


Applying for a License by Exam

The North Carolina Board of Physical Therapy Examiners, effective 9/25/2020, is participating in the FSBPT alternate approval pathway (AAP) for CAPTE accredited program students. By virtue of participating in the AAP, the FSBPT will determine eligibility to sit for the National Physical Therapy Exam (NPTE) after receiving confirmation from the school validating graduation. Additional steps are required to complete the licensure process.

NOTE: The AAP does NOT apply to the current eligibility process for NON-CAPTE applicants!

IF you run into issues or concerns with your application, please contact:

 Email: angela.licensing@ncptboard.org, for the quickest response.

 Phone: 919-490-6393 please leave a voice mail.

A. Instructions for Completing the Online Application

1. Click on the link to Online Application on the website:

<https://www.ncptboard.org/OnlineServices/Secure/Application/ApplicationWelcome.php>

2. Create login



Create a login using your email address. This needs to be an active email that you check, have access to and plan to continue to use after the NPTE. (The email address may be updated through online services at NCPTBoard.org at a later time.)

3. Activate login




The process will send a link to your email. Go to your email and click the link.

4. Begin your Online Application



Login to begin the application. The system will walk you through the process. If you have any questions call the Board or email angela.licensing@ncptboard.org.

Note: Question re: Work Experience - Exam applicants can enter N/A for work experience - this is work experience *after* licensure.

***** Note: Saving and Returning at a later time** - When  moving from one page to another, the last page is saved. You can logout at any time and return.

5. Photo



A passport style photo is required. This needs to be a headshot with a white background in a photo file (ie jpg.) Passport style photos are available at many drugstores.

6. Submitting



When the online form is complete and you have clicked submit, you will be able to print your submitted application at the end of this process. You will not be able to change anything that has been sent. If your photo was not included, you can mail/email it to the Board separately.

7. Payment



The next step is to provide payment for your application by secure credit card payment. Once you have paid, you will have access to the online services portion of the website.

8. Criminal Background Check (FBI CBC)



The next screen will show information to help you determine your FBI Criminal Background check (CBC) location. This is the location where you will be completing the fingerprinting process. Please choose if you will be completing the fingerprinting process within the state of North Carolina (in-state) or outside of the state of North Carolina (out of state.)

9. Documents



The last page of the online application is where the additional documents for the FBI CBC process and the application. If you log out, you will be able to login and return to these documents.

B. Complete Items 1-4 as listed below:

Additional items required to complete the application:



To obtain the forms required for your application, you can log back into your online application OR use the documents button under the “Online Services” tab on the website.

1. **CBC documents for fingerprinting and Release Form** – Please look through the CBC documents for in state or out of state CBC process. Once you have your fingerprinting complete, please send the Release form to cbc.licensing@ncptboard.org. For your security, please obscure any SSN numbers. The release form can also be mailed or faxed, but you cannot be licensed until we have both received your Release form and the results of the CBC. This may take up to 90 days; please note dates published at www.FSBPT.org for deadlines for NPTE testing.
2. **Certification of Entry Level Education** – Must be completed by your educational program.

Complete the top portion and give to your Program Administrator. These are mailed/mailed directly from the school to the Board office on or after the actual completion date of the PT/PTA Program. You can choose to provide transcripts instead. (Please see the foreign educated part of the website for education outside of the United States).

3. **Character References** – Two Character references are required. Ask individuals of your choice (see directions on the form) to complete and mail these forms directly to the Board office. They must be people whom you have known for more than a year who are not a relative.
4. On the Board’s website under Jurisprudence Exercises, login, read the directions and complete the Jurisprudence Exercise I - online. More directions will be emailed to you when your application is reviewed. Completion of this Exercise is automatically recorded for your application in the Board’s database.

Applicant access to “Status” through NCBPTE online services



You will now have access to online services through the login created in Step 2. Information regarding the Application Status is available by viewing the Status Letter.

Link: <https://www.ncptboard.org/OnlineServices/Secure/ApplicationStatus.php>

Steps for Examination

Step 1. Register to take the Exam through the FSBPT (once your school has verified that you are on track to graduate to the FSBPT). After the FSBPT has verified your eligibility, you will receive an Authorization to Test (ATT) email with instructions for reserving a Prometric Testing Center seat. (If you need test accommodations, you need to request accommodations at the time that you register to take the NPTE.)

Step 2. Schedule your exam date

Step 3. Take the exam

Final Steps for Licensure

Step 1. The completed application is sent to the Board for review and approval .

Step 2. Applicants with Board approved, completed files will be **licensed** with passing scores. Applicants who do not receive passing scores will be notified by mail. Incomplete applications will be notified by email.