



**KENTUCKY BOARD OF PHYSICAL THERAPY**  
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**Louisville, KY 40222**

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**Governor**

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**Rebecca Klusch**  
**Executive Director**

***PHYSICAL THERAPIST***  
***PHYSICAL THERAPIST ASSISTANT***  
**EXAMINATION CANDIDATE INSTRUCTIONS**

To qualify as an examination candidate for credentialing in Kentucky, a USA educated applicant must:

- Successfully complete a CAPTE accredited Program in Physical Therapy.
- Request School Program Director's certification of completion of education
- Submit a completed **Kentucky** application form with \$200 non-refundable money order or cashier's check
- Complete Kentucky's Jurisprudence Exam (JE)
- Complete a 2 hour HIV/Aids approved course
- Register online for the examination at [www.fsbpt.org](http://www.fsbpt.org)
- Download Authorization to Test (ATT) letter from FSBPT website and check status

***SPECIFIC INSTRUCTIONS***

**1. APPLICATION FOR KENTUCKY CREDENTIALING** Complete and return the licensure application which, with the billfold sized or passport picture attached, must be signed before a Notary Public. Picture is to be head and shoulders only, at least 1" x 2", and no greater than 2" x 3".

All application information must be submitted completely, including your full name (no abbreviations, initials). You must personally sign all completed application materials. All questions on the application must be complete before you sign the affidavit before a Notary. You **MUST** furnish your own residence address on the application form but may request in a separate letter that correspondence be sent to you through another address.

**2. EDUCATIONAL PROGRAM DIRECTOR LETTER** A letter from the Program Director on **official school letterhead with seal and mailed directly to KY Board of PT shall include the following** information:

- (1) Full name of applicant
- (2) Completion of all academic and clinical requirements of a CAPTE accredited program
- (3) Date of completion
- (4) Degree obtained

**3. TWO HOUR HIV/AIDS EDUCATION REQUIREMENTS**

Complete an approved course and submit copy of certificate to KY Board of Physical Therapy. Courses may be found at <http://chfs.ky.gov/dph/epi/hiv aids/professionaleducation.htm>

**4. JURISPRUDENCE EXAMINATION** Applicants for licensure are required to complete Kentucky's Jurisprudence Examination (JE) which is an open book exam on our Practice Act. You may take this exam online at <http://pt.ky.gov> Application and fee for licensure must be received in Board office before you are eligible to take this exam.

**5. APPLICATION FEE + EXAMINATION FEE + PROMETRIC CENTER FEE**

- a) **Kentucky Application Fee of \$200.00** in the form of a cashier's check, certified check or money order made payable to the "KY Board of Physical Therapy," mail with the application for credentialing to the Kentucky Board office.
- b) **FSBPT Examination Fee of \$370** paid by credit card thru online registration at [www.fsbpt.org](http://www.fsbpt.org). Upon approval from the KY Board of Physical Therapy, you may download your Authorization To Test letter which will have instructions for selection of test site and testing date. The applicant's Candidate ID number is the applicant's Social Security number.
- c) **Prometric Center test site fee, \$70.60 for PT applicants and \$55.60 for PTA applicants**, will be paid at the time

your examination date is scheduled. You may schedule online at [www.prometric.com/fsbpt](http://www.prometric.com/fsbpt)

**Eligibility for your exam registration will be given by the KY Board of Physical Therapy after you have submitted all required documentation, including the JE, and registered with the FSBPT. To check the status of your registration or download the Authorization To Test Letter, go to [www.fsbpt.org](http://www.fsbpt.org) → For Candidates/Licensees → NPTE → Taking the Exam → Registration and Scheduling → Candidate and Licensee Services → Status of My Request.**

## **6. ADA REQUEST**

A request for a reasonable accommodation in testing due to a documented disability shall be submitted on an "Applicant Special Accommodations Request Form" and submitted with your application. These forms may be downloaded at <http://pt.ky.gov> under Applications, Forms, & Instructions.

## **7. BACKGROUND CHECK**

NOTE: Criminal background check(s) are now conducted on each applicant by the board office. This report is to confirm your response to the question concerning convictions on your application form. It is critical you include the required court records for ALL convictions; not merely felony convictions. All convictions must be listed, not just in the last five years. Do not list minor traffic violations unless substance abuse is involved.

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The Board of Physical Therapy does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services and will provide reasonable modification in the administration of all licensure exams for qualified individuals with disabilities. The qualified individual with a disability shall submit, to the board, documentation from an appropriate professional verifying the limitations imposed by his/her disability at the time of initial application. The individual with a disability shall request the effective modification.