

## Physical Therapist - Documentation Required for Licensure

All applicants for **initial licensure and licensure by endorsement** must undergo a criminal background check as required by Iowa Code Section 147C.1. This process can take several weeks. The Department of Criminal Investigation (DCI) processes this background check and the background check fee, which is \$55. The Board office requests your patience as it may take up to 8 weeks of total processing time from the date we receive your last required document to the license issuance date. Please check your online account for updates.

- Application and fee (\$120). **All application fees are non-refundable.** To apply, do one of the following. Best practice is to apply online.
  1. Create an account, apply and pay online at: <https://ibplicense.iowa.gov/> OR
  2. To request a paper application, mail, email, or fax your request. See contact information at the bottom of the page.
- Background Check Requirement (\$55) - (Mandatory as of January 1, 2019) – The **background check fee is non-refundable**. Make check or money order payable to the Iowa Board of Physical & Occupational Therapy. Applicant will receive a packet from the Board office in the mail AFTER an applicant submits an online licensing application or with the paper application (if requested). The packet includes two items that must be returned to the Board office before the license can be issued:
  1. Two fingerprint cards. Take the fingerprint cards to a local law enforcement agency for completion. Submit the completed fingerprint cards to the Board office.
  2. Background check waiver form. Read and sign the waiver form. Return it with the completed fingerprint cards.
- Educational Requirement - Official transcripts conferring a degree from a nationally accredited physical therapy program, sent directly to the Board office from the college or university.
  - If the degree was granted on or before January 31, 2004, the degree must be equivalent to a bachelor's degree.
  - If the degree was granted on or after February 1, 2004, the degree must be a master's degree or higher.
  - Foreign degrees from new graduates are evaluated with the current Course Work Tool (CWT).
  - Foreign degrees from applicants previously licensed in another state are evaluated with the CWT related to your graduation date. Course Work Tools (CWT) 1 - 6 information from FSBPT, website <https://www.fsbpt.org/>
- Examination Requirement - Proof of passing the National Physical Therapy Examination (NPTE), sent directly to the Board office by the Federation of State Boards of Physical Therapy (FSBPT).
- Verification of licenses held in other states (if any):

Applicants that have been previously licensed, registered or certified in any other state must provide official verification of licensure in the other state(s). The license verification must include license issue date, expiration date and any pending or past disciplinary action. The verification may be printed from another state licensing board's website if it contains all of the required information. If web based verification is not available, the verification must be sent directly to the Board office by the state(s) where the applicant has been licensed, registered, or certified. If the applicant has never been licensed in another state, ignore this item.
- Applicants that have been previously licensed in another state must also provide one of the following:
  1. Proof of completion of 40 hours of Iowa Board-approved continuing education courses during the two years immediately preceding the Iowa license application submission, OR
  2. Proof of practice as a licensed PT for a minimum of 2,080 hours during the two years immediately preceding the Iowa license application submission (e.g. a letter from the PT's employer), OR
  3. Proof of serving the equivalent of one year as a full-time faculty member teaching PT in an accredited school of PT for at least one of the two years immediately preceding the Iowa license application submission (e.g. a letter from the PT's employer), OR
  4. Proof of NPTE exam passing score within two years immediately preceding the Iowa license application date.
- Foreign-educated applicants have the same requirements listed above AND
  - Board-approved evaluation of your professional curriculum from FCCPT, website [www.fccpt.org](http://www.fccpt.org), AND
  - Certified proof of passing IBT-TOEFL sent directly from the examination service