to sit for the exam. Do not register for this exam until you are within one month of completion of your entry level PT/PTA program.		☐ Register with the FSBPT at https://pt.fsbpt.net/ExamRegistration
Criminal records check. Please review the *BCI/FBI Criminal Records Check Instructions* document on the Board's website for additional information. Please note that if your license is not issued within 6 months of the date the Board receives the criminal records check results, you will be required to submit new criminal records checks.		☐ BCI submits directly to Board
Testing Accommodation Requests. Please download and submit the *Testing Accommodations Request Form* from the Board's website if you qualify for testing accommodations under the Americans with Disabilities Act for the NPTE or the Ohio Jurisprudence Examination.	☐	
Non-U.S. Educated Applicants for Licensure. Please review the *Guidelines for Non-U.S. Educated Applicants for Physical Therapy Licensure* document on the Board's website for information about the additional application requirements for Non-U.S. educated applicants.	☐	
Applicants with Felony Convictions. Please review the *Requirements for Applicants with Felony Convictions* document on the Board's website for information about information that should be submitted to expedite the processing of your application.	☐	
Instructions for Retaking the NPTE. Please review the *Instructions for Retaking the NPTE* document on the Board's website for information about submitting an application to retake the National Physical Therapy Exam (NPTE).	☐	

Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108

Governor
John R. Kasich
Executive Director
Jeffrey M. Rosa

TO: All Interested Parties

FROM: Jeffrey M. Rosa, Executive Director

DATE: September 18, 2013

SUBJECT: Deadlines to Submit Criminal Records Checks and Testing Accommodation Requests for PT/PTA Exam Applications

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With the implementation of fixed date testing for the National Physical Therapy Exam (NPTE), many applicants have asked the Board when they should complete the BCI/FBI criminal records checks and when they must submit a request for a testing accommodation.

In accordance with section 4755.70 of the Revised Code and rule 4755-23-14 of the Administrative Code, the results of the criminal records checks must be received by the Board no earlier than six months prior to the date the license is issued.

The table below lists the 2014-2015 NPTE test dates. For each test date, there is a corresponding date that indicates the earliest date that an applicant can submit the criminal records checks for that exam date and the deadline by which a request for a testing accommodation must be submitted to ensure the Board has time to review the request at the PT Section meeting preceding the Board's deadline to make candidates eligible for a given NPTE test date.

Physical Therapist Exams		
NPTE Date	**Earliest Date to Submit BCI/FBI**	**Deadline to Submit Testing Accommodation Request**
January 29, 2014	August 5, 2013	November 1, 2013
April 30, 2014	November 7, 2013	March 1, 2014
July 22/23, 2014	January 30, 2014	May 1, 2014
October 29, 2014	May 5, 2014	September 1, 2014
January 28, 2015	August 4, 2014	November 1, 2014
April 29, 2015	November 6, 2014	March 1, 2015
July 21/22, 2015	January 29, 2015	May 1, 2015
October 28, 2015	May 4, 2015	September 1, 2015

Physical Therapist Assistant Exams		
NPTE Date	**Earliest Date to Submit BCI/FBI**	**Deadline to Submit Testing Accommodation Request**
January 15, 2014	July 23, 2013	November 1, 2013
April 9, 2014	October 16, 2013	January 1, 2014
July 8, 2014	January 15, 2014	May 1, 2014

October 8, 2014	April 16, 2014	July 1, 2014
January 14, 2015	July 22, 2014	November 1, 2014
April 8, 2015	October 15, 2014	January 1, 2015
July 8, 2015	January 15, 2015	May 1, 2015
October 7, 2015	April 15, 2015	July 1, 2015

The "Earliest BCI/FBI Completion Date" was selected with the assumption that the applicant passes both the NPTE and the Ohio Jurisprudence Examination within 2 weeks of the NPTE test date.

If an applicant sits for the NPTE prior to graduation, the BCI/FBI date would be 6 months prior to graduation date. The date listed in the table above only applies when the applicant sits for the NPTE after the graduation date.

If an applicant fails the NPTE and/or does not sit for the Ohio Jurisprudence Examination within 2 weeks of the NPTE test date, the Board may require updated criminal records checks.

Since all requests for testing accommodations must be reviewed and approved by the Board, the deadline to submit the accommodations request is set the ensure that all materials are received prior to the PT Section meeting immediately preceding the Board's deadline to make a candidate eligible to sit for the NPTE. If the request is received after the deadline date, the Board cannot guarantee that the request will be reviewed prior to the eligibility deadline. The Board also cannot guarantee that the request will be reviewed prior to the eligibility deadline if the candidate submits an incomplete accommodation request.

Deadlines for NPTE – Physical Therapists (PT)

Test Date - PT	*Earliest Date to Submit BCI/FBI*	*Deadline to Submit Testing Accommodation Request*
January 29, 2014	*August 5, 2013*	*November 1, 2013*
April 30, 2014	*November 7, 2013*	*March 1, 2014*
July 22/23, 2014	*January 30, 2014*	*May 1, 2014*
October 29, 2014	*May 5, 2014*	*September 1, 2014*
January 28, 2015	*August 4, 2014*	*November 1, 2014*
April 29, 2015	*November 6, 2014*	*March 1, 2015*
July 21/22, 2015	*January 29, 2015*	*May 1, 2015*
October 28, 2015	*May 4, 2015*	*September 1, 2015*

Deadlines for NPTE – Physical Therapist Assistants (PTA)

Test Date - PTA	*Earliest Date to Submit BCI/FBI*	*Deadline to Submit Testing Accommodation Request*
January 15, 2014	*July 23, 2013*	*November 1, 2013*
April 9, 2014	*October 16, 2013*	*January 1, 2014*
July 8, 2014	*January 15, 2014*	*May 1, 2014*
October 8, 2014	*April 16, 2014*	*July 1, 2014*
January 14, 2015	*July 22, 2014*	*November 1, 2014*
April 8, 2015	*October 15, 2014*	*January 1, 2015*
July 8, 2015	*January 15, 2015*	*May 1, 2015*
October 7, 2015	*April 15, 2015*	*July 1, 2015*

Additional information regarding fixed date testing, registration & approval deadlines, and Prometric seat availability can be reviewed at: https://www.fsbpt.org/fixeddatetesting

Note 1: Under rule 4755-23-14 of the Administrative Code, "a new criminal records check will be required if the applicant's criminal records check on file with the board is greater than six months old based on the date the board received the report." As a result if a license is not issued within 6 months of the date listed in the "Earliest Date to Submit BCI/FBI" column, the applicant will need to submit new criminal records checks. If an applicant sits for the NPTE prior to graduation, the BCI/FBI date would be 6 months prior to the graduation date. The date listed in the table above only applies when the applicant sits for the NPTE after the graduation date.

Note 2: Since all requests for testing accommodations must be reviewed and approved by the Board, the deadline to submit the accommodations request is set the ensure that all materials are received prior to the PT Section meeting immediately preceding the Board's deadline to make a candidate eligible to sit for the NPTE. If the request is received after the deadline date, the Board cannot guarantee that the request will be reviewed prior to the eligibility deadline. The Board also cannot guarantee that the request will be reviewed prior to the eligibility deadline if the candidate submits an incomplete accommodation request.

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Instructions for Retaking the National Physical Therapy Examination (NPTE)

If it has been **one year or longer** since you last applied to sit for the NPTE, you are required to resubmit all of the required documentation for the licensure by examination application.

If it has been **less than one year**, you are required to submit a new examination application, application fee, and passport photograph, to the Board office. In addition you are required to complete a new Federation State Boards of Physical Therapy-Exam Registration. You are not required to resubmit the "Certification of Entry Level Education."

If it has been **less than one year** and you previously obtained a passing score on the Ohio physical therapy jurisprudence examination, you do not need to retake the examination. Candidates who have not applied within the past 12 month period will be required to retake the Ohio physical therapy jurisprudence examination. In addition, if your passing score is more than one year old, you must retake the examination.

If you are a graduate of a non-CAPTE accredited program, and your application is less than one year old, you are not required to resubmit your credential evaluation, TOEFL-iBT, TOEFL score, TSE score, TWE score, or the "Certification of Foreign Licensure" as long as those documents were submitted with your original application.

If you have any questions about NPTE retake requirements, please contact the Board at 614-466-3774 or board@otptat.ohio.gov.

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Military Request Application Addendum

(This form applies to members of the armed forces, veterans, and spouses of members of the armed forces/veterans)

Please provide the First and Last Name and Social Security Number of the individual applying for the Ohio license:	
1. Have you served in the U.S. military?	Yes No
2. Has your spouse served in the U.S. military?	Yes No

If you answered No to both question 1 and 2, you are not eligible for military benefits.

3. If you answered Yes to question 2, please provide your spouse's First and Last Name:	
4. In which branch of the military did you/your spouse serve?	
5. Please provide the military service dates:	Military Service From: Military Service To:
6. Are you still active in the military or reserves?	Yes No
7. Were you discharged under honorable conditions?	Yes No
8. For which profession are you seeking a license?	OT | OTA | PT | PTA | AT

In addition to this application addendum, you must also submit the appropriate licensure application and a copy of your/your spouse's DD214 form or proof of current service. Please contact your County Veterans Services Office (1-877-OHIO-VET) or the Ohio Department of Veterans Services (www.ohiovet.gov) if you need assistance in obtaining a copy of the DD214 form.

You can access the licensure application at http://otptat.ohio.gov.

(Revised June 2014)

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CRIMINAL RECORDS CHECK REQUIRED FOR INITIAL LICENSURE

Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

Instructions for Individuals Residing in Ohio or Within 75 Miles of Ohio

Applicants residing in Ohio or within 75 miles of Ohio are required to utilize "WebCheck" to electronically submit their fingerprints to BCI. The Board will typically receive the results of a criminal records check submitted via "WebCheck" within 7 to 10 business days. In addition to the $22 BCI fee and the $24 FBI fee, the electronic fingerprinting company or law enforcement agency may charge its own fee to process the fingerprints.

Since the law requires applicants to submit a records check completed by both BCI and the FBI, you must use the services of a "WebCheck" vendor. The sheriff's offices in most of Ohio's 88 counties participate in "Webcheck." A list of other "WebCheck" vendors in Ohio, arranged by county, is available online at:

http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing

When locating an electronic fingerprinting site on the webpage, please note that you must use the services of a vendor that has (BCI & FBI) listed after the vendor's name. Only these entities participate in "WebCheck." The Board does not endorse or recommend any specific electronic fingerprinting company.

You need both the BCI and FBI records check for initial licensure. By law, the Board cannot complete the processing of your application until it receives the background check reports from BCI and FBI.

Steps for "WebCheck"

1. Identify a "WebCheck" vendor that has **(BCI & FBI)** listed after the vendor's name.
2. Tell the "Webcheck" vendor to select "**OT, PT, and Athletic Trainers Board**" from the Direct Copy dropdown list at the Webcheck workstation.
3. Request both a BCI and FBI criminal records check.
4. List the reason fingerprinted as: **Required for licensing per ORC 4755.70**
5. Agency Code: **1AB002 (if requested)**
6. Submit your fee directly to the "WebCheck" vendor. **Do not send your fingerprints or fee to the Board.**

Bring the following information with you to the Webcheck Vendor: (1) this notice; (2) a valid form of photo identification, and (3) payment, in the appropriate amount and form, payable to the vendor.

Revised April 2015

Instructions for Individuals Residing More than 75 Miles From Ohio

You must contact the Board at board@otptat.ohio.gov or 614-466-3774 to request that the Board mail you the appropriate forms to have your fingerprints taken at a local law enforcement agency. Please note, the Board will not mail these cards until after you submit an initial application for licensure. In addition, it takes the FBI 3 to 4 months to process ink rolled fingerprints. Since Ohio does not have temporary licensure, please take this delay into account. You may also elect to physically come to Ohio to have your fingerprints taken electronically to minimize the time it takes to process your application.

Additional Information for Individuals Who Previously Submitted Fingerprints to BCI

When an individual submits fingerprints to BCI for a criminal records check, BCI will keep the fingerprints on file for twelve (12) months. If less than one year has passed since the initial submission of fingerprints to BCI, the applicant can request that BCI run another check on the same fingerprints and run a new criminal records check report to be sent to the Board. In this situation, BCI charges the applicant $8. You will need to provide BCI with the information identified above in the "Steps for WebCheck" section of this notice. If more than 12 months passed since you submitted your fingerprints to the BCI, you will need to submit new fingerprints and follow the steps identified in the first page of this notice.

This service only applies for the BCI check. Even if you previously submitted your fingerprints to the FBI, you will need to identify a "WebCheck" vendor that has (BCI & FBI) listed after the vendor's name, submit new fingerprints, and request that the FBI criminal records check results be sent directly to the Board. You will need to bring this notice with you to the "WebCheck" vendor but will only need to request the FBI check.

Frequently Asked Questions

Question: I recently had an FBI records check completed for another purpose. Can I just use those results to meet the requirements of the Board?

Answer: *No. The law requires that an applicant for an initial license from a licensing agency shall submit a request to the bureau of criminal identification and investigation for a criminal records check of the applicant. Upon completion of the criminal records check, the superintendent of BCI shall report the results of the check, and any information the FBI provides, to the licensing agency identified in the request for a criminal records check.*

Question: How much time will this add to the licensure process?

Answer: *The Board typically receives the criminal records check results approximately 7-10 days after you are electronically fingerprinted. For out-of-state applicants completing the ink-rolled fingerprints, it takes the FBI 3-4 months to process the fingerprints and submit the results of the criminal records check to the Board.*

Question: What happens if I have a criminal history reported to the Board?

Answer: *The Board will review the records related to the criminal history and determine if the offenses identified make you ineligible for licensure in Ohio.*

Question: Will I need to submit a criminal records check to renew my license every two years?

Answer: *No. The records check requirement does not apply to the biennial renewal process or to individuals reinstating an expired Ohio license.*

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Jeffrey M. Rosa

Requirements for Applicants with Felony Convictions

If you are applying for licensure in the State of Ohio and you were convicted of a felony, you must provide the Board with a signed statement describing the details of the event(s) that led to the felony conviction and certified copies of the following court records:

1. Indictment
2. Plea Entry
3. Disposition
4. Sentencing Entry
5. Terms of Parole or Probation
6. Parole or Probation Release/Discharge

Failure to provide these documents will result in a delay in the processing of your applications. If you have any questions about this requirement, please contact the Board at 614-466-3774 or board@otptat.ohio.gov.

CERTIFICATION OF APPLICANT (for online applications only)
This form must be sworn to in the presence of a Notary Public or an officer authorized to administer oaths.

This portion must be completed by the applicant. Please print or type.	
Applicant Name (First, Middle, Last):	**Staple Passport Photograph Here** Photograph must be 2x2 inches in size, full face, front view, between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head. Background color white, off-white, or light blue. Photograph must be taken with the past 6 months. Print and sign your name on the back of the photograph.
Social Security Number or Alien Registration Number:	
Daytime Phone Number	
Email Address	

I, _____, certify that I am the person referred to in the application submitted electronically via the Ohio e-license system and that the statements contained in that electronic application are true in every respect, and that the attached photograph is a true likeness of myself taken within the past six (6) months.

I hereby authorize all my references; educational institutions; employers; business; professional organizations and associates - past, present, and future- to release to the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board any information requested by the Board in connection with the processing of this application or subsequent licensure.

In compliance with the Revised Code, section 1347.05(E) you are notified that failure to supply the information requested on the application may result in denial of the application.

I hereby certify to the Physical Therapy Section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board that I am not presently functioning and will not function as a physical therapist or physical therapist assistant or use any initials, titles or words which imply that I am licensed in Ohio to perform physical therapy services until I am granted licensure by the Physical Therapy Section of the Board.

I further certify that if I accept employment in a physical therapy setting in Ohio prior to licensure by the Physical Therapy Section, I will only perform duties that may be legally performed by "**UNLICENSED PERSONNEL**" and only at the direction of a licensed physical therapist.

I further certify that if I hold an H-1B visa, I am not employed in any capacity that violates the terms of my H-1B visa.

I understand that the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board is authorized by law to initiate action against a person who unlawfully uses titles and initials such as: physical therapist, physical therapy, physical therapy services, physiotherapist, physiotherapy, physiotherapy services, licensed physical therapist, P.T., Ph.T., P.T.T., R.P.T., L.P.T., M.P.T., D.P.T., M.S.P.T., P.T.A., physical therapy assistant, physical therapist assistant, physical therapy technician, licensed physical therapist assistant, L.P.T.A., R.P.T.A., as described in section 4755.48 of the Revised Code and, in accordance with section 4755.47 of the Revised Code, to refuse to grant, suspend, or revoke the license of a person who violates the laws and regulations of the jurisdiction(s) in which they practice.

I understand that the Physical Therapy Section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board may refuse to grant licensure to me or suspend or revoke my license if I violate any provision of section 4755.40 to 4755.56 of the Ohio Revised Code.

_____ _____
Applicant's Signature Date

Subscribed and sworn to in my presence this _____ day of _____, Year_____

_____ _____
Signature of Notary Date Commission Expires

Notary Seal

Return This Document To:
Physical Therapy Section, Ohio OT PT AT Board, 77 South High Street, 16th Floor, Columbus, Ohio 43215-6108

Revised 8/26/2008

State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Passport Photograph Guidelines

The Ohio OTPTAT Board accepts passport photographs that meet the US Passport Guidelines established by the U.S. Department of State's Passport Services Directorate. For additional information on the photograph preparation requirements contained in the US Passport guidelines please visit the U.S. Department of State's travel information website (http://travel.state.gov).

Photograph Positioning and Background

1. Frame subject with full face, front view, eyes open
2. Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inch (25 mm to 35 mm)
3. Center head within frame (see page 2)
4. Make sure eye level is between 1-1/8 inch and 1-3/8 inch (28 mm and 35 mm) from bottom of photo
5. Photograph subject against a plain white or off-white background
6. Position subject and lighting so that there are no distracting shadows on the face or background
7. Encourage subject to have a natural expression

Photograph Print Properties

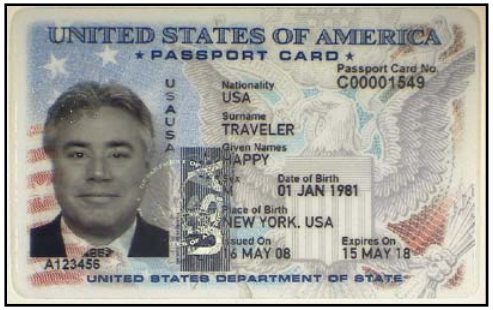
Produce 2 inch x 2 inch (51 mm x 51 mm) color photo. Print photo on thin photo paper or stock. Ensure the print is clear and has a continuous tone quality. Do not retouch or otherwise enhance or soften photo.

The following pages were taken from the U.S. Department of State's website (http://travel.state.gov).

Revised January 2011

77 S. High Street, 16th Floor · Columbus, Ohio 43215-6108 · 614-466-3774 · Fax: 614-995-0816 ·
http://otptat.ohio.gov · board@otptat.ohio.gov

Passport Book & Card Photograph Quality Requirements



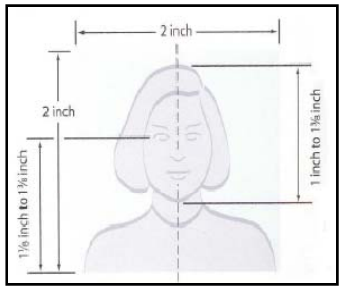
In order to print your passport picture, clear and correctly exposed photos must be submitted with your application – especially when applying for the U.S. passport card which displays a black and white image of the bearer. See the following examples of acceptable and unacceptable photos to ensure that the photographs you submit are correct.

The **most common** reason for a passport photo to be rejected for use is the **over exposure** or **lightness** of the photograph.

Photo 1 is **not acceptable** because it is **over exposed**, as you can see from the light patches discoloring the woman's face.

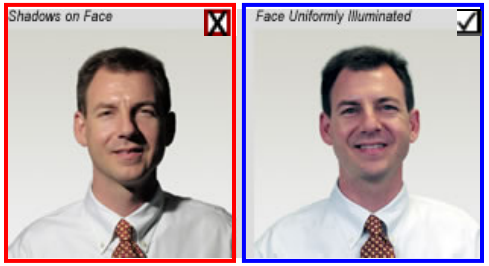
Photo 2 is acceptable

Photographs should be **2 x 2 inches** in size. The face size, measured from the bottom of the chin to the top of the head (including hair), should not be less than 1 inch or more than 1 3/8 inches.

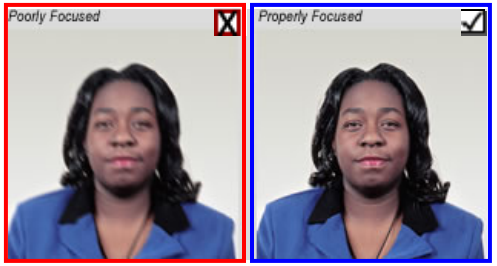


Other examples of unacceptable and acceptable passport photographs include:

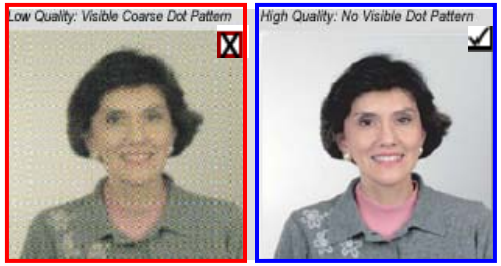
Shadows on Face



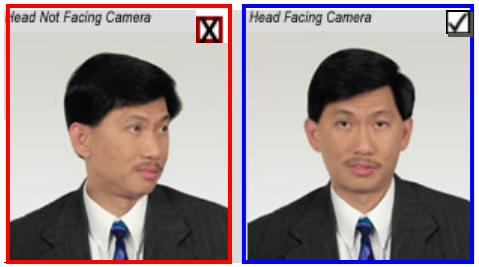
Poorly Focused



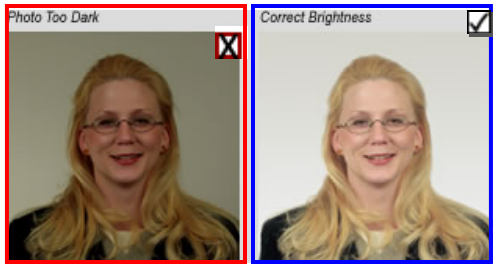
Low Quality/Visible Dots



Incorrect Facial Direction



Dark Photo



Passport and Visa Digital Image Requirements and Specifications

The submitted digital face image must adhere to the following specifications. Please be advised that failure to comply with any of the following requirements may result in rejection of your image by the online image quality assessment test or by a human reviewer.

Examples of well-composed images

Image Requirements – Technical Specifications	
Acquisition	The image file may be produced by acquiring an image with a **digital camera** or by digitizing a paper photograph with a **scanner**.
Dimensions	Image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimensions are **600 pixels (width) × 600 pixels (height)**. Maximum acceptable dimensions are **1200 pixels (width) × 1200 pixels (height)**.
Color	Must be in color (24 bits per pixel) in **sRGB** color space (common output of most digital cameras).
File Format	Must be in the Joint Photographic Experts Group (**JPEG**) file interchange format (JFIF).
File Size	Must be less than or equal to **240 kilobytes**.
Compression	The image may need to be compressed in order for it to be under the maximum file size. The compression ratio used should be less than or equal to 20:1.
Additional requirements if scanning:	
Print Size	If scanning the image from a paper photograph, the size of the paper photograph should be at least 2 inches × 2 inches (51 mm × 51 mm) square.
Resolution	Printed photographs should be scanned at a sampling frequency of at least 300 pixels per inch.
Image Requirements – Composition	

Content	• The image must contain the full face, neck, and shoulders of the applicant in frontal view with a neutral, non-smiling expression and with eyes open and unobstructed and directed at the camera. • All facial features must be visible and unobstructed. • No extraneous objects, additional people, parts of the body below the applicant's shoulders, or other artifacts. • The image must be from a recent (within 6 months) photo of the applicant.
Head Size	• The head height or facial region size (measured from the top of the head, including the hair, to the bottom of the chin) must be between 50% and 69% of the image's total height. • The eye height (measured from the bottom of the image to the level of the eyes) should be between 56% and 69% of the image's height.
Head Orientation	• Subject must directly face the camera. • Head must not be tilted up, down, to the side, or toward the shoulders. • Head must be centered within frame.
Background	• Subject must be surrounded by a plain, light-colored background with no distracting shadows on the subject or background.
Focus	• The entire face must be in focus and not overly-sharpened.
Brightness/ Contrast	• Brightness and contrast should represent subject accurately.
Color	• Image must be in color (24 bits per pixel). • Black and white photos are not acceptable. • Color should reproduce natural skin tones. • Color must be continuous tone – no posterization.
Exposure/ Lighting	• Photo may not be over- or under-exposed.

	• Avoid shadows on face or background.
Resolution	• Fine facial features should be discernible. • No discernible pixels/pixelization, graininess, or dot patterns.
Compression	• Image must not be overly compressed (the compression ratio used should be less than or equal to 20:1).
Alteration	• Digital enhancement or other alterations or retouching are not permitted. • When resizing, the aspect ratio of the image must be preserved (no image stretching is allowed).
Eyeglasses	• Eyeglasses are acceptable in photo only if the lenses are not tinted and there is no glare, shadows, or rims/frames obscuring the eyes. Glare on eyeglasses can usually by avoided by a slight upward or downward tilt of the head. • Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons.
Decorative Items	• No sunglasses or other items that obscure the face. • Hats or head coverings are only allowed if worn for religious reasons AND if they do not obscure any facial features.

State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Entry Level Education Pre-Completion Form

Section I: This portion must be completed by the applicant. Please print or type.	
Name (First, Middle, Last):	Maiden Name:
Complete Mailing Address	
Social Security Number or Alien Registration Number:	Date of Birth: (mm/dd/yyyy):

Applicant's Signature _____ Date _____

Section II: This Section must be completed by an official from the program where a physical therapy degree will be earned. If the institution does not use a school seal, the official signing the verification must sign this form in the presence of a Notary Public. **The educational institution must mail the completed form directly to the OTPTAT Board at the address below. Documents received directly from the applicant will not be accepted. Please print or type.**

I hereby certify that I expect _____ to complete the didactic and
(Student's Name and SSN)

clinical education requirements for the entry-level Physical Therapy degree from the school I represent. I request that the Board authorize this student to schedule the National Physical Therapy Exam (NPTE) on the basis of this statement.

Expected Date of Program Completion: _____ Expected Date of Graduation: _____

I will send the* Certification of Entry Level Education form *available on the Board's website when the student has successfully completed the program. I understand that until the final Certification of Entry Level Education document is received, and all other requirements are met, the student is not eligible for an Ohio physical therapy license.

Name of Institution:		
City, State, Zip Code:		
Phone Number w/ Area Code:	Is this entry level program CAPTE accredited? O Yes O No	FSBPT School Code:

Print Name _____ Title _____

Signature _____ Date _____

If a Notary Public is used, please complete the following:

Subscribed and sworn to in my presence this _____ day of _____, Year_____.

Signature of Notary _____ Date Commission Expires _____

Return This Document To:
Ohio OT PT AT Board
77 South High Street, 16th Floor
Columbus, OH 43215-6108

School or Notary Seal

State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Entry Level Education Pre-Completion Form

Pre-Completion Form Instructions

To the Applicant

Print out this form and give it to your Program Director. The Program Director must mail this form directly to the Board. Faxes or emails are not accepted.

When you have completed the PT/PTA program, please remind the Program Director to send the Board's Certification of Entry Level Education form. You can download that form at http://otptat.ohio.gov.

To the Program Director

In accordance with the "Approval for Candidates to Sit for the NPTE" paragraph of the *2012 NPTE Policies*, which are developed by the Federation of State Boards of Physical Therapy (FSBPT), a state physical therapy board may make a "bona fide candidate" for licensure eligible to sit for the National Physical Therapy Exam (NPTE) if the applicant is within 90 days of graduating from the entry-level PT/PTA program.

To allow an applicant to be made eligible for the NPTE prior to program completion, the Program Director must send the Board an "Entry Level Education Pre-Completion Form" for the applicant, stating that the Program Director expects the student to graduate as planned. The form may be sent before the student has completed all of the clinical and didactic education requirements for graduation. This form may not be faxed or emailed.

Once the Pre-Completion Form is received and the applicant has submitted the application for licensure by examination, including registering with the FSBPT and submitting the exam registration fee, the Board will notify the FSBPT that the student is eligible to schedule the NPTE. This will give the student more flexibility in scheduling an exam date in light of the implementation of fixed date testing.

Once the student has completed all of the clinical and didactic education requirements, the Program Director must mail to the Board the Certification of Entry Level Education Form stating that the student has completed the program. The applicant will not be authorized to sit for the Ohio Jurisprudence Examination or eligible for an Ohio license until the final Certification of Entry Level Education form is received by the Board.

State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Certification of Entry Level Education

Section I: This portion must be completed by the applicant. Please print or type.	
Name (First, Middle, Last):	Maiden Name:
Complete Mailing Address	
Social Security Number or Alien Registration Number:	Date of Birth: (mm/dd/yyyy):

Applicant's Signature _____ Date _____

Section II: This Section must be completed by an official from the program where a physical therapy degree was earned. If the institution does not use a school seal, the official signing the verification must sign this form in the presence of a Notary Public. **The educational institution must mail the completed form directly to the OT PT AT Board at the address below. Documents received directly from the applicant will not be accepted. Please print or type.**

I hereby certify that _____ completed the didactic and
(Student's Name and SSN)

clinical education requirements of the _____ program on _____
(Program Type : PT,PTA) *(mm/dd/yyyy)*

and is eligible for or has been granted the degree of _____ .
(Degree: AAS, Certificate, BS, MPT, DPT etc.)

Name of Institution:		
City, State, Zip Code:		
Phone Number w/ Area Code:	Is this entry level program CAPTE accredited? O Yes O No	FSBPT School Code:

Print Name _____ Title _____

Signature _____ Date _____

If a Notary Public is used, please complete the following:

Subscribed and sworn to in my presence this _____ day of _____, Year_____.

Signature of Notary _____ Date Commission Expires _____

Return This Document To:
Ohio OT PT AT Board
77 South High Street, 16th Floor
Columbus, OH 43215-6108

School or Notary Seal

PHYSICAL THERAPY SECTION
OHIO OCCUPATIONAL THERAPY, PHYSICAL THERAPY,
AND ATHLETIC TRAINERS BOARD

Requests for Accommodations under the Americans with Disabilities Act (ADA) to the National Physical Therapist Examination (NPTE) and to the Ohio Jurisprudence (Laws) Examination

The purpose of this policy statement is to clarify the requirements for filing a request for accommodations to the NPTE and to the Ohio Jurisprudence Examination in order to ensure that qualified individuals with disabilities are provided the protections guaranteed them under Title II of the Americans with Disabilities Act (ADA). It is the policy of the Physical Therapy Section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board ("Board") to approve accommodation requests when the examination candidate demonstrates he or she has a qualifying disability. The cost of the accommodation to the NPTE is borne by the examination administrating organization – the Federation of State Boards of Physical Therapy. The cost of the accommodation to the Ohio Jurisprudence Examination is bone by the Board.

The ADA provides that qualified individuals have a "level playing field" when taking an examination. This means the examination accurately reflects an individual's aptitude or achievement level with respect to what the examination intend to assess or measure. ADA accommodations are provided in order to bring the candidate's ability to take the examination up to the ability of an average person in the general population.

The ADA defines a qualified individual with a disability as "one who with a disability, satisfies the requisite skill, experience, education and other requirements of the service, program, or activity, and with or without reasonable accommodation, can perform the essential functions of the service, program, or activity."

If a candidate is requesting any accommodation for standard testing conditions because of a disability, the disability must be one that is covered by the ADA. This means that the candidate must have a documented physical or mental impairment that substantially limits one or more major life activities.

- A **physical impairment** is defined by the ADA as:
  Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
- **A mental impairment** is defined by the ADA as:
  Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Given the wide variety of possible disabilities, neither the law itself nor the regulations list all specific diseases or conditions that might constitute "physical or mental impairments." An impairment is a "disability" under the ADA only if it **substantially limits** one or more **major life**

activities. An individual must be unable to perform, or be significantly limited in the ability to perform, an activity when compared to an average person in the general population. The determination as to whether an individual is substantially limited is based on the effect of an impairment on that individual's life activities. Some impairments, such as blindness or deafness, are by their nature substantially limiting, but many other impairments may be disabling for some individuals but not for others, depending on the impact on their activities. Major life activities are activities that an average person can perform with little or no difficulty, for example, walking, seeing, hearing, speaking, breathing, learning, performing manual tasks, caring for oneself, working, sitting, standing, lifting, or reading.

The purpose of an accommodation is to reduce or eliminate a disadvantage due to a limitation that an individual who is disabled may have compared to the general population. The disability must be a substantial limitation to one or more major life activities. An accommodation should not give the individual an unfair advantage over others taking the examination. An accommodation also cannot change the purpose of the examination. An accommodation is also outcome neutral such that granting an accommodation does not guarantee that the individual will pass the examination.

The candidate must first satisfy the requirements that all exam applicants meet in regard to skill, experience, education and other job related requirements of the occupation and be able to perform the essential functions of the occupation.

Upon receipt of a request for examination modifications, the Board will request the applicant submit substantiation of the need for the accommodation based on the following criteria:

- <u>Documentation and Substantiation of a Learning Disability:</u>

  The candidate must submit documentation of the candidate's need for accommodations due to a disability that substantially limits one or more major life activities for the previous three (3) years (from the date of application to the Board). The documentation must also address how the disability leads to functional limitations and illustrate how the limitation or limitations inhibit the individual from performing one or more major life activities. Additionally the documentation must include a history of the disability and any past accommodations granted. An Individualized Education Plan (IEP) is not sufficient documentation alone, but may be considered as part of the documentation. The documentation should include identification of the specific standardized and professionally recognized test/assessments given (e.g., Woodcock-Johnson, Weschler Adult Intelligence Scale) and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing and a diagnosis. The diagnostic report must include specific recommendations for accommodations, and the recommendations must be supported with specific test results or clinical observations. The candidate and the evaluator must demonstrate that the requested accommodation is appropriate for the disability and must demonstrate the impact that the disability has on his or her ability to test an examination.

- <u>Qualifications of Evaluator:</u>

  The credentials of the individual providing the evaluation must validate the evaluator's qualifications to diagnose and treat the disability specified. Documentation must be on

professional letterhead, typed, signed, and dated. The signature must include the evaluator's name, title, and professional credentials. The Board will accept evaluations from the following professionals:

- Licensed physicians including, but not limited to, the following certifications: neurology, family practice, orthopedics, physical medicine and rehabilitation, and psychiatry;
- Licensed psychologists who practice in the field of performing evaluations for assessing individuals for mental disorders that might impact those persons' academic or testing performance.

- Board Review:

  The request and complete file will be forwarded to the Board and will be placed on the next regular session meeting for discussion and action. The Board shall review only those requests that are consistent with this policy. Consultation with the Board's Assistant Attorney General may be obtained in advance of the Board review, and a summary of any recommendations or advice from those consultations will be prepared for the Board's consideration.

- Expert Review:

  If the Board is unable to interpret test results provided as documentation for a disability and therefore determine whether a candidate has a disability that qualifies the candidate for accommodations, the Board may elect to refer the request to an expert.

- Board Determination:

  Once the individual is determined to be covered under the ADA, then the requested accommodation should be considered in terms of whether:

  - The accommodation requested will fundamentally alter the examination,
  - The accommodation requested is appropriate to the identified need,
  - The accommodation is reasonable,
  - The request is within the parameters of the ADA's requirements.

- Confidentiality:

  The Board and staff shall maintain confidentiality of all medical and diagnostic information and records.

Temporary conditions like a broken leg, a physical condition that is not the result of a physiological disorder (e.g., pregnancy), personality traits, and economic or cultural disadvantages are not disabilities under the ADA. "Stress" and "depression" may or may not be considered impairments, depending on whether they result from a documented physiological or mental disorder. Nonspecific diagnoses such as "academic problems," "learning style differences," "slow reader," or "test difficulty or test anxiety" do not by themselves constitute a learning disability.

An applicant who disagrees with the Board action relative to the request for accommodation may file an appeal; the Board shall hold a hearing pursuant to Chapter 119. of the Ohio Revised Code.

Applications to sit for the NPTE and/or Ohio Jurisprudence Examination with testing accommodations will not be considered until the Board receives all parts of the request for accommodations. The applicant will receive written notification from the Board regarding whether or not the Board granted the requested accommodation and which accommodation(s) were granted.

The standard conditions for taking the NPTE can be found in the Federation of State Boards of Physical Therapy (FSBPT) NPTE Candidate Handbook, which is available at www.fsbpt.org.

Sections I & II of this form must be completed by the applicant.

Section III must be completed by a qualified evaluator (see Qualifications of Evaluator section of this policy above). This evaluator must have current knowledge of the candidate's disability and must have diagnosed, evaluated, treated or consulted with the candidate within the last two years. Section III must come directly to the Board from the qualified evaluator. If Section III is forwarded by the applicant, it will not be accepted.

Ohio Testing Accommodations Request

Section I and II: To be completed by the physical therapist/physical therapist assistant applicant.

Section I: General Information

Name:		
Address: (Street, City, State, Zip Code)		
Email Address: (Optional)	Social Security Number:	Date of Birth:
I am requesting accommodations for the following:	☐ NPTE ☐ Ohio Jurisprudence Examination	
How many times have you taken the NPTE?	Have you ever been granted accommodations on the NPTE? ◯ Yes ◯ No	
Why are you requesting accommodations? Please explain.		

Section II - Disability Information and Requested Accommodations

A: Disability Information

What type of disability do you have? ***Please indicate the specific diagnosis.***

_____

_____

List the date your disability first diagnosed? _____

Who diagnosed your disability? Attach documentation indicating that person's credentials (e.g. M.D./Ph.D.)

_____

How does your disability substantially limit a major life activity?

_____

_____

How does your disability affect your ability to take computerized examinations?

_____

_____

B: Accommodations History

What accommodations have you received for this disability in the past?

_____

_____

What accommodations have you received in the past for the following exams?

National Physical Therapy Exam _____

PT/PTA School Exams _____

Undergraduate College Exams _____

Standardized Exams (e.g., SAT, GRE, etc.) _____

C: Requested Accommodations

What accommodations are you requesting during the examination?

____ Additional 30 Minutes

____ Additional Time – Time and a half

____ Additional Time – Double Time

____ Zoom Text (software enlarges print on screen)

____ Screen Magnifier

____ Reader

____ Scribe

____ Separate Room

____ Other _____

Candidate Affirmation

My signature on this form affirms that the information I have provided on this request is true and accurate. I have truthfully represented my disability, the impact it has on my daily life and my ability to take computerized examinations.

_____ _____

Applicant Signature Date

Return Documents To:
Ohio OTPTAT Board
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108

Applicant's Name: _____ Applicant's DOB: _____

Section III – Testing Accommodation Documentation Requirements

A comprehensive and current report (no more than three years old) from a qualified evaluator appropriate for evaluating the applicant's disability must accompany this request form. The report must include the following:

- Name, title, credentials and area of specialization for the qualified evaluator
- Specific diagnosis
- Specific findings in support of the diagnosis (include relevant test results)
- Recommendation for specific accommodations
- Rationale for requesting specific accommodations

List Applicant's Diagnosed Disability and Date of Diagnosis

Qualified evaluator's recommendation for testing accommodations based on current knowledge of applicant's disability and current function.

____ Additional 30 Minutes

____ Additional Time – Time and a half

____ Additional Time – Double Time

____ Zoom Text (software enlarges print on screen)

____ Screen Magnifier

____ Reader

____ Scribe

____ Separate Room

____ Other _____

Qualified evaluator's rationale for how the applicant will benefit from the recommended testing accommodations

I certify that I have current knowledge of the applicant, within the past three years, and that the information contained my attached comprehensive/current report and recommendation for testing accommodations is true and accurate to the best of my knowledge.

_____ _____

Qualified Evaluator's Name (Print) Title

_____ _____

Qualified Evaluator's Signature Date

Return Documents To:
Ohio OTPTAT Board
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108

Physical Therapy Section

Ohio Occupational Therapy, Physical Therapy, & Athletic Trainers Board

Candidate Handbook for the Ohio Physical Therapy Jurisprudence Examination

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Appendix A - Content Outline

I. Security Information

Passing the Ohio Physical Therapy Jurisprudence Examination is required in order to receive your license to practice as a physical therapist or physical therapist assistant in the State of Ohio. The Physical Therapy Section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board (Board) requires ALL applicants for licensure to pass the Jurisprudence Examination in order to demonstrate minimal understanding of the laws and rules governing the practice of physical therapy in Ohio. Requiring a passing score on the Jurisprudence Examination is one assurance that anyone granted a physical therapist or physical therapist assistant license in Ohio possesses the necessary knowledge to treat patients with skill and safety.

Understandably, you will want to take advantage of all available resources when preparing for this important examination. While a student, you may have considered fellow students to be good resources for learning about questions that were on examinations. However, according to rule 4755-27-05 (B)(2) of the Ohio Administrative Code, **it is illegal and unethical to recall (memorize) and share questions that are on the examination or to solicit questions that are on the Jurisprudence Examination from other applicants who have taken the exam.**

What Do You Mean by "It's Illegal to Recall Questions"?

Each candidate who sits for the Jurisprudence Exam must accept the Security Agreement. The Security Agreement states that the exam and items contained therein are owned by the Physical Therapy Section and the Federation of State Boards of Physical Therapy and protected by Federal Copyright Law.

It also informs applicants that no part of the examination may be copied or reproduced in part or whole by any means whatsoever, including memorization.

Recalling questions from the examination and sharing them with anyone else violates both the Federal Copyright Law and the FSBPT Security Agreement that applicants must accept before taking the Ohio Physical Therapy Jurisprudence Examination.

Items from the Exam are Not to be Recalled for Any Purpose

Why is it Unethical to Ask Someone Else for Recalled Questions?

Soliciting recalled questions from applicants who have previously taken the examination is unethical for several reasons. The primary reason is obvious; you are expected to pass the test based on your own merit without assistance. The members of the public who will entrust you with their well-being expect that you are a trustworthy and competent individual.

You are encouraging applicants to commit illegal acts if you are soliciting questions from previous test takers who have accepted the FSBPT Security Agreement.

Items from the Exam are Not to be Solicited for Any Purpose

What Happens If I Do Share or Solicit Recalled Questions?

- The Federation of State Boards of Physical Therapy will continue to actively prosecute individuals who violate the security agreement.
- The Federation will also report any incidents of applicants requesting questions or sharing questions to the Physical Therapy Section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board.
- Applicants who are prosecuted by the Federation or who are reported to the Physical Therapy Section for soliciting or sharing questions will severely damage their chances of being licensed due to violation of rule 4755-27-05 (B)(2) of the Ohio Administrative Code.

II. The Examination

Testing Accommodations

You must submit appropriate documentation of your request for testing accommodations to the office of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board at the time that you submit your application for licensure. Only those applicants who have been granted approval from the Board will receive testing accommodations. You can download the Testing Accommodations Request Form on the Board's website at http://otptat.ohio.gov. You can also contact the Board at (614) 466-3774 for more information on the testing accommodation request process.

Examination Fee, Method of Payment and Registration

Applicants must apply and be approved before they can take the Physical Therapy Jurisprudence Examination. In order to avoid delays, endorsement and reinstatement applicants should register with the Federation of State Boards of Physical Therapy (FSBPT) for the Jurisprudence Examination at the same time they submit their application to the Physical Therapy Section. Applicants for licensure by examination should register with the FSBPT approximately one (1) months before the program completion date.

The fee for the Jurisprudence Exam is $75. This fee is in addition to the application fee submitted to the Physical Therapy Section of the Ohio Board, and any other fee charged by FSBPT for the National Physical Therapy Examination (for applicants by Examination) or for the Examination score transfer (for applicants by endorsement). Payment is as follows:

- $50 Jurisprudence Examination fee payable to the FSBPT. Visit their web site at http://www.fsbpt.org regarding registering for the exam and other information. You may pay the Federation of State Boards of Physical Therapy (FSBPT) either by Visa or MasterCard.
- $25 Prometric testing fee payable to the Prometric Testing Center at the time of scheduling. Visit their web site at http://www.prometric.com for more information on scheduling the exam and other information. Payment for the Prometric Testing Center fee may be made by credit card (Visa or MasterCard) or by direct debit to a checking account. It is not possible to pay at the testing center.

Scheduling the Examination

1. You will be required to register on-line with the FSBPT for the Jurisprudence Examination at http://www.fsbpt.org (use the Quick Link to "Exam Registration"). Please review the information above for recommendations on when to register for the Jurisprudence Examination.
2. Once the Physical Therapy Section approves you to sit for the examination, it will approve your eligibility by notifying the FSBPT.
3. FSBPT will send you an "Authorization to Test" (ATT) letter containing instructions on how to schedule an appointment with Prometric Testing Center. You can also access your ATT information by going to the "Status of My Request" Section at https://pt.fsbpt.net.
4. Questions regarding registration processing may be directed to examregistration@fsbpt.org
5. Schedule an appointment for the examination with Prometric by calling the telephone number listed in your ATT letter or schedule on-line at http://www.prometric.com. You will be required to give the name of the examination, when and where you would like to test, your name, social security number or alternate identification number, daytime telephone number and method of payment: credit card or direct debit.
6. Sit for the examination at your chosen Prometric Testing site. You must sit for the examination within your 60-day eligibility period as indicated on the ATT letter provided by FSBPT. If you do not sit for the examination, or withdraw your registration, within these 60 days, you will be removed from the eligibility list and will be required to begin the registration process again.

Content Overview

The Jurisprudence Examination consists of fifty (50) multiple-choice questions, 40 of which are scored and 10 that are pre-test questions that are not scored. Applicants are given one hour (60 minutes) to complete the computer-based test.

Applicants are **NOT** allowed to bring any reference materials, including the Ohio Physical Therapy Practice Act, into the examination room. The Ohio Physical Therapy Jurisprudence Examination will cover:

- Chapter 4755. of the Ohio Revised Code
- Chapters 4755-21 to 4755-29 of the Ohio Administrative Code
  (collectively referred to as the Ohio Physical Therapy Practice Act)

You can download a copy of the Ohio Physical Therapy Practice Act from the Board's web-site at http://otptat.ohio.gov.

The Ohio Physical Therapy Jurisprudence Examination Content Outline is attached as Appendix A.

Sample Questions

1. A supervising physical therapist and physical therapist assistant both work in an outpatient setting. To provide adequate supervision, the supervising physical therapist must:
   a. meet with the assistant once every seven days.
   b. be on-site when supervising the assistant.
   c. be available by telephone when supervising the assistant from a remote location.
   d. approve direct supervision by a referring physician.

2. According to the Ohio Revised Code, disciplinary action may be initiated against a physical therapist for which of the following behaviors?
   a. Failure to notify the Board of an address change within 30 days of the change
   b. Administering topical medications for use in physical therapy
   c. Failure to wear a name tag
   d. Treatment with a referral from a dentist

3. Which of the following tasks may a physical therapist delegate to a physical therapist assistant?
   a. Conducting an initial patient evaluation
   b. Performing a patient re-evaluation
   c. Interpreting the initial evaluation
   d. Reporting the patient's progress

Correct Answers: 1. c; 2. a; 3. d

Pre-test Items

The examination will contain 10 "pre-test" questions. The purpose of including pre-test questions on the examination is to expand and improve the bank of questions from which future examinations will be drawn. This is a common practice used by many national and state examination programs and is a critical step in ensuring the continued reliability and validity of an examination. Candidates will not be able to identify which items are pre-test items. In order to obtain valid statistics on the performance of an item, the test taker must not be able to discriminate between scored and unscored items.

III. Scoring Information and Notification

Passing Grade and Results

After the administration of the examination, your examination will be scored by the FSBPT. The results will then be transmitted to the Physical Therapy Section of the Ohio Board. The Board office will notify you of your results. A scaled score of 600 is required to pass the examination.

Re-Examination Information

An applicant who fails to achieve the required passing score on the Ohio Physical Therapy Jurisprudence Examination shall be required to be re-examined by completing the scheduling of the examination process, as previously outlined on page 2, and submitting the same fees.

Test-Taking Advice

The advice offered here is presented primarily to help you demonstrate your knowledge and maximize your chances of passing the examination.

- Read all instructions carefully.
- Before selecting the correct answer, read all options carefully.
- You should answer all questions; do not omit an answer for any test question.
- For best results, pace yourself by periodically checking your progress and the time. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score, so you should select an answer for every question.
- Alert the examination supervisor of any problems that may occur during the examination. Do not wait until the examination is over to inform someone of a problem.
- Be sure to select an answer for each question, even the questions about which you are not completely sure. You can skip the questions you wish to reconsider and return to them later.

IV. Admission to the Examination

Supplies and What to Bring

You must arrive 30 minutes prior to your scheduled appointment with two forms of acceptable identification. Acceptable identification is:

1. A currently valid, military or government-issued photo ID (passport, driver's license, etc.) with pre-printed name and signature.
2. A currently valid, pre-printed identification with your name and your signature such as a credit card or check cashing card.

You will have to be checked in before taking the examination (i.e., sign in and present the appropriate identification). Once at the Prometric testing center, you will be thumb-printed and photographed at the center. All testing sessions are videotaped. On both forms of ID, your signature must match your pre-printed name. Your first and last name on both forms of ID must exactly match the first and last name on your ATT letter issued by FSBPT. A Social Security card is not an acceptable form of identification. If there is a problem with your identification, you will not be permitted to take the exam.

What Not to Bring

Unauthorized supplies, including those not listed below, will be subject to removal by the examination supervisor at the examination site. The following items are **NOT** allowed in an examination room:

1. Purses, briefcases, portfolios, fanny packs or backpacks;
2. Cameras, tape recorders, calculators or computers;
3. Cellular phones, pagers, electronic transmitting devices or telephones;
4. Any bound or loose-leaf reference materials, notes, or books;
5. Dictionary, thesaurus, or other spelling aids;
6. Canisters of mace, pepper spray or other personal defense items;
7. Coats or jackets;
8. Food or beverages.
9. Water bottles.

Nothing is allowed in the testing room.

Watches with alarms must be disabled during the examination administration. Watches that have advanced functions will not be allowed in the testing room.

Appropriate Attire

Please dress comfortably but appropriately for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable to each candidate. It is suggested that you dress in layers that can be removed if you become uncomfortable. For security reasons, Prometric does not allow bulky jackets to be worn.

V. Administrative Policies

Rules for the Examination

1. No examination materials, documents, or memoranda of any kind are to be taken from an examination room.
2. Computer knowledge is not required to take a computerized examination. Before the examination begins, a simple introductory lesson (tutorial) is presented that explains the process of selecting answers and moving from question to question. The time you spend on the tutorial does not count against the time allotted for the examination. You may select your answers using either the keyboard or the mouse. You are strongly encouraged to take the tutorial prior to taking the examination.
3. You should alert Prometric staff immediately to disruptions occurring within the testing room or computer malfunctions while taking the examination.
4. You are permitted to sign out and leave the room for a break. However, the time remaining on your examination will continue to elapse. This means any time you spend on a break is time that you are electing not to spend on the examination.
5. Do not bring food or drink into an examination room.

Change of Address

If you have a change of address, you must submit it in writing to the Physical Therapy Section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board within 30 days from the change. You may submit that information using any of the Board office contact information listed below.

Who to Contact for Questions

Licensure Applications, Laws & Rules, Fees, Testing Accommodations Information

Physical Therapy Section
Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board
77 South High Street, 16th Floor
Columbus, OH 43215-6108
Phone: (614) 466-3774
Fax: (614) 995-0816
Email: board@otptat.ohio.gov
http://otptat.ohio.gov

Examination Registration Information

Federation of State Boards of Physical Therapy
124 West Street South
Third Floor
Alexandria, VA 22314
Phone: (703) 739-9420
Email: examregistration@fsbpt.org
http://www.fsbpt.org or https://pt.fsbpt.net (note the "s" after "http")

Prometric Testing Centers
Registration: (800) 796-9857
Testing Accommodations: (800) 967-1139
http://www.prometric.com (to schedule your exam appointment or locate a test center)

Appendix A

Ohio Jurisprudence Examination Content Outline

Category	Section	Ohio Revised Code	Ohio Administrative Code	Specs: # of Items (40 Item Test)	Specs: % Items
1000 Legislative Intent & Definitions	1100 Definition of physical therapy	4755.40 (A)		2	7.5% (3 items)
	1200 Definition of physical therapist and physical therapist assistant	4755.40 (B) 4755.40 (C)		1	
	1300 Definition of supervision	4755.40 (D)		0	
2000 Powers and Duties of the Board	2100 Powers and Duties	4755.41 4755.02		3	7.5% (3 items)
3000 Licensure & Examination	3100 Qualifications; Requirements	4755.42 4755.70		0	27.5% (11 items)
	3200 Examination and Application	4755.43	4755-23-01	0	
	3300 Foreign Educated Licensure		4755-23-12	0	
	3400 Licensure by Reciprocity/Endorsement	4755.45 4755.451	4755-23-04	2	
	3500 License Renewal; Reinstatement	4755.46	4755-23-06 4755-23-10	4	
	3600 Continuing Education; Waiver; Approval of Courses; Granting Units	4755.51 4755.511 4755.52 4755.53	4755-23-08 4755-23-09	4	
	3700 Requirements for Teaching	4755.482	4755-23-13	1	

Ohio Jurisprudence Examination Content Outline (continued)

Category	Section	Ohio Revised Code	Ohio Administrative Code	Specs: # of Items (40 Item Test)	Specs: % Items
4000 Patient Care Management	4100 Lawful practice; use of titles		4755-27-01	2	25% (10 items)
	4200 Supervision and Delegation		4755-27-02 4755-27-03 4755-27-04	4	
	4300 Documentation/Medical Records		4755-27-07	1	
	4400 Referral	4755.481		3	
5000 Disciplinary Actions; Unlawful Practice; Ethical Conduct	5100 Grounds for disciplinary action; form of business entities	4755.47 4755.471		4	27.5% (11 items)
	5200 Disciplinary violation action and proceedings; Denial	4755.48	4755-21-03	4	
	5300 Ethical conduct		4755-27-05	3	
6000 Consumer Advocacy	6100 Surrender of License		4755-28-01	1	5% (2 items)
	6200 Display of License		4755-23-05	1	

Note: Number of items and percentage of test drawn from each content area are based on 40 scored items.

State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board
Physical Therapy Section

Guidelines for Internationally-Educated Applicants for Physical Therapy Licensure

A foreign-educated applicant is a person whose physical therapy education was obtained in a program not accredited by the commission on accreditation of physical therapy education (CAPTE).

Section I: General Information

TYPES OF APPLICATIONS

License by Exam is for individuals applying to sit for the National Physical Therapy Examination (NPTE) in Ohio or for those individuals who passed the NPTE under the approval of another state physical therapy regulatory entity but were never issued a license to practice physical therapy in the state the approved the individual to sit for the NPTE.

License by Endorsement is for individuals who have taken or plan to take the NPTE in another state and are licensed by that state. Applicants are not eligible to apply for a license by exam if the applicant has or will receive a license in another state. If a state does not plan to issue a license to the applicant after successful passage of the exam, the applicant must furnish proof of that fact to the Board before the applicant will be considered for License by Exam.

Endorsement applicants must meet all of the same criteria required for applicants for licensure by exam. Having a license in another state does not mean that you will automatically qualify to practice in Ohio.

If the wrong application is received by the Board, the applicant will be sent the correct one to complete.

Section II: Physical Therapist Foreign-Educated Requirements

CREDENTIAL EVALUATION

Pursuant to the Ohio Revised Code, all foreign-educated applicants must have an educational background deemed by the Physical Therapy Section to be reasonably equivalent to a physical therapist education program accredited by the Commission on Accreditation on Physical Therapy Education (CAPTE).

To be considered as reasonably equivalent to the requirements established in sections 4755.42 and 4755.45 of the Ohio Revised Code, foreign education must contain evidence of course work in:

- Humanities;
- Physical sciences, including two one-semester courses in chemistry with laboratory and two one-semester courses in physics with laboratory;
- Biological sciences;
- Social sciences;
- Behavioral sciences; and
- Mathematics.

These general education requirements are in addition to the required physical therapy professional courses and clinical education.

Evidence of admittance to a graduate program in a college or university in the United States alone may not demonstrate that the foreign education is reasonably equivalent. All foreign-educated applicants must submit a credential evaluation conducted by an approved professional education evaluating service. Original credential evaluations must be sent directly to the Board from the professional education evaluating service. The Board will not accept copies submitted by the applicant.

PROOF OF FOREIGN LICENSURE

All foreign educated applicants must submit an official verification for any foreign physical therapist license, registration, or certification that the applicant holds.

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WORKING KNOWLEDGE OF ENGLISH

All foreign educated applicants must demonstrate a working knowledge of English by:

1. Obtaining scores of at least 4.5 on the TWE; 50 on the TSE; and 220 on the computer based TOEFL or 560 on the paper based TOEFL; or
2. Obtaining scores on the TOEFL iBT of at least 24 on the writing section; 26 on the speaking section; 18 on the reading comprehension section; 21 on the listening comprehension section; and 89 on the overall examination.

To register for either exam, please visit http://www.toefl.org. The Ohio Physical Therapy Board's agency code is 9099.

OTHER

An applicant who submits either of the following is not required to submit verifications of foreign licenses or demonstrate a working knowledge of English:

1. A notarized copy of a Type I Comprehensive Credentials Evaluation, prepared for the applicant by FCCPT; or
2. A notarized copy of a VisaScreen Certificate, prepared for the applicant by the International Commission on Healthcare Professions (CGFNS/ICHP).

Section III: Evaluation of Foreign Education

All foreign education must be evaluated by a professional evaluating service. Original credential evaluations must be sent directly to the Board from FCCPT. Evaluations are required to assist the Section in making a decision regarding the equivalency of the foreign education. Credential evaluations reflect only the findings and conclusions of the evaluator and are not binding upon the Section. The Section will take action on applications only after it has received and reviewed an evaluation of foreign education, in addition to all other required documents.

Approved Professional Education Evaluating Services

Pursuant to sections 4755.411 and 4755.45 of the Ohio Revised Code and rule 4755-23-12 of the Ohio Administrative Code, the Physical Therapy Section approved the following organizations to perform credential evaluations for foreign education applicants for licensure as a physical therapist in Ohio.

Foreign Credentialing Commission on Physical Therapy, Inc. (FCCPT)
124 West Street South, 3rd Floor
Alexandria, VA 22314

Phone: 703-684-8406
Fax: 703-684-8715

Email: help@fccpt.org
Web: http://www.fccpt.org

International Consultants of Delaware, Inc. (ICD)
P.O. Box 8629
Philadelphia, PA 19101-8629

Phone: 215-222-8454 x. 510
Fax: 215-349-0026

Email: icd@icdel.com
Web: http://www.icdel.com

International Education Research Foundation, Inc. (IERF)
P.O. Box 3665
Culver City, CA 90231-3665

Phone: 310-258-9451
Fax: 310-342-7086

Email: info@ierf.org
Web: http://www.ierf.org

Section IV: Fees

All fees or costs incurred by an applicant while gathering information connected with the filing of an application are the responsibility of the applicant.

It is the applicant's responsibility to be aware of and in compliance with current requirements of the Physical Therapy Section. It will take some applicants as long as one year to gather the required items to complete the application. The completed application will be reviewed based upon the Section's current guidelines.

Your application will be held open for one year after the Board receives your application. After that time, your file will be closed and a new application and fee will be required to be considered for licensure in Ohio.

Section V: CLEP Exam Credits

Rule 4755-23-12 of the Administrative Code allows foreign educated applicants to satisfy the general education requirements through successful completion of a College Level Examination Program (CLEP) exam.

The table below lists the available CLEP examinations, the passing score required to receive credit, and the number of academic semester credit hours that the exam is worth.

Category/Exam	Required Passing Score	Academic Semester Credits
Business		
Financial Accounting	50	3
Intro Business Law	50	3
Info Systems and Computer Applications	50	3
Principles of Management	50	3
Principles of Marketing	50	3
Composition and Literature		
American Literature	50	6
Analyzing and Interpreting Literature	50	6
College Composition	50	3
English Literature	50	6
Humanities	50	6
Foreign Language		
French Language - Level 1 (2 semesters)	50	6
French Language - Level 2 (4 semesters)	59	12
German Language - Level 1 (2 semesters)	50	6
German Language - Level 2 (4 semesters)	60	12
Spanish Language - Level 1 (2 semesters)	50	6
Spanish Language - Level 2 (4 semesters)	63	12
Social Sciences and History		
American Government	50	3
History of the US I: Early Colonization to 1877	50	3
History of the US II: 1865 to Present	50	3
Human Growth and Development	50	3
Introduction to Educational Psychology	50	3
Principles of Macroeconomics	50	3
Principles of Microeconomics	50	3
Introductory Psychology	50	3
Social Sciences and History	50	6
Introductory Sociology	50	3
Western Civilization I: Ancient Near East to 1648	50	3

Category/Exam	Required Passing Score	Academic Semester Credits
Western Civilization II: 1648 to the Present	50	3
Science and Mathematics		
Biology	50	6
Calculus	50	3
Chemistry	50	6
College Algebra	50	3
College Mathematics	50	6
Precalculus	50	3
Natural Sciences	50	6

State of Ohio

Occupational Therapy, Physical Therapy, and Athletic Trainers Board

Verification of Licensure

This form must be completed by an official from each jurisdiction where the applicant currently holds or has ever held a license, certification, or registration to practice an occupational health profession. Jurisdiction means any state, U.S. territory, or foreign country. You may copy this form and forward it as needed. Please contact each state directly to determine their license verification process.

This section must be completed by the applicant. Please print or type.		
Name (First, Middle, Last):	Maiden Name:	
Name as it appears on this state's license, certificate, registration, or permit:		
Type of License/Certificate/Registration/Permit: ○ OT ○ OTA ○ PT ○ PTA ○ AT ○ Other _____	Jurisdiction	License Number
Social Security Number:	Date of Birth (mm/dd/yyyy):	

The Ohio OT PT AT Board requests that I submit evidence of my license/certification/registration/permit in your jurisdiction. You are hereby authorized to release any information in your possession pertaining to me directly to the Ohio OT PT AT Board, 77 South High Street, 16th Floor, Columbus, Ohio, 43215-6108.

Applicant Signature _____ Date _____

This section must be completed by an administrative officer of the regulatory agency. Please print or type.			
Licensure Jurisdiction:	License Number:	Original Issue Date:	Expiration Date:
Current Licensure Status: ○ Active ○ Inactive/Expired ○ Suspended/Revoked ○ Other (Explain)			
The license was issued on the basis of: ○ Examination ○ Endorsement ○ NBCOT or BOC ○ Grandfather ○ Other (Explain)			
Has the applicant's license to practice ever been restricted or disciplined in any way? If yes, please explain and attach any relevant documentation.			
Does the applicant have any pending complaints or is the applicant currently under investigation? If yes, please explain and attach any relevant documentation.			

Print Name _____ Title _____

Signature _____ Date _____

Return This Document To:

Ohio OT PT AT Board
77 South High Street, 16th Floor
Columbus, OH 43215-6108

Board Seal

Physical Therapy
Examination Preparation Courses

The Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board does not assume legal liability or responsibility for the accuracy, completeness of any information, apparatus, product, or process disclosed. This is provided for informational purposes only. The Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board does not endorse, recommend, or guarantee the products, services, information described or offered from the agencies listed below.

PEAT (On-Line Practice Exam & Assessment Tool)
Federation State Boards of Physical Therapy
509 Wythe Street
Alexandria, VA 22314

Phone: (703) 299-3100
Web address: http://www.fsbpt.com
Email: custserv@fsbpt.org

International Educational Resources
500 Davis Street, Suite 512
Evanston IL 60201

Phone: (888) 369-0743
Fax: (847) 328-5049
Web address: http://www.therapyed.com
Email: info@therapyed.com

Therapy Team Educational Services, Inc.
823 S. Western Ave
Chicago IL 60612

Phone: (877) 476-6684
Fax: (312) 455-0183
Web address: http://www.therapyteam.com
Email: therapyteam@hotmail.com

Jane Worley, PT, MS
PTA Program
Lake Superior College
2101 Trinity Rd
Duluth MN 55811

PTA Basic Refresher Course On-line
Phone: 800-432-2884 ext. 7632
Web address: http://blog.lsc.edu/ptarefresher
Email: j.worley@lsc.edu

Score Builders
P O Box 7242
Scarborough ME 04070-7242

Phone: (866) PTEXAMS or (207) 885-0304
Fax: (207) 883-8377
Web address: http://www.scorebuilders.com
Email: info@scorebuilders.com

Advanced PT Concepts
A+ PT Exam Prep
2495 E. Stephens Road
Gilbert, AZ 85296

Phone: (480) 203-5814
Fax: (480) 557-0808
Web address: http://www.apluspt.com
Email: info@apluspt.com