

Submit everything as early as possible. Applications are valid for two (2) years.

**DO NOT CALL IF IT HAS NOT BEEN EIGHT (8) WEEKS since you APPLIED
Always Check the Website FIRST.**

The Iowa Board of Physical and Occupational Therapy values the fact that each individual applicant needs a license to secure employment. The Board office is working as quickly as possible to process applications. To keep that process moving please review this list of frequently asked questions before you contact the Board office.

How long does it take to get a PT/A license?

Since joining the PT Compact, effective January 2019 the Board must complete a background check prior to issuing a license. We encourage all applicants to apply as soon as possible as the entire process can take up to 8 weeks or longer depending on the outcome of the FBI background check...

New graduates should apply well before graduation to complete the background check process in a timely manner. Use an address where you can receive the packet of waivers and fingerprint cards. This should arrive within two weeks after you submit your application.

Most applicants will receive a license mailed to the address listed on the application within 2 weeks after the Board office reviews the final required document. Usually that document is the transcript, verification, passing exam score, or FBI background check report.

How do I expedite this process?

There is not an option to expedite the licensure review. No license may be issued until each requirement has been met by a verified document. Submit everything as early as possible. Applications are valid for two (2) years.

Why do I need to complete another FBI background check? Why can't you use the old report?

An FBI background check report provides a point in time look back at any arrest or convictions you have had. The individual or agency requesting the background check has specific authorization to request and receive the information and cannot share that information with third parties. Iowa requires the FBI background check as part of its participation as a member state of the PT Compact, which was enacted by the Iowa Legislature in law. This cannot be waived.

What could be holding up the issuance of my license?

Delays occur when the Board is waiting for fingerprint cards, signed waivers, exam scores, transcripts, verification letters, or court documents. Occasionally fingerprints are rejected and we must send the 2nd set or request a 2nd set if the applicant didn't submit it originally or submitted incomplete cards. That can add additional weeks to the processing time.

How do I check the status of my application?

Visit ibpllicense.iowa.gov to check for status updates. If you provided an email address at the time of application you will receive updates as documents have been validated.

The school/agency/test center sent my documents but it doesn't look like anything has been received?

Trust your postal carrier verification. Documents are validated and marked as reviewed within 7 - 10 business days of receipt. If it doesn't appear to have been validated by business day 11, email the office at plpublic@idph.iowa.gov. Please be aware of the requirements for the license. Documents that don't meet the requirements will not be checked off as reviewed. Please visit the link below to become familiar with what is required. <http://idph.iowa.gov/Licensure/Iowa-Board-of-Physical-and-Occupational-Therapy/Licensure>

I took my exam and still don't have my license. What should I do?

If ALL documents - including test scores - are listed as reviewed/approved on our website but no license has been issued THEN the applicant should email plpublic@idph.iowa.gov with their name and phone number so we can assess the status of the application. This should only be a last resort. The more time staff spend providing status updates for an application, the less time there is to process those in queue.

What are typical processing times?

The additional requirement for a completed FBI background check prior to issuing a license has lengthened the overall processing time, but review and issuance is running within the original time frame of 2 weeks after the Board office receives the final required document. In most cases you can plan on 8 weeks to complete the process from the time you submit your application if you return required cards, waivers, and transcripts in a timely manner and the Board office receives a passing score.

How do I get PT Compact Privileges in Iowa?

You must contact www.ptcompact.org and follow that online process. The process usually takes no more than 1 to 3 business days with proper identification.

How do I check if a PT/A has PT Compact privileges in Iowa?

PT Compact privilege holders can be verified at the [PT Compact](http://www.ptcompact.org) website.

Do I need to get a license in Iowa if I already have privileges through the PT Compact?

No. As long as you are not living in Iowa, you may work in Iowa with your PT Compact privilege. If you move to Iowa, then you must apply for licensure in Iowa and notify the PT Compact of your home state change of address within thirty (30) days.