iGov Solutions
Empowering the government to serve
its citizens better!
An i3 Verticals Company

State of Alabama
Board of Physical Therapy

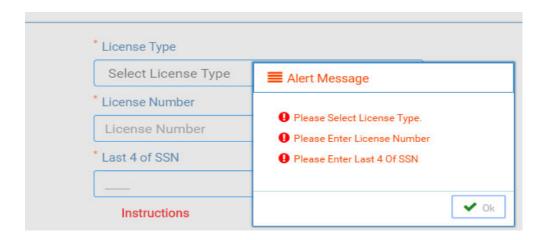Go to: https://alpt.igovsolution.net/online/renewal/renewallogin.aspx

The Online Profile section will be displayed.

ONLINE PROFILE

* License Type

Select License Type ▼

* License Number

admin

* Last 4 of SSN

••••

Instructions

1) Please Enter full License Number. Example: PTH1234.
2) Please Enter only Last 4 digits of your SSN in the Last 4 of SSN field.

Submit

Please select license type (PTA/PTH). Full license number will need to be entered. Do not put a space between letters and numbers.

If you click on "Renew" button without providing the proper information you will not be able to proceed. See below.

* License Type

Select License Type

Alert Message

* License Number

License Number

❗ Please Select License Type.

❗ Please Enter License Number

❗ Please Enter Last 4 Of SSN

* Last 4 of SSN

✔ Ok

Instructions

Enter proper details.

  i)   **License Type:** Select license type to be renewed.
  ii) **License Number:** The full license number of the licensee must be entered with no spaces. Example: PTH1234.

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   iii) Last 4 of SSN: Last 4 digits of licensee's Social Security Number.

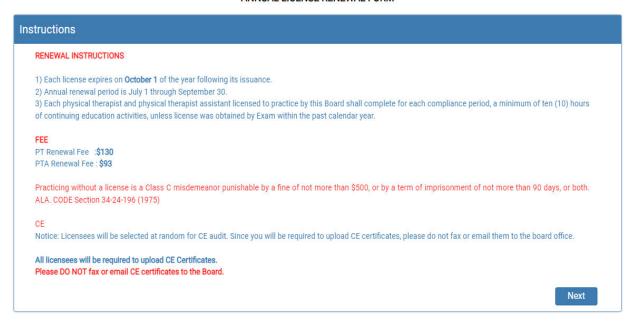Once logged in, the renewal form will open.

General Note

Mandatory fields are marked as * must be entered before clicking Next.

Renewal Instructions - Please read

The first tab will be the renewal instructions tab. This tab will serve as a basic guide to navigate through the application. Please read the instructions carefully before proceeding. Click Next to proceed.
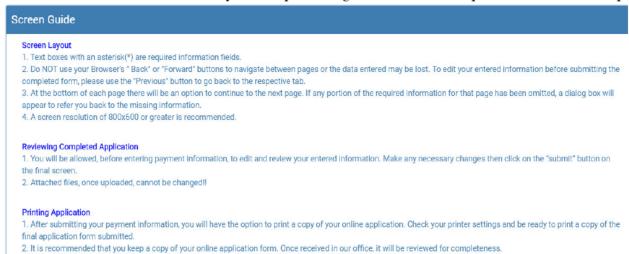
ANNUAL LICENSE RENEWAL FORM

Instructions

RENEWAL INSTRUCTIONS

1) Each license expires on **October 1** of the year following its issuance.
2) Annual renewal period is July 1 through September 30.
3) Each physical therapist and physical therapist assistant licensed to practice by this Board shall complete for each compliance period, a minimum of ten (10) hours of continuing education activities, unless license was obtained by Exam within the past calendar year.

FEE
PT Renewal Fee : **$130**
PTA Renewal Fee : **$93**

Practicing without a license is a Class C misdemeanor punishable by a fine of not more than $500, or by a term of imprisonment of not more than 90 days, or both. ALA. CODE Section 34-24-196 (1975)

CE
Notice: Licensees will be selected at random for CE audit. Since you will be required to upload CE certificates, please do not fax or email them to the board office.

All licensees will be required to upload CE Certificates.
Please DO NOT fax or email CE certificates to the Board.

Next

Screen Guide Tab

Please read the instructions carefully before proceeding. Click on next to proceed to the next step.

Screen Guide

Screen Layout
1. Text boxes with an asterisk(*) are required information fields.
2. Do NOT use your Browser's " Back" or "Forward" buttons to navigate between pages or the data entered may be lost. To edit your entered information before submitting the completed form, please use the "Previous" button to go back to the respective tab.
3. At the bottom of each page there will be an option to continue to the next page. If any portion of the required information for that page has been omitted, a dialog box will appear to refer you back to the missing information.
4. A screen resolution of 800x600 or greater is recommended.

Reviewing Completed Application
1. You will be allowed, before entering payment information, to edit and review your entered information. Make any necessary changes then click on the "submit" button on the final screen.
2. Attached files, once uploaded, cannot be changed!!

Printing Application
1. After submitting your payment information, you will have the option to print a copy of your online application. Check your printer settings and be ready to print a copy of the final application form submitted.
2. It is recommended that you keep a copy of your online application form. Once received in our office, it will be reviewed for completeness.
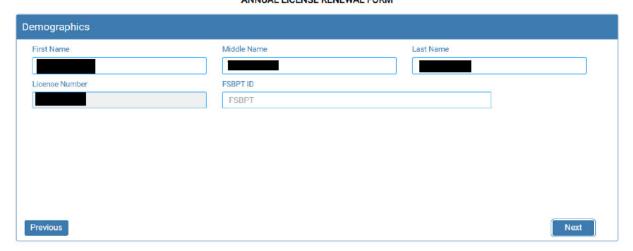
Demographics Tab

Next is the Demographics tab that will display the licensee's name and number which is auto populated. All fields (except license number) can be changed, so be careful and make sure info is correct. Click Next.
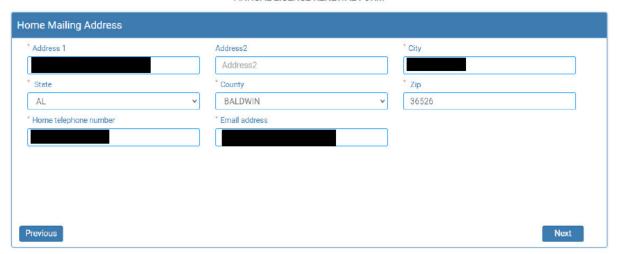
ANNUAL LICENSE RENEWAL FORM

Demographics

First Name

Middle Name

Last Name

License Number

FSBPT ID

FSBPT

Previous   Next

Home Mailing Address Tab

Your current home mailing address, phone number, and email address are auto populated and can be edited, if needed
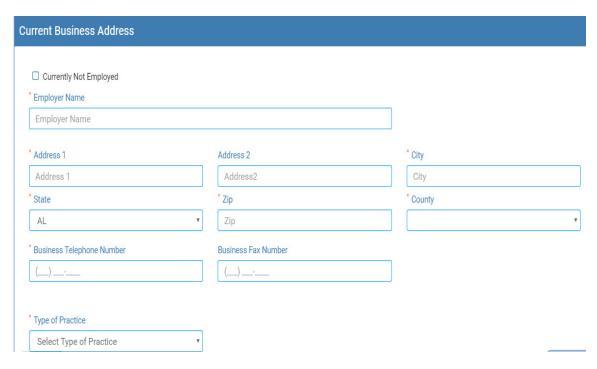
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ANNUAL LICENSE RENEWAL FORM

Home Mailing Address

* Address 1	Address2	* City
▉▉▉▉▉▉▉	Address2	▉▉▉▉

* State	* County	* Zip
AL	BALDWIN	36526

* Home telephone number	* Email address
▉▉▉▉▉	▉▉▉▉▉▉

Previous   Next

Current Business Address Tab

Current Employer details will be displayed in this screen, if any. Employer details can be updated, if required. If currently not employed, then select the checkbox at the top "Currently Not Employed." Select Next to continue.

Current Business Address

☐ Currently Not Employed

* Employer Name

[Employer Name]

* Address 1   Address 2   * City

[Address 1]   [Address2]   [City]

* State   * Zip   * County

[AL ▼]   [Zip]   [▼]

* Business Telephone Number   Business Fax Number

[(__) ___-____]   [(__) ___-____]

* Type of Practice

[Select Type of Practice ▼]

Regulatory Questions Tab

All the questions and explanations, if answered yes, are mandatory.

ANNUAL LICENSE RENEWAL FORM

Regulatory Questions

| 1 | Since last renewal, have you been convicted of a felony or misdemeanor, entered a plea of nolo contendere, or received deferral adjudication? | ☐ Yes ☐ No |
| 2 | Since last renewal, have you undergone treatment for alcohol or chemical dependency or abuse? | ☐ Yes ☐ No |

[Previous]   [Next]

Continuing Education Tab

Please select the category that applies to you. There are different requirements for each category. First time renewal, new graduates (licensed within 12 months of graduation) will need to submit 2 hours of Alabama Jurisprudence continuing education. First time renewals in Alabama (endorsements) will need to submit 10

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hours of continuing education, including 2 hours of Alabama jurisprudence. All others will need to submit 10 hours of continuing education.

ANNUAL LICENSE RENEWAL FORM

Continuing Education

* Please choose one option for submitting your Continuing Education.

- ☐ I graduated the last calendar year and I am renewing my license for the first time.
- ☐ I am renewing my license for the first time in Alabama. (I am not a new Graduate).
- ☐ This is not my first license renewal in Alabama.

[Previous]   [Next]

You will be prompted to add and upload your CE certificates. Please include the name of your course, the date taken, and the number of course hours. You will also need to upload your course certificate. **PLEASE DO NOT MAIL, EMAIL OR FAX YOUR CERTIFICATES TO THE BOARD.** You will be allowed to upload as many certificates as needed.

Preferences

You will be asked if you would like to serve as a future board member or if you want your email shared in our mailing list. Please note that we do not share your email address on the mailing list regardless of your selection. Click Next.

Preferences

Are you willing to serve as a future board member?   ☐ Yes   ☐ No

Do you want your email address to be shared in the mailing list?   ☐ Yes   ☐ No

[Previous]   [Next]

Review your information

This page allows you to review the application before you proceed to final submission. If you need to make any changes, please click the Previous button (not the back button on your browser) until you get to the correct screen to make your changes.

Affirm and Submit

This is the final step for submission

1. "Sign" and enter phone number
2. Date will be auto populated
3. Renewal amount will be auto populated
4. Select "Debit or Credit"
5. Select card type
6. Enter name of person that appears on card
7. Enter card number
8. Enter card expiration date (MM/YY format)
9. Enter security code on back of card
10. Enter billing zip code
11. Click submit
12. You will get confirmation number
13. Check your email for receipt and updated certificate. Email may go to your trash, spam, or promotions folders.

You may also check for your receipt or updated certificate by creating a user account on our website under the "Services" profile. To print your license/certificate after creating a user profile, logon to https://alpt.igovsolution.net/online/User_login.aspx with your user name and password.

· Go to the "Summary" section.
· Click on the "Print" icon in the certificate column (Highlighted in red below).
· That will download a copy of the certificate.