

**CTS Online Application Instructions:
Illinois Licensed Physical Therapist 070
Illinois Licensed Physical Therapist Assistant 160**

Application for Licensure by Examination Instructional Guide:

IMPORTANT: Do NOT apply directly to Continental Testing Services, Inc. (CTS) until you have created your IDFPR account and received your unique identifier.

Please submit your application through the Illinois Department of Financial and Professional Regulation (IDFPR):
<https://idfpr.illinois.gov/core.html>

- **Certification of Education ED-PT.** You must upload a completed ED-PT form that has been completed by your school/university. The completed ED-PT form must indicate graduation or expected graduation date from an approved school and have school seal affixed.
- If you are enrolled in an approved Physical Therapy program, you may apply to take the examination no more than 120 days prior to graduation.

Please allow 10 business days for the application review prior to contacting IDFPR for status.

Do not apply to CTS until you have created your IDFPR account and received your unique identifier.

Upon review and approval of the application, you will receive a notification via email with the Subject: **Authority to Sit for an Examination**. This email will have an **ID#** that you will use when applying at CTS. You will need this identifier when applying for testing through CTS website.

Application for Licensure by Examination

Applying for the Illinois Physical Therapist or Physical Therapist Assistant license examination is a **DUAL** process, you must both apply to **CTS** and register with the **Federation of State Boards of Physical Therapy (FSBPT)**.

- Apply online with CTS at www.continentaltesting.net, and pay the required fee(s).
- Register and create an account online with **FSBPT** at <https://www.fsbpt.org/> or you can contact customer services at 703-739-9420 and pay the required fee(s).

Once eligibility is granted you will be emailed an Authorization to Test (ATT) from FSBPT. When the ATT is received, schedule the exam with Prometric following the instructions provided and pay the required fee(s).

NOTE: The application is valid for **three (3) years**, if you do not pass the examination within those three (3) years you will need to reapply to IDFPR as a NEW applicant and resubmit all new documentation before you are allowed to retest.

Please allow 10 business days for the application review prior to contacting IDFPR for status.

Do not apply to CTS until you have created your IDFPR account and received your unique identifier.

Fee(s)

- All fee payments must be in US dollars, drawn on a US Bank, and in the form of a certified check or money order. Any payment generated by a bank outside of the US will not be accepted by our financial institutions. All Fees are Nonrefundable.
- If you have completed your application online and are submitting payment by mail, you must print, sign, and date the application and return it with the payment.

NOTE: All communication with applicants is accomplished via email; therefore, it is critical that applicants provide a valid email address as part of their application process.

Authorization to Test (ATT)

- Applications will be screened for eligibility once fees have been received. Once eligibility is determined, the applicant will be approved at **CTS** and **FSBPT** and an Authorization to Test (ATT) is sent by email.
- Once the ATT is received, please follow the instructions to schedule your examination appointment.
- The ATT is only valid for one testing session. If you do not test on your requested date or if you withdraw from the examination for any reason, you will be required to reapply to both CTS and FSBPT with payment again.

NOTE: The three-year application validity supersedes the date shown on the ATT.

Checking Your Application Status

- Application status is updated every business day and is only available online and NOT available by phone or email. You can check your status on the CTS home page under Application Status and Test Results. The direct link is www.continentaltesting.net/OnlineStatus/Login.aspx.

What Happens After Taking the Exam

- Official examination results are usually released within 4 weeks following the exam
- An Official Results Letter will be sent by CTS after the grades have been reviewed. Please make sure your **address and email address are up to date with CTS**
- Once IDFPR receives the score results, all successful applicant's license will be issued. If you pre-filed to sit for the exam prior to graduation, you are required to submit your Official Transcript to the department withing 90 days of graduating; otherwise; **per the Illinois Administrative Rules, Section 1340.30(i), if certification of graduation is NOT RECEIVED WITHIN 90 DAYS AFTER THE SCHEDULED GRADUATION DATE, the results of the examination shall be void.**

Procedures for RETAKING the Exam

- You must apply online with CTS at www.continentaltesting.net pay the application fee and submit certification of graduation. **NOTE:** You must wait until you receive your official result letter from CTS to reapply to CTS, if you do not wait until you receive your official result letter, your application will NOT be processed.
- You must apply online with FSBPT www.fsbpt.org/ or you can contact customer services at 703-739-9420 and pay the required fee(s).
- Once eligibility is granted you will be emailed an Authorization to Test (ATT). Once received, schedule the exam with Prometric following the instructions provided and pay the required fee(s).

Information Regarding Practice as a Physical Therapist/Physical Therapist Assistant License-Pending

- Per Section 225 ILCS 90/2 of the Illinois Physical Therapy Act, the Act does not prohibit:
"The practice of physical therapy by those persons, practicing under the supervision of a licensed physical therapist and who have met all of the qualifications as provided in Sections 7, 8.1, and 9 of this Act, until the next examination is given for physical therapists or physical therapist assistants and the results have been received by the Department and the Department has determined the applicant's eligibility for a

license. Anyone failing to pass said examination shall not again practice physical therapy until such time as an examination has been successfully passed by such person.”

ALWAYS RETAIN A COPY OF ALL YOUR DOCUMENTS & EXAMINATION RESULTS FOR YOUR PERSONAL FILE