

FAQ

For licensees who are moving (within MN or out of state) or are seeking a PT or PTA license in another state

- **Do you need to NOTIFY the Board of an ADDRESS CHANGE?**
- **Are you MOVING to another state?**
- **Do you need to TRANSFER your EXAM SCORE?**
- **Do you need to REQUEST A CERTIFICATION LETTER (for license verification)?**

Notification of an Address Change:

Under MN Rule 5601.0900 PTs and PTAs are required to contact the MN Board of PT with a new address within 30 days of the change. You may change your address on the Board website at www.physicaltherapy.state.mn.us by clicking on "PT Online"; send a written address change to the Board office at 2829 University Ave SE, Suite 420, Minneapolis, MN 55414; fax to 612-627-5403; or email to physical.therapy@state.mn.us

Moving to Another State?

Contact information for each of the US PT licensing jurisdictions is available on the FSBPT (Federation of State Boards of Physical Therapy) website at <http://www.fsbpt.org/licensing/index.asp>

Transferring Exam scores:

- FSBPT (Federation of State Boards of Physical Therapy) provides the transfers of exam scores. <https://www.fsbpt.net/pt/TransferScores.cfm>
- Electronic score transfers are generally available for exams taken since 1987.
- If you took the licensing exam prior to 1991 you will need to also contact the State which authorized you to test for the exam (usually the State which granted your 1st PT or PTA license)

and obtain your candidate ID# and the exact date of the exam. You will need this information to request a score transfer.

- If you tested for Minnesota then please call 612-627-5406 and we will look up your information

Requesting a Certification Letter:

1. The Board website (www.physicaltherapy.state.mn.us) has a "Search Licensees" feature which is available at no cost and is updated daily directly from the Board database.
2. A Certification Letter provides a written verification of licensure.
3. The fee for a Certification letter is \$25 (check or money order payable to the MN Board of Physical Therapy).
4. Submit your request for a Certification Letter to the
MN Board of PT
2829 University Ave SE, suite 420
Minneapolis, MN 55414-3245,
along with the \$25 fee, your name (and former name if it has changed since you were most recently licensed in MN) and the name/address of the Board or employer to receive the Certification Letter. Please include your telephone number for any questions.
5. The Certification letters are mailed within 1-2 days of receipt of request and fee.
6. Requests submitted without the fee will be returned.