



2025 NATIONAL PHYSICAL THERAPY EXAMINATION POLICIES

**FEDERATION OF STATE BOARDS OF PHYSICAL THERAPY
FSBPT®**

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Preface

The National Physical Therapy Examination® (NPTE) is the key tool used by the Federation of State Boards of Physical Therapy (FSBPT) in the protection of the public. It is designed to measure the knowledge and clinical reasoning skills necessary for minimal entry-level competence for Physical Therapists (PT) and Physical Therapist Assistants (PTA) in the provision of safe and effective physical therapy services.

This document provides an overview of the policies that are followed by FSBPT in the development and administration of the NPTE.

The Examination Development Committees and Council of Board Administrator representatives are responsible for reviewing these policies annually and recommending changes to the FSBPT Board of Directors. The FSBPT Board of Directors has authority for approving changes to these policies. The procedures used to implement these policies are outlined elsewhere and subject to amendments and periodic updates.

NPTE Usage

Use of the National Physical Therapy Examinations

Licensing authorities contracting with FSBPT to use the NPTE must be members in good standing of FSBPT and must adhere to the NPTE Policies. FSBPT is the final authority on access to the NPTE and issuance of scores on the NPTE. FSBPT will not grant a candidate access to the NPTE unless the candidate has first been approved by a licensing authority or authorized designee to sit for the examination.

NPTE Development Policies

1. Examination Security and Integrity

The security and integrity of the NPTE and all examination questions shall be fully protected at all times. All persons involved in item writing, item reviewing, test construction, and passing score determination or who are otherwise exposed to any examination items must understand, sign, and agree to security conditions. At a minimum, the security conditions include but are not limited to the following:

- a) Each licensure examination and all examination items are protected under trade secret, contract, and federal copyright and trademark law. Items and examinations may not be copied, stored, transmitted, or disseminated by any means or for any purpose without the prior, express, written permission of FSBPT.
- b) Individuals who are exposed to NPTE items as part of the development or maintenance of the NPTE may not be currently employed by an examination preparation entity, publishing an examination preparation document, or offering a course related to the NPTE, and will be prohibited from participating in these activities for a period of five years from the review of the NPTE. Furthermore, they shall not be candidates for PT or PTA licensure for a period of five years following exposure to the NPTE items. Exceptions to this policy may be granted on a case-by-case basis, if we can ensure the security of the NPTE items and the scores from any NPTE administration.
- c) Current, past, and future examinations and examination items are protected under trade secret, work-for-hire, contract, and federal copyright law and may not be used for research, any examination preparation activity, review by any individual, or for any other purpose without the prior, express, written permission of the FSBPT.
- d) Significant events and real or potential threats to the integrity of the examination program will be reported to the President and the Chief Executive Officer of the FSBPT.

2. Deviations from NPTE Policies

Deviations from the NPTE Policies, especially those policies relevant to the security and integrity of the NPTE, may be investigated and pursued to the full extent permitted by law and regulation by FSBPT and the licensing authority involved.

3. Examination Development Committees

Per the FSBPT Bylaws and Standing Rules, the Examination Development Committees (EDCs) shall develop and maintain reliable and valid licensing examinations.

4. Practice Analysis

FSBPT will conduct a formal and periodic practice analysis of work activities and knowledge and skill requirements to establish the job-related knowledge necessary to perform tasks important for entry-level competence of PTs and PTAs. The practice analysis serves as the foundation for valid examination forms. To ensure that each examination reflects current entry-level competence, the FSBPT Examination Development Committee (EDC) at each exam level will annually review the need for a practice analysis and make recommendations regarding the currency of the job analysis to the FSBPT Board of Directors.

5. Test Specifications

The NPTE will be constructed in English based on test specifications derived from the most current practice analysis. The test specifications will delineate content areas that reflect and include knowledge critical to competent entry-level performance. The proportion of items on an examination form covering each content area will reflect the relative importance of that content area to entry-level competence of PTs and PTAs. Test specifications for PT and PTA examinations will be included in the *NPTE Candidate Handbook* and also on the FSBPT website. The EDC can make minor revisions to the test specifications between practice analyses to reflect important changes in current practice or test development issues.

6. Item Development

NPTE item writers and item reviewers will be PT or PTA professionals who have passed the appropriate examination, have received the appropriate credential, have a minimum of two years of experience post-initial credentialing, and are in good standing with their licensing board(s). Item writers will be formally trained in item writing through an FSBPT item writing workshop. Item reviewers will be formally trained by FSBPT in item review. Every effort will be made so that NPTE item writers and item reviewers as a group represent the various aspects of the profession in terms of areas of expertise, work setting, geographic location, gender, race/ethnicity, and other pertinent factors. FSBPT will supplement traditional item writing with viable new technologies as they emerge and with input from the EDCs.

Items should be written to reflect the clinical application of knowledge. Item review must include evaluation of items in terms of the following review criteria: linkage to test specifications, accuracy, currency, clarity, **one unequivocally** correct or best answer, plausibility of distractors, importance to entry-level practice, freedom from bias or offensive content (e.g., gender and race/ethnicity), cognitive level, and other pertinent factors.

7. Examination Construction

The EDCs monitor the development and maintenance of reliable and valid licensing examinations. The committees will include licensed PTs and PTAs who are representative of the professions in terms of area of expertise, work setting, geographic location, gender, race/ethnicity, and other pertinent factors. They will also be formally trained by FSBPT in item review.

Each item proposed for inclusion on an examination form must be reviewed using the same criteria used by item writers. Before any item is included on an examination form for pretesting, the EDC (PT or PTA) shall agree that the item passes all review criteria. Only items that pass all review criteria will be pretested. Pretest items with acceptable performance will be entered into the item bank as items available for inclusion on the licensure examination.

8. Passing Score

The passing score for the NPTE licensure examination for PTs and PTAs is adopted by the FSBPT Board of Directors and reflects the level of knowledge and clinical reasoning necessary for the provision of safe and effective physical therapy services upon entry into the profession. Because the practice of physical therapy evolves with time, the appropriateness of the passing score for each NPTE level will be re-evaluated periodically. It is expected that a review of the passing standard will be conducted in conjunction with significant changes to the test specifications to reflect any changes in the scope of practice of entry-level physical therapy. The passing standard may be reviewed at other times at the discretion of the Board of Directors. This periodic review will ensure that the passing scores for the PT and PTA examinations accurately reflect the amount of physical therapy knowledge currently required of competent entry-level professionals.

In adopting the passing score for each examination, the Board of Directors will consider information from a variety of sources:

- a) Findings from expert panels that participated in a professionally facilitated process to recommend criterion-referenced passing scores for the PT and PTA examinations;
- b) A historical record of the passing score and annual summaries of candidate performance on the NPTE;
- c) Anticipated changes in practice;
- d) Changes in physical therapy educational degree requirements; and
- e) FSBPT's mission to promote safe and effective physical therapy practice.

Once approved by the Board of Directors, NPTE passing scores will be maintained using appropriate equating methodology until subsequent adjustments are implemented.

9. Licensing Authority's Review of the Examination Program and Examination Forms

FSBPT provides opportunities for members to learn about the examination process, ask questions, and provide suggestions for improvements.

Licensing board members, administrators, or authorized representatives from the member board state-licensing agency may review a form of the NPTE once annually. The examination review session will be conducted under the same security standards as an actual test administration. The examination review session will be held at a time mutually agreed upon by the member and FSBPT. Two options are available for the review session:

- a) The reviewer may schedule an appointment to visit FSBPT offices. Staff will provide the opportunity to review an examination form on the office premises and under secure conditions. The licensing authority will pay all travel costs incurred by the reviewer.
- b) The reviewer may schedule an appointment at a test-delivery location. The reviewer will need to follow all security procedures established by FSBPT and the test delivery vendor. Approval for the review must be obtained from FSBPT and an Authorization to Test (ATT) Letter will be sent to the reviewer. The reviewer will have to test on a date mutually agreed to by the member and FSBPT. The licensing authority is responsible for paying all travel costs and test-delivery costs associated with the review.

The licensing authorities will ensure that the individuals they authorize to review the NPTE are not currently employed by an examination preparation entity, publishing an examination preparation document, or offering a course related to the NPTE, and will be prohibited from participating in these activities for a period of five years from the review of the NPTE. Furthermore, a reviewer shall not be a candidate for PT or PTA licensure for a period of five years following review of the NPTE. A reviewer will be required to sign a letter of agreement that stipulates the procedures of NPTE review that must be followed. This letter of agreement will include the confidentiality requirements.

10. Annual Psychometric Audit

The Assessment Department will ensure that the NPTE program is audited on an annual basis. The results of the review will be included in an annual report to the Board of Directors.

11. Annual Report to the Board of Directors of the FSBPT

FSBPT staff will provide the Board of Directors of the FSBPT with an annual confidential report regarding the current NPTE program. The annual report will include the following data: number of examinees, range of scores, pass rates, examination form reliability, and standard error of measurement. The report will also include recommendations for improvements in the program.

12. Annual Report to the Delegate Assembly of the FSBPT

FSBPT staff will provide the Delegate Assembly of the FSBPT with an annual report regarding the current NPTE program. The annual report will include a summary of major program activities, results of ongoing research projects, and recommendations for improvements in the program.

NPTE Administration Policies

1. Requirements for Candidates Registering to Sit for the NPTE

Candidates must complete a registration, pay the appropriate examination fee, and meet FSBPT eligibility requirements in order to be registered for the NPTE. When candidates have paid and met FSBPT requirements they will be considered “registered” and then presented to jurisdiction licensing authorities, or their designee, through the FSBPT online processing system for jurisdiction approval.

Current FSBPT eligibility requirements for both the PT exam and PTA exam:

- a) Must be at least eighteen years of age.
- b) Does not have an open exam registration for the same exam level.
- c) Has not taken the exam more than three consecutive times (maximum attempts in any twelve-month period per exam level is three).
- d) Cannot have an open security investigation or sanctions that have not been completed and must have responded in good faith to all reasonable examination security requests for information.
- e) Lifetime limit—candidates will be able to take the examination a maximum of six times. An individual can take the NPTE for PTs six times and also take the NPTE for PTAs six times if he or she is otherwise qualified to do so.
- f) Low score limit—candidates who receive two very low scores on the exam will not be allowed to test again. A very low score is defined as performing at or close to chance level (scale scores 400 and below).

If the law applicable to a particular licensing authority prohibits either, or both, of the lifetime limit or low score limit eligibility requirements, such additional eligibility requirement(s) will not apply to candidates approved by such licensing authority to sit for the NPTE. Within fifteen days after receipt of a written request by FSBPT, a licensing authority will notify FSBPT in writing if either, or both, of the two additional eligibility requirements are prohibited by applicable law; upon receipt by FSBPT of such notice from the licensing authority, such prohibition(s) and/or limit(s) shall not apply to candidates approved by such licensing authority to sit for the NPTE.

Licensing authorities may impose lifetime limits that are more restrictive than FSBPT’s. With the exception of licensing authorities that have opted into the Alternate Approval Pathway, these additional eligibility requirements will be enforced by the state when determining their candidates’ eligibility.

Scores from administrations that are deemed invalid may not count toward the 6-time lifetime limit.

2. Approval for Candidates to Sit for the NPTE

After FSBPT's eligibility criteria have been met, the licensing authority of the jurisdiction to which the candidate is applying, or their authorized designee, must approve the candidate to sit for the examination. At a minimum, the licensing authority must require that the candidate is a graduate of or graduating from a PT or a PTA program that meets the candidacy or accreditation standards of the Commission on Accreditation in Physical Therapy Education (CAPTE) or is deemed substantially equivalent. Candidates may sit for the NPTE no more than ninety days prior to graduation if there is a reasonable expectation that they will graduate from a program.

FSBPT is the final authority on access to the NPTE and issuance of scores on the NPTE. FSBPT will not grant a candidate access to the NPTE unless the candidate has first been approved by a licensing authority, or their authorized designee, to sit for the examination.

An examination may only be used for administration to bona fide candidates for initial licensure, reinstatement or reactivation, or to candidates who are not licensed in a jurisdiction and do not have a qualifying examination score for that jurisdiction. In the case of reinstatement or reactivation, the licensing authority must notify FSBPT that the candidate is taking the NPTE and provide the reason the examination is required.

3. Examination Registration

Candidates who meet all eligibility requirements, have submitted the appropriate registration information and payment, and are approved by their jurisdiction or authorized designee, shall be eligible for the examination. The NPTE will be administered in testing windows that are determined annually. Candidates will be able to select an exam administration from the dates available at the time of their registration.

Eligible candidates will receive an Authorization to Test (ATT) letter. The ATT will include information about their eligibility window, approved testing accommodations, how to schedule an examination appointment, and other important exam information. Candidates must then contact the examination delivery vendor to schedule and sit for the examination as per their eligibility window. Candidates who fail to sit for the examination or withdraw their registration prior to their eligibility expiring will forfeit their fees and will be required to register and pay again if they would like another eligibility window.

Candidates may reschedule the time or location of their appointment to take the examination by contacting the examination delivery vendor a minimum of two days prior to their scheduled appointment date. Candidates may have to pay a rescheduling fee as required by the examination delivery vendor.

4. Examination Delivery

The examination will be delivered via computer at testing centers in the examination delivery vendor network of test centers. The examination may also be administered with various testing accommodations, in accordance with the Americans with Disabilities Act (1990) as amended, other relevant laws covering disability accommodations, and NPTE policy. Testing accommodations are to address candidate need while maintaining the validity of scores on the exam.

Testing centers that deliver the examination will meet FSBPT standards to maintain an acceptable testing environment. Testing centers will also meet FSBPT standards to ensure the security and integrity of the examination by admitting only registered candidates with proper identification. Testing centers will photograph, fingerprint, monitor, digitally record testing sessions, and take other appropriate security measures (metal detector, etc.) to prevent cheating.

Proper identification means, at a minimum, a currently valid, government-issued photo identification that includes a signature, such as a passport or driver's license. The identification must match the name that has been sent to the examination delivery vendor by FSBPT. Specific identifications are agreed upon by FSBPT and the test delivery vendor and all candidates must comply with those identification requirements.

If a candidate chooses not to participate in the defined check-in, identification, and/or testing procedures (including being photographed, fingerprinted, scanning of identification, digital monitoring, turning out their pockets and metal detection) at the test site, the candidate will not be allowed to test. If a candidate's fingerprint doesn't match their existing fingerprint, the candidate will be allowed to test, but the score will be held until an investigation is completed. In the event that the identity of the candidate cannot be verified, the score will be canceled and appropriate disciplinary action will be taken. In addition, a Center Problem Report will be filed and sent to FSBPT.

5. Examination Security and Integrity

In order to maintain the integrity of the NPTE, FSBPT monitors for cheating and other examination irregularities before, during, and after examination administration.

FSBPT reserves the right to take any and all action to protect the NPTE and related materials and processes.

For purposes of examination security, each candidate who wishes to take the NPTE is required to enter into the following Security Agreement as part of the registration and examination taking processes:

NPTE Security Agreement, General Terms of Use, and Arbitration Policy

Before you continue with the examination, you must agree to the following statements. If you do not agree to these terms, you will not be permitted to test.

Test Taker Authenticity

I certify that I am the person who will be taking the NPTE and that my sole purpose for taking the NPTE is because I am seeking licensure in a U.S. jurisdiction.

NPTE Ownership

I am aware that all NPTE test materials, including my answers, are the property of the Federation of State Boards of Physical Therapy (FSBPT).

NPTE Security

I understand that the NPTE is a confidential and secure examination, protected by U.S. and international copyright and trade secret laws.

I also understand that I am contractually obligated to keep all NPTE content confidential, by virtue of this Security Agreement I am entering into with FSBPT.

Prohibited Acts

I understand and agree that the following things are examples of prohibited acts and that this list is not inclusive of every potential prohibited act.

I agree that I will not:

- Allow anyone to present themselves as me for purposes of taking an examination, or misrepresent myself as someone else for the same purpose;
- disclose or discuss NPTE content with anyone verbally, in writing, or through any other method of communication, including on the Internet, through email accounts, or through any social media;
- bring, or attempt to bring, any materials or devices into the testing room or remove, or attempt to remove, any items from the testing room;
- copy, memorize, record, or otherwise attempt to retain or recreate examination content, including questions, concepts, topics, graphics, and images;
- assist anyone to copy, memorize, record, otherwise retain, recreate, or reconstruct the content for any purpose;
- share answers to questions;
- study from information derived from any item listed above.

Obligation to Cooperate

I recognize that I may be asked in the future to respond to questions, provide information or documents, or otherwise participate in an investigation of an exam security matter related to the NPTE. Failure to fully cooperate in an investigation may be considered a breach of my obligations under this Security Agreement.

I understand that all scores are validated through FSBPT's quality assurance and security analyses. I understand that I may be required to provide additional information in order to complete these analyses and my score may be withheld until I have provided the required information and FSBPT has completed its analyses.

I understand that FSBPT and Prometric collect biometric and other identifying information and I authorize them to retain it for a time period they determine to be reasonable.

Consequences for Non-Compliance

I understand that FSBPT has the right to take action against me if I breach this agreement, or any of the terms and conditions specified in the Candidate Handbook or Prometric Testing Center Regulations, if I fail to comply with reasonable requests from Test Center Administrators or

FSBPT staff, or if any of my actions may reasonably be construed to misrepresent myself, jeopardize the security of the NPTE, or call the validity of NPTE scores into question. Actions taken against me may include one or more of the following:

- The Test Administrator may immediately dismiss me from the test session;
- My exam may not be scored, my scores may be canceled, without a refund, and the jurisdiction receiving my scores may be informed of the reason for the cancellation;
- The institution where I received my physical therapy education may be informed of actions taken against me;
- I may be temporarily suspended or permanently banned from taking the NPTE;
- I may face a lawsuit that may result in my receiving court-enforced penalties;
- I may have to pay a monetary penalty;
- I may face criminal prosecution;
- Disciplinary action may be taken against me by a jurisdiction licensing authority (state board).

Arbitration

By registering for the NPTE, I agree to submit to arbitration any and all challenges or other claims I may have relating to any examination I take through FSBPT. I acknowledge that I have read and agree to the terms contained in the Arbitration Policy. I understand that, prior to pursuing arbitration I must submit my claim to FSBPT for staff review, in accordance with the Arbitration Policy. Full details of my arbitration agreement with FSBPT are available at <https://www.fsbpt.org/arbitration>. I understand that by agreeing to arbitration; there is a limitation of remedies available to me; I am waiving my right to pursue my claims in a court of law, to present my claims to a jury, or to pursue my claims through a class action.

FSBPT Authority

Subject to my right to pursue arbitration, FSBPT is the final authority that determines whether I have the privilege of taking the NPTE, whether an examination is scored, or whether the score from my examination is provided or transferred to any entity or licensing jurisdiction. By registering for the NPTE, I understand, accept and agree to comply with the terms and conditions contained in the exam registration materials (including but not limited to the NPTE Security Agreement, Terms of Use, and Arbitration Policy), including any updated or amended terms that may be implemented after my registration.

Attestation

I have read, understand, and agree to the foregoing statements and arbitration policy.

Significant events and real or potential threats to the integrity of the examination will be reported immediately to the President and to the Chief Executive Officer of the FSBPT. When action is taken to hold or invalidate candidate scores, the appropriate jurisdiction licensing authority will be notified.

6. Candidate Comments

FSBPT will provide candidates with a means of providing comments about the examination, examination administration, and logistics to FSBPT. Comments will be reviewed by FSBPT staff and sent to the appropriate jurisdiction.

7. Candidate Services

a) Score Transfer Services

A score will be transferred when (1) a candidate submits a score transfer request; (2) a valid score is available to FSBPT; (3) the score can be positively associated with the candidate requesting the transfer; and (4) the corresponding payment has been received by FSBPT.

b) Performance Feedback Report

Candidates may request a detailed breakdown of their examination results based on work activities, body systems, and exam sections. A fee will be charged to candidates for the performance feedback report.

c) Individual Score Reports

A free individual score report is made available to candidates ten business days after an examination and is available online for thirty days. If a candidate would like a report earlier or after the thirty days has passed, the candidate can purchase a score report online. The Individual Score Report will be generated when an Individual Score Report Request has been submitted and the corresponding payment has been received by FSBPT.

d) Practice Exam and Assessment Tool (PEAT)

Candidates may purchase practice exams to help identify strengths and weaknesses prior to taking the NPTE. PEAT provides detailed feedback by work activity, body system, and exam section as well as references and rationales for each question.

e) NPTE Demonstration Examination

A free, online demonstration examination is provided to candidates on FSBPT's website. This short demonstration exam is designed to give candidates the look and feel of the exams administered at Prometric. This exam includes PT and PTA sample questions.

f) Withdrawals and Refunds

A candidate who wishes to withdraw their registration must notify FSBPT using the online Exam Withdrawal Request tool.

During the withdrawal process candidates will have two options:

1. Withdraw from the current exam and receive a refund less a processing fee.
2. Re-register for another exam date and pay a processing fee.

8. School Services

a) School Reports

School Reports are made available to accredited PT and PTA schools. These reports provide each school with NPTE performance for the school's students and comparison groups that took the computer-based NPTE.

b) Academic PEAT

An academic version of the Practice Exam and Assessment Tool is made available to schools at a discounted fee.

9. Licensing Authority Services

a) Score Reports

Examinations will be scored using a criterion-referenced passing score. Scoring will be done upon receipt of the candidate's examination answers from the examination delivery vendor. Once scored, examination results will be distributed to the appropriate licensing authority, pending quality assurance and examination security review. Score reports will include only scaled scores; raw scores will not be provided in the score reports to either licensing authorities or candidates.

b) Roster of Authorization to Test (ATT) Letters

FSBPT makes available to each licensing authority a listing of all candidates who have received ATT letters for that licensing authority.

c) New Score Summary Report

FSBPT makes available to each licensing authority a listing of all candidate scores that were received by FSBPT.

d) Alternate Approval Path (AAP)

For licensing authorities that opt in to this free service, FSBPT will handle the eligibility review and approval for all CAPTE candidates applying for the NPTE. In addition, FSBPT may review and process testing accommodation requests for all candidates.

e) Testing Accommodations

FSBPT is committed to providing full access to the NPTE to individuals with documented disabilities while ensuring the security, integrity, and validity of the examination.

The licensing authority, or its authorized designee, shall be solely responsible for investigating, approving, and paying for all compliance costs associated with a candidate's request for testing accommodations under the Americans with Disabilities Act of 1990, as amended (the "ADA") and other relevant federal and state laws, and reasonable candidate requests that might not qualify under strict interpretation of the relevant laws (e.g., a temporary limiting condition). Therefore, candidates with documented disabilities wishing to request testing accommodations must submit their requests to the licensing authority or its authorized designee. Requests must be in writing and must be accompanied by such supporting documentation as required by the licensing authority or its authorized designee.

FSBPT will coordinate making all approved arrangements with the test delivery vendor. In the event an accommodation is missing at the test center or administered incorrectly, FSBPT will work with the candidate to reschedule the examination at a mutually agreed upon time.

Although licensing authorities, which provide licensing examinations pursuant to state laws, including the NPTE, are solely responsible for such testing accommodation costs, the Board of Directors of FSBPT has established a program that covers the cost of certain testing accommodations subsequently noted. Specifically, FSBPT will directly pay for these services:

- Up to double time
- Reader
- Recorder
- Separate testing room
- Zoom Text (software that enlarges the print on the computer screen)
- Screen magnifier

For jurisdictions using the Alternate Approval Pathway (AAP), where FSBPT is responsible for reviewing and approving accommodation requests, FSBPT will pay the cost of all approved testing accommodations.

Unless an AAP jurisdiction where FSBPT is responsible for reviewing and approving accommodation requests, FSBPT does not reimburse for any testing accommodation costs that are approved for state jurisprudence examinations.

The FSBPT Board of Directors will provide each licensing authority at least twelve months advanced written notice of a decision to discontinue the FSBPT Testing Accommodation Cost Reimbursement Policy. Such notice shall contain rationale by the board for its decision to terminate the Testing Accommodation Cost Reimbursement Policy.

10. Retention of Examination Forms and Scores

FSBPT shall retain copies of examination forms and answer keys for a period of eleven years from the date the form of the examination is first given and shall retain copies of the examination scores for at least sixty years from the date the candidate took the examination.

11. Retention of Examination Registration Forms

FSBPT shall not be required to retain examination registration forms submitted by the licensing authorities or the candidates.

12. Examination Availability

A candidate should only be administered a given form of the NPTE one time. If the candidate has taken all available forms of the NPTE, they must wait until new forms of the examination become available. Any exception to this policy will require approval by the FSBPT Board of Directors. This policy does not

apply for jurisprudence examinations where the licensing authority has authorized the use of repeatable forms.

If a candidate tests on the same form, or a substantial part of a form, of the examination twice, the second attempt will be invalidated.

In the event a candidate skips a section on the examination, the score will be invalidated and will not count as an attempt towards the lifetime limit. No refunds will be given in this circumstance and the candidate must register for a future exam administration.

13. Confidentiality of Candidate and Licensee Information

FSBPT considers all candidate information to be confidential. Therefore, the status of a registration, score information, and information regarding a candidate's testing accommodation will be disclosed only to the licensing authority, candidate, authorized FSBPT staff, and FSBPT contractors incident to necessary systems maintenance. A candidate may submit a written request for information to be released to a third party. If a candidate has applied in multiple locations the information is available to all relevant licensing authorities. Once licensed, individual data is available to all jurisdictions in which an individual is licensed or in the process of becoming licensed.

FSBPT does make some information available to CAPTE-accredited schools as a courtesy. Schools are provided with information about known licenses for their students (which is publicly available), and the most recent NPTE test date so that they can tell if a student has taken the NPTE. If a candidate authorizes their school to receive score information during the registration process, the school may also receive test date and score information. Candidates may change their authorization status at any time. Schools with sufficient class sizes can also receive aggregate information about their class performance on the NPTE.

14. Online System and Security

FSBPT will provide a secure interface for jurisdictions to make candidates eligible for exams, enter testing accommodations, receive scores, enter licensure information, and disciplinary actions taken against a candidate. Each jurisdiction user will be given their own unique username and password to access the jurisdiction interface. Usernames and passwords should not be shared amongst staff. At least annually, FSBPT will ask for confirmation of each jurisdiction's user account list. Access to the jurisdiction interface will be suspended if the jurisdiction's user account list cannot be verified.

15. NPTE Candidate Handbook

FSBPT will maintain and make available an *NPTE Candidate Handbook* that outlines information regarding the examination's format and duration, examination registration process, examination delivery, and other pertinent information.

16. NPTE Appeals

a) Candidate Appeals

- a. NPTE policies (excluding appeals to eligibility requirements)—Appeals of this kind are made to the FSBPT Board of Directors after a candidate has sought resolution from FSBPT staff.
- b. Security Sanctions—Appeals of this kind are made to the Exam Security sub-committee of the FSBPT Board of Directors. Appeals are made after staff issues sanctions based on a sanctions model approved by the FSBPT Board of Directors.

b) Jurisdiction Appeals

- a. Eligibility policies—Candidates who are ineligible to take the NPTE due to the NPTE eligibility requirements must present information to a licensing authority that may then request an appeal on the candidate's behalf.

- c) **Decisions.** Decisions made at the Board of Directors' level are final. In making the decision, the board will consider what effect granting the appeal would have on other candidates, the role of the examination in providing a measure of minimal entry-level competence, the security of the NPTE, and any impact the decision might create for the licensing authority to which the candidate is applying or any other licensing authority.