OKLAHOMA STATE BOARD OF MEDICAL LICENSURE AND SUPERVISION
101 NE 51ST STREET
OKLAHOMA CITY OK 73105
Phone: (405) 962-1470 email:licensing@okmedicalboard.org

**GENERAL** - An application for licensure may be based on:

Examination – The State Board of Medical Licensure and Supervision recognizes and approves the National Physical Therapy Exam (NPTE) of the Federation of State Boards of Physical Therapy (FSBPT) as acceptable for licensure of a physical therapist.

Endorsement – Currently licensed by examination as a physical therapist in another state of the United States of America, the District of Columbia, or Puerto Rico.

**EDUCATION**

1) Applicants for licensure must be a graduate of a program for education accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE).
2) Graduates of United States Armed Forces Programs may be licensed if the board determines that the education of the applicant is substantially equivalent to, or exceeds, the requirements of CAPTE accredited educational programs.
3) Foreign Educated applicants who graduated from a program, not accredited by CAPTE, must submit evidence that the educational program is equivalent to a CAPTE accredited program.

**EXAMINATION** –

1) To be eligible for licensure as a physical therapist an applicant must pass the NPTE.
2) Applicants applying to sit for the NPTE see **APPLYING TO SIT FOR NPTE** section of these instructions.

**FEES** – All fees are non-refundable. Fees for application must be paid online by credit card, debit card, or EFT from checking or savings account. Fees returned by the payer's financial institution must be replaced by a certified check or money order and include a $30 returned check processing fee.

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| Physical Therapist | Initial Application Fee - $150 | Annual Renewal Fee - $90 |

**GENERAL APPLICATION PROCESS –** The Physical Therapy Advisory Committee will review all applications by individuals for licensure and submit recommendations to the Board for action. Applications for licensure will be approved by the Board approximately two weeks after the Committee meeting.

**APPLICATION**

1) All sections must be completed to the best of your knowledge. No applicant shall be awarded a license who does not provide the Board with complete, open and honest responses to all requests for information. For those items that do not apply to you, mark N/A (Not Applicable).
2) Any "yes" answer in the Attestation section of the application must have an explanation in comments section. If you answer "yes" to the question regarding previous arrests, you **must provide all available police reports, arrest records, and court documents.**
3) A detailed chronological history is required. Begin with listing the education/degree required for the license you are applying for to present. All employment, military service, and non-work time (i.e. unemployed, stay at home parent, etc.) must be provided.

Applications and fees must be received at least 30 days prior to a meeting of the Physical Therapy Advisory Committee.

**Forms – All forms can be found in the Forms tab of the Resources section.**

**EVIDENCE OF STATUS -** In order to verify citizenship or qualified alien status, applicants for licensure by endorsement or examination or for reinstatement of their license, must submit an Evidence of Status Form and the required supporting documentation with their application. This form must be notarized and emailed to the office.

**VERIFICATION OF EDUCATION**

Applicants who passed NPTE – The education required by the Oklahoma Medical Board is identical to that required and verified by FSBPT prior to admission to the NPTE. Verification of passing the NPTE is sufficient verification of education.

New Graduate – See NEW GRADUATE Section of these Instructions.

**FOREIGN GRADUATES VERIFICATION OF EDUCATION** - Foreign educated applicants who graduated from programs not accredited by CAPTE must submit evidence that the education is equivalent to a CAPTE accredited program. Assessment of equivalence

may be performed by the Foreign Credentialing Commission on Physical Therapy (FCCPT). **The evaluations must be submitted directly to the Board from FCCPT.**

**VERIFICATION OF EXAMINATION**

1) Applicants who took the NPTE in another jurisdiction must request scores from the FSBPT Score Transfer Service (www.fsbpt.org). Scores achieved in other jurisdictions are determined to be passing by the standard set for the examination given in Oklahoma when the applicant is considered for licensure.
2) Applicants planning to sit for the examination, see NEW GRADUATE section of these instructions.

**VERIFICATION OF LICENSURE** – Verification of all physical therapist licenses or certificates ever held in the United States, Territory of the United States, and Canada must be sent by the respective Licensing Board directly to the Oklahoma Medical Board office. Applicant must contact the respective Licensing Board and request verification to be sent directly to the Oklahoma Medical Board by email to licensing@okmedicalboard.org.

**TEMPORARY LETTER TO PRACTICE -**

Applicant for Licensure by Endorsement – The Board may issue a temporary letter to practice to a Physical Therapist applicant, licensed in another state, District of Columbia, or Puerto Rico provided all requirements for licensure have been met and verified. Once it is determined that an applicant is eligible for a Temporary Letter to Practice, the applicant will be notified in the application portal to complete an online form detailing the supervision relationship. When this relationship is reviewed and approved, a Temporary Letter to Practice will be issued. Applicant may practice under the general supervision of an Oklahoma licensed Physical Therapist. The Temporary Letter is valid until the next meeting of the Oklahoma Medical Board. The applicant CANNOT practice without a Temporary Letter to Practice.

New Graduate – See NEW GRADUATE Section of these Instructions.

**RENEWALS -** Licenses are renewed annually by application PRIOR to January 31 for the subsequent year beginning February 1 and ending January 31. Licenses issued BEFORE February 1 must be renewed for the next occurring renewal period most immediately subsequent to the date of issue of the license. Unrenewed licenses become inactive as of February 1 and if reactivated after February 1, a late payment fee is assessed in addition to the renewal fee.

**EXTENDED BACKGROUND CHECK** – All applicants for licensure will be required to complete the required biometric criminal background check. Once the initial application is received, applicants will receive an email with the Service Code for the background check.

**Privacy Act Statement and Applicant Notification**

**Authority**: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Public Law 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose**: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or other responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses**: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Applicant Record Challenge**: Before a final decision is made, you have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record is set forth in Title 28, CFR 16.34. For information on updating the national criminal history record, visit www.FBI.gov or https://forms.fbi.gov/identity-history-summary-checks-review.

If certified documents are obtained for the purpose of updating your criminal history record, the documents should be forwarded to the FBI and to the repository in the state where the arrest occurred.

**PRACTICE MAY NOT BEGIN UNTIL THE APPLICANT RECEIVES A LETTER GRANTING PERMISSION TO PRACTICE OR A FULL LICENSE IS GRANTED BY THE BOARD.**

## NEW GRADUATE – PHYSICAL THERAPIST (PT)

**APPLYING TO SIT FOR NPTE EXAM** - Applicants who plan to sit for the NPTE in Oklahoma must register on-line at FSBPT. The Board must approve all applicants to sit for the examination.

To Be Approved to Sit for NPTE Exam:

1) Applicants must apply for an Oklahoma license online.
2) The Board must receive from the educational institution one of the following:
    a. Pre-Graduation Examination Form , **or**
    b. Form 1 – Allied Verification of Education
3) Applicants must register for the exam online at FSBPT.

Once all required items are received by the Board, the FSBPT exam registration will be approved. FSBPT will forward applicant's name to the computer-based testing company and send the applicant a letter explaining how to schedule a time for the examination.

It is the responsibility of the applicant to be aware of the testing Dates and Deadlines. The Board CANNOT approve any candidate to sit for the exam after the Jurisdiction Approval Deadline.

Passing Score – 600

Applicants who do not pass the examination after the **first** attempt may retake the examination one additional time without re-application for licensure. This must occur within six months of the Board's receipt of notification of the first failure.

In the event of failure to pass the **second** examination, the application for licensure will be withdrawn and the applicant must meet with the Committee. Applicants will receive an email outlining the steps required to be approved to sit for the third attempt.

**EDUCATION** - New Graduates must request an official transcript from the educational institution to be sent to the Board. The transcript must show the degree and date conferred.

**TEMPORARY LETTER TO PRACTICE**

New Graduate – A Physical Therapist graduate may practice under the direct, on-site supervision of a licensed Physical Therapist in the status of a graduate PT. The application for licensure must be complete, except for the NPTE Exam results.

- Applicants must submit a supervision relationship.
- An official transcript of grades with degree posted **must be submitted directly to the Board from the institution**.

In the event of failure to pass the **first** NPTE examination, the applicant may work under the direct, on the premises supervision and direction of an Oklahoma licensed physical therapist for a period not to exceed six months from the date of failure.

In the event of failure to pass the **second** NPTE examination, the applicant CANNOT practice. The Temporary Letter to Practice will be rescinded on the date the scores are reported to the Board.

**PRACTICE MAY NOT BEGIN UNTIL THE APPLICANT RECEIVES A LETTER GRANTING PERMISSION TO PRACTICE OR A FULL LICENSE IS GRANTED BY THE BOARD.**