



# Oregon Board of Physical Therapy

## License Application Checklist for PTs and PTAs

To apply for Licensure in Oregon, the Oregon Board of Physical Therapy (OBPT) will need a variety of documents submitted to ensure that you qualify for licensure under Oregon Law. Some of these documents can be sent by the applicant, but others must be sent to the Board by other agencies or organizations. The applicant is responsible for requesting that the document be sent. Applications cannot be processed until all required documents are received by OBPT. Visit the Board's website at [Oregon.gov/PT](http://Oregon.gov/PT) for more information on applying.

### All Applicants:

#### The following items must be submitted to OBPT by the Applicant.

- Completed Application**  
Applications are submitted online through the [Applicant Portal](#). You can submit the application before completing everything on this list, however we suggest collecting any documents that are submitted by the applicant before you begin the application.
- Application Fee**  
Application fees are collected when you submit the application through the [Applicant Portal](#). Fees are nonrefundable.
- [OPMC Pain Management Module](#)**  
This is a 1.5-hour course that is required to be taken before you submit your application. Save the course completion certificate and upload it when prompted on the application.

#### The following items must be sent to OBPT by other institutions or agencies. They may NOT be submitted to OBPT by the Applicant.

- [National Physical Therapy Exam \(NPTE\)](#)**  
If you have not yet taken the NPTE, be sure to designate Oregon as a score recipient. If you have already taken the NPTE, contact FSBPT to [request a score transfer](#) to Oregon.
- [Oregon Jurisprudence Assessment Module \(OR-JAM\)](#)**  
The OR-JAM is a timed 90-minute exam of 50 multiple-choice questions. Exam results will automatically be sent to OBPT by FSBPT upon completion.
- Proof of Graduation**  
Official transcripts must be sent from your school. Transcripts must show the date that the degree was awarded. Transcripts may be sent by mail or electronically. The Registrar's office handles transcripts at most institutions- contact your institution to have them sent.
- Criminal Background Check**  
Applicants must be fingerprinted at a [Fieldprint](#) location. When completing your licensure application, you will receive a code required to schedule your appointment. **Write down the code-** it is not available after you submit your application. Results will be sent to OBPT by the Oregon State Police once your fingerprints have been processed.

Fieldprint Code \_\_\_\_\_



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### Applicants with PT/PTA Licenses in Other States or Other Healthcare Licenses

**The following items can be submitted to OBPT by either the Applicant OR another Board, Commission, or Agency.**

- Verification of other PT, PTA, or healthcare licenses:** If you have *ever* been licensed elsewhere and the other jurisdiction provides primary source verification online, you may save the online listing showing your license as a PDF and upload it with your application. Alternatively, if the other jurisdiction does not provide primary source verification online, you must contact the other jurisdiction to have an official verification set to OBPT. You may also choose to have an official verification sent, even if they offer primary source verification online, if you prefer. **A copy of your license(s) is *not* a verification.**

### Applicants Who Must Disclose Background Information:

The application asks if you have or have ever had discipline against a professional license (i.e. reprimand, revocation, suspension, surrender, denial, etc.); arrests, citations, charges, DUIs; physical, mental, or emotional conditions that impact your ability to practice; Unresolved or Pending Complaints or Investigations; or Substantiated Fraud or Abuse Cases. If you answer **Yes** to any of these questions, you will be required to provide additional information.

**The following items must be submitted to OBPT by the Applicant.**

- Detailed Explanation:** You are required to provide a written explanation detailing the circumstances of your discipline, citation, condition, complaint, etc. You will be prompted to provide this explanation as you complete the application.
- Supporting Documentation:** Include all police reports, court documents, final actions, etc. You will be prompted for these items when you complete the application.

### Applicants Who Are Graduates of a School not accredited by CAPTE:

**The following items must be sent to OBPT by other institutions or agencies. They may NOT be submitted to OBPT by the Applicant.**

- Coursework Tool:** If you are currently licensed in another state and can provide proof of clinical practice (below) you can provide the CWT in place at time of your graduation. If you are currently licensed in another state but cannot meet the number of practice hours, or if you have not yet taken and passed the NPTE, you will need to provide the current CWT 6. The coursework tool must be sent by the credential evaluation agency.
- Proof of Clinical Practice:** The applicant's current or prior employer must send proof of clinical practice in a state or territory of the US. The applicant must have practiced at least 1000 hours per year for 3 of the last 10 years, with no more than five years since their last practice, and the employer must provide a letter stating that the applicant practiced safely and competently.
- Proof of English Language Proficiency:** TOEFL scores are required for applicants who cannot meet the requirements for proof of clinical practice, unless English is the native language of the applicant's country of origin *and* the physical therapy program employs English as the language of training. TOEFL scores must be sent to the Board by ETS.