APPLICATION INSTRUCTIONS

PT/PTA Exam Applicants
Active Military/Military Spouse/Veterans/Veteran Spouse

For licensure by Exam, a physical therapist or physical therapist assistant does not have a license in another state. A physical therapist or physical therapist assistant MUST have a current North Carolina license PRIOR to practicing in this state. The application fee ($150) will be waived for Active Military/Military Spouses/Veterans/Veteran Spouse. It is the applicant's responsibility to make sure all forms are sent to the Board.

**Step 1. To be eligible to take the NPTE, the Board must receive the following:**

1. **A completed Exam Military Application Form:** Applications can be completed online. Military applicants should 1) mark yes to the question about military on the main application. After submitting, applicants should 2) choose military waiver as their payment form. PLEASE NOTE: Application fee of $150.00 is waived, CBC fee is not waived.

2. **Proof of Military Identification:** Example: Military ID, Military Orders, Military discharge forms for waiver of application fees. The Board will request this when application is received and can be returned via email or fax, if not uploaded.

3. **Certification of Education:** A transcript from the school or completion of The Certification of Education Form by the school. Please see the website for foreign trained applicants.
   - PLEASE NOTE: If you are a military-trained physical therapist assistant who did not attend a CAPTE accredited PTA program, you must have a credential evaluation prior to becoming eligible to take the NPTE. For more details please visit [www.ncptboard.org](http://www.ncptboard.org) and click on "Military Trained Technician Application for PTA Licensure."

4. **Two Character References:** References must be received from individuals other than relatives who have known the applicant for at least one year. These must be mailed from the reference directly to the Board.

5. **Criminal background check process**

6. **Register** and pay FSBPT for the NPTE ([www.fsbpt.org](http://www.fsbpt.org))

The Board reviews and approves the application. When approved the applicant is made eligible to take the NPTE.
**Step 2.** To receive a NC PT/PTA license, the Board must receive the following:

1. **Certification of Education:** A "final" confirmation of graduation must be received if "Section B" (Assured Graduation) of the education form was submitted in Step 1.

2. **Jurisprudence Exercise 1:** The applicant must have completed the exercise at www.ncptboard.org.

3. The applicant has scored 600 or above on the NPTE.

**A Full license is issued**

Questions pleased contact:

NC Board of Physical Therapy Examiners  
8300 Health Park, Suite 233  
Raleigh, NC 27615

Telephone: (800) 800-8982 or (919) 490-6393  
Website: www.ncptboard.org  
Fax: (919)490-5106  
Email: angela.licensing@ncptboard.org