

## Exam Candidate Application Guide

**Examination Candidates** are those who attended an accredited physical therapy program and have not yet taken and passed the National Physical Therapy Examination.

Please submit all inquiries for application status or questions via email at [ptapplication@govmail.state.nv.us](mailto:ptapplication@govmail.state.nv.us). Be sure to include your full name and application number once available.

### The 1st step: Basic Information

First, we ask basic information including your first and last name, birthday, social security number, military status, etc.

### Step 2: Education

You will need your educational background, at this point you should request your Official Transcript with Degree. This can be mailed directly from the institution to the Nevada Board of Physical Therapy office, mailed or delivered by the applicant still sealed in the official envelope provided from the institution.

#### Electronic Transcript

Transcripts can be accepted electronically through Parchment (<https://www.parchment.com/students/order-status/>) or the National Student Clearinghouse (<https://tsorder.studentclearinghouse.org/school/select>). Please enquire with your institution which electronic transcript system is needed.

Your official transcript will be uploaded into your application by the Board once it is received.

An official transcript cannot be scanned and uploaded by the applicant, nor opened and then mailed or delivered. The applicant opening the official transcript envelope will render the transcript unofficial.

You cannot be licensed without the original transcript with the degree posted.

#### Foreign Education

If you are Foreign Educated, as in educated outside of the U.S, you will need to submit your FCCPT Evaluation Report. You can start your evaluation here: <https://www.fccpt.org/Primary-Services/Primary-Services-Summary/Educational-Credentials-Review>. Please note all Foreign Educated Candidates must also take the NPTE Exam regardless of the evaluation equivalency.

As a Foreign Educated Exam Candidate, you may not already have the FSBPT ID necessary for the Exam, you'll have an AIN (Alternate ID Number) created here: <https://pt.fsbpt.net/account/login> On the right side of the screen you'll see a link to a survey to complete to obtain an AIN.

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### **The 3rd step: Other Licensure**

This will enquire if you have another license in another profession or in another state. This will not be applicable for most Exam Candidates.

### **The 4th step: Employment History**

This will enquire your employment history for the past 5 years. Reference letters are no longer required for applicants.

### **The 5th step: FSBPT ID**

This requires your FSBPT ID, and if you're ready for the NPTE Exam, you can sign into your FSBPT account to register for Exam Eligibility. The Board will need your Official Transcript before you are considered Eligible for the Exam.

Please contact the board if you are a new graduate and your Official Transcript is not available.

If accommodation is needed for the NPTE Exam, please indicate that accommodation is needed when registering for Exam Eligibility and submit a NPTE Exam Accommodation Request Form to [ptapplication@govmail.state.nv.us](mailto:ptapplication@govmail.state.nv.us).

You can access the Accommodation Request Form here:

[https://ptboard.nv.gov/uploadedFiles/ptboardnv.gov/content/docs/NPTE\\_AccommodationsRequestForm.pdf](https://ptboard.nv.gov/uploadedFiles/ptboardnv.gov/content/docs/NPTE_AccommodationsRequestForm.pdf)

This step will also require Business License information, and address Confirmation.

### **The 6th step: Child Support Information**

Each State has enforcement tools to collect child support from non-custodial parents. In Nevada, when applying for or renewing an occupational license, you must provide information about your child support status. This is required by Nevada Revised Statute 482.319.

### **7th step: Nevada Jurisprudence Assessment Module Examination (NV JAM)**

This is an open book assessment tool that tests the familiarity of an applicant with the laws and regulations relevant to the practice of physical therapy in the State of Nevada. The questions cover the provisions of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), Chapters 640. A link for the Nevada Jam Exam will be provided in the application, as well as the prompt to upload the official certificate of completion.

Testers are required to answer 80% (16) of the questions correctly to pass the exam. The answers to each question can be found by reviewing the Practice Act. Review the Practice Act:

NRS 640: <https://www.leg.state.nv.us/NRS/NRS-640.html>

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NAC 640: <https://www.leg.state.nv.us/nac/NAC-640.html>

### Step 7 also includes: Fingerprinting

Both the Fingerprint Waiver and Fingerprint Request form must be signed and submitted.

All new applicants for licensure as a physical therapist or physical therapist assistant in the State of Nevada must undergo a fingerprint/criminal background check.

Applicants may complete their fingerprint requirements through one of the following options: Electronic Submission (if in the State of Nevada) or Fingerprint Card. Applicants are strongly encouraged to complete the fingerprint requirement early in the application process as this may take up to 2 months to complete due to processing times with the Department of Public Safety.

- [Fingerprint Packet](#)
- [Fingerprint Request Form](#)
- [Fingerprint Waiver](#)

\*Please note that the Department of Public Safety requires a **Money Order** or **Cashier's Check** for \$39.00, a personal check **cannot** be accepted and will result in a significant delay processing.

### Step 7 also includes: Photograph

Uploading a digital photograph taken in the past 12 months. Minimum 2 x 2 inches, maximum 3 x 3. A passport photo usually works best. It must be recent.

### The 8<sup>th</sup> step: Declaration

You will be asked various declarations, you will be asked to upload additional documentation relating to any "yes" responses in the Declaration section of this application.

### The 9<sup>th</sup> step: Attestation

This will include an attestation that all of the information reported on this application is true and correct.

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### The 10<sup>th</sup> step: Payment

The final step of the application will be the Application fee payment.

The fee schedule is as follows:

Physical Therapist Application	Fee
Application	\$300
Fingerprint Fee	\$39
Exam Processing Fee	\$25
National Exam Fee (Payable to the FSBPT)	\$485.00

Physical Therapist Assistant Application	Fee
Application	\$200
Fingerprint Fee	\$39
Exam Processing Fee	\$25
National Exam Fee (Payable to the FSBPT)	\$485.00

If you are Active Military/Veteran or Spouse of Military Spouse/Veteran, please ensure you've selected the **Military/Military Spouse PT/PTA Examination Candidate** application, as the last step will prompt you to upload the affidavit to waive the Application Fee. Please fill out the relevant Affidavit to submit on the final step.

- [Active Military Affidavit](#)
- [Veteran Affidavit](#)
- [Military Spouse Affidavit](#)

#### PLEASE NOTE:

*\*Per Board policy, fingerprint submissions expire 6 months after receipt unless an application is received. Any items received in the Board office towards the licensure process (transcripts, etc.) will only be held for 6 months from the date of receipt unless an application is received. Board staff will not verify receipt of any items received until such time an application has been received by the Board.*

*\*Please note that the Board office will only work directly with the applicant during the application process. We will not discuss your application or status of licensure with prospective employers or recruiters. This is to protect your privacy and to avoid confusion.*

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*\*After submitting your application, please allow 10 days before contacting the Board for status. This will allow staff sufficient time to create your database file and permanent file.*

*\*The Department of Public Safety requires a **Money Order** or **Cashier's Check** for \$40.25, a personal check **cannot** be accepted and will result in a significant delay processing.*

### GRADUATE OF PHYSICAL THERAPY INFORMATION

The Graduate of Physical Therapy designation is only available to applicants who have a completed application on file, including:

- An official transcript with a posted degree
- Paid and Registered for the National Physical Therapy Examination
- The Board's receipt of the results of your background check

New graduates wishing to have the Graduate of Physical Therapy designation must complete the provided Graduate of Physical Therapy form and return it to the Board office.

A confirmation of "graduate status" will be sent by the Board upon approval. You may not work under this designation without a confirmation letter from the Board. Any activity reflected in the fingerprinting reports may prevent graduate status designation.

Graduate status is valid until you are licensed unless you fail the examination. Failing the examination results in immediate termination of the graduate status.

Applicants are not eligible for graduate status if they have already attempted the NPTE Exam.