

The “*What to do*” List for 2023 Graduates

The NPTE & Applying for a PT License (primary focus on MI)

Becoming a licensed physical therapist requires two processes that are generally parallel:

- Registering for and completing licensing requirements through a state licensing board
- Registering for and passing the NPTE through FSBPT

Both processes involve multiple detail-oriented steps. You can’t do one without the other, the agencies communicate with each other.

The overview of these processes includes:

- Study for the licensure exam. Spectacular achievement is always preceded by diligent preparation.
- Register for your exam(s)
 - NPTE required of every candidate
 - Jurisprudence examination requirements vary by state
- Complete a state application form for licensure

FSBPT provides a more detailed overview of the process

- Access the Federation of State Boards of Physical Therapy (FSBPT) website for information about licensure, examination and the PEAT practice exam. The general FSBPT link is <http://www.fsbpt.org/>.
 - Specifically for the NPTE licensure exam: <https://www.fsbpt.org/Secondary-Pages/Exam-Candidates>.
- Select and read all content for “Exam Candidates”

Some states require candidates to begin a state application prior to registering for the NPTE. Michigan does NOT. However, we strongly recommend beginning the process as soon as possible. The state will process your initial application, create a file, and add information in real time as it arrives. Starting the process early ensures good communication throughout the process and prevent delays at the end (when your official transcript arrives).

I. Initiating/Completing the State Process

If you plan to become licensed in MI:

- Applicants must register (create) an MIPLUS account (internet explorer recommended):
<https://www.michigan.gov/lara/bureau-list/bpl/miplus-assistant>
 - Great videos that explain the process
 - Register your account:
<https://www.youtube.com/watch?v=Jedh1WpsoF8&t=9s>

- Instructions on how to apply for your first license:
<https://www.youtube.com/watch?v=EurLWlqceNk&t=3s>
- Go to this website for an overview of Michigan procedures, application form, and directions.
 - <https://www.michigan.gov/lara/-/media/Project/Websites/lara/bpl/Physical-Therapy/Licensing-Info-and-Forms/Physical-Therapist-Licensing-Guide.pdf?rev=6a8dad3037c54ccb975a67ab459fc4a4&hash=F0DB045269EE89604B08E9F7BD8F8590>
 - Applicants are required to attest to completing specific trainings. **You HAVE completed these:**
 - Implicit bias training
 - Completed in the curriculum. Dr. Sander will be emailing certificates for your records.
 - Human Trafficking training
 - Completed in PT 511 through APTA MI module. You should have the certificate.

Within a few 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.

- As you are aware, MI requires a jurisprudence examination
 - Jurisprudence exam: *Physical Therapy Laws and Rules*
 - 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:
https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=805&bulletinurl=.pdf
 - APTA-MI offers a webinar (starring Dr. Shoemaker) providing an overview of relevant laws and rules governing PT/PTA practice in MI:
<https://aptami.org/events/webinars/?recID=7FB9A231-BC2F-0D03-A89551D331B3D783>

Licensure in another state

- If you plan to become licensed in another state, you need to check on that state's requirements.
 - Some states will not issue an "Authorization to Test" without a state application
 - Again, FSBPT provides resources: <https://www.fsbpt.org/Free-Resources/Licensing-Authorities-Contact-Information>

II. Arranging to take the NPTE via FSBPT

- Register and pay for NPTE exam: <https://www.fsbpt.org/Our-Services/Candidate-Services/Exam-Registration-Payment>
- Once your registration and payment clear, FSBPT will send you an “Authorization to Test” (ATT)
 - This will include instructions on how to schedule the NPTE exam through Prometrics: www.prometric.com/fsbpt

III. Completing the state licensure process

- Request graduation transcript be forwarded to state licensing board
 - Ask GVSU to send your graduation transcript to the Michigan Board of PT (or whatever state) after your August graduation. You can request a transcript now, but must specify that you would like it sent after your official GVSU graduation (will happen when Dr. Sander informs the registrar that you have successfully completed PT 698) . 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>
 - The GVSU Registrar will send your transcript (if you have requested it to be sent after graduation verification) to the state board when your final clinical grade is entered.
 - 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.
 - As you are applying for jobs, please ensure your employer understands that the Registrar could take up to 10 days to make your transcript available after your last day of PT 698.
- 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\(foge5v55l2w50fuzycmqmzbjm\)\)/mileg.aspx?page=getObject&objectName=mcl-368-1978-15-161](http://www.legislature.mi.gov/(S(foge5v55l2w50fuzycmqmzbjm))/mileg.aspx?page=getObject&objectName=mcl-368-1978-15-161)

- Physical Therapy General Rules

<https://ars.apps.lara.state.mi.us/AdminCode/DownloadAdminCodeFile?FileName=R%20338.7101%20to%20R%20338.7163.pdf&ReturnHTML=True>

- Public Health Code – part 178

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

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/Free-Resources/NPTE-Development/NPTE-Content>

PROMETRIC TESTING CENTERS

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

GVSU

Requesting Transcripts

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