



INSTRUCTIONS

Reinstatement of Licensure to Practice as a Physical Therapy or Physical Therapist Assistant

(This form has been designed for use as a checklist)

SUBMIT THE FOLLOWING:

- APPLICATION – This application will not be considered until all sections have been completed; must be 18 years of age to apply. You may need to submit supporting documentation regarding your responses to the licensure questions. Please refer to the application for more information.

- FEE – All fees are non-refundable.

The fee for application for Physical Therapists is \$180.00.

The fee for application for Physical Therapist Assistants is \$120.00.

- NATIONAL PRACTITIONER DATA BANK (NPDB) – You will need to request a current self query report from the NPDB. There are processing fee for each entity for this service. You may request the report through their website at www.npdb.hrsa.gov. Once the applicant is in receipt of the result, please forward your NPDB self-query to the Board office.

- CONTINUING EDUCATION – Evidence of completion of 15 hours of continuing education for each year in which your license has been lapsed or 60 hours obtained within the past four years; not to exceed four years by submitting copies of the certificates of completion to the Board via email, fax or mail.

- VERIFICATION OF ACTIVE PRACTICE – Have actively practiced physical therapy in any jurisdiction in which the physical therapist or physical therapist assistant was licensed for active practice for at least 320 hours within the four years (48 months) immediately preceding applying for reinstatement. Your employer may email, fax or mail a written letter on company letterhead of your active practice verifying dates of employment and the number of hours worked with their original signature.

- VERIFICATION OF STATE LICENSURE – A written verification directly from each issuing regulatory authority, in all jurisdictions, in which you have ever held a license, including expired, inactive, and current licenses. Please contact each State regarding making this request.

- TRAINEESHIP REQUIREMENTS – If a licensee does not meet the requirement for active practice, the license may be reinstated by completing 320 hours in a traineeship that meets the requirements prescribed in 18VAC112-20-140.

Download the appropriate traineeship application and Regulations at <http://www.dhp.virginia.gov/PhysicalTherapy/>.

GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

1. It is unlawful to practice as a PT/PTA in Virginia until you have been issued an active Virginia license or until you have been issued written authorization from the board office to serve a traineeship under the direct supervision of a licensed physical therapist in Virginia.
2. Applications received without the required processing fee will be returned to the sender.
3. Once all documentation has been received, the licensing process takes approximately 10 **business** days. Board staff will contact you at the email address provided on your application with a status update.
4. Applications will remain on file with the board for one year from the date of receipt. If, at the end of one (1) year, licensure/certification/registration is not issued, the applicant shall reapply in accordance with the requirements of the Regulations.