

## Texas Licensure by Exam – Steps and Timelines Tool

WHO	WHAT	WHEN
APPLICANT	<ul style="list-style-type: none"> <li>APPLY online for license (PT \$190/PTA \$125)</li> <li>SUBMIT exam accommodation request (optional)</li> <li>PAY for Temporary License – (optional) (\$80/60)</li> </ul>	8 weeks prior to projected test date
BOARD	Activate <b>Application Status</b> on Board website (with email only)	2 work days after applicant applies online. Use this to check the progress of your application for a license.
APPLICANT	<ul style="list-style-type: none"> <li>MAIL photo as described on website – 2x2 close-up</li> <li>REQUEST registrar send transcript directly to the Board</li> <li>TAKE the jurisprudence exam</li> <li>REGISTER for the exam at <a href="http://www.fsbpt.org">www.fsbpt.org</a> (\$400)</li> <li>LOOK up your Applicant Status at <a href="http://www.ptot.texas.gov">www.ptot.texas.gov</a></li> <li>MAIL the 2 affidavits for the optional Temporary License (can do this at any time after applying)</li> </ul>	8 weeks prior to projected test date
BOARD	Update Applicant Status online each time item received	At the end of each work day
PROGRAM DIRECTOR	<b>SEND <u>optional</u> Pre-Completion Letter to Board stating student is expected to complete program</b>	Within the last semester – but no later than one month prior to graduation. Decision is up to the program director
BOARD	Notify FSBPT that the applicant has <u>met all requirements to sit</u> and may make an appointment to take the exam	Within 2 work days of receiving last required item
FSBPT	Notify Prometric applicant may schedule	1 work day after the Board notifies FSBPT
APPLICANT	<b>“CHECK status of request”</b> at <a href="http://www.fsbpt.org">www.fsbpt.org</a> – look for ATT letter	2-3 work days (you should be checking status daily)
APPLICANT	<b>MAKE appointment with Prometric for the exam (\$85/\$70)</b>	As soon as you have the ATT letter
PROGRAM DIRECTOR	<b>SEND Completion Letter to Board stating student HAS completed program</b>	As soon as program is completed
APPLICANT	<b>TAKE the exam</b>	
PROMETRIC	Report score to FSBPT	1 week after exam
FSBPT	Report score to Board	1 week after exam
APPLICANT	<b>CHECK pass/fail at <a href="http://www.fsbpt.org">www.fsbpt.org</a></b> <b>CHECK license verification at <a href="http://www.ptot.texas.gov/page/look-up-a-license">www.ptot.texas.gov/page/look-up-a-license</a></b>	1 -2 weeks after exam
BOARD	<ul style="list-style-type: none"> <li>Mail license (or letter) to current mailing address</li> <li>License listed in online verification system at time of issuance</li> </ul>	About 1-2 weeks after score is reported to the Board