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ARIZONA STATE BOARD OF PHYSICAL THERAPY

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APPLICATION FOR CERTIFICATION AS A PHYSICAL THERAPIST ASSISTANT

NOTICE OF APPLICATION FILE CONFIDENTIALITY: The Board office advises all applicants for physical therapist assistant certification that no information concerning any application file will be disclosed to any third party unless otherwise required by law. This policy has been implemented to protect sensitive information. For further information regarding confidential / public information, review Arizona Administrative Rule: R4-24-104 at www.ptboard.az.gov.

WORKING AS A PTA IS PROHIBITED BY LAW PRIOR TO ISSUANCE OF A CERTIFICATE. APPLICANTS ARE URGED NOT TO ENTER INTO IRREVOCABLE CONTRACTS, PURCHASE, OR SALES AGREEMENTS ON THE ASSUMPTION THAT LICENSURE WILL BE GRANTED ON A CERTAIN DATE.

STEPS TO CERTIFICATION:

1. **Complete** all sections of the following application including your email address as it is required so that you may receive updates to your process for certification. Do not leave any section blank. If a section does not apply, add "N/A" in that section. The completed application must be notarized. An incomplete application will be returned for completion.
2. **Arizona Statement of Citizenship or Alien Status for State Public Benefits:** Must be submitted along with proof of United States citizenship or Alien Status by every applicant for licensure. See form following the application document.
3. ***If proof of U.S. Citizenship or Alien status does not contain a photograph*** of the individual, and, if that individual is living in the State of Arizona at time of application or is a new graduate of a PTA school, the individual shall also present a government issued document that contains a photograph of the individual. (A.R.S. 41-1080 -E)
 - a. As an example, a copy of a driver's license or copy of a passport.
4. **Mail:** Application with the fee enclosed *only in the form of a cashier's check or money order. No personal checks are accepted.*
5. ***If you have answered "Yes" to any of the Good Moral Character questions on page 3 of the application, include required documentation with the application. See the box at the top of page 3 of the application.***
6. **Request:** Final official transcript (with date of graduation and degree earned) to be mailed directly to AZSBPT* by college of physical therapy assistant education – **OR if you have not yet received your degree**, a letter of Candidate for Graduation on school letterhead signed by the Program Director of your school stating that you are a candidate for a degree as a physical therapist assistant at the next scheduled graduation date, or have completed all the program requirements and the date of graduation. ***Please note that certification will not be issued without the final transcript.***
7. **Request:** Verification of licensure or certification from *every* state in which you hold or have ever held a license or certificate in physical therapy or in *any* medical related field regardless of whether current and including a statement of whether the applicant was ever denied a license by the agency and if so, an explanation.
8. **Request:** If you have taken and passed the NPTE, request transfer of that score at www.fsbpt.org. It will be transferred electronically to this Board.
9. **Register:** When prepared to take the NPTE and / or the AZLAW (Jurisprudence) exam(s) register and pay for the exam(s) at www.fsbpt.org. Study material for the AZLAW exam will be mailed upon receipt by AZSBPT of Arizona application for certification. If you are unable to register online contact FSBPT* at 703-299-3100.
10. **Receive Clearance to Test:** Completed electronically by Board staff through the FSBPT website once all required documentation (i.e. transcript or letter from Registrar stating completion of program requirements, verifications) has been received.

NOTE: If a yes answer is given on page 3 of the application "Good Moral Character Questions", Board staff cannot clear an applicant to test. The members of the Board must approve the request during a public session of the Arizona State Board of Physical Therapy which meets the fourth Tuesday of every month. All documentation relating to the Yes answer must be received before the Board may determine approval to test. See the box at the top of page 3 of the application

11. **Schedule:** Once cleared to test by AZSBPT, an email will be sent to the applicant by Board staff indicating when the applicant may schedule the exam(s) at www.prometric.com/fsbpt.

12. **Score Report:** Passing score for the AZLAW must be received electronically from FSBPT. Arizona Board staff is not responsible for the length of time it takes to transfer scores to our office. *Exam scores will not be given via phone, email, or fax.*
13. **Board Meeting:** The Board meets the 4th Tuesday of the month (Subject to change)
14. **Verify Arizona Certification:** Issuance of physical therapist assistant certificate may be verified at www.ptboard.az.gov (PT/PTA Search – Top of Home Page)
 - a. **If your application was preapproved for certification at a Board meeting:** The Certificate will be mailed to the home address of record upon receipt of passing scores *IF* the Board has preapproved your application for certification.
 - b. **If your application was not preapproved for certification at a Board meeting:** Certification and certificate number issued may be verified at www.ptboard.az.gov (PT/PTA Search – Top of Home Page). Your certificate will be issued approx. 48 hours after the Board meeting.
15. An applicant denied certification may request a hearing under Arizona Revised Statutes, Title 41, Ch. 6, Art. 10.

Checklist

- Complete and mail the application: See page 1 Numbers 1 through 5**
 - a. **If you have not taken and passed the National exam (NPTE):**
 - i. Register for the NPTE at www.fsbpt.org **NOW**. Be aware of all deadlines. See the Calendar mailed to you with your deficiency letter.
 - ii. Be aware the letter will include all items currently missing from your application including test score(s).
 - iii. Register for the AZLAW when you feel you are ready to take the exam. Study material will be mailed to you with your deficiency letter.
 - b. **If you have taken and passed the NPTE,**
 - i. Transfer your passing score for the NPTE to us via www.fsbpt.org.
 - ii. Register for the AZLAW. Study material will be sent to you with your deficiency letter.
 - iii. Be aware of all deadlines. See the Calendar mailed to you with your deficiency letter. Be aware the letter will include all items currently missing from your application including test score(s).
- Wait for a response regarding your application from this Board. Your deficiency letter will be mailed as well as sent via email. Study material for the AZLAW is sent via mail only along with the deficiency letter**
- Board Staff will notify you *BY EMAIL ONLY* when you are eligible to take the NPTE and/or the AZLAW but only IF you have registered for the exam(s).**
- You may contact the Board at anytime to check on status. Please contact our licensing administrator at paula.brierley@ptboard.az.gov**

When all required documentation is received (See 1 – 8) page one), your application will be presented to the Board. The Board will then determine whether to grant certification as a PTA in Arizona. After this decision AND when passing scores are received, the certificate will be issued. You cannot work as a PTA in Arizona until the certificate is issued. You may verify issuance at www.ptboard.az.gov > PT/PTA Search (Top of Home Page).

*Definitions and other information

AZSBPT: Arizona State Board of Physical Therapy

FSBPT: Federation of State Boards of Physical Therapy

Prometric: Testing Agency

Register for Exam(s): Applicant must go to www.fsbpt.org to register and pay for the exam(s). Your registration will arrive in our office electronically

Cleared to Test: Notification of approval to take the AZLAW and/or NPTE has been electronically sent to FSBPT by AZSBPT

Schedule: Applicant may now choose a date, time and location for the exam(s) at www.prometric.com/fsbpt.

NOTE: Once approval is given, applicant must wait 24-48 hours to schedule the exam(s).

Deadline: All required documentation must be received by deadline. Dates of Board meetings and their preceding deadline can be viewed at www.ptboard.az.gov.

Board meetings: 4th Tuesday of every month (subject to change)

FSBPT and Prometric are separate entities from AZSBPT and each must be paid separately from the application fee to AZSBPT.

- FSBPT will charge a fee for registering for the exam.
- Prometric will charge a sitting fee for the exam.

Contact our Licensing Administrator, Paula Brierley, at 602 297-0276 or email her at paula.brierley@ptboard.az.gov if you have any questions. We look forward to assisting you with the application process.

APPLICATION FOLLOWS THIS PAGE Print Only as a Single-Sided Document

EDUCATION: Complete all requested information as indicated. If the information is not complete, it may result in a delay of licensure.

False or misleading information may be cause for denial, disciplinary action or loss of license. An official transcript with date of graduation and degree earned must be received directly from the college/university where you received your physical therapy education.

Name of College or University Physical Therapy Assistant Education	City and State	Dates of Attendance	Date of Graduation	Degree or Diploma

PROFESSIONAL EXPERIENCE:

List your professional employment history *for the past 5 years* as indicated. ***DO NOT LIST TRAVEL AGENCY OR EMPLOYMENT AGENCY in this section. USE FACILITY INFORMATION ONLY. Explain ALL gaps in employment during the PAST FIVE YEARS. Attach another page if necessary. DO NOT LEAVE ANY LINE BLANK. USE N/A IF NOT APPLICABLE.***

Date (From – To)	Name of Work Place	Address and phone number	Job Title / Position

PREVIOUS LICENSING HISTORY: List all U.S. jurisdictions and foreign countries in which you are, or have been licensed to practice physical therapy or other medical-related profession. Include the license/certificate number and status. You may attach a separate page if necessary.

Name of State	Type of License, License Number and Status (i.e. active, expired, etc.)	Name of State	Type of License, License Number and Status (i.e. active, expired, etc.)

EMPLOYMENT BY A STAFFING / TRAVELING AGENCY: Circle if not applicable N/A

Name of Agency If additional agencies, use a separate sheet.	Address	State	Were you licensed in this state? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you practiced in this state? <input type="checkbox"/> Yes <input type="checkbox"/> No

NATIONAL PHYSICAL THERAPY EXAMINATION (NPTE): Have you taken the NPTE? Yes No (Check one)

If yes, give date(s) and location(s): _____

- You are responsible for requesting FSBPT to transfer your examination score directly to the Board.

<p>Do you require ADA accommodations to take the examination? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If yes, documentation will be required. Contact the Arizona State Board of Physical Therapy for specific information required or refer to our Substantive Policy Statement adopted by AZSBPT <i>Americans with Disabilities Act</i> located on our website: www.ptboard.az.gov.</p>

GOOD MORAL CHARACTER QUESTIONS

If you answer “YES” to any of these questions, please submit a written explanation and attach legal (i.e. police report and court records) or medical documentation supporting your answer. When all documents required with this application are received by this Board, your application file will be presented to the Arizona State Board of Physical Therapy at a regularly scheduled Board meeting for approval to take the AZLAW exam and the NPTE.

1) Have you been convicted of, pled guilty or no contest to, or entered into diversion in lieu of prosecution for any criminal offense in any jurisdiction of the United States or foreign country?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2) Have you had an application for a professional or occupational license, certificate, or registration, other than a driver’s license, denied, rejected, suspended, or revoked by any jurisdiction of the United States or foreign country?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3) Are you currently or have you ever been under investigation, suspension, or restriction by a professional licensing board in any jurisdiction of the United States or foreign country for any act that occurred in that jurisdiction that would be the subject of discipline under this Chapter? (See A.R.S. § 32-2044)	YES <input type="checkbox"/> NO <input type="checkbox"/>
4) Have you been the subject of disciplinary action by a professional association or post-secondary educational institution?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5) Have you had a malpractice judgment against you or do you have a lawsuit currently pending for malpractice?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6) Are you currently more than 30 days in arrears for payment required by a judgment and order for child support in Arizona or any other jurisdiction?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7) Have you failed to adhere to the recognized standards of ethics of the physical therapy profession? <i>See Board rules at A.A.C. R4-24-101 (33).</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
8) Have you committed any of the actions referenced in the definition of good moral character in R4-24-101(20) Good moral character means the applicant has not taken any action that is grounds for disciplinary action under A.R.S. §32-2044.	YES <input type="checkbox"/> NO <input type="checkbox"/>
9) Have you been the subject of any criminal investigation by a federal, state, or local agency or had criminal charges filed against you?	YES <input type="checkbox"/> NO <input type="checkbox"/>
10) Do you have any impairment to your cognitive, communicative, or physical ability to engage in the practice of physical therapy with skill and safety?	YES <input type="checkbox"/> NO <input type="checkbox"/>
11) Have you used alcohol, any illegal chemical substance, or prescription medicine that in any way has impaired or limited your ability to practice physical therapy with skill and safety?	YES <input type="checkbox"/> NO <input type="checkbox"/>
12) Have you been diagnosed as having or are you being treated for bipolar disorder, schizophrenia, paranoia, or other psychotic disorder that in any way has impaired or limited your ability to practice physical therapy with skill and safety.	YES <input type="checkbox"/> NO <input type="checkbox"/>
13) Have you ever violated A.R.S. § 32-2044 (10) “Engaging in sexual misconduct”?	YES <input type="checkbox"/> NO <input type="checkbox"/>

~THE FOLLOWING MUST BE COMPLETED ~

AFFIDAVIT OF APPLICANT: Under penalties of perjury, I declare and affirm that the statements made in the foregoing application, including notarized documentation, are true, complete and correct. I understand that any false or misleading information in my application may be cause for denial, disciplinary action or loss of certificate.

Signature of Applicant

State of _____

County of _____

Sworn to before me this _____ day of _____, 20_____.

Notary Public

Arizona law requires an applicant who, after submitting an application, is charged with a felony or a misdemeanor involving conduct that may affect patient safety, to notify the Board within 10 days after the charge is filed. A.R.S. §32-3208. For a list of reportable misdemeanors, please contact the Board. *All felonies are reportable.*

~ All applicants are required to notify the Board immediately of any change of address, phone number or name.

~ Title II of the Americans with Disabilities Act (ADA) prohibits the Arizona State Board of Physical Therapy from discriminating on the basis of disability in the provision of its programs, services, and activities.



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 4205 NORTH 7TH AVENUE, SUITE 208
 PHOENIX, ARIZONA 85013
 Phone (602) 274-0236, Option 1 ♦ Fax (602) 274-1378

VERIFICATION OF PHYSICAL THERAPIST ASSISTANT CERTIFICATION
AND
OTHER HEALTH RELATED LICENSE or CERTIFICATE

TO BE COMPLETED BY APPLICANT and MAILED TO THE LICENSING AGENCY IN STATE OF LICENSURE OR CERTIFICATION
IN ANY AND ALL MEDICAL RELATED FIELD(S) BOTH CURRENT AND PREVIOUSLY HELD:

NAME _____

ADDRESS _____

TITLE OF LICENSE / CERTIFICATE (i.e. PT, PTA, MT) _____

LICENSE / CERTIFICATE NUMBER _____

TO BE COMPLETED BY THE STATE PHYSICAL THERAPY BOARD OR OTHER HEALTH RELATED STATE BOARD WHERE APPLICANT HOLDS OR HAS HELD A LICENSE OR CERTIFICATE:

The above applicant has requested licensure with the Arizona State Board of Physical Therapy. In order to meet the requirements of our Physical Therapy Law, please complete this form and return it to the Board at the address above.

NAME of LICENSEE / CERTIFICATE HOLDER: _____

TYPE OF LICENSE or CERTIFICATE: _____ **LICENSE or CERTIFICATE NUMBER:** _____

DATE ISSUED: _____ **EXPIRATION DATE:** _____ **STATUS:** _____

Has the Licensee ever been subject to disciplinary proceedings or is there any current investigation involving this individual? YES ___ NO ___ If yes, please attach documents.

Has the Licensee ever been denied a license? Yes _____ NO _____ If yes, please attach documents

Signed _____

(SEAL)

Title _____

State of _____

Board of _____

Date _____

**ARIZONA STATEMENT OF CITIZENSHIP
AND ALIEN STATUS FOR STATE PUBLIC BENEFITS**
Professional License and Commercial License
Arizona State Board of Physical Therapy

Form 1: LONG FORM APPLICANT STATEMENT (revised) REQUIRING SUBMISSION OF
DOCUMENTATION OF STATUS

Arizona Revised Statute §41-1080 and A.A.C. R4-24-201(A)(3) requires, in general, that a person applying for a license, certificate or registration must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete Sections I, II, III and V. Applicants educated outside the United States must complete section IV. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal. (A.R.S. §32-2022(B)(5))

SECTION I –APPLICANT INFORMATION

APPLICANT’S NAME (Print or type) _____ DATE _____

Note: If you are submitting a birth certificate to prove citizenship and your name is different than what is on the birth certificate, please include the document that resulted in the name change – ie marriage license, divorce decree.

TYPE OF APPLICATION. (check one): _____ INITIAL APPLICATION _____ RENEWAL

TYPE OF LICENSE _____ LICENSE # _____

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

Directions: Attach a legible copy of the front and the back (if any) of a document that demonstrates U.S. citizenship or nationality from the list in Section III. Name of document provided: _____

A. Are you a citizen or national of the United States? (check one) Yes No

SECTION III – DOCUMENTATION

Directions: To be completed by all applicants. Attach a legible copy of the front and the back (if any) of a document from the list below. A.R.S. § 41-1080(A).

1. An Arizona driver license issued after 1996 or an Arizona nonoperating identification license.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
4. A United States certificate of birth abroad.
5. A United States passport.
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

In accordance with A.R.S.§41-1080(E) if you provide a form of documentation listed in A.R.S. §41-1080(A) that does not have a photo, you must submit a copy of a government issued photo ID along with the document.

**SECTION IV – PROOF OF LEGAL STATUS TO WORK IN THE UNITED STATES
Foreign Educated Physical Therapist Applicants Only**

Directions: Applicants for licensure as a physical therapist who were educated outside of the United States must provide proof of legal authorization to reside and to seek employment in the United States in accordance with A.R.S. §32-2022(B)(5). In accordance with A.A.C. R4-24-203(A)(6):

1. Have you been issued a work visa to allow you to seek employment in the United States? Circle Yes or No
2. If yes, attach a copy of the front and back of your work visa. Your application is not complete without the required documentation.
3. If you have not yet received the work visa you cannot be issued a license until a copy of your work visa is provided. Please sign below indicating you understand your application is not complete until the required documentation has been received.
 - a. I, _____ understand my application for licensure as a physical therapist is Arizona is not complete until proof of legal authorization is provided.

SECTION V – DECLARATION

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE

TODAY'S DATE