

Physical Therapy Assistant - Documentation Required for Licensure

Effective January 1, 2019, 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 and is separate from the processing time of the licensing applications. The Department of Criminal Investigation (DCI) processes this background check and the background check fee, which is \$55, is separate from the licensing application fee. If you will not be eligible for licensure until after January 1, 2019, but want to reduce your license application processing time, you may opt to pay the background check fee and begin the process prior to January 1, 2019. Those applicants who have submitted ALL required documentation and are issued a license prior to January 1, 2019, will not be required to complete the background check or pay the background check fee.

- Application and fee (\$120). **All application fees are non-refundable.** To apply, do one of the following:
 1. Create an account, apply and pay online at: <https://ibplicense.iowa.gov/> OR
 2. Print, complete and return a paper application with a check or money order payable to the Iowa Board of Physical and Occupational Therapy. Licensure applications can be found at the following web site: <http://idph.iowa.gov/Licensure/Iowa-Board-of-Physical-and-Occupational-Therapy/Licensure>
- 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 assistant program, sent directly to the Board office from the educational institution. *Additional instructions for foreign-educated applicants below.*
- 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 20 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 PTA 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 NPTE exam passing score within two years immediately preceding the Iowa license application submission.
- Foreign-educated applicants have the same requirements listed above AND
 1. Board-approved evaluation of your professional curriculum from FCCPT, website www.fccpt.org
 - Foreign-educated applicants: Submit an English translation and an equivalency evaluation of educational credentials through the following organization: Foreign Credentialing Commission on Physical Therapy, Inc., 124 West Street South, Third Floor, Alexandria, VA 22314; telephone (703)684-8406; website www.fccpt.org. AND
 2. Certified proof of passing IBT-TOEFL sent directly from the examination service.