MISSISSIPPI STATE BOARD OF PHYSICAL THERAPY

Dear Applicant:

Enclosed you will find the forms necessary to apply for licensure as a physical therapist (PT) or physical therapist assistant (PTA). It is strongly suggested that you read the regulations prior to filling out the application, and then examine the directions entitled "STEPS TO LICENSURE" to see which forms are appropriate for you. Please note the following:

(a) Applications not completed in their entirety will be returned without the fees, which are non-refundable.
(b) All applicants must undergo a current fingerprint/criminal history background check.
(c) A current, color, head and shoulder photograph. A copy of a photograph is not allowed. If applying by the paper application, please DO NOT attach the photo by stapling or by taping.
(d) The names on the application and the licensure requirements must match the name on the driver's license or state-issued ID and U.S. Social Security Card. We will not accept nicknames, abbreviations, or alterations.
(e) The home address on the application is the address where this office will mail ALL correspondence. Written notice signed by the applicant is required for an address change (form available at www.msbpt.ms.gov).
(f) All checks/money orders for fees are to be made payable to the Mississippi State Board of Physical Therapy (MSBPT). A $40.00 fee will be charged for each check not cashed by an applicant's bank.
(g) The review process regarding an application for licensure starts only after all applicable licensure requirements are on file. The review process is usually completed within one to two days of receiving all licensure requirements.
(h) Our mailing address is as follows:

Mississippi State Board of Physical Therapy
P.O. Box 55707
Jackson, MS 39296-5707

Please be advised that it is illegal for any person, corporation or association to, in any manner, represent himself or itself as a physical therapist, a physical therapist assistant or someone who provides physical therapy services, or use in connection with his or its name the words or letters physiotherapist, registered physical therapist, R.P.T., licensed physical therapist assistant, L.P.T.A., or any other letters, words, abbreviations or insignia, indicating or implying that he or it is a physical therapist, a physical therapist assistant, or provides physical therapy services, without a valid existing license as a physical therapist or as a physical therapist assistant, as the case may be, issued to him or it. It is illegal to employ an unlicensed physical therapist or physical therapist assistant to provide physical therapy services.

If you have any questions regarding the above, please call (601) 352-2918.
STEPS TO LICENSURE

Applicants may apply for a license by submitting the completed, applicable forms as indicated:

1. **Regular license type by examination**
   
   a. Completed online application or notarized paper application
   
   b. Completed Request to Schedule the NPTE Form
   
   c. Completed Request for Fingerprint Card. Upon completion of application and applicable fees, a fingerprint card will be mailed to you.
   
   d. Fees:
      
      1. Application fee - $125.00 (**non-refundable**)
      2. License fee - PT $150.00 or PTA $125.00
      3. Request to Schedule the NPTE – MS processing fee for exam - $50.00 (**non-refundable**)
      4. Fingerprint/criminal history processing fee - $50.00 (**non-refundable**)
      
      **Total Fees:** PT ($375.00) & PTA ($350.00)

      These fees may be paid online with a credit/debit card; or, if you apply by paper application the fees may be paid by check (personal, cashier’s, company) or money order and must be submitted with the required forms. Payment must be made payable to the **Mississippi State Board of Physical Therapy (MSBPT)**. A $40.00 fee will be charged for all checks returned “insufficient funds” (NSF).

   e. National Physical Therapy Examination (NPTE):
      
      1. Exam registration is available online at the website listed below. Please follow the steps below:

         Federation of State Boards of Physical Therapy (FSBPT)
         124 West Street South, Third Floor
         Alexandria, VA 22314
         1-703-739-9420
         [http://www.fsbpt.org](http://www.fsbpt.org)

         Please follow these steps: 1) log on to [www.fsbpt.org](http://www.fsbpt.org); 2) click on the link for National Exam in the National Physical Therapy section; 3) read the exam registration and payment instructions; 4) click on the Register now link; 4) the next screen begins the registration process.

         Be aware that if you do not pay the $400 NPTE fee at the time you register, you have not completed the registration process and your name will not appear on the eligibility screen.

         The score for licensure in Mississippi is automatically reported to the Board office from FSBPT. The minimum acceptable score is a criterion-reference scale score of 600.

         Mississippi adheres to the FSBPT lifetime limit of six (6) exam opportunities in any jurisdiction. If you have taken the exam six (6) times, you have exhausted your eligibility to sit for the NPTE.

   f. Mississippi Jurisprudence Exam:

      The jurisprudence exam is available through the online application process. If applying by paper application, the jurisprudence exam is available for download on the Board’s website located under applying for licensure. The exam is open book style using the regulations and law. No applicant shall be considered for licensure until a passing score is on file. The minimum acceptable score is 70 (seventy).
g. Education:

1. Graduates of CAPTE-accredited programs - verification of education reported directly to this office from the institution.

OR

2. Graduates of non-CAPTE-accredited programs in foreign countries - an education credential evaluation (see "Education Credential Review")

h. Proof of proficiency in the English language if the education program for physical therapy was in a foreign country (see English Proficiency Requirements);

i. A copy of the applicant's H-1B Visa, INS Form I-94, or other legal document allowing the applicant into the United States, if applicable.

Temporary license type per Part 3103 Rule 1.4(1) of the Regulations

A temporary license is available per the regulations. In addition to the requirements listed above (a-i) which are applicable, please submit the following form(s) enclosed in packet:

1. Completed Supervision Agreement for Temporary License Applicants Form(s). Online applicants may complete this process through the online application. Those completing the paper application will need to submit a paper Supervision Agreement.

This form may be copied. The form must be on file and satisfactory to the Board office before any license of this type may be issued. Once a temporary license is issued, changes in supervision are reported by completing a new form and submitting it to this office prior to the effective date of supervision.

The temporary licensure period for this type of license is a maximum of 90 days following issuance. A temporary license is automatically upgraded to a regular type, subject to the regulations. Please refer to Part 3103 Rule 1.5 of the regulations for pertinent information regarding this type of temporary license.

**NOTE: An individual who is scheduling or has scheduled the NPTE through another jurisdiction IS NOT ELIGIBLE FOR THIS TYPE OF TEMPORARY LICENSE.**

NPTE Candidates

Computer-based testing (CBT) is the method of examination available in Mississippi. An applicant for licensure desiring to register for the NPTE through this jurisdiction must have all applicable licensure requirements, including fees, on file prior to being approved for the exam. Graduates of non-APTA accredited programs should not submit the exam application fee to this office or the NPTE fee to FSBPT until academic credentials have been approved by the Board or risk forfeiting these fees. Once an applicant is approved, the Board will notify FSBPT that the applicant is eligible to sit for the exam. The candidate will receive information regarding the scheduling of the exam from the FSBPT by email within two or three days. Any exam candidate who fails to comply with the letter of notification from the FSBPT will have his or her temporary license revoked, if applicable, forfeit the appropriate fees, and must re-register for the exam. Please note that an applicant for licensure by exam will be assessed a non-refundable fee by the CBT vendor (Prometric) when the applicant actually contacts Prometric by email to schedule a time and date for the exam.
It is the candidate's responsibility to ensure that the exam is taken and the score reported prior to the expiration of any temporary license that may be issued to the candidate.

Any applicant for licensure by examination requesting special accommodations under the Americans with Disabilities Act (ADA) must submit the Request to Schedule the NPTE form along with any and all supporting documentation. A decision regarding the request will be made prior to the applicant being approved for examination. The applicant will be contacted as soon as a decision is reached.

If there is a question concerning the status of applications for CBT and/or their authorization-to-test notification, please call FSBPT at 1-703-739-9420 or http://www.fsbpt.org.

Education Credential Review

The Mississippi State Board of Physical Therapy has recognized the doctor of physical therapy degree conferred by the University Mississippi Medical Center (UMMC) as the prevailing standard. Effective July 1, 1996, the Board will only accept credential evaluations based on this standard that are performed and reported to this office by the agencies listed below. Please contact the listed credentialing agency for all information needed with regard to applying for an evaluation.

Approved Credentialing Agencies

1. Foreign Credentialing Commission on Physical Therapy (FCCPT)
   124 West Street South, 3rd Floor
   Alexandria, VA 22314-2825
   www.fccpt.org
   (703) 684-8406  Voice
   (703) 684-8715  Fax

2. International Consultants of Delaware (ICD)
   PO Box 8629
   Philadelphia, PA 19101-8629
   www.icdeval.com
   (215) 222-8454  Voice
   (215) 349-0026  Fax

English Proficiency Requirements

Any applicant who is a graduate of a PT program in a foreign country is required to submit documentation, acceptable to the Board, of proficiency in the English language (see Part 3103 Rule 1.3(5)(b) of the regulations). The minimum acceptable scores needed for licensure are as follows:

A. Test of English as a Foreign Language (TOEFL)
   -Minimum total score of 560 (paper & pencil) or 220 (computer);

B. Test of Spoken English (TSE)
   -Minimum score of 50; and

C. Test of written English (TWE) or Essay Test
   -Minimum score of 4.5.
Effective January 1, 2007, evidence of successful completion of a Board approved English proficiency examination:

1. Minimum scores on the TOEFL iBT:
   1. 24 on the writing section;
   2. 26 on the speaking section;
   3. 21 on the reading section; and
   4. 18 on the listening comprehension section

**NOTE:** All reports of exam scores must be sent directly to the Board from the examining authority. Applicants interested in taking the above referenced examinations should contact:

**TOEFL/TSF Services**  
P.O. Box 6151  
Princeton, NJ 08541-6151 USA  
(609) 951-1100

The code used to request that scores be reported to the Mississippi State Board of Physical Therapy is 8669.

**Overnight Mail**

Requirements for licensure may be sent via overnight mail. However, if you send any application documents by overnight mail, you should use the street address:

Mississippi State Board of Physical Therapy  
840 East River Place, Ste. 503  
Jackson, MS 39202

Enclosures:

1. Licensure Application  
2. Verification of Education  
3. Request to Schedule the NPTE  
4. Jurisprudence Exam: (see under applying for licensure)  
5. Fingerprint Card Request Form: (see under applying for licensure)  
6. Supervision Agreement for Temporary Licensure Applicants  
7. PTA Supervision Reporting Memorandum  
8. Regulations Governing Licensure of Physical Therapists and Physical Therapist Assistants