LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

PHYSICAL THERAPIST LICENSING GUIDE

OVERVIEW:

The physical therapist license allows a licensee to engage in the unrestricted practice of physical therapy.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Public Health Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for a Physical Therapist License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting **www.michigan.gov/miplus**
- ☐ Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Physical Therapist License by Exam or Endorsement: $319.75

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ Criminal Background Check – Once the online application is completed and submitted, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, for a license that expired within the last three years).

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- Good Moral Character Question – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license

- Human Trafficking Training – Beginning January 6, 2022, completion of a one-time training to identify victims of human trafficking is required for individuals seeking licensure that meets the standards of Administrative Rule 338.7126.

- Implicit Bias Training– Beginning June 1, 2022, completion of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or registration is required.

- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

- Verification of Licensure – Verification of licensure must be submitted directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI

- English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant's required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under R 338.7002b(2) of the Public Health Code – General Rules.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION
(These are in addition to the requirements stated above that apply to ALL applicants)

- Final, Official Transcripts – Transcripts must be submitted directly to our office confirming completion of an accredited physical therapist educational program that meets the standards and evaluative criteria for accreditation of physical therapist educational programs set forth by the Commission on Accreditation in Physical therapy Education (CAPTE). Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- Graduates of a non-accredited postsecondary institution must submit proof of having completed a substantially equivalent physical therapist educational program by having the non-accredited program evaluated by the current FSBPT Coursework Tool for Foreign Education Physical Therapists.

- NPTE Examination Scores – Verification of a passing score on the National Physical Therapy Examination (NPTE) for physical therapists must be sent directly to our office from the testing agency. Applicants can contact the Federation of State Boards of Physical Therapy (FSBPT) at www.fsbpt.org , phone (703) 739-9420, or by email at scoretransfer@fsbpt.org to arrange for passing scores to be sent to this office.

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ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT
(These are in addition to the requirements stated above that apply to All applicants)

- Professional Education - If licensed as a physical therapist in a province of Canada or in the United States, provide proof verifying the completion of the educational requirements in Canada or the United States for licensure as a physical therapist in Canada or the United States.

- Examination Scores – Verification of a passing score on either the National Physical Therapy Examination (NPTE) for physical therapists or the Canadian Alliance of Physiotherapy Regulators Physiotherapy Competency Examination must be sent directly to our office from the testing agency. Applicants can contact the Federation of State Boards of Physical Therapy (FSBPT) at www.fsbpt.org, phone (703) 739-9420, or by email at scoretransfer@fsbpt.org to arrange for passing scores to be sent to this office.

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES
(These are in addition to the requirements stated above that apply to All applicants)

- Professional Education - If licensed as a physical therapist in a province of Canada or in the United States, provide proof verifying the completion of the educational requirements in Canada or the United States for licensure as a physical therapist in Canada or the United States.

- Graduates of a non-accredited postsecondary institution must submit proof of having completed a substantially equivalent physical therapist educational program by having the non-accredited program evaluated by the current FSBPT Coursework Tool for Foreign Education Physical Therapists.

- Examination Scores – Verification of a passing score on either the National Physical Therapy Examination (NPTE) for physical therapists or the Canadian Alliance of Physiotherapy Regulators Physiotherapy Competency Examination must be sent directly to our office from the testing agency. Applicants can contact the Federation of State Boards of Physical Therapy (FSBPT) at www.fsbpt.org, phone (703) 739-9420, or by email at scoretransfer@fsbpt.org to arrange for passing scores to be sent to this office.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE
(These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting www.michigan.gov/miplus and selecting MiPLUS Login. Once logged in, click on the **"Licenses"** tab, select "**Modification**" next to your license number and then select "Relicensure."

- 3 year Physical Therapist Relicensure Application and Fee: $339.75 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

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Applicants for relicensure whose license has lapsed for less than 3 years preceding the date of application for relicensure must complete the following requirements:

- ☐ Comply with **either** of the following:
  - Verification of completing not less than 36 professional development requirement (PDR) credits consistent with R 338.7161 and R 338.7163 during the 3 years immediately preceding the date of the application for relicensure.

  OR

  - Provide proof that you are currently licensed and in good standing as a physical therapist in another state or province of Canada.

Applicants for relicensure whose license has lapsed for more than 3 years preceding the date of application for relicensure must complete the following requirements:

- ☐ Criminal Background Check – Once the online application is completed and submitted, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.

- ☐ Comply with **both** of the following:
  - NPTE Examination Scores – Verification of a passing score on the National Physical Therapy Examination (NPTE) for physical therapists during the 2-year period immediately preceding the date of the application for relicensure must be sent directly to our office from the testing agency. Applicants can contact the Federation of State Boards of Physical Therapy (FSBPT) at www.fsbpt.org , phone (703) 739-9420, or by email at scoretransfer@fsbpt.org to arrange for passing scores to be sent to this office.

  AND

  - Verification of completing not less than 36 professional development requirement (PDR) credits consistent with R 338.7161 and R 338.7163 during the 3 years immediately preceding the date of the application for relicensure.

  OR

  - Provide proof that you are currently licensed and in good standing as a physical therapist in another state or province of Canada.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Physical Therapist Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

- ☐ Physical Therapist Renewal Application Fee: $297.75 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

- ☐ Renewal Cycle: 3 years

- Good Moral Character Questions – Documentation and explanation will be required if you answer "yes" to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.

- Disciplinary Question - Documentation will be required if you answer "yes" to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.

- Human Trafficking Training – Beginning with the 2017 renewal, and all renewal cycles thereafter, licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.7126.

- Implicit Bias Training – Beginning in 2022, and all renewals thereafter, licensees seeking renewal must have completed a minimum of 1 hour of implicit bias training for each year of the applicant's license cycle.

- PDR Credits – Completion of 36 PDR credits during the 3 years immediately preceding the expiration of the license as outlined in Rule 338.7163, and approved by the board as follows:

  - No more than 12 PDR credits can be earned during one 24-hour period.
  - A licensee shall not earn PDR credit for a continuing education program or activity that is identical or substantially identical to a program or activity for which the licensee has already earned credit during the renewal period.
  - A minimum of 1 PDR credit must be earned in pain and symptom management.

- Accept Renewal Attestation – By accepting the renewal attestation, you as the licensee are certifying that you have met the continuing education requirements during the renewal period and all information provided on your renewal application is true and correct.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the physical therapy link you can access the following helpful resources and forms:

  Resources:

  - Michigan Public Health Code
  - Administrative Rules for Physical Therapy

- Track continuing education using CE broker – The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our website.

FREQUENTLY ASKED QUESTIONS

1. When must current licensees and individuals seeking licensure complete training for identifying victims of human trafficking?

Administrative rule R 338.17126 requires an individual licensed or seeking licensure to complete training to identify victims of human trafficking. This is a one-time training that is separate from professional development requirement (PDR) credits. This one-time training is required for license renewals beginning with the 2017 renewal cycle and for initial licenses issued beginning January 6, 2022.

2. How can I satisfy the requirements for the completion of training in identifying victims of human trafficking?

The one-time human trafficking training may be done through a teleconference or webinar, online presentation, live presentation, printed or electronic media. Refer to Administrative Rule R 338.7126 for more information.

The training content must cover understanding the types and venues of human trafficking in the United States, identifying victims of human trafficking in health care settings, identifying the warning signs of human trafficking in health care settings for adults and minors, and identifying resources for reporting the suspected victims of human trafficking.

The training may be acquired through any of the following:

- Training offer by, or in conjunction with, a state or federal agency.
- Training obtained in an educational program that has been approved by the board for initial licensure, or by a college or university.
- Reading an article related to the identification of victims of human trafficking as indicated above, and is published in a peer review journal, health care journal, or professional or scientific journal.

If audited, licensees must provide acceptable proof of completion.

3. How much time do I have to meet all the requirements for licensure/relicensure?

MCL 333.16307(3) states in-relevant part: All requirements for licensure or registration shall be completed within 2 years after receipt of the application by the department. If the requirements are not completed within the 2-year period, the fees paid shall be forfeited to the department and the application shall be void. An individual whose application has been determined void under this subsection shall submit a new application and fees and shall meet the standards in effect on the date of receipt of the new application. Documents received with a previous application will not be included as part of a new application.

4. How many times may I take the NPTE exam?

An applicant who does not achieve a passing score may retake the examination consistent with FSBPT testing standards. FSBPT allows candidates to sit for the exam a maximum of 6 times per exam type in a lifetime. If a candidate has exhausted the lifetime limit, they may obtain an appeal form from FSBPT and

submit it to the board. Please visit the following website at www.fsbpt.org about eligibility requirements. For the board to review your NPTE appeal form, the form must be completed in its entirety, and you must have an active application on file and have satisfied all other licensing requirements besides the NPTE exam.

5. When does Implicit Bias Training begin and how many hours do I need?

Implicit Bias training is required for all licensee's beginning June 1, 2022. This training must comply with R 338.7004. New applicants must complete a minimum of two hours of implicit bias training within the five years immediately preceding their date of application. Renewal applicants must complete one hour of implicit bias training for each year of their license or registration cycle (Example: if your license is issued for two years, then you must complete two hours of implicit bias training each renewal cycle). Information on the Implicit Bias Training can be found in R 338.7404 and on the Implicit Bias FAQ document.