Creating an Applicant Account in aPTitude

1. The applicant registers for an account at www.fsbpt.org/aPTitude and adds a “license”:
   - Applicants are instructed to insert “GA plus the application number” into the license number field
   - Applicants are advised to insert an expiration date of 12/31/odd year that coincides with the expiration of a GA Biennium. Activities must be recorded to the GA competence cycle in which they were earned and should be recorded chronologically by completion date (oldest to newest)
     - Example:
       - If a licensee is allowed to report activities earned in 2016 or 2017, the Expiration Date and CCU Deadline should be entered as 12/31/2017.
       - Activities with a 2016 completion date should be recorded first, then 2017
       - If this same licensee has 2018 activities to record, once all prior activities are recorded, the licensee will Start a New Tracking Cycle to continue recording

2. The applicant records his/her continuing competence activities, chronologically, applying them all to the “Applicant for GA Licensure” category. (Note: Depending on the activity completion dates, the applicant may have to record to multiple competence cycles. It is important that the licensee record the oldest activities first.)

3. The applicant uploads completion documentation.
4. When all continuing competence activities are entered and certificates uploaded, the applicant contacts the GA State Board of PT. After the applicant is licensed, the new licensee edits his/her license number in aPTitude (should be advised to ensure name and license number appears in aPTitude exactly as it does on license).

**Applicant Instructions (sample)**

Here is an example of instructions that could be provided to applicants based on the above scenario:

1. Access or Register for an aPTitude account at [www/fsbpt.org/aPTitude](http://www.fsbt.org/aPTitude)
2. Click “Add a License” to create your GA applicant license
3. Enter “GA” plus your applicant number to the “License Number” field
4. For both the “Expiration Date” and “CCU Deadline” enter the same 12/31/odd year date corresponding to the appropriate GA competence cycle in which the credit was earned.
5. Record all of your applicable continuing competence activities and apply them to the “Applicant for GA Licensure” category
6. Upload completion documentation for all recorded activities
7. After your license has been issued by the GA State Board of PT, edit your License Number in aPTitude to include the letters and all six numbers of your newly issued license number (i.e. PT001234 or PTA001234).  
   o Log into aPTitude at [www/fsbpt.org/aPTitude](http://www.fsbt.org/aPTitude)
- Click “Manage License”
- Click “Edit License”
- Update your license number to that which is displayed on your license
- Click “Update License”