

## APPLICATION FOR PHYSICIAN ASSISTANT FULL LICENSE WITH FCVS - CHECKLIST

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
<input type="checkbox"/>	<b>PA Reference Forms</b>	Two recent (no older than six months) references required. Each must be completed in full with an original signature and date. One reference form must be from a physician with whom you have worked or trained regarding your competence to practice as a PA. One reference form must be completed by a peer (coworker, professor, preceptor, physician) with whom you have worked or trained. References must be able to evaluate your academic competence, clinical skills and character as a physician assistant. References cannot be from relatives or fellow students. Send the reference forms to the references.
<input type="checkbox"/>	<b>Education Verification</b>	Provided by FCVS
<input type="checkbox"/>	<b>Citizenship</b>	Provided by FCVS
<input type="checkbox"/>	<b>Applicant's Oath</b>	Complete, have notarized and send the original form to the NCMB.
<input type="checkbox"/>	<b>Authority for Release of Information</b>	Complete, sign/date and send the original form to the NCMB. The Board cannot send for your background check report without this form.
<input type="checkbox"/>	<b>Federation of State Medical Boards</b>	Provided by FCVS
<input type="checkbox"/>	<b>Fingerprint Cards (2)</b>	Complete two fingerprint cards and return the two completed fingerprint cards to the NCMB along with the Authority for Release of Information Form.
<input type="checkbox"/>	<b>NCCPA verification</b>	Provided by FCVS
<input type="checkbox"/>	<b>Name Change Documentation</b>	Provide copies to the NCMB of your marriage, divorce, adoption, legal name change certificates, if applicable.

**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.

Updated: 12/18