

Credential Evaluator II

Company Description

The Foreign Credentialing Commission on Physical Therapy (FCCPT), a service of the Federation of State Boards of Physical Therapy (FSBPT), evaluates the educational and professional credentials of internationally educated physical therapists and physical therapist assistants. FCCPT supports public protection and professional mobility through credential evaluation, primary source verification, and certification services. We are committed to integrity, accuracy, collaboration, and outstanding customer service.

Job Description

FCCPT is seeking a Credential Evaluator II to evaluate academic and professional licensure credentials for foreign-educated physical therapists and physical therapist assistants. This position is responsible for analyzing educational credentials, authenticating primary-source documentation, processing credentialing records, researching international education systems, and communicating with applicants regarding evaluation requirements and outcomes.

Primary Responsibilities

- Evaluate academic and professional licensure credentials of foreign-educated physical therapists and physical therapist assistants.
- Authenticate academic and licensure credentials through primary-source verification with educational institutions and licensure agencies.
- Communicate with applicants and provide accurate information regarding academic and professional licensure credentials.
- Participate in required training and perform other duties as assigned.

Qualifications

- Bachelor's degree preferred.
- 3–5 years of related professional experience.
- Understanding of the U.S. educational system.
- Knowledge of foreign education systems.
- Research and analytical skills.
- Excellent oral and written communication skills.
- Proficiency with Microsoft Office applications.

Work Environment

This is a full-time position. Our offices are in Old Town of Alexandria, VA and the position have no unusual physical demands. This is a hybrid position with the possibility of 100% remote for qualified candidates. Evening or weekend work may be required during peak periods, including NPTE examination and immigration-related deadlines. Occasional travel for professional development may be required.

Work Location

FCCPT offices are in Alexandria, VA. This is a hybrid position with the possibility of 100% remote for qualified candidates.

Why Join FCCPT?

Join a mission-driven organization dedicated to supporting public protection and helping internationally educated physical therapists achieve professional mobility. This role offers meaningful work, professional growth, and opportunities to develop expertise in international credential evaluation.

Benefits

- Paid vacation
- Sick leave
- 401K
- Health and Dental insurance

Application Instructions

- Submit a letter of interest and your resume or CV to careers@fsbpt.org.