PHYSICAL THERAPIST ASSISTANT LICENSURE INSTRUCTIONS

Authority: P.A. 368 of 1978, as amended
This form is for information only.

NOTE: It is your responsibility to have all required documentation sent to the Bureau of Health Care Services. Questions regarding your application can be directed to the Bureau of Health Care Services at (517) 335-0918 four weeks after the date you sent the application. Please allow 6-8 weeks processing time. Applications submitted without the required licensing fee, applicant’s signature and date will be returned.

GENERAL INSTRUCTIONS FOR LICENSURE BY EXAMINATION

1. Type or print legibly on all forms and send the original application, with the proper fee, to the Board of Physical Therapy. An application accompanied by the appropriate fee is valid for two years. If an applicant fails to complete the requirements for licensure within two years from the date of filing the application, the application is no longer valid.

2. All applicants for a health profession license in Michigan are required to submit fingerprints and undergo a criminal background check. Please see the attached instructions. The Michigan Board is not able to accept fingerprints that have been obtained for any other purpose. Your license or registration will not be issued until this process is complete. If you had fingerprints taken for the Michigan limited PTA license, your fingerprint report is in your licensing record. You do not need your fingerprints taken a second time.

3. Arrange for a verification and/or certification to be sent directly to the Michigan Board from any state or province where you currently hold or have ever held a permanent license or registration. Copies of licenses are not acceptable.

4. Graduates of CAPTE accredited education programs must arrange for a final, official transcript of your CAPTE approved physical therapist assistant education to be forwarded to this office directly from your educational institution. Transcripts must bear the seal of the school and show a degree and date conferred. If you hold a Michigan limited PTA license, your transcripts are in your licensing record and do not need to be submitted a second time.

5. Graduates of education programs outside of the United States that are not CAPTE-accredited must have their physical therapy/physical therapist assistant education evaluated using the Foreign Credentialing Commission on Physical Therapy (FCCPT) course work evaluation tool for PTA’s. Evaluations using the FCCPT course work evaluation tool may be completed by:

   FCCPT, 124 West Street South, 3rd Floor, Alexandria, VA 22314 Website: www.fccpt.org Telephone (703) 684-8406
   -OR-
   International Consultants of Delaware, Inc., PO Box 8629, Philadelphia, PA 19101-8629 Website: www.icdel.com, Telephone: (215) 222-8454 ext. 510 and Fax: (215) 349-0026
   -OR-
   International Education Research Foundation, Inc., P.O. Box 3665, Culver City, CA 90231-3665. Website: www.ierf.org, Telephone: (310) 258-9451 and Fax: (310) 342-7086.
6. An applicant whose physical therapist assistant education program was taught in a language other than English shall satisfactorily complete the TOEFL (passing score is 550 on the written examination or 213 on the computerized exam) and TSE (passing score is 50) examinations or the TOEFLibt (overall passing score of 89). If you hold a Michigan limited PTA license, language proficiency scores have already been received and do not need to be resent. Required section scores on the TOEFLibt are:

- Not less than 21 on the reading section
- Not less than 18 on the listening section
- Not less than 26 on the speaking section
- Not less than 24 on the writing section

Results of the examination(s) should be sent directly to this office from ETS. Contact ETS at (609) 771-7100 or at their website at www.toefl.org (e-mail:toefl@ets.org) to arrange to take these examinations or to have results sent to our office. The Institutional Code for physical therapy is 9715.

7. All applicants for physical therapist assistant licensure must pass the 25-question jurisprudence examination. The passing score on the exam is 75% (19/25). The jurisprudence examination is included in the application packet and must be completed and returned with your application and fee. The jurisprudence examination covers material that can be found in the Administrative Rules of the Michigan Board of Physical Therapy and in Article 15, parts 161 and 178 of the Michigan Public Health Code.

8. Applicants who graduated from a CAPTE-accredited PTA program before January 1, 2008, are not required to pass the NPTE PTA examination in order to obtain a Michigan PTA license. Applicants who graduated from a CAPTE-accredited program after January 1, 2008 and all applicants who did not graduate from a CAPTE-accredited program must pass the NPTE PTA examination in order to become licensed as a PTA in Michigan.

If you have already passed the NPTE PTA examination and your scores have not previously been submitted to the Michigan Board of Physical Therapy, please contact FSBPT to arrange for your scores to be sent. The FSBPT website is www.fsbpt.org. FSBPT can also be reached by phone at 703-739-9420 or e-mail requests may be sent to scoretransfer@fsbpt.org.

You are eligible to take the NPTE PTA examination if you are in the final semester, term, or quarter of a CAPTE-accredited PTA educational program. The Michigan Board must receive an official letter directly from your educational program or school that clearly indicates that you are in the final semester, term, or quarter of your degree program and provides the date you are expected to graduate. Applicants who have graduated from a CAPTE-accredited educational program will be eligible to take the examination once their final, official transcripts are received.


a. You will be sent an Authorization to Test for the NPTE after you have registered online for the exam and have been made eligible to test by the Michigan Board of Physical Therapy. The Authorization to Test will include instructions about how to schedule your examination at a Prometric Testing Center. Once you have received your Authorization to Test, you must sit for the examination within 60 days. You will be required to submit a testing fee to Prometric Testing Center before taking the examination. FSBPT allows an individual to take the licensing examination a maximum of 3 times in any 12-month period.

10. If you require special testing accommodations because of a disability, you must submit a letter indicating the accommodation requested and your disability. You must also submit a letter verifying the disability and the requested accommodation from a licensed health provider capable of making the diagnosis. In addition, please include a letter or other documentation from school personnel verifying the accommodations made during your education. These documents should be submitted when you submit your license application and preferably prior to that date. The information should be sent to LARA, Bureau of Health Care Services, ATTN: ADA Request, P.O. Box 30670, Lansing, MI 48909.
GENERAL INSTRUCTIONS FOR LICENSURE BY ENDORSEMENT (MUST be currently licensed in another state.)

1. Type or print legibly on all forms and send original application, with the proper fee, to the Michigan Board of Physical Therapy. An application with the appropriate fee is valid for two years. If an applicant fails to complete the licensure requirements within two years from the filing date, the application is no longer valid.

2. All applicants for a health profession license in Michigan are required to submit fingerprints and undergo a criminal background check. Please see the attached instructions. The Michigan Board is not able to accept fingerprints that have been obtained for any other purpose.

3. Arrange for a verification and/or certification to be sent directly to the Michigan Board from any state or province where you currently hold or have ever held a permanent license or registration. Copies of licenses are not acceptable.

4. All applicants for physical therapist assistant licensure must take and pass the 25-question jurisprudence examination. The passing score on the exam is 75% (19/25). The jurisprudence examination is included in the application packet and must be completed and returned with your application and fee. The jurisprudence examination covers material that can be found in the Administrative Rules of the Michigan Board of Physical Therapy and in Article 15, parts 161 and 178 of the Michigan Public Health Code.

5. Arrange for results of your NPTE PTA examination to be forwarded to this office directly from the Federation of State Boards of Physical Therapy (FSBPT). The FSBPT website is www.fsbpt.org. FSBPT can also be reached by phone at (703) 739-9420 or e-mail requests may be sent to scoretransfer@fsbpt.org.

6. If you have been licensed in another state less than 5 years, the Michigan Board must also receive the following:

Graduates of CAPTE-accredited educational programs must arrange for a final, official transcript of your CAPTE approved physical therapy education to be forwarded to this office directly from your educational institution. Transcripts must bear the seal of the school and show a degree and date conferred.

Graduates of education programs outside of the United States that are not CAPTE-accredited must have their physical therapy education evaluated using the Foreign Credentialing Commission on Physical Therapy (FCCPT) course work evaluation tool for PTA’s. Evaluations may be completed by:

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Results of the examination(s) should be sent directly to this office from ETS. You can contact ETS at (609) 771-7100 or at their website at www.toefl.org (e-mail: toefl@ets.org) to arrange to take these examinations or to have results sent to our office. The Institutional Code for physical therapists is 9715.
GENERAL INFORMATION

1. NAME AND/OR ADDRESS CHANGES: If your name and/or address changes please notify the Board of Physical Therapy in writing. To change a name or address, you can download the Data Change/Duplicate License Request Form from our website www.michigan.gov/healthlicense and fax it to (517) 373-2179 or mail the form to Bureau of Health Care Services, PO Box 30670, Lansing, MI 48909. Telephone calls are NOT accepted for these changes.

2. REFUND POLICY: If you wish to withdraw your application, you may be eligible for a partial refund. You must notify the Board of Physical Therapy in writing to request a refund.

3. NOTE: If you have ever been licensed in another state and you have a current disciplinary sanction on that license, (even if the license is inactive), you are not eligible for licensure in Michigan according to the Public Health Code, PA 368, as amended, Section 222.16174 (3). Sanctions include probation, limitation, suspension, revocation, or fine. Upon resolution of the sanction and verification that the license is active with no disciplinary action in effect, you can proceed with the filing of an application for a Michigan license or registration.

4. ORIGINAL LICENSES ARE VALID FOR A YEAR OR LESS, SUBSEQUENT RENEWALS ARE GOOD FOR A TWO-YEAR PERIOD.
CRIMINAL BACKGROUND CHECK
FINGERPRINT REQUEST FORM INSTRUCTIONS
(For Applicants in Michigan)

1. Applicants for a Michigan health professional license must have their fingerprints taken under an Agency ID/ORI Number specific for the board for which they are applying. Fingerprints may be taken by either Identogo (formerly L-1 Enrollment) or another agency listed at www.michigan.gov/lsvendor. Whether you use Identogo or another agency, you must use an Agency ID Number for a Health Professional licensing board. These Agency ID numbers MUST be used in order to have the fingerprint report sent to the Health Professions Licensing Division. Receipts should not be mailed to the office, but kept for your own records.

2. Please complete the Livescan Fingerprint Request Form and check the box for the profession for which you have applied. Incorrectly selected professions/agency ID’s may delay the criminal background check process.

3. You must bring the Livescan Fingerprint Request Form with a driver’s license or other state or federal-issued picture identification to your fingerprint appointment. You will also be required to pay a separate fee to the fingerprint agency when registering and/or scheduling your appointment.

4. When your fingerprints are taken, a technician will perform a scan of your fingerprints and submit the data electronically to the Michigan State Police.

5. If no criminal history is found, the Health Professions Licensing Division will be notified.

6. If criminal history information is found, the Michigan State Police will send the record directly to the Health Professions Licensing Division for review.

7. Information about fees and scheduling your fingerprint appointment with Identogo can be found at www.identogo.com or by calling 1-866-226-2952.

8. Identogo is under contract with the Michigan State Police to provide fingerprint services. For questions, call the Michigan State Police at (517) 241-0606.

9. Please do not contact the board office regarding your criminal background check, unless your fingerprints were taken more than 30 days ago.

10. Please note: Fingerprints taken for any other agency will not fulfill fingerprint requirements for a health professional license in Michigan.
CRIMINAL BACKGROUND CHECK
FINGERPRINT REQUEST FORM INSTRUCTIONS
(For applicants out of state or out of country)

1. Contact a local law enforcement, governmental, or private fingerprint agency to perform an ink fingerprint on an FBI (FD-258) card or on another state’s or country's official fingerprint card. The ink fingerprint must be completed on card stock paper.

2. Submit the ink fingerprint card along with the completed Livescan Fingerprint Request Form and a business check or money order for $62.75, made payable in U.S. Funds, to “MorphoTrust USA” to the following address:

   MorphoTrust USA
   Attn: Card Scan Processing Unit
   3051 Hollis Drive Ste 310
   Springfield IL 62704

3. Please include a daytime telephone number or e-mail address with your request where you can be reached if there are any questions.

4. Identogo will submit your fingerprints to the Michigan State Police for analysis.

5. If no criminal history information is found, the Health Professions Licensing Division will be notified.

6. If criminal history information is found, the Michigan State Police will send the record directly to the Health Professions Licensing Division for review.

7. Call Identogo toll-free at 1-866-226-2952 (8am - 5pm EST) if you have any questions.

8. Identogo is under contract with the Michigan State Police to provide fingerprint services. For questions, call the Michigan State Police at (517) 241-0606.

9. Applicants for a Michigan health professional license must have their fingerprints taken under the Agency ID/ORI Number specific for the board for which they are applying.

10. Please do not contact the board office regarding your criminal background check, unless your fingerprints were taken more than 30 days ago.

11. Please note: Fingerprints taken for any other agency will not fulfill fingerprint requirements for a health professional license in Michigan.
**LIVESCAN FINGERPRINT REQUEST FORM**

**Applicant Instructions:** Please complete the top section of this form then print it and take it along with your picture ID to your scheduled appointment.

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Please select the type of license/registration you are applying for (MD, DO, RPH, LPN, RN, PT, etc.):

- [ ] Acupuncture Agency ID # 90889P
- [ ] Medicine Agency ID # 90897K
- [ ] Physical Therapy Agency ID # 90906M
- [ ] Athletic Trainer Agency ID # 90890J
- [ ] Nursing-LPN Agency ID # 90899J
- [ ] Physician Assistant Agency ID # 90907E
- [ ] Audiology Agency ID # 90891P
- [ ] Nursing-RN Agency ID # 90898T
- [ ] Podiatry Agency ID # 90908L
- [ ] Chiropractic Agency ID # 90892H
- [ ] Nursing Home Admin Agency ID # 90901K
- [ ] Psychology Agency ID # 90909A
- [ ] Counseling Agency ID # 90893M
- [ ] Occupational Therapy Agency ID # 90902T
- [ ] Respiratory Care Agency ID # 90910L
- [ ] Dentistry Agency ID # 90894E
- [ ] Optometry Agency ID # 90903J
- [ ] Social Work Agency ID # 90912K
- [ ] Marriage & Fam. Ther. Agency ID # 90895L
- [ ] Osteopathic Medicine Agency ID # 90904P
- [ ] Speech-Lang Pathology Agency ID # 90913T
- [ ] Massage Therapy Agency ID # 90896A
- [ ] Pharmacy Agency ID # 90905H
- [ ] Veterinary Medicine Agency ID # 90914J

**THE FOLLOWING SECTION IS TO BE COMPLETED BY THE FINGERPRINTING AGENCY**

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Type of ID Presented:

**REQUESTING AGENCY INFORMATION**

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<td>MI DEPT OF LARA-</td>
<td>LHP – Licensed Health Care Professional (MCL333.16174)</td>
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LARA is an equal opportunity employer. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. 611 W. OTTAWA ST. P.O. BOX 30670 LANSING, MICHIGAN 48909 www.michigan.gov/healthlicense (517) 335-0918
APPLICATION FOR LICENSURE AS A
PHYSICAL THERAPIST ASSISTANT

Type or Print Only

I AM APPLYING FOR THE FOLLOWING:

☐ License by Examination Fee: $135.00 71-5502-01

☐ License by Endorsement Fee: $135.00 71-5502-09

Your check or money order drawn on a U.S. financial institution and made payable to the STATE OF MICHIGAN must accompany this application. DO NOT SEND CASH. Fees are deposited upon receipt and can only be refunded under refund rules promulgated by the Department.

First Name
Middle Name
Last Name

U.S. Social Security Number
Date of Birth
Daytime Telephone Number

Street Address

City
State
Country
ZIP Code

All Previous Names and/or Birth Name Used (if applicable)

E-Mail Address

Have you ever held a health professional license in Michigan? ☐ No ☐ Yes

Michigan Health Professional Permanent I.D. Number & Expiration Date

Check the appropriate answer to each of the following questions. NOTE: Submit a detailed explanation for any YES answer you check on a separate sheet with your application.

1. Have you ever been convicted of a felony? ☐ Yes ☐ No

2. Have you ever been convicted of a misdemeanor punishable by imprisonment for a maximum term of 2 years? ☐ Yes ☐ No

3. Have you ever been convicted of a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance (including motor vehicle violations)? ☐ Yes ☐ No

4. Have you been treated for substance abuse in the past 2 years? ☐ Yes ☐ No

5. Have you had 3 or more malpractice settlements, awards, or judgments in any consecutive 5 year period? ☐ Yes ☐ No

6. Have you had one or more malpractice settlements, awards, or judgments totaling $200,000 or more in any consecutive 5 year period? ☐ Yes ☐ No

7. Have you ever had a federal or state health professional license revoked, suspended, or otherwise disciplined; been denied a license; or currently have disciplinary action pending against you? ☐ Yes ☐ No

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.
8. Have you ever been censured, or requested to withdraw from a health care facility's staff or had your health care facility staff privileges involuntarily modified?  
   □ Yes  □ No

9. Have you ever taken the National Examination to be qualified as a Physical Therapist Assistant?  
   □ Yes  □ No
   Date: ____________________________________________

10. Do you hold or have you ever held a permanent physical therapist assistant license in any other state?  
    □ Yes  □ No
    List each state, the license number, the date issued, and how the license was obtained. DO NOT LIST TEMPORARY LICENSES. You must have each state board verify licensure directly to this board office. (Attach additional sheets if necessary.)

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Provide a complete chronological record of your educational preparation. Attach additional sheets if necessary.

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CERTIFICATION

I understand that it is the policy of this agency to secure a criminal conviction history as part of the pre-licensure screening process. I authorize this agency to use the information provided in this application to obtain a criminal conviction history file search from the Central Records Division of the Michigan Department of State Police or other law enforcement or judicial record-keeping organization.

I further consent to the release of information to this agency regarding any disciplinary investigations conducted by a similar licensure, registration, or specialty certification board of this or any other state, of the United States military, of the federal government, or of another country.

The statements in this application are true and correct. I have not withheld information that might affect the decision to be made on this application. In signing this application, I am aware that a false statement or dishonest answer may be grounds for denial of my application or revocation of my license and that such misrepresentation is punishable by law.

Signature of Applicant ______________________ Date ___________
PHYSICAL THERAPIST ASSISTANT LAWS & RULES

Last Name: _____________________________  First Name: _____________________________

SSN: _____________________________  DOB: _____________________________

Please clearly print your name, date of birth and Social Security number in the above spaces. Circle your answers for each test question. Be sure to read the statement at the end of the examination and sign your name on the last page before returning it to the Board Office.

1. Sanctions may be levied against a physical therapist assistant for which of the following situations?
   a. Fraud in obtaining a license
   b. Practicing outside the scope of physical therapist assistants
   c. Permitting a license to be used by an unauthorized person
   d. All of the above are correct

2. A physical therapist assistant who has had a license revoked may
   a. not practice as a physical therapist assistant.
   b. practice only in a state hospital.
   c. only assist with physical therapy.
   d. practice as a physical therapist assistant under the direct supervision of a physical therapist.

3. Working under “general supervision” means the physical therapist assistant may perform services only while the physical therapist is
   a. present in the exam room.
   b. continuously available.
   c. present in the office building.
   d. available at least 5 hours a day.

4. A licensed physical therapist assistant may practice under
   a. direct supervision
   b. general supervision.
   c. assigned supervision.
   d. no supervision.

5. A licensed physical therapist assistant may prescribe
   a. no medication at all.
   b. any controlled substance.
   c. non-controlled substances.
   d. over-the-counter medication.

PTA 2012
6. Which of the following is considered prohibited conduct?
   a. Failing to provide or arrange for the provision or continuity of necessary physical therapy service.
   b. Being involved in a dual or multiple relationships with a current or former patient.
   c. Engaging in harassment or unfair discrimination.
   d. All of the above are true.

7. Working under “direct supervision” means the physical therapist assistant may perform services while the physical therapist is
   a. not physically present.
   b. present in the office.
   c. physically present and immediately available.
   d. available by telecommunication or other electronic device.

8. After initial licensure, a physical therapist assistant’s license MUST be renewed every ________ year(s).
   a. 1
   b. 2
   c. 3
   d. 4

9. A name or address change of a physical therapist assistant licensee must be reported to the Michigan Bureau of Health Professions no more than ________ days after the change occurs.
   a. 10
   b. 14
   c. 30
   d. 60

10. A licensed physical therapist assistant may not supervise
    a. more than one unlicensed individual.
    b. a PTA student.
    c. more than three unlicensed individuals.
    d. unlicensed individuals.

11. By law, the actual license for a physical therapist assistant
    a. does not have to be displayed.
    b. must be kept on file in the facility’s personnel department.
    c. does not have to contain notification of any limitation.
    d. shall be displayed in a prominent place visible to the public.
12. When may certain tasks within the scope of practice of a physical therapist assistant be delegated to qualified but unlicensed individuals?

a. Never  
b. Under a licensed physical therapist’s or physical therapist assistant’s supervision  
c. Only when the physical therapy department is understaffed  
d. When the task demands the same level of education and skills required of a licensed physical therapist assistant.

13. A licensed physical therapist assistant who delegates selected acts, tasks, or functions to an unlicensed individual must provide

a. direct supervision.  
b. general supervision.  
c. assigned supervision.  
d. no supervision.

14. The governing body for licensed physical therapist assistants in Michigan is the

a. Michigan Board of Physical Therapy.  
d. Federation of State Boards of Physical Therapy.

15. Which of the following is a requirement for acceptance of a health professional into the Health Recovery Program?

a. The health professional acknowledges his or her impairment.  
b. The health professional agrees to participate in a treatment plan.  
c. The health professional voluntarily withdraws from, or limits the scope of his or her practice, as determined necessary by the health professional recovery committee.  
d. All of the above are true.

16. Temporary licenses for physical therapist assistant

a. are not issued under any circumstances.  
b. are in effect for two years with no stipulations.  
c. may be issued when an applicant has met all requirements for licensure.  
d. are revoked six months after an applicant does not appear for any required examinations.
17. Which of the following statements is true?
   a. A licensed physical therapist assistant must report to the HPRP any registered or licensed health care professional whom they believe is impaired.
   b. A licensed physical therapist assistant is legally liable for damages resulting from the failure to report to the HPRP any registered or licensed health care professional whom they believe is impaired.
   c. A licensed physical therapist assistant is only required to report a colleague whom they believe is impaired to the HPRP if the colleague is also a licensed physical therapist assistant.
   d. A licensed physical therapist assistant who fails to report any registered or licensed health care professional whom they believe is impaired to the HPRP is not subject to any administrative disciplinary action.

18. According to the Michigan Public Health Code, a physical therapist assistant practicing in Michigan may use all of the following titles EXCEPT
   a. Physiotherapist Assistant.
   b. Licensed Physical Therapist Assistant.
   c. Physical Therapist Practitioner Assistant.
   d. Registered Physical Therapist Assistant.

19. The ultimate purpose of the Michigan Board of Physical Therapy is to
   a. collect licensing fees.
   b. protect the public's health, safety and welfare.
   c. meet with members of other health care professions.
   d. report occupational infractions to the Department of Licensing and Regulatory Affairs.

20. A person who practices as a physical therapist assistant under a fraudulently obtained license, or uses the license of another person as his or her own is guilty of
   a. a felony.
   b. malpractice.
   c. a misdemeanor.
   d. no punishable offense.

21. A physical therapist may do all of the following EXCEPT
   a. prevent a mental disability.
   b. correct a physical disability.
   c. diagnose a medical condition.
   d. alleviate a physical condition.

22. A written prescription for physical therapy MUST contain all of the following EXCEPT the
   a. patient's name.
   b. patient's diagnosis.
   c. patient's prognosis.
   d. authorized prescriber's signature.
23. A license for a physical therapist assistant
   a. lapses 2 weeks after its expiration date.
   b. requires no additional fees for delinquent renewal.
   c. may not be renewed under any circumstances after its expiration date.
   d. may be renewed with a late fee during the first 60 days after expiration.

24. In Michigan, the scope of practice for physical therapist assistants is determined by
   b. the Department of Public Health.
   c. the American Physical Therapy Association.
   d. the consensus of accredited physical therapy programs.

25. The Department of Licensing and Regulatory Affairs shall publish a list of disciplined individuals and send the list to all of the following EXCEPT the
   a. Commissioner of Insurance.
   b. administration of federal health care programs.
   c. local law enforcement agencies.
   d. appropriate professional associations.

I CERTIFY THAT I AM THE APPLICANT WHOSE SIGNATURE APPEARS HERE AND THAT THE ANSWERS PROVIDED ON THIS EXAMINATION ARE MINE ALONE. BECAUSE OF THE CONFIDENTIAL NATURE OF THIS EXAMINATION, I WILL NOT COPY OR RETAIN EXAMINATION QUESTIONS, OR TRANSMIT THEM IN ANY FORM TO ANY OTHER PERSON.

__________________________________________  ______________________________
Signature of Applicant                          Date