NORTH CAROLINA MEDICAL BOARD

APPLICATION FOR PHYSICIAN ASSISTANT LICENSE (EXPEDITED) - CHECKLIST

Before you start this process, you'll need to ask yourself if you meet all qualifications outlined in the Eligibility Requirements Document. If YES, please continue with the expedited license application. If NO, please complete the full license application.

The following checklist is designed to assist applicants in submitting the necessary materials needed during the application process. Delays often occur when applicants fail to provide required information to the Board. The Licensing section encourages use of provided checklists for all license types.

Status	Item	Notes
☐	**Complete the application online**	The Board offers applicants the convenience of applying for licensure online. You must complete the online application and pay necessary fees (Visa/MasterCard) within 30 days to avoid having your application deleted.
☐	**Licensure status report**	Secure a report regarding the status of licensure from at least one state, U.S. territory or Canadian province where you currently hold a full unrestricted active license for the previous five years immediately preceding the application.
☐	**NCCPA Certification**	Request that NCCPA provide an original certification letter showing exam score
☐	**U.S. citizen status/Immigration status**	Submit a photocopy of your birth certificate if you were born in the United States or one of its territories. If you were not born in the U.S. or one of its territories, submit a photocopy of a valid, unexpired U.S. passport. If you are unable to submit a photocopy of your U.S. birth certificate or passport, please provide a statement regarding your immigration status.
☐	**Submit two fingerprint cards**	Complete two fingerprint cards and return to the NCMB.
☐	**Authority to release form**	Sign and date the "Authority to release form" and return it to the Board with your application.
☐	**Profiles/reports**	The NC Medical Board will request the following documentation on behalf of each applicant. If the Board is unable to obtain the information, the applicant will be notified and expected to forward the information to the Board. • Federation of State Medical Boards Board Action Data Bank report • National Practitioner Databank/ Healthcare Integrity and Protection Data Bank report

Annual Renewal: NC law requires licensed physician assistants to renew with the Board within 30 days of their birthday, every year, no matter when the license is issued. A renewal fee is required.

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