



**INSTRUCTIONS FOR ENDORSEMENT CANDIDATES
PHYSICAL THERAPIST & PHYSICAL THERAPIST ASSISTANT**

TO QUALIFY FOR AND MAKE APPLICATION:

1) PT/ PTA Program: You must have successfully completed a CAPTE ACCREDITED Program in Physical Therapy. Educational Program Director Letter: A letter from the Program Director on official school letterhead with seal and mailed directly from the school 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; and (4) Degree obtained. Letter of completion must be dated and mailed to agency on or after completion date, not prior. Alternatively, a Sealed Transcript from the University or College that indicates the degree that was obtained will be accepted.

2) FEDERAL AND STATE CRIMINAL BACKGROUND CHECK All applicants for licensure must complete a federal and state criminal background check at their own expense. To begin this background check you must be fingerprinted. You must schedule a fingerprinting appointment with one of the Identogo agencies authorized by the Kentucky State Police. Click this link to register <https://uenroll.identogo.com/>

You will register with the service code for the Kentucky Board of Physical Therapy which is 27GK3Q. The cost is \$51.25, with an additional charge for livescan if you use an Identogo outside the state of Kentucky. The results of this background check must be received before your credentials are issued. **You should begin this process as soon as possible as the fingerprint process could take up to 8 weeks. Please see our website for more specific instructions. www.pt.ky.gov.**

These reports will confirm your response to the questions concerning convictions on your application form. It is critical that you include the required court records for ALL convictions; not merely felony convictions. **ALL convictions must be listed. Do not list minor traffic violations unless the use of alcohol or narcotics is involved.**

2) Application Fee: Complete and return the enclosed application to the board office along with a cashier's or certified check or money order in the amount of \$225.00 payable to the "Kentucky Board of Physical Therapy." Or pay online at:

<https://secure.kentucky.gov/formservices/PT/PaymentProcessing>

This is a non-refundable fee. Do not send cash or personal check. If you do, the check will be returned and delay your application.

3) Licensure in other states: You must hold an active PT/PTA license in at least one jurisdiction. Verifications of all professional licenses, certificates or registrations are required whether active or lapsed. Please check in advance with each licensing entity to determine if there is a fee for this

administrative service. The licensing entity is to return the verification of license, certificate or registration directly to this Board.

4) National Physical Therapy Examination (NPTE): Applicants for licensure by endorsement must have successfully completed the National Physical Therapy Examination (NPTE). Exam scores may be transferred to Kentucky only by the FSBPT Score Transfer Service. Request your scores online at www.fsbpt.org then click on "Score Transfer." You must know your candidate ID number and date of examination which may be obtained from the licensure board in the state where you were examined.

To pass, the score required for persons examined before 07/93 is equal to a -1.5 standard deviation below the National Average Raw Score set equal to a "converted 75." Beginning with the 07/93 NPTE, Kentucky requires a criterion referenced passing score set equal to 600 within a scale of 200-800. A person who received less than a '600' criterion referenced score beginning with the 07/93 exam cannot be licensed or work in Kentucky until he or she has achieved a criterion referenced passing score on the NPTE and been issued a Kentucky PT license or PTA certificate.

Please note that beginning July 1996, all states had adopted criterion referenced scoring. Therefore, the raw score passing point/exam is not relevant to endorsement candidates who took the exam as of 07/01/96.

5) Jurisprudence Exam required: 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.

NOTE: Criminal background check(s) are now conducted on each applicant. Each report is to confirm your response to the question concerning convictions on your application form. It is critical that you include ALL convictions, not merely felony convictions. All convictions must be listed, not just in the last five years. Do not list minor traffic violations that do not include any form of substance abuse.