

## Helpful Tips on Submitting Your Application and Documents

As the application process for obtaining a Florida PT or PTA license can seem overwhelming, the board office is offering the below suggested steps to assist you. Completing these steps in the order listed below will ensure a more smooth and successful application.

- Contact your school's registrar and request your official transcripts or letter of completion<sup>1</sup> be mailed to our board office
- If you hold or held a license in another state, contact that state and request license verification be mailed to our board office
- If you have previously passed the NPTE, have your scores transferred from the FSBPT [here](#)
- Take the online Prevention of Medical Errors course. You can find a list of approved courses [here](#). Submit your course completion certificate by fax or mail.
- Register with the FSBPT for the NPTE and/or the Florida laws and rules exam [here](#)
- **Complete the online Florida licensure application [here](#)**
- If you have any affirmative answers in the Criminal, Personal, or Disciplinary sections on the applications, submit your personal statement and supporting documentation to our board office by fax or mail
- You can find the Florida Laws and Rules Study Guide [here](#)

### **All Florida PT and PTA applicants are required to take and pass the Florida Laws and Rules Examination**

#### Board Office Mailing Address

Florida Board of Physical Therapy  
4052 Bald Cypress Way, C-05  
Tallahassee, FL 32399-3255

#### Board Office Fax Number

(850) 414-6860

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<sup>1</sup> A letter of completion may be sent for candidates who have completed all coursework but are awaiting graduation and/or the release of official transcripts. The letter must come directly from the program director or registrar and state the date of course completion, degree to be awarded and date of graduation.