The North Carolina Board of Physical Therapy Examiners wishes to thank you for completing the New Online Application for Physical Therapy Licensure by Endorsement.

**Endorsment applicants** have an active PT or PTA license in another state.

**Exam applicants** are taking the NPTE through North Carolina. The applicant may be sitting in another state to take the actual exam.

**Exam in another State applicants** have recently taken or are taking the NPTE through another state and then planning to transfer their scores to North Carolina. They do not have an active license in another State.

As you run into issues or concerns please contact us with feedback:

- Phone: 919-490-6393 and ask for licensing
- Email: angela.licensing@ncptboard.org

Instructions:

1. **Click on the link to Online Application on the website:**
   
   [https://www.ncptboard.org/OnlineServices/Secure/Application/ApplicationWelcome.php](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. If there are any login issues after clicking the link, wait about 15 minutes, then return to the website, go to “apply online” and click the login button to login to the online application.
4. Begin your Online Application

Click the emailed link or return to www.ncptboard.org and click “apply online.” Choose the login button to login and 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: 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 light background in a photo file (ie jpg.) Passport style photos are available at many drugstores. If you are not able to upload a passport style photo, the photo can be mailed to the Board.

6. Submitting

When the online form is complete and you have clicked submit, you will not be able to return to the online application to make any changes. You will be able to print your submitted application at the end of this process. If your photo was not included, you can mail it to the Board separately.

7. Payment

The next step is to provide payment for your application. There are two options. You may use either option: 1. credit card online (through our secured location) or 2. By mail - certified check or money order. 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.) If you choose out of state, the fingerprint card will be mailed to you.

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.
You have now completed the Online portion of the Application process! Congratulations and Thank you! For next steps and actions on the part of the applicant, please review the information below.

FYI and Next steps:

1. **Application and Payment Review by Board office**
   - Applications paid by credit card will be reviewed by the Board office staff.
   - Applications paid by check will be on hold until the certified check or money order arrives in the Board office. **This will delay the CBC process that may take up to 90 days to complete!**

   Upon review, office staff will inform the applicant if there are any issues with the application that require further attention.

2. **Additional forms 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.

   Items you will need:

   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 till we have both received your Release form and the results of the CBC. **This may take up to 90 days.**

   2. **Certification of Entry Level Education** – The applicant can request their school complete this form OR have the school mail an official transcript. These are mailed directly from the school to the Board office. (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. **License verification** – Please request a license verification be sent directly to the Board from one state where you hold an active license.

   5. **NPTE scores** – Please request your NPTE scores from FSBPT at www.FSBPT.org.

3. **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/SOctober/Secure/ApplicationStatus.php

Status letter - The status letter includes dates that all items required for applications are received at the Board office and a notes section. The Board office staff will communicate any issues with the online application either via the notes section on the status letter or via email to the applicant.

Almost done! Jurisprudence Exercise Requirement

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.

Thank you. Please send any feedback to:

📞 919-490-5106 or 📧 Email: Kimberly@ncptboard.org or 📧 Email: Gregg@ncptboard.org