



Louisiana Physical Therapy Board

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www.laptboard.org | info@laptboard.org

CHECKLIST FOR LICENSURE APPLICATION Initial/Examination CAPTE Graduates

- Step 1: Set up a User Account and Apply Online**
 - Complete **Online Application**
CAUTION: Check for accuracy; once submitted, it cannot be changed. Print your completed application, sign, and notarize.
 - Pass the **Online Jurisprudence Exam** with a 75% or higher
- Step 2: Submit to the Board**
 - Application** (Must be original, signed and notarized. Do not send a copy.)
 - Diploma** (copy)
 - Passport-Sized **Photo** (taken within the past 6 months). *You may also email your photo to Licensing@Laptboard.org.*
 - Two Forms of **Identification** (copy of the *front and back*)
 1. Social Security Card
 2. Driver's License *or* Passport
 - Application Fee** (domestic cashier's check or money order made payable to the *Louisiana Physical Therapy Board*)
**A license issued to an applicant for the first time shall be for a term of one year or two years, to be determined by the birth year of the applicant (Rule §175.C). THIS FEE IS NON-REFUNDABLE.*

One Year License Application Fee: \$250 Even Birth Year & Odd Application Year Odd Birth Year & Even Application Year	Two Year License Application Fee: \$390 Even Birth Year & Even Application Year Odd Birth Year & Odd Application Year
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- Step 3: Complete Background Check** (Louisiana State Police (LSP) Headquarters is located in Baton Rouge)
 - Complete the **Authorization Form** and **RAP Disclosure Form**
 - Options for Completing Background Check:*
 1. **Mail** forms, payment, and fingerprint cards to the LSP. *Timeframe: 6-8 weeks*
 2. **Present in-person** to the LSP Headquarters where your fingerprints will be taken. Don't forget to bring the required forms and payment. *Timeframe: 2-3 weeks*
 3. Complete a **Background Check Affidavit** and submit to the Board along with proof that you have completed Option #1 above. *Timeframe: 2-3 weeks*
- Step 4: Certificate of Dean Form**
 - * If your degree was received in your maiden name, submit a copy of your marriage certificate to the Board.*
 - Complete **Certificate of Dean Form** and send to your graduating school.
 - Your school must forward the completed form *directly* to the Board.
- Step 5: Register for the National Physical Therapy Exam (NPTE)**
 - Registration can be completed online at www.fsbpt.org.
 - The Board will make you **eligible** to take the NPTE upon completion of Steps 3 and 4 above.
 - Pass the exam with a score of 600 or higher. FSBPT will send your score report directly to the Board.
- Step 6: School Interview** with a Board Representative
- OPTIONAL: Apply for a Provisional License** (pending examination)
Available when NPTE is only on limited fixed dates (§172.A). A Provisional License shall be issued for 90 days (§172.B).
 - Complete ALL Steps above.
 - Submit **Supervisory Request Form** to the Board.

 For more information and to obtain required forms, go to www.laptboard.org/New-Grad-Apply. 