



NEW LICENSE APPLICATION
BOARD OF PHYSICAL THERAPY
Physical Therapy Assistant License

Please read instructions before completing this form. If you have any questions, call HPLA Customer Service at 1-877-627-2174, Monday through Friday, 8AM to 5PM EST. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208)

SECTION 1. REQUESTED LICENSE TYPE/FEEES (includes non-refundable application fee - see instructions)

- PT - Physical Therapist Assistant by Examination \$264.00
PT - Physical Therapist Assistant by Re-Examination \$ 85.00
PT - Physical Therapist Assistant by Endorsement \$264.00
Duplicate Licenses (limit 5) X \$34.00 \$
TOTAL ENCLOSED \$

MAIL TO:

Department of Health
Health Professional Licensing Administration
Board of Physical Therapy
899 North Capitol St., NE
First Floor
Washington, DC 20002

Walk-in Service

Monday through Friday, 9am to 4pm EST
899 North Capitol St., NE
First Floor
Washington, DC 20002

Make check or money order payable to:

DC Treasurer.

HPLA ONLY

Check \$

Check #

Staff

\$.00

SECTION 2A. APPLICANT NAME/DEMOGRAPHIC INFORMATION

Enter your name exactly as it should appear on the license. If your name has changed at any point since you first attended college or university, please complete Section 2B below. You must also provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders.

Grid for name entry with labels: FIRST NAME, MI, LAST NAME, SUFFIX (Jr., Sr., etc.)

SOCIAL SECURITY NUMBER

DATE OF BIRTH (mm/dd/yyyy)

If applicant does not provide a social security number, a sworn affidavit is required.

Grid for place of birth entry

PLACE OF BIRTH
Provide City and State for US birthplace or Country for foreign place of birth.

Male Female
GENDER

SECTION 2B. PREVIOUS NAMES

If your name has changed at any point since you first attended college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders.

Changed to current name by: Marriage Divorce Court Order Spouse Death Certificate

Name change entry grid 1: FIRST NAME, MI, LAST NAME, SUFFIX (Jr., Sr., etc.)

Changed to current name by: Marriage Divorce Court Order Spouse Death Certificate

Name change entry grid 2: FIRST NAME, MI, LAST NAME, SUFFIX (Jr., Sr., etc.)

Changed to current name by: Marriage Divorce Court Order Spouse Death Certificate

Name change entry grid 3: FIRST NAME, MI, LAST NAME, SUFFIX (Jr., Sr., etc.)

Changed to current name by: Marriage Divorce Court Order Spouse Death Certificate

Name change entry grid 4: FIRST NAME, MI, LAST NAME, SUFFIX (Jr., Sr., etc.)

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SECTION 3A. HOME ADDRESS

Even if you have a PO Box, a street address should also be provided, if applicable.

Please note: This information WILL NOT be made available to the public.

APARTMENT SUITE FLOOR PO BOX NUMBER

HOME STREET ADDRESS 1 (If applicable, use this line for additional building information. Otherwise, use this line to indicate STREET NUMBER and STREET NAME)

HOME STREET ADDRESS 2 (If additional space is needed, use this line to indicate STREET NUMBER and STREET NAME)

CITY

–

STATE ZIP CODE + 4

– – – –

HOME PHONE NUMBER

HOME FAX NUMBER

E-MAIL ADDRESS

SECTION 3B. BUSINESS ADDRESS

Please note: This information will be made available to the public.

If current business address is in the District of Columbia, please include the effective date: _____.

COMPANY NAME

APARTMENT SUITE FLOOR PO BOX NUMBER

BUSINESS STREET ADDRESS 1 (If applicable, use this line for additional building information. Otherwise use this line to indicate STREET NUMBER and STREET NAME)

BUSINESS STREET ADDRESS 2 (If additional space is needed, use this line to indicate STREET NUMBER and STREET NAME)

CITY

–

STATE ZIP CODE + 4

– – – –

BUSINESS PHONE NUMBER

BUSINESS FAX NUMBER

E-MAIL ADDRESS

SECTION 3C. PREFERRED MAILING ADDRESS

Indicate your preferred mailing address by placing an "X" in the appropriate box. This will be the address to which all future licensing documents will be mailed.

HOME

BUSINESS

SECTION 4. PROFESSIONAL SCHOOLS ATTENDED

List all colleges and universities attended prior to and including professional schools. List in reverse chronological order, beginning with the most recent at the top.

MANDATORY FIELD School Name, City, State, Country	Date of Graduation	Type of Degree/Certificate

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SECTION 5A. POSTGRADUATE EXPERIENCE

List all experience since graduation from college or professional school, in reverse chronological order, beginning with the most recent. For "Type of Position," use the letter from the key below.

Organization/Institution	Location	Start Date	End Date	Type of Position (Use Key Below)*	Full Time	Part Time

*** TYPE OF POSITION KEY**

- | | |
|-----------------------|---|
| A. Employment | D. Instructor |
| B. Private Practice | E. Internship/Residence |
| C. Clinical Rotations | F. Other (specify on separate sheet of paper) |

SECTION 5B. PROFESSIONAL LICENSES IN OTHER STATES/JURISDICTIONS

List all the jurisdictions in which you have ever held a Physical Therapy Assistant professional license. You must request and provide official letter of verification of licensure, certification or registration from the state or jurisdiction where you currently or most recently practice as a Physical Therapy Assistant.

MANDATORY FIELD Jurisdiction	Date License Was First Obtained	License Number

SECTION 6. SUPPORTING DOCUMENTS REQUIRED

Please indicate the supporting documents you have included with this package or requested to be sent to the Board of Physical Therapy. Keep a photocopy of all supporting documents for your records.

**HPLA
ONLY**

	YES	NO	HPLA ONLY
A. Two recent and identical passport-type photos of the applicant's face (approx. 2"X2") with applicant's name and SSN printed on the back. <u>The photos must be original photos and cannot be computer-generated copies or paper copies.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Copy of an official government-issued identification (I.D.) such as a driver's license, passport, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Copies of legal documents supporting all name changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Check or Money Order for \$264 made payable to DC Treasurer .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Completed Supplemental Information Form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Applicants applying to sit for the national exam only: Official certified transcript(s) mailed directly from each U.S. education institution showing proof of successful completion of a degree program in the practice of a physical therapy assistant. Must be from an institution accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314, and FAX (703) 838-8910	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. If applying by examination, confirmation of online registration through the FSBPT to sit for the National Physical Therapy Assistant Examination (NPTAE) — print a copy of your confirmed registration off of your computer screen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. If you are or have ever been licensed in another state/jurisdiction: Verification of State Licensure from the current state/jurisdiction in which you practice in or have most recently practiced in, must be sent directly by that state board to HPLA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. If applying by endorsement, a score report reflecting passing scores on the NPTAE. Please contact the Federation of State Boards of Physical Therapy (FSBPT) to have your NPTAE results transferred to D.C., unless you are applying to sit for the exam.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. For all applicants: Confirmation of on-line registration through the FSBPT to sit for the DC Jurisprudence Exam (print a copy of your confirmed registration off of your computer screen).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SECTION 7. QUESTIONS – Applicants MUST answer all of the following questions.

Please answer all of the following questions by placing an “X” in the appropriate box. If you answer “Yes” to questions A through J below, you must provide full information and complete details on a separate sheet of paper, including copies of relevant court documents, date of incident, allegation, and disposition of the case, and attach to this application.

A. Clean Hands Before Receiving a License or Permit Act of 1996 Certification Form Requirement.

Please read the information below carefully before responding to this yes or no question, as **any false information provided requires that the Department of Health proceed immediately to revoke your License or Permit** for which you are now applying, and fine you one thousand dollars (\$1,000.00), pursuant to D.C. Official Code § 47-2864 (2001).

IF YOU ANSWER “YES” TO THIS QUESTION, PLEASE SUBMIT PROOF OF THE ARRANGEMENTS YOU HAVE MADE TO PAY THE OUTSTANDING DEBT. IF YOU DO NOT HAVE AN APPROVED PAYMENT SCHEDULE TO PAY THE AMOUNT YOU OWE OR IF NO APPEAL IS PENDING, THE LAW REQUIRES THAT YOUR NEW LICENSE APPLICATION BE DENIED.

As of this date, do you owe more than one hundred dollars (\$100.00) to the District of Columbia Government as a result of any of the following:

1. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 8, Chapter 8 (Litter Control Administrative Act of 1985);
2. Fines or interest assessed pursuant to D.C. Official Code Title 8, Chapter 9 (Illegal Dumping Enforcement Act of 1994);
3. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 2, Chapter 18 (Civil Infractions Act of 1985);
4. Past due taxes;
5. Past due District of Columbia Water and Sewer Authority service fees; or
6. Fines or penalties assessed pursuant to D.C. Official Code Title 50, Chapter 23 (Traffic Adjudication)?

The information presented above is in compliance with the requirement to submit with your application for licensure or permit under the *Clean Hands Before Receiving a License or Permit Act of 1996*, effective May 11, 1996 (D.C. Law 11-118, D.C. Code §47-2861

YES NO

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B. In the past 10 years: (1) Have you withdrawn an application (in D.C. or any other state/jurisdiction) to practice your profession? (2) Has any authority or peer review board taken adverse action against your license or privileges? (3) Are you currently under investigation or were you investigated by any authority or peer review board for any violation of state, federal, or local law? (4) Has any authority or peer review board informed you of any pending charge(s) or investigation not previously reported to this Board?

YES NO

C. In the past 10 years, have you ever been convicted or investigated for a crime (other than minor traffic violations) not previously reported to the Board?

YES NO

D. In the past 10 years, have you ever been party to a malpractice action or had a malpractice action brought against you?

YES NO

E. In the past 10 years, have you voluntarily surrendered a license after formal changes have been filed against you or while you were under investigation?

YES NO

F. In the past 10 years, have you been terminated or asked to resign from employment since obtaining your (professional) license?

YES NO

G. In the past 10 years, have you been terminated from or resigned from a clinical or professional training program?

YES NO

H. Do you have a physical or medical condition that currently impairs your ability to practice your profession?

YES NO

I. Are you currently being treated for chemical dependency or psychiatric disorders?

YES NO

J. Has the use of drugs and/or alcohol resulted in an impairment of your ability to practice your profession?

YES NO

K. Have you ever been licensed as a Physical Therapy Assistant in any other jurisdiction? (If “Yes,” be sure to complete Section 5B of this form.)

YES NO

L. Have you previously been licensed as a Physical Therapy Assistant in the District of Columbia?

YES NO

SECTION 8. APPLICANT AFFIDAVIT

I hereby attest that the information given in this application, including all writings and exhibits attached hereto, is true and complete to the best of my knowledge. I understand that the making of a false statement on this application, including all writings and exhibits attached hereto, is punishable by criminal penalties.

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APPLICANT SIGNATURE

NAME (Please Print)

DATE