

APPLICATION INSTRUCTIONS FOR LICENSURE  
PHYSICAL THERAPIST/ PHYSICAL THERAPIST ASSISTANT

**GENERAL:**

Applicants for licensure as a physical therapist or physical therapist assistant must be of good moral character and have graduated from an accredited physical therapy or physical therapist assistant program acceptable to the State Board of Medical Licensure and Supervision. Applicants must have passed a competency examination acceptable to the Board.

Any person who is licensed by examination as a physical therapist or physical therapist assistant in another state of the United States, District of Columbia or Puerto Rico and is graduated from a program approved by the Board, is eligible for consideration for licensure by endorsement provided the written examination and grade standard upon which such license is based is acceptable to the Board

All applications are reviewed by the Physical Therapy Advisory Committee, which meets three (3) times per year. The Committee makes recommendations to the Board regarding issuance of licenses. The Board issues licenses. The length of time it takes to issue a license depends on when an application is received and when the Committee and Board meet. Applications must be accompanied by the appropriate fee and submitted at least 30 days prior to a Physical Therapy Advisory Committee meeting. All completed forms and documents should be forwarded as they become available. Applications completed in the interim between meetings may be presented to the Board Secretary who, upon administrative review, may issue a letter authorizing practice.

**EDUCATION:**

**GRADUATES OF CAPTE ACCREDITED PROGRAMS IN THE UNITED STATES**

Applicants who graduated from programs accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE) must submit Form #1, Verification of Education, accompanied by an official transcript of grades with the degree posted.

**GRADUATES OF UNITED STATES ARMED FORCES PROGRAMS**

An applicant for a license to practice as a physical therapist or a physical therapist assistant who has been educated through a program or school which is or has been sponsored by a branch of the armed forces of the United States may be licensed if the Board determines that the education of the applicant is substantially equivalent to, or exceeds, the requirements of accredited educational programs.

**FOREIGN EDUCATED APPLICANTS**

A. Foreign educated applicants who graduated from programs not accredited by CAPTE must submit:

1. Evidence that education is equivalent to a CAPTE accredited program. Assessment of equivalence may be performed by the following credentialing agency:

Foreign Credentialing Commission on Physical Therapy  
124 West Street South, 3rd Floor  
Alexandria, VA 22314-2825

Ask the service to send their evaluation directly to our office at the following address: P. O. Box 18256, Oklahoma City, OK 73154-1256. Evaluations that have been sent to the applicant and forwarded to us will not be accepted.

2. Notarized copies of diploma and transcript and notarized translations if the original documents are not in English.

3. Written proof that the Physical Therapy program completed is recognized by its own ministry of education at the time of graduation.

4. Written proof of authorization to practice as a physical therapist without limitations in the country of graduation.

5. Proof of legal authorization to reside and seek employment in the United States.

6. If native language is not English, evidence of having passed the Test of English as a Foreign Language (TOEFL) with a score of at least 560, the Test of Spoken English (TSE) with a score of at least 50, and the Test of Written English (TWE) with a score of at least 4.5.

7. Verification of having successfully completed eight-hundred (800) hours (at least 120 days) interim supervised clinical practice under the continuous and immediate supervision of an Oklahoma licensed Physical Therapist. (The Board must issue an interim permit for this purpose.) See additional requirements/information at Oklahoma Administrative Code Section 435:20-3-1(b).

This requirement may be waived if:

- a. The applicant for licensure is able to verify the successful completion of one (1) year of clinical practice in the United States or District of Columbia; or
- b. The applicant is able to document exceptional expertise acceptable to the Board in the field of research, education, or clinical practice.

B. Foreign educated applicants who graduated from programs accredited by CAPTE must submit:

1. Form #1, Verification of Education, accompanied by an official transcript of grades with the degree posted.

2. Written proof of authorization to practice as a physical therapist without limitations in the country of graduation.

3. Proof of legal authorization to reside and seek employment in the United States.

4. If native language is not English, evidence of having passed the Test of English as a Foreign Language (TOEFL) with a score of at least 560 (220 if computerized examination), the Test of Spoken English (TSE) with a score of at least 50, and the Test of Written English (TWE) with a score of at least 4.5.

**OTHER LICENSES:**

Evidence of all current or previously issued licenses or certificates must be verified on **FORM #3**. The applicant is responsible for forwarding a copy of Form #3 to the appropriate state licensing boards and paying any applicable fees.

**EXAMINATIONS:**

Applicants who took the examination in another jurisdiction must request scores from The FSBPT Score Transfer Service, 509 Wythe Street, Alexandria, VA 22314 or at <https://www.fsbpt.net/pt/>. 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.

Applicants who wish to sit for the examination in Oklahoma may register on-line at <https://www.fsbpt.net/pt/> or submit the scannable application forms and appropriate fees with their application for licensure. The Board must approve all applicants to sit for the examination. Upon completion of the application file, and approval by the Board, the scannable application forms and fee will be forwarded to the Federation of State Boards of Physical Therapy (FSBPT) or your on-line application will be approved. FSBPT will forward your name to the Computer Based Testing Company and send you a letter explaining how to schedule a time for the examination. After you take the test, FSBPT forwards your scores to this office and we send you the results.

If an applicant fails one examination, the Physical Therapy Advisory Committee may review the application to determine if a letter authorizing practice under supervision may be issued/extended and/or if the applicant may retake the examination. If an applicant fails two examinations, he/she **will not be allowed to practice** and must contact the Board office for additional requirements for re-examination.

**EXTENDED BACKGROUND CHECK:** All applicants for licensure must request an **Extended Background Check (EBC)** by completing the online EBC Authorization Form.

**SWORN AFFIDAVIT:**

If you answer "Yes" to any of the questions (A-O) on the application you must write a statement of explanation, sign it, and have your signature notarized. If you answer "Yes" to any of the questions regarding previous arrests you must additionally submit copies of all police reports/court records. If you have previously obtained an assessment and/or been treated for the use of any drug or chemical substance (including alcohol), please submit copies of the assessment and treatment records.

**TEMPORARY LETTER:**

A letter authorizing practice under the supervision of a licensed physical therapist may be issued provided **all** requirements for licensure have been met and verified. This permits legal practice during the interim from the time the application is complete and the time at which the Board grants a license. Form #5, Verification of Supervision, must be submitted in order for a letter to be issued. **(A physical therapist can sign the Form #5 to be the primary supervisor for no more than three (3) licensed physical therapist assistants and/or applicants for licensure regardless of the type of professional licensure or level of training.)**

A letter authorizing practice under supervision may also be granted to a recent graduate who has applied to take the examination. This letter permits legal practice in a graduate physical therapist/physical therapist assistant status until passing scores are received. Practice during this period must be under the direct, on-site supervision of a Physical Therapist licensed in Oklahoma.

**PRACTICE MAY NOT BEGIN UNTIL A LETTER GRANTING PERMISSION TO PRACTICE IS ISSUED BY THE BOARD SECRETARY OR A FULL LICENSE IS GRANTED BY THE BOARD**

**RENEWALS:**

Licenses are renewed annually by application PRIOR to February 1 for the subsequent year beginning February 1 and ending January 31. A licensee who fails to apply for renewal for five (5) years must reapply for licensure.

**TO FACILITATE THE RENEWAL PROCESS, KEEP THIS OFFICE INFORMED OF YOUR CURRENT MAILING ADDRESS AT ALL TIMES.**

**FEES: (ALL FEES ARE NON-REFUNDABLE)**

PT LICENSE/PROCESSING FEE	\$150.00 (paid on line – do not resubmit)
PTA LICENSE/PROCESSING FEE	\$135.00 (paid on line – do not resubmit)
PT RENEWAL/PROCESSING FEE	\$ 90.00
PT LATE RENEWAL/PROCESSING FEE (after January 31)	\$110.00
PTA RENEWAL/PROCESSING FEE (	\$ 60.00
PTA RENEWAL/PROCESSING FEE (after January 31)	\$ 75.00

I, the undersigned, have read the instructions and understand their content. I swear/affirm the contents of my application are true. The Oklahoma State Board of Medical Licensure and Supervision may verify all information. I have read and understand the Physical Therapy Practice Act which I received with my application."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**MAIL THESE SIGNED INSTRUCTIONS WITH ALL REQUIRED FORMS AND DOCUMENTS TO:**

**Oklahoma State Board of Medical Licensure and Supervision  
P. O. Box 18256  
Oklahoma City, OK 73154-0256**

OR BRING TO:

**Oklahoma State Board of Medical Licensure and Supervision  
101 NE 51<sup>st</sup> Street  
Oklahoma City, OK 73105**