

CTS Online Application Instructions
Licensed Physical Therapist 070
Licensed Physical Therapist Assistant 160

INSTRUCTIONS for Licensure by Examination:

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

1. **Create an account in the IDFPR Licensing portal CORE at <https://idfpr.illinois.gov/core.html>**
2. Complete your application including certification from your program with your anticipated graduation date. The ED-PT must have your graduation or expected graduation date from an approved program.

NOTE: If enrolled in an approved Physical Therapy or PT Assistant program, you may apply to take the examination no more than 120 days prior to graduation.

3. Pay license application fee.
4. Applications will be screened for eligibility once fee has been received. Upon approval of the application by IDFPR, you will receive an email with the subject: **Examination Approval Letter**. This email will contain an ID number that is required for the exam application through CTS. **After submitting your application to IDFPR, please allow 10 business days for processing before contacting the Department regarding your application status.**

IMPORTANT: This is a dual application process: you must apply to **CTS** and register with the **Federation of State Boards of Physical Therapy (FSBPT)**.

5. Apply at www.continentaltesting.net and pay the required fee(s).

Fee(s)

- Payments to CTS may be made by check, money order, or credit card. Payments generated by banks outside of the US will not be accepted by our financial institutions. **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 to CTS.
6. Register and create an account online with FSBPT at <https://www.fsbpt.org> and pay the required fee(s).
 7. Once eligibility is granted by CTS, FSBPT will be notified and will send an *Authorization to Test (ATT)*. When you receive the ATT from FSBPT, it will have instructions on how to schedule the exam with Prometric.

Additional Information

- 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.
- **If you do not pass the exam within 3 years** of submitting your application to IDFPR, you are required to submit a new application with fee and to resubmit all documentation before you are allowed to retest.

Checking Your CTS Application Status

You can check your application status on the CTS home page under Application Status and Test Results. The direct link is www.continentaltesting.net/OnlineStatus/Login.aspx.

After the Exam

- Official examination results are usually released within 4 weeks following the exam.
- An Official Results Letter will be sent by email from CTS after the scores have been reviewed.
- Once IDFPR receives the score results, licenses will be issued to all those who passed the exam.



If you take the exam prior to graduation, you must submit your official transcript to the Department within **90 days of graduating, or the results of your exam will be void and you will be required to re-take the exam.** ([Illinois Administrative Rules, Section 1340.30\(i\)](#))

Retaking the Exam

- For each retake you must apply online with CTS at www.continentaltesting.net and pay the exam application fee.
NOTE: You must wait until you receive your official exam result letter from CTS to reapply to CTS.
- You must also reapply with FSBPT www.fsbpt.org/.
- Once eligibility is granted you will be emailed an Authorization to Test (ATT). Once received, schedule the exam with Prometric 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."

RETAIN A COPY OF ALL YOUR DOCUMENTS & EXAMINATION RESULTS

Illinois Department of Financial and Professional Regulation (IDFPR): IDFPR issues professional licenses for the State of Illinois and develops and enforces rules and laws regarding professional licensure.

Continental Testing Services (CTS): CTS provides exam services to IDFPR

Federation of State Boards of Physical Therapy (FSBPT): FSBPT develops and updates the National Physical Therapy Examination (NPTE).

Prometric: Prometric administers the NPTE for FSBPT.