



August 2021

---

Physical Therapy Licensure,  
PT Compact Membership and  
PT Compact Privileges



# Iowa Board of Physical and Occupational Therapy

---

Umbrella Agency, Iowa Department of Public Health

Bureau of Professional Licensure, 19 Boards and 60+ Professions

7 Member Board Established in 1981 to Protect the Public through Licensure of  
Physical Therapists, Physical Therapist Assistants,  
Occupational Therapists and Occupational Therapist Assistants

# Iowa's Licensure Application Process

---

Applicant Submits Online Licensure Application & Fee (\$120)  
Online Sing Waiver and FBI Background Check Fee ( \$55)



FBI Background Check Fingerprint Card and Waiver will be Mailed to the Address on File



Applicant must Mail Completed Fingerprint Card & Signed Waivers Together to the Board Office



Board Office will Review Fingerprint Card for Accuracy and Forward to DCI for Processing  
or Return to the Applicant if Incomplete



# Iowa's Licensure Application Process

---

FBI Background Check Report may Require the Board to Request Additional Information from the Applicant



Primary Verification of Transcripts, Passing Exam Score, Other State Licensure Verification



Final Review of Documents to Determine if Applicant has Met/Not Met Licensure Requirements



Board Office Typically Issue a License within 2 weeks of Receipt of the Final Required Document and Mail it to the Address on File

# Exam Requirements

---

Registration for the National Physical Therapy Examination (NPTE) has occurred directly with [FSBPT](#) since November 13, 2019. Once you register you will receive an Authorization to Test (ATT) letter.

NPTE Provides Notification of Score Results Directly to the Board

This is one step toward Iowa licensure which is a separate application process.



# Iowa's Licensure Application Process

## Documents the Board Office Must Receive & Approve Prior to License Issuance

---

- ✓ Conferred Transcript from a Nationally Accredited Physical Therapist or Physical Therapist Assistant Program
  - ✓ Passing Score from the National Physical Therapy Examination (NPTE)
  - ✓ Background Check Report from the Department of Criminal Investigation (DCI)
    - ✓ Verification of Licenses Held in Other States (if applicable)
- ✓ Applicants that have been previously licensed in another state must provide additional supporting documentation to show proof of ongoing competency as outlined in [645 IAC 200.7\(2\)](#).  
(i.e. continuing education, active practice, full-time faculty member, recent passing exam score, etc.)<sup>2021</sup>

# Education Requirements

---

Graduate from a nationally accredited physical therapist or physical therapist assistant program 645 IAC 200.5 .

Commission on Accreditation in Physical  
Therapy Education (CAPTE)

<https://www.capteonline.org/programs>



# Iowa's Licensure Application Process FAQs

---

- Q: How long does it take to get a PT/A license?
- A: Review and issuance is running approximately 2 weeks after the Board office receives the final required document. Up to 8 weeks from the time the application has been received. Most applicants will receive a license mailed to the address on file within 2 weeks of receipt of the final required document.
- Q: How do I expedite this process?
- A: 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. Students are encouraged to apply approximately 60 days before graduation. Applications are valid for two (2) years.***



# Iowa's Licensure Application Process FAQs

---

- **Q: Why do I need to complete another FBI background check? Why can't you use the old report?**
- **A:** 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.
- **Q: What could be holding up the issuance of my license?**
- **A:** Delays occur when the Board is waiting for fingerprint cards, signed waivers, exam scores, transcripts, verification letters, or court documents. Occasionally fingerprints are rejected because they are illegible and we must request a new set. That can add additional weeks to the processing time.

# Iowa's Licensure Application Process FAQs

---

- **Q: How does an applicant check the status of an application?**
- **A:** Applicants may visit [ibplicense.iowa.gov](http://ibplicense.iowa.gov) to check for status updates. Document receipt and validation is noted online in comments. If an email address is on file the applicant will receive updates as documents have been accepted as valid. Third parties may request updates from the applicant. Board staff do not provide updates.



SAMPLE  
NOTIFICATION  
EMAIL TO  
APPLICANT

## Iowa Licensure for Mental Health Counselor

AMANDA Batch Emails x



licensure-noreply@idph.iowa.gov

Fri, May 31, 2019, 9:02 PM



The professional licensing board has received the following required items for licensure.

- Official transcript (s) sent directly to this office from the college or university.
- Notification from the Center for Credentialing and Education (CCE) regarding academic approval.

To review the remaining items required, log in to your online account by clicking on this link: <https://ibpllicense.iowa.gov/mystatus>. Use your @iowaID account and password to sign in. Click on the More Info link located at the bottom left of the My Licenses page, under the Action column. On the next page select Pending in the status column of the License Details.

In an effort to be as efficient as possible, staff cannot provide status updates over the phone. The Board office requests your patience as new documents must be reviewed before they can be marked as received.

Sincerely,

Bureau of Professional Licensure

Email: [PLPublic@idph.iowa.gov](mailto:PLPublic@idph.iowa.gov)

Phone: (515) 281-0254 | Fax: (515) 281-3121

PL Website: [www.idph.iowa.gov/licensure](http://www.idph.iowa.gov/licensure)

Online Licensure Services: <https://ibpllicense.iowa.gov>

# Iowa's Licensure Application Process FAQs

---

- **Q: The school/agency/test center sent my documents but it doesn't look like anything has been received?**
- **A:** 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](mailto:plpublic@idph.iowa.gov). Please be aware of the requirements for the license. A comment will be added online to note if the document meets Board requirements.



## SAMPLE APPLICANT CHECKLIST VIEW

### License Process Check List

#### IMPORTANT INFORMATION:

Documents received in the office must be reviewed before the checklist item can be moved from 'N' to 'Y'. Review of the document(s) does not happen the same day the item is received in the Board office. Items are always reviewed in the order they are received.

The Board office requests your patience as it may take several days before staff can process your document(s).

Please continue to log in and check this page for the most up-to-date information regarding the status of your application. Staff is not able to provide updates by phone.

*Note: If some sections are blank, then it may not be applicable to you*

Application Review Checklist Item	RESULT: 'Y' - Received AND Reviewed  'N' - Not Yet Received or Not Reviewed	Comment
Completed fingerprint card. (This was mailed to the address on file. Please allow 5-7 days for receipt).	N	
DCI SING Background check waiver form. (This was mailed to the address on file. Please allow 5-7 days for receipt).	N	
FBI Background Check waiver form. (This was mailed to the address on file. Please allow 5-7 days for receipt).	N	
FBI Background Results Received. (Allow 8 weeks from the time prints are submitted to the Board. License can NOT be issued until results are received from the FBI).	N	
Letters from employers/supervisors verifying at least one year of full time (2,080 hours) PT practice within the last 2 years. Or proof of 40 hours of continuing education completed within the same period. Copies of payroll records are not accepted.	Y	
Official state license verification(s).	N	AR, MO
Official transcript(s) sent directly to this office from the college or university.	N	The transcript received is not acceptable. Transcript must be sent by the school.
Passing NPTE examination scores sent directly to this office from the FSBPT Score Transfer Service.	Y	8/11/2021



# Iowa PT/A License vs. PT Compact Privilege

## Iowa License Holder

---

- License through Iowa Board by Exam or Endorsement (\$120) + FBI BC(\$55)
- Renew Every 2 years on the 15<sup>th</sup> of Birth Month (\$60)
- Initial Processing Time up to 8 weeks
- Governed by Iowa Law & Rules [Iowa Code Chapter 148A and 645 Iowa Administrative Rules 200-203](#)

## Compact Privilege Holder

---

- Compact Privileges through PT Compact (\$105)
- Renew when your Home State license expires (\$105) \*Consider this when applying, MUST Renew Home State License FIRST
- Processing Time is Minutes unless the State requires a Jurisprudence Exam or Home State Verification is Required
- Governed by Iowa Law & Rules [Iowa Code Chapter 147C](#) and [645 Iowa Administrative Rules 200.3](#)



# Iowa as a PT Compact Member State

---

- Iowa PT/A License Holders are Eligible to Participate in the PT Compact and Seek Privileges in member PT Compact States
- PT/A's Licensed in Iowa Prior to January 2, 2019 will not need to complete the FBI Background Check
- PT/A's working in Iowa on a PT Compact Privilege are recognized as similar to an Iowa PT/A License Holder and must be aware of Iowa's Laws & Rules

# PT Compact FAQs

---

- **Q: How do I get PT Compact Privileges in Iowa?**
- **A:** Your home state must be a PT Compact member state. To apply go to [www.ptcompact.org](http://www.ptcompact.org) and follow that online process. The process usually takes no more than minutes with proper identification. Iowa does not require a jurisprudence exam.
- **Q: How do I check if a PT/A has PT Compact privileges in Iowa?**
- **A:** PT Compact privilege holders can be verified at the [PT Compact](#) website.



# PT Compact FAQs

---

- **Q: Do I need to get a license in Iowa if I already have privileges through the PT Compact?**
- **A:** 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.
- **Q: Do I need a separate Compact Privilege for each state in which I want to provide physical therapy services?**
- **A:** Yes. You will need to have a Compact Privilege in each state in which you want to provide physical therapy services. You may have a Compact Privilege or a license to work legally in a member state. You need to hold a license to practice/work in non-member states. It is not a multi-state license.

# PT Compact FAQs

---

- Q: How do I learn more about the PT Compact?
  - A: Visit [ptcompact.org](https://ptcompact.org)



# Resources for Students, Licensees & Employers

---

## The Iowa Board of Physical and Occupational Therapy

- Iowa Laws and Rules
- Discipline and Public Actions
- Online Verification

Links to the Federation of State Boards of Physical Therapy and Iowa Physical Therapy Association

## **PT Compact**

- Resources for Licensees, Boards and the Public
- Online Verification
- Map of PT Compact States

# Iowa Board of Physical and Occupational Therapy

---

*Lucas State Office Building*

321 E. 12<sup>th</sup> St., 5<sup>th</sup> Floor, Boardroom 526

Des Moines, IA 50319

Contact us via email at [plpublic@idph.iowa.gov](mailto:plpublic@idph.iowa.gov)

8/11/2021

**IDPH**  
IOWA Department  
of PUBLIC HEALTH