



APPLICATION FOR PHYSICAL THERAPY LICENSURE EVALUATION

Please complete **ALL** sections of the application form and sign it. Be sure to enclose **ALL** required documentation and fees. **Incomplete (or incorrect) information or missing documentation (and/or fees) will result in a delay in the processing of your application.** Please note that, at this time, **IERF is NOT able to accept applications for physical therapy credentials earned in Cuba.**

Section 1: Client Information

Name: _____			
	Family/Last	Given/First	Second/Middle
Name on Educational Records: _____			
(if different)	Family/Last	Given/First	Second/Middle
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth: _____ / _____ / _____	Country of Study: _____
	Month Day Year		(other than USA)
Mailing Address: _____			
	Number	Street	Apt. #
	City	State	Zip/Postal Code Country
Telephone: () _____ () _____ Fax: () _____ Cell: () _____			
	Day	Evening	
Email: _____			
If you submit an e-mail address, IERF will e-mail you with updates on the status of your evaluation.			
Have you previously used the services of IERF? <input type="checkbox"/> No <input type="checkbox"/> Yes if yes, Date: _____ File #: _____			
How did you learn about IERF? (check appropriate boxes)			
<input type="checkbox"/> Educational Institution	<input type="checkbox"/> State Licensing/Certification Board	<input type="checkbox"/> National Professional Association/Certification Board	
<input type="checkbox"/> Attorney	<input type="checkbox"/> Friend	<input type="checkbox"/> Recruiter	<input type="checkbox"/> Internet <input type="checkbox"/> Advertisement
<input type="checkbox"/> Other (please specify): _____			

Section 2: Purpose of the Evaluation (check appropriate boxes)

Please refer to our website (www.ierf.org) for the list of state boards that accept IERF evaluations. Please indicate below the state board(s) to which you wish to apply, as well as the type of licensure (PT or PTA):

1) State: _____	Licensure: <input type="checkbox"/> PT <input type="checkbox"/> PTA	2) State: _____	Licensure: <input type="checkbox"/> PT <input type="checkbox"/> PTA
3) State: _____	Licensure: <input type="checkbox"/> PT <input type="checkbox"/> PTA	4) State: _____	Licensure: <input type="checkbox"/> PT <input type="checkbox"/> PTA

Section 3: Educational History

List all educational institutions you have attended or are attending, including secondary institutions. Include the name of each certificate/diploma as it appears on your document(s). Use a separate sheet if necessary.

Name of Institution	Location (city/country)	Entered (month/year)	Departed (month/year)	Name of Diploma or Certificate if <u>Awarded</u> (in original language)

Are you licensed to practice physical therapy in your country of study or in another state in the US?

Yes (if yes, please be sure to submit copies of all related documents – see Section 7.)

No (if no, please explain why): _____

Section 4: Fees (see Section 5 for a description of the services)

A. REPORT

Please note that there is no rush service available for Physical Therapy licensure evaluations.

- 1. **Physical Therapy Evaluation** (\$475) \$ _____
- 2. **Additional Evaluations** (add \$150 each) \$ _____

B. ADDITIONAL SERVICE

Photocopying Fee, if applicable (add \$20) \$ _____

C. MAILING OPTIONS

As required by all Physical Therapy state boards (**except California**), your evaluation will be addressed and mailed directly to the Board.

1. **Evaluations** (prices are per address)

Domestic

Regular Mail

- applicant
- state board(s) in: _____

Secure Mailing (add \$20 each) \$ _____

- applicant
- state board(s) in: _____

Next Day Delivery (add \$35 each) \$ _____

- applicant
- state board(s) in: _____

International Secure Mailing (add \$75) \$ _____

- applicant

2. **Return of Original Documents Submitted by Applicant**

Domestic Secure Mailing (add \$20) \$ _____

Domestic Next Day Delivery (add \$35) \$ _____

International Secure Mailing (add \$75) \$ _____

TOTAL \$ _____

Section 5: Services and Fees

A. REPORT

A file number will be assigned and notification will be sent upon receipt of the application.

Please note that evaluation reports may vary, depending on the individual requirements of each state board.

- 1. **Physical Therapy Evaluation** – \$475 per application. This report identifies postsecondary institutions attended, dates of attendance, credential(s) earned, and the United States educational equivalent. A state board-specific credentials evaluation checklist, which identifies subject areas and U.S. semester unit values (where applicable), is also included.
- 2. **Additional Evaluations** – One official board copy and one applicant copy are included in the report fee. Reports for additional boards or additional types of licensure (PT or PTA) requested at the time of application are \$150 per report.

Note: Once a report has been mailed, duplicate/revised copies of a physical therapy evaluation require a separate application form and fees.

B. ADDITIONAL SERVICE

Photocopying Fee – Please submit a set of photocopies (front and back) if you are submitting original documents (including translations). Otherwise, you will be assessed a \$20 fee.

C. MAILING OPTIONS

- 1. **Evaluations** – Evaluations are sent by regular mail. Secure Mailing may be requested for an additional fee of \$20 (domestic) and \$75 (international) per address. Next Day Delivery (domestic) may also be requested for an additional \$35.
- 2. **Return of Documents** – If submitting original documents, please select either Secure Mailing (\$20 for domestic and \$75 for international) or Next Day Delivery (\$35 for domestic) for the return of your academic records. These mailing options will have a tracking number. Otherwise your documents will not be returned to you, unless you instruct us in writing to return them via regular mail. IERF accepts no liability related to the loss or damage of documents during mailing.

D. PAYMENTS

- Payment in the form of a check, cashier's check, money order or credit card must accompany all applications, payable to IERF. For credit card payment (Visa or MasterCard only), please complete the Credit Card Information Form (available on our website at www.ierf.org).
- Overseas payments must be in U.S. dollars and drawn on a United States bank. If payment is being made by a bank draft, an additional \$15 processing fee is required.
- Fees are subject to change without notice.

Section 6: Certification

- 1. I certify that the information provided in this application is true and correct.
- 2. I certify that I have read the instructions and conditions in this application and that I understand and accept the terms and conditions stated.
- 3. I understand that the information provided by IERF on this application (or on its website) is subject to change at any time.
- 4. I understand that the evaluation reports prepared by IERF are advisory and are not binding upon any agency, institution or organization which may use them.
- 5. I release IERF from any liability for damages resulting from the use of an evaluation report by me or any third party.
- 6. I authorize IERF to release information about my application status and copies of my educational records where these are required by the agency for whom the evaluation is being prepared.
- 7. I acknowledge that the evaluation report, based on IERF research, may differ from my own interpretation or that provided by another party.
- 8. I release IERF from any liability for damages to or loss of any documents submitted.
- 9. I agree to reimburse IERF for any and all costs, including legal expenses, which may incur as a result of any claim that I (or anyone having any interest in my earnings or services) may make, based on the recommended equivalency.

Name (printed)

Signature

Date

If the signature on this application is not that of the person whose credentials are being submitted for evaluation, the act of signing certifies that the signatory has the authority to sign for and on behalf of the person whose educational credentials have been submitted for evaluation.

Section 7: Required Documentation and Application Procedure

REQUIRED DOCUMENTATION

For Studies Completed Outside the United States

Mailed DIRECTLY to IERF by the Institution(s) of Study

Please note that all records received from the institution(s) of study will become the property of IERF and will not be forwarded to the applicant.

Transcript Request Form

Please forward the [Transcript Request Form](#) (TRF) to your educational institution(s), request that they fill out all the information on the form, and that they mail it directly to IERF, along with the documents outlined below.

Official Academic Records

These must be issued in the original language:

1. **Transcripts/Mark Sheets/Examination Results** indicating courses/subjects, hours of study/units/credits, and grades/marks/examination results.
2. **Diplomas/Graduation Certificates/Degree Certificates** indicating that a degree/qualification has been earned or that a program of study has been completed, if applicable.

Course Syllabi

Detailed syllabi with course content information for all studies completed are required. Detailed course content information is required for all PT classes taken. General course descriptions may be substituted for general education subjects ONLY. Please inform your institution(s) of study that the names of the subjects on the course syllabi have to match the names of the subjects on the academic records, in the same order they have been listed. The syllabi must also reflect the period of study. Any discrepancies will delay the evaluation. Please note that, based on FSBPT requirements, credit for your PT coursework may only be recommended upon receipt of the syllabi, certifying the content that was covered in your studies. Please click [here](#) for a sample syllabus that you may forward to your institution(s) of study.

Internship Information

Internship information, including hours, patient population, clinical setting, and specific location is required. Please note that, based on FSBPT requirements, credit for your internship may only be recommended upon receipt of this documentation.

Additional Academic Records

If relevant to your education, please have the examining body mail the examination certificates for the following directly to IERF: *Abitur*, Advanced-Level Examinations (A-Levels), *Diploma di Esame di Stato*, or International Baccalaureate.

Mailed DIRECTLY to IERF by ETS (for California only)

TOEFL Results

Please be advised that the Physical Therapy Board of California (PTBC) has the following TOEFL English-language examination requirements. This applies to licensure for **PTs (not PTAs)**. The TOEFL is required for ALL applicants who have earned their PT qualification (bachelor's degree or higher) outside the following regions: Australia, Canada (but not Quebec), Ireland, New Zealand, United Kingdom, and United States. The PTBC has a required minimum score for all sections of the examination. These scores must be achieved in the same examination attempt. The minimum scores are: Reading: 22; Listening 21; Writing: 22; Speaking: 24; and Overall: 89. For more information regarding the California Board's TOEFL requirement, please refer to their [website](#). Please contact the [Educational Testing Service](#) and have your official examination results sent directly to our office. The institutional code for IERF is 7307. Please note that all records received from ETS will become the property of IERF and will not be forwarded to the applicant.

Mailed to IERF by the Applicant

Please submit clear and legible photocopies of the front and back of the following documents:

Physical Therapy License/Membership

If you have passed the physical therapy licensure examination, hold a physical therapy license, or hold a professional membership in your country of study, please submit copies of all related documents.

Previous IERF Evaluation

If a physical therapy evaluation was previously done by IERF, please submit a copy of the original evaluation and checklist.

Translations

Professional translations must be submitted for all records not officially issued in English. These must be in the same format as the original-language documents, line-by-line, word-for-word, and must be typed. IERF has negotiated a special discount with University Language Services for our applicants who use their translation services. You can contact them directly through their [website](#) to learn more about the discount. Please note that some of our applicants have found that getting professional translations done in their country of study to be less expensive. Upon selecting a professional translation agency, please arrange for them to receive a copy of the records being sent by your school. The prepared translations should then be sent to IERF. If submitting original translations, please also include a set of clear, legible and full-sized photocopies (front and back). Otherwise, you will be assessed a \$20 fee. Photocopies become the property of IERF.

For studies completed within the United States

Postsecondary Studies

Please have the U.S. institution(s) send transcripts directly to IERF. Please note that all records received from the institution(s) of study will become the property of IERF and will not be forwarded to the applicant.

CLEP Examinations

If you have passed the CLEP Examinations, please request that the College Board send your test results directly to IERF. The institutional code for IERF is 2344. Please note that all records received from the College Board will become the property of IERF and will not be forwarded to the applicant.

APPLICATION PROCEDURE

1. There are no rush services for Physical Therapy licensure evaluations.
2. As required by the state boards, copies of all files are forwarded for consultation to a licensed practicing physical therapist, who is employed by IERF.
3. Allow a minimum of 60 business days (3 months) from the receipt of all required documentation (and/or fees) for your evaluation to be mailed.
4. As required by all Physical Therapy state boards (except California), your evaluation will be addressed and mailed directly to the Board.

Section 8: Terms and Conditions

1. **Advisory** - The evaluation reports prepared by IERF are advisory in nature and in no way limit an agency or institution in making its own determination as to the level of education and allocation of credit to be allowed for the foreign credentials. IERF is not liable for consequential damages if the desired equivalency is not recommended.
2. **Agency Criteria** - Any questions concerning specific requirements and procedures for licensure, employment, or admissions criteria should be addressed by the applicant to the appropriate licensing board, agency or institution.
3. **Altered or Irregular Documents** - If forged, altered, or falsified documents are submitted to IERF, the request for evaluation will be immediately cancelled. All documents (original and photocopies) become the property of IERF. No refund will be issued. The information will be made available to the appropriate parties (academic institutions, government agencies, professional organizations and other evaluation services).
4. **Applicable Law** - In the event of any disputes between the applicant and IERF, such disputes shall be governed by California law and shall be subject to the jurisdiction of the Los Angeles County courts.
5. **Contact** - IERF services are conducted solely by mail and the internet. Academic records, however, may only be submitted by regular mail or Courier Service.
6. **Correspondence** - Changes to an application must be submitted in writing. Once the evaluation is completed, an applicant has 90 days from the date of issue of the evaluation report within which to raise any questions concerning its content. Thereafter, the file will be closed.
7. **Damaged or Lost Documents** - Original documents submitted by the applicant are returned by a secure mailing service, unless instructed otherwise by the applicant in writing. While every effort is made by IERF to ensure the proper handling of educational documents, IERF accepts no liability related to the loss or damage of documents.
8. **Limited Liability of Service**

Delay - While every effort will be made to complete the evaluation within the requested timeframe, IERF cannot guarantee processing times and assumes no liability related to the delay of an evaluation report.

Report - IERF shall not be responsible for any incidental or consequential damages that an applicant may incur if the educational equivalency anticipated by the applicant is not issued as the evaluation report, based on IERF research, may differ from an applicant's interpretation or that provided by another party. IERF shall not be liable for any damages resulting from the use of the evaluation report. Furthermore, the applicant agrees to reimburse IERF for any and all costs, including legal expenses, which may incur as a result of any claim that the applicant (or anyone having any interest in the applicant's earnings or services) may make, based on the recommended equivalency.
9. **Reassessment of Equivalencies** - IERF bases its evaluation analysis on the best information available to professionals in applied comparative education in the United States at the time when the evaluation is made. When additional information becomes available, IERF reserves the right to reassess educational equivalencies when copies of an evaluation report are requested or when a new report is requested based upon the previously submitted documents.
10. **Re-Evaluation Request** - Evaluations based on documents not submitted with the original request are considered to be new evaluations, and a new payment of the fee is required. Requests to change a General Report to a Detail Report (or the reverse) will be subject to the fee applicable to that report. The amount paid for any previous evaluation report is not credited toward the charge for a re-evaluation.
11. **Refunds** - No refunds will be issued once an application has been submitted.
12. **Returned Checks** - A check that is returned due to insufficient funds is subject to an additional \$25 fee.
13. **Verification** - IERF reserves the right to contact educational and governmental institutions for additional information and/or verification of the authenticity of the credentials submitted, including, but not limited to, sending copies of credentials to the relevant educational institution(s) and/or governmental institution(s).
14. **Authorization for Release** - IERF may release information about an applicant's status including copies of educational records where these are required by the agency for whom the evaluation is being prepared.
15. **Refusal of Service** - IERF reserves the right to refuse service to anyone.
16. **Information Subject to Change** - The information provided by IERF on its website and on the application is subject to change at any time.

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www.ierf.org; Email: alliedhealth@ierf.org

Charter Member of the National Association of Credentials Evaluation Services (NACES) - www.naces.org

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