The “*What to do when”* List for August 2017 Graduates

Applying for a Michigan PT License

Winter semester

* Study for the licensure exam.
* Access the Federation of State Boards of Physical Therapy (FSBPT) website for information about licensure, examination and the PEAT practice exam. The FSBPT link is <http://www.fsbpt.org/>.
* Select and read all content for “Exam Candidates”
* The practice PEAT exam link is: <http://www.fsbpt.org/ExamCandidates/NationalExam(NPTE)/PrepareforExam/PracticeExamAssessmentTool(PEAT).aspx>

April

* Go to this website for Michigan procedures, application form, and directions.

<https://www.michigan.gov/documents/lara/Physical_Therapy_Examination_app_458624_7.pdf>

Print and read the 17 pages.

* + Complete, sign, and date the Michigan application for licensure by examination. This application is good for 2 years from the date it is received.
  + On page 17, open and read “Michigan Board of Physical Therapy Rules” and “Michigan Public Health Code”. Complete, sign, and date the Jurisprudence exam: Physical Therapist Laws and Rules.
  + Jurisprudence exam: *Physical Therapy Laws and Rules*
    - *Latest on the juris exam:*
* PSI states you can take this test on a computer
* This is an open book test.
* See this website:

<https://candidate.psiexams.com/catalog/fti_agency_license_details.jsp?fromwhere=findtest&testid=5452>

* You must take the test at a PSI center - no option to just take it online from anywhere per PSI.
* PSI testing center instructors say NO additional items allowed into testing center
* But the PSI Candidate Information Bulletin states (paraphrased) on page 5 of 7:
  + The only reference allowed will be the Michigan Administrative Code
  + You must bring your own references
    - * <https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=805&bulletinurl=.pdf>
  + Submit the application (pages 5-7), the Physical Therapist Laws and Rules (pages 8-11) and a check or money order in the amount of $136.35 made payable to “State of Michigan”.
  + Mail to:

**Michigan Department of Licensing and Regulatory Affairs  
 Bureau of Professional Licensing**

**Board of Physical Therapy  
 PO Box 30670  
 Lansing, MI 48909**

* + Within approximately 3 weeks of mailing your application, you should receive an Application Confirmation letter containing your customer number. You may use your customer number to check the status of your application at [www.michigan.gov/appstatus](http://www.michigan.gov/appstatus).
  + Once you have your customer number, go to page 17 again, and open the link to Identogo. Schedule a date for fingerprinting and follow all directions.
  + Once you have your customer number, register to take the NPTE exam. Access the Federation of State Boards of Physical Therapy (FSBPT) website for information. The FSBPT link is <http://www.fsbpt.org/>.

May

* One criterion for sitting for the licensure test is to be in the last semester of the curriculum. When the summer semester begins, the PT Program Chair will send a letter to the Michigan Board of PT to confirm your eligibility to sit for the licensure exam.

May 17th

* Michigan license application deadline for the July 18th and 19th NPTE PT test dates

May-June

* Receive “Authorization to Test” (ATT) letter from the FSBPT along with instructions on how to schedule your exam with Prometric. As soon as you receive the ATT, make an appointment to sit for your exam at your desired location. The seats fill up fast. The fee is $85. The link is [www.prometric.com/fsbpt](http://www.prometric.com/fsbpt).
* NPTE Payment and Michigan

Test Registration Jurisdictional

Date Deadline Approval Deadline

July 18 & 19 June 14 May 17

Oct. 25 Sept 20 August 23

June

Ask GVSU to send your graduation transcript to the Michigan Board of PT after your August graduation. You can request a transcript now, but must specify that you would like it sent after GVSU records that you graduated. You also may choose to request that the Registrar send a copy to you to make sure your transcript is sent. Select the phrase … Hold for graduation verification. The GVSU link is: <http://www.gvsu.edu/registrar/transcript-requests-4.htm>

After about August 15th

* The GVSU Registrar will send your transcript (if you have requested it to be sent after graduation verification) to the Michigan Board of PT. What can go wrong? If you do not request that your transcript be sent, GVSU will not send it. Your PT license will not be issued.
* Once the Michigan Board of PT has your test results as well as *your transcript*, they will process and mail your license.

Helpful Web Resources

MICHIGAN

* LARA – Department of Licensing and Regulatory Affairs – Physical Therapy (for licensing information, application packet, criminal background check, fingerprinting)

<http://www.michigan.gov/lara/0,4601,7-154-35299_63294_27529_27549---,00.html>

* LARA - Physical Therapy Examination dates (for deadlines)

<http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27549-42783--,00.html>

* Michigan Jurisprudence Exam Resources from LARA website:
* Public Health Code – part 161

<http://www.legislature.mi.gov/(S(foge5v55l2w50fuzycqmzbjm))/mileg.aspx?page=getObject&objectName=mcl-368-1978-15-161>

* Public Health Code – part 178

<http://www.legislature.mi.gov/(S(nyvgvo55zbkwxp3wiziuck45))/mileg.aspx?page=getObject&objectName=mcl-368-1978-15-178>

FSBPT home page (for wealth of resources)

<https://www.fsbpt.org/index.asp>

FSBPT – Licensing Authorities (Michigan and other states; web sites and Practice Acts)

<https://www.fsbpt.org/FreeResources/LicensingAuthoritiesContactInformation.aspx>

FSBPT – test content outline

<https://www.fsbpt.org/Educators/PrepareCandidatesforNPTE/NPTEContent.aspx>

PROMETRIC TESTING CENTERS

<https://www.prometric.com/en-us/Pages/home.aspx>

GVSU

Requesting Transcripts

<http://www.gvsu.edu/registrar/transcript-requests-4.htm>