

APPLICATION FOR A FULL PA LICENSE NOT USING 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"/>	Online application	Complete the chronological information beginning with high school and answer all questions. Documentation will need to be provided for any affirmative answers.
<input type="checkbox"/>	Applicants Oath	Document will need to be signed and notarized. The original must be sent to the NCMB. Faxes and emailed copies will not be accepted.
<input type="checkbox"/>	Legal Resident Status	<p>U.S. citizens must submit a photocopy of one of the following:</p> <ol style="list-style-type: none"> 1) birth certificate 2) valid, unexpired U.S. passport <p>Not a U.S. citizen? Provide a photocopy of one of the following:</p> <ol style="list-style-type: none"> 1) Alien Registration Card or Green Card (form I-555) 2) Employment Authorization Document (form I-688 B or I-766) 3) Certification of Report of Birth (form DS-1350) 4) Arrival/Departure Record (form I-94) 5) Other documentation providing lawful U.S. status <p>Documentation can be emailed to license@ncmedboard.org</p>
<input type="checkbox"/>	Name change documentation (if applicable)	A photocopy of documentation of a legal name change. Example: marriage certificate, divorce decree, etc. Do not submit original documents. This information can be emailed to license@ncmedboard.org .
<input type="checkbox"/>	Verification of PA Education	Form should be sent to your PA program for completion. Your PA program should email the form to license@ncmedboard.org .
<input type="checkbox"/>	NCCPA Examination Scores	Request NCCPA scores to be sent to the NCMB. The scores can be emailed directly from the NCCPA to the NCMB at license@ncmedboard.org .
<input type="checkbox"/>	PA Reference Forms	Two reference forms are required. One form must be completed by a physician and the other reference form must be from a physician assistant peer whom you have worked or trained with. Faxes and emailed copies will not be accepted.
<input type="checkbox"/>	Fingerprint cards, authority to release form and criminal history	<p>Applicants outside North Carolina Request a set of fingerprint cards to be mailed to you at fpc@ncmedboard.org. You will need to send in the authority to release form and fingerprint cards to the NCMB.</p> <p>Applicants in North Carolina Live scan is available to those applicants who are in NC. You will need to go to your local law enforcement office to have this completed. You will need to take the Applicant Information form with you. The Electronic Authority to Release form will need to be</p>

		sent to the NCMB. The authority to release forms can be emailed to license@ncmedboard.org .
<input type="checkbox"/>	Interview	You will be notified if a personal interview will be required.

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: 1/19