

**Federation of State Boards of Physical Therapy (FSBPT)
Exam Services Department
124 West Street South
Third Floor
Alexandria, VA 22314
(703) 739-9420 Press "1" for Exam Services**

August 22, 2016

NAME
ADDRESS
ADDRESS
USA

Authorization to Test (ATT)

Please read the following information carefully. Failure to follow the procedures outlined in this letter may result in a forfeiture of fees.

General Information

Examination:	Physical Therapist Assistant	* Eligibility ID:	XXXXX5757
Prometric Fee:	\$70.00	Eligibility Date:	10/06/2016

Your first and last names have been submitted to Prometric as they appear on this Authorization to Test. If the first and last name on this Authorization to Test do not **exactly** match your first and last name on both forms of identification that you will be using at the test center, you must immediately call FSBPT at (703) 739-9420 and press "1" for Exam Services. Prometric will not allow you to test if your identification does not **exactly** match your first and last name as submitted by FSBPT. You will forfeit your fees if you are denied admittance to the examination due to a problem with your identification.

* Your Eligibility ID is your social security number, or your alternate identification number, ending in the 4 digits above. When scheduling with Prometric, please enter the full SSN or AIN.

Scheduling Your Examination

You must schedule and take your examination on the eligibility date listed above. You should schedule your appointment immediately upon receiving this letter to ensure you are able to test on your eligibility date. If you do not test or withdraw your registration by this date, you will forfeit all fees. There are two (2) ways to schedule your appointment with Prometric: online or over the phone. It is recommended that you schedule online. This enables you to see all open appointments on your eligibility date and you will receive an automatic email confirmation of your appointment.

1. To schedule an appointment online:
 - a. Go to Prometric's website, www.prometric.com/fsbpt. Click on "Schedule My Test"
 - b. Select "Federation of State Boards of Physical Therapy" as the Program Name.
 - c. Follow the directions on the website to complete the scheduling process.
 - d. You will receive an email confirmation of your appointment directly from Prometric.
2. To schedule an appointment by phone:
 - a. Decide at which testing center you want to test. You may call Prometric's Registration Center directly, or go to www.prometric.com/fsbpt and click on "Find a Testing Center".
 - b. Call Prometric's Registration Center at 800-796-9857.
 - c. Be prepared to provide your name, Social Security Number (or Alternate ID Number), type of test, and daytime telephone number when scheduling your appointment.
 - d. Write your appointment confirmation number, the date and time of your appointment, and the address and directions to the test center on the back of this form.

Unable to Test?

If you will not be able to test on your assigned date, you will need to withdraw your registration no later than your test date. To withdraw, go to www.fsbpt.org and click on “Exam Withdrawal Request” under “Our Services”. You will have the option to either receive a refund or re-register for another exam date. The following processing fees apply:

1. 30 or more days prior to the test date: \$50
2. Less than 30 days prior to the test date: \$100

If you have scheduled with Prometric, you will also need to contact them to cancel your appointment. Fees will apply.

On The Day of Your Examination

1. Arrive at the testing center at least 30 minutes prior to the scheduled examination appointment.
2. Be prepared to provide the following identification documents:
 - a. Current, valid government-issued photo ID (e.g, passport, drivers license, etc.) with matching pre-printed name and signature. An expired ID is **not** an acceptable form of identification.
 - b. Second ID with matching pre-printed name and signature (e.g., credit card).
A Social Security card is **not** an acceptable form of identification.
3. You will be thumb-printed, scanned with a metal detector wand and have your picture taken at the testing center before the examination.
4. You will be videotaped during the testing session.

You can review Prometric's Testing Center Regulations and also view a video outlining what to expect on test day on Prometric's website, www.prometric.com.

Score Reporting

1. The testing center cannot provide any score information.
2. FSBPT will provide you a free score report 10 business days after your exam. The free score report will be available from FSBPT’s website under Check the Status of My Request and will remain accessible for 30 days.
3. Once you receive your scores, you may transfer your scores to additional jurisdictions by going to the FSBPT web site, www.fsbpt.org, and clicking on, “Transfer a Score”.

Disclosure on Procedures

This Authorization to Test (ATT) letter does not explain all FSBPT procedures in detail. It is the candidate's responsibility to review the FSBPT Candidate Handbook for detailed procedures. The FSBPT Candidate Handbook may be downloaded from www.fsbpt.org.

Exam Security

Remember that you have agreed to policies related to NPTE security and terms of use . To review the agreement visit, www.fsbpt.org/SecurityAgreement. We’ll be asking you to reconfirm your agreement immediately before you begin the exam at the Prometric center. If you know of someone who has violated exam security it is your responsibility to contact the FSBPT at (703) 739-9420 or by email to security@fsbpt.org

Identification Information

Everyone deserves a fair opportunity. FSBPT rules require that Prometric verify two (2) forms of identification when taking a test to maintain the integrity and reputation of the exam and to protect the identity of each test taker.

You must present two (2) valid forms of identification at the Prometric Test Center prior to taking an exam - one primary and one secondary ID from the list below.

Your first and last name on both forms of identification must exactly match the first and last name on your “Authorization to Test” letter issued by FSBPT. Your middle name/initial is not required.

Primary Identification

Currently valid, government-issued, has a photograph of you, is pre-printed with your name and signature.

Examples

- ✓ Driver's license
- ✓ Passport
- ✓ State identification card with photographs



Secondary Identification

Currently valid, pre-printed with your name and signature.

Examples

- ✓ Credit card
- ✓ ATM card
- ✓ School identification card



Not Accepted Identification

- ✗ Social Security card
- ✗ Temporary ID
- ✗ Expired passport or driver's license

Special Notes from FSBPT

If you are not allowed to test because of a problem with your identification, you will have to wait until the next exam administration, usually three (3) months.



Have questions about identification? Need to make changes? Please contact FSBPT at least five (5) days prior to your exam.