

REVISED PROCEDURE FOR COMPUTERIZED TESTING FOR NORTH CAROLINA APPLICANTS / REVISED DATE:

January 22, 2010

The Board needs 30 days to process an application; therefore, applicants must submit an application to the Board at least 30 days before being certified to schedule the FSBPT Exam. *The required 30 day period begins with the first item relating to the application is received.*

1. Application Fees
 - PT: \$150.00 application fee and \$350.00 FSBPT Testing Fee. NOTE: *The \$370.00 is to be paid directly to the FSBPT. The FSBPT Registration must be completed online. Log onto <https://fsbpt.org> and follow the instructions for payment. Questions regarding registration processing may be directed to examregis-tration@fsbpt.org.*
 - PTA \$150.00 application fee and \$350.00 FSBPT Testing Fee. NOTE: *The \$370.00 is to be paid directly to the FSBPT. The FSBPT Registration must be completed online. Log onto <https://fsbpt.org> and follow the instructions for payment. Questions regarding registration processing may be directed to examregis-tration@fsbpt.org.*
 2. During the application period the Board should receive:
 1. Application
 2. Two Character references
 3. Official school verification that graduation has occurred
 4. Jurisprudence Exercise
 3. Board reviews completed application.
 4. N.C. Board notifies FSBPT that the applicant may register for the Exam after receiving all of the required information.
 5. FSBPT notifies Applicant to contact the Prometric Testing Center to schedule an exam date. Authorization to Test (ATT) letters are available for download from the "Status of My Request" section once a candidate has been made eligible by the jurisdiction. (*exam must be taken within 60 days of the date of the letter from FSBPT*).
 6. Applicant schedules date of exam with Prometric Testing Center and pays fee.
 - PT \$70.60 to Prometric Testing Center.
 - PTA \$55.60 to Prometric Testing Center .
 7. Applicant sits for the exam on the scheduled date.
 8. Prometric Testing Center electronically transmits score results to FSBPT.
 9. FSBPT notifies the N.C. Board of the results.
 10. N.C. Board notifies applicant of licensure OR notifies applicant of failure by mail. (***Board should not be called for score results.***)
 11. An applicant who fails the exam may contact the Board to begin the process to re-take exam.
- To insure an efficient licensure process, please notify the Board of any changes in home or work addresses.**

BOARD ADDRESS: 18 West Colony Place, Suite 140, Durham, NC 27705
Phone: 919-490-6393, 800-800-8982 Fax: 919-490-5106
E-Mail: NCPTBOARD@MINDSPRING.COM
WEB PAGE: www.ncptboard.org

* (*The Boards definition of graduation is, the completion of all requirements, including clinical experience from an accredited program for physical therapists or physical therapist assistants. If an*

educational program certifies that the degree is assured and will be conferred at a later date, an applicant will be considered to have been graduated).

QUESTIONS AND INFORMATION ABOUT COMPUTER BASED TESTING FOR NORTH CAROLINA APPLICANTS

Revised October 1, 2008

Please log on the FSBPT website for the most current candidate handbook www.fsbpt.org

1. How does a person apply to take the examination in North Carolina?

Application forms are available from the North Carolina Board of Physical Therapy Examiners. Because of the required 30 day North Carolina application period, the application must be started at least 30 days prior to the desired examination date. For a person still in school, this date should be no less than two to three weeks following graduation to allow time for the school to verify graduation. For persons already graduated when application is made, 30 days after the application is received should be a realistic examination date. The application period is counted from the day the first item relating to the application arrives in the Board office. When the application is received the Board will mail an exam packet containing information regarding the exam process.

2. What cost is involved?

| | | |
|------------------------------------|----------------------------------|--|
| | PT | PTA |
| *North Carolina's application fee: | \$ 150 | \$ 150 |
| | Cost for use of the examination: | |
| | \$ 350 | \$ 350 (<i>Note: This fee is paid directly to the FSBPT</i>) |
| Prometric Center charge: | \$ 65 | \$ 50 (<i>Note: This fee is paid directly to the Prometric Center</i>) |

Fees with the asterisk (*) are sent to the Board by **certified check or money order** with the licensure application form. (**Personal checks will be returned.**)

3. Who determines eligibility to take the examination?

The Board determines the eligibility of an applicant to take the examination after the North Carolina application process is completed and the application is reviewed by the Board. Once eligibility is established and the FSBPT has received on line payment (<https://www.fsbpt.org>) from the applicant, the Board will notify the Federation of State Boards of Physical Therapy (FSBPT) that the candidate may sit for the examination. FSBPT will send a letter to the candidate authorizing him or her to call Prometric for an appointment. Authorization to Test (ATT) letters are also available for download from the "Status of MY Request" section once a candidate has been made eligible by the jurisdiction.

4. Once deemed eligible for the examination, how much time will the candidate have to schedule and take the examination?

The examination must be scheduled and taken within 60 days of the date of the letter from FSBPT which contains the Prometric telephone number. Prometric will schedule the candidate within 30 days of the call.

5. What information must be provided when scheduling the examination with Prometric Center?

Scheduling can be done online at www.prometric.com/fsbpt once you have received your Authorization to Test (ATT) letter.

Name of the examination (Physical Therapist, Physical Therapist Assistant)

Where and when you would like to test (location of Prometric Center and desired date)

Your Name

Social Security number or Alternate Identification Number

Daytime Telephone number

Type of payment: credit card or direct debit

6. Once the examination has been scheduled, can it be rescheduled if necessary?

If the examination date must be changed, contact Prometric Center. Rescheduling can be done up to 48 hours prior to the scheduled test date by calling the number for Prometric as provided in your "Authorization to Test Letter".

7. Are refunds available for no-shows?

Since the rescheduling policy is so liberal, no refunds are available.

8. Where will the examination be taken?

You may sit for the examination at any of the approximately 300 testing centers in the United States. Examinations are offered Monday through Saturday, from 9:00 AM to 6:00 PM. As space is limited, there is a slight possibility the first choice date might not be available at a particular center. **You can review current Prometric Center locations on their web site, www.prometric.com**

The Prometric testing center will supply headphones to help dampen noise but not earplugs (earplugs are not allowed). Candidates should expect that there will be some background noise during their examination. There may be candidates in surrounding cubicles taking typing intensive examinations. There may be other candidates entering and leaving the room during the course of your examination. The headphones will help

to dampen any noise that you may find distracting.

9. What are the requirements for admission to the testing center?

Candidates should arrive 30 minutes prior to the scheduled appointment and must bring two forms of acceptable identification. Acceptable ID is a currently valid, government-issued photo ID (passport, driver's license, etc.) and another piece of identification pre-printed with your name and containing your signature such as a credit card. On both forms of ID your signature must match your pre-printed name. The Prometric Centers are using Biometrics now, taking finger prints and keeping them on file for five (5) years.

A social Security card is not an acceptable form of identification.

(Your first and last name on both forms of ID must exactly match the first and last name on your Authorization to Test letter issued by the FSBPT). Additionally, all candidates will be thumb printed and photographed. All testing sessions are videotaped.

10. How much time is given for the examination?

The PT exam is a five (5) hour exam.

The PTA exam is a four (4) hour exam.

11. Why is my appointment time longer than the examination?

For the PT examination the appointment time is 5 1/2 hours even though the exam itself is only 5 hours. For the PTA examination the appointment time is 4 1/2 hours even though the exam itself is only 4 hours. The extra half hour is to allow for the scheduled 15-minute break as well as the pre-exam tutorial and post-exam survey.

12. What type of examination is it?

The examination is a multiple question examination, as described in the National Physical Therapy Examinations Examination Handbook. The PT exam has 250 questions; the PTA exam has 200 questions.

13. Are all questions scored?

No fifty (50) pre-test questions are included in each examination. Your scores will only be based on 200 scored items for the PT examination and 150 scored items for the PTA examination. Pre-test questions are included to determine if the questions meet rigorous psychometric (testing) standards. If the questions meet the standard, they can be used as scored items in future examination. All 200 scored PT items or 150 scored PTA items on the examination you will be taking, were included as pre-test items in previous versions of the examination. Item pre-testing also eliminates delays in sending score reports to candidates when new examination forms are introduced.

14. While taking the examination, can I move back and forth between questions?

Yes. While taking the computerized examination, you can skip forward or backward within a section, whether the questions are “marked” or “unmarked”. Once you complete a section you cannot go back for additional review.

15. Can I mark items for later review?

Yes. The testing software allows you to “mark” questions that you want to review before ending a section. Any question can be “marked” regardless of whether it has been left blank or answered. It is not necessary to “unmark” a question in order for it to be scored at the end of the examination. After you finish a section you cannot return for additional review.

16. Do you need to know computers?

Computer knowledge is definitely not required to take a computerized exam. Before the exam begins, the computer presents a simple introductory lesson which explains the process of selecting answers and moving around in the test from question to question. The time spent on the tutorial does not count against the time allotted for the examination. A candidate may choose to select a letter on the keyboard and press “ENTER” to record results, or may use a mouse to record results.

17. What if something goes wrong during the examination?

If you experience technical difficulties while taking the examination you must alert Prometric staff immediately.

18. When is the exam scored?

After the exam, the scores are downloaded to FSBPT daily and score reports are sent to the Board daily. The Board will mail a letter to the candidate with a score report and a decision on licensure. (**Board should NOT be called to ask for score results.**)

19. If the exam is failed, can it be repeated?

Yes. The testing service will allow the use of the examination by a candidate up to three times a year. North Carolina allows a candidate to repeat the examination providing there is a different examination available. FSBPT has assured the boards that a candidate will never be assigned the same examination twice.

20. Must a person wait a specified period of time between testing?

There is not a waiting period as such, but a candidate must contact the Board, pay the North Carolina retake fee of \$60 directly to the Board, plus pay the \$350 exam cost directly to the FSBPT on line before the Board can certify the candidate to FSBPT for retesting. In addition to the above fees, the Prometric Center will charge its administration fee.

21. Can individuals with disabilities be accommodated?

The North Carolina Board requires candidates needing special arrangements for the examination to indicate this on the application form. This must be followed by the appropriate documentation being filed in the Board's office no later than 30 days before the Board certifies the candidate to FSBPT for the examination.

All Prometric Centers are fully accessible and compliant with the American with Disabilities Act. Special testing accommodations are scheduled subject to Board approval for additional testing time, reader, signer or amanuenses. Scheduling for the hearing impaired is available on a TDD 800#. Persons needing braille examinations should contact the Board.