

# HOW DO I CHECK THE STATUS OF MY APPLICATION ONLINE?

Visit <https://opt.hlb.state.mn.us/#/login>

Enter your username and password that you set up to create your application then click Login

## Login

Username



Password

Login

[Register to Access Site](#)

[Forgot Username/Password](#)


After you log in you will see the Application Information page. This page shows you the information you provided the Board in regards to your application type and addresses. You may edit these addresses at any time (this is recommended because your licensure packet will be sent to the last address on file when the Board issues your license).
















The screenshot shows the 'Application Information' page. On the left, there is a sidebar with 'Application (PA)' and 'Profile View'. The main content area displays the following information:

Type	Physical Therapist Assistant	Received	04/05/2017
Basis	PTA NPTE (new grad)	Reference #	
Status	In Process	Confirmation	

Below this is an 'Addresses' section with a table:

Location	Address	Public Mailing		
Home	Minneapolis, MN 55404	<input checked="" type="checkbox"/>		
Other	Madison, WI 53703	<input checked="" type="checkbox"/>		

The bottom half of the page is the Checklist of Requirements. The Board uses this checklist to communicate which items have been received for your application and which items are still pending. Click the blue comment bubble (  ) to view comments from the Board regarding that particular application item. If the status of an item is “Open”, please view the corresponding comment bubble to see what the Board needs for that item. If the comment requests that you send an email with information, please send the email to [physical.therapy@state.mn.us](mailto:physical.therapy@state.mn.us)

Checklist of Requirements			
Received	Status	Description	Comment
04/05/2017	Completed	Application Fee	
-	Open	Practice Questions	
-	Open	Transmittal (Yes answer) - Review question #12	
-	Open	PTA Education	
-	Open	Program (Additional)	
-	Open	1-Recommendation	
-	Open	2-Recommendation	
-	Open	Affidavit of Applicant	
-	Open	Certification of Education	
-	Open	Official Transcript	
-	Open	Applicant's explanation of incidents	
-	Open	Application Status	
-	Open	Exam Results	
-	Open	Verification of License	
-	Open	Verification of Practice Locations	
-	Open	Verification of Practice Locations	
-	Open	Verification of Practice Locations	

Background - Checklist of Requirements			Status: In Progress
Received	Status	Description	Comment
-	Completed	Initial FP Processing Fee	
-	Completed	Initial FP Packet Sent to Applicant	
-	Open	Initial FP Card Received	
-	Open	BCA/FPI Results Received by CBC Office	
-	Open	Board Review of BCA/FBI Results Completed	