

APPLICATION FOR MILITARY RELOCATION (SCRA) LICENSE – PHYSICIAN ASSISTANT CHECKLIST

This license application is solely for military service members or spouses of military service members that have been relocated to North Carolina pursuant to military orders. 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 the required information to the Board. **Please note: Any change in eligibility for the Military Relocation License, such as a change in military orders to another state, must be reported to the Board within 15 days.**

Status	Item	Notes
<input type="checkbox"/>	Online application	Complete the online application and pay the application fee.
<input type="checkbox"/>	Name change documentation (if applicable)	Documentation of a legal name change (marriage certificate, divorce decree, etc). Documentation can be uploaded to your application via the gateway.
<input type="checkbox"/>	Military Orders	Provide documentation of current military orders indicating relocation to North Carolina for military service. If the applicant is the spouse of a military service member and is relocating to North Carolina, documentation of the marriage and relocation orders are required.
<input type="checkbox"/>	Out of State/Country License Verification	Applicants must secure a report from one state, US territory or Canadian province where they currently hold a full unrestricted active license. This report must come directly from the Licensing Board and indicate whether the licensee is in good standing, has any open investigations and whether there has been any discipline in the past 5 years.

<input type="checkbox"/>	Applicant Fingerprints	<p>Applicants must provide fingerprints in order for the North Carolina Medical Board to conduct State and Federal criminal history record checks. There is a \$38 fee from the North Carolina State Bureau of Investigation (NCSBI) to cover the processing of the record check. This fee will be added to your NCMB licensee fee at the end of the online application. Questions regarding the fingerprinting process should be emailed to the License Department at license@ncmedboard.org.</p> <p>If you are completing your fingerprinting outside of North Carolina:</p> <p>Obtain two (2) FD-258 fingerprint cards from your local law enforcement office (or Amazon if not provided). Once fingerprint cards have been completed, mail both cards to:</p> <p>NC Medical Board 3127 Smoketree Ct Raleigh NC 27604</p> <p>If you are completing your fingerprinting inside North Carolina: DO NOT do Live Scan until after you have completed your application and paid the application fee.</p> <p>Go to a fingerprinting agency that does Live Scan. Be sure to confirm that the prints will be sent directly to the NCSBI. If not, we will not receive the results which will delay your application. Photo identification and a fee may be required by the agency performing the service.</p> <p>If you are unable to be fingerprinted electronically, follow the instructions for completing fingerprints outside of North Carolina.</p>
<input type="checkbox"/>	Applicant's oath and photo	<p>At the end of the application, complete the attestation and applicant's oath. Government issued photo ID is required to complete the application.</p>

Upon completion of the initial application, NCMB will contact the applicant with information on completing an initial registration for military licenses. This information will be available on the NCMB website provider lookup area.

Status	Item	Notes
<input type="checkbox"/>	Online application	<p>Complete the online application including your name, address, areas of practice, education, and NCCPA certification.</p>

<input type="checkbox"/>	Questionnaire	<p>Applicants must answer questions pertaining to:</p> <ul style="list-style-type: none"> • Complaints, investigations, or adverse actions by other licensing boards, regulatory boards or agencies • Withdrawal, denial, surrender, restrictions or limitations of a license application, license, or renewal. • The use of controlled substances or prescriptions drugs obtained illegally or improperly; illicit or illegal drug use; or impairment due to alcohol or other substances. (These questions do not apply to anonymous participants in the NC Professionals Health Program who are in compliance with their agreement.) • Cancellation, denial or nonrenewal of any professional liability insurance • Separation or discharge other than honorably from U.S. military, Veteran’s Administration or public health service • Acknowledgment of NC employee misclassification law and reporting investigations for employee misclassification • Malpractice cases.
<input type="checkbox"/>	Immigration/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 uploaded to your application via the gateway.</p>
<input type="checkbox"/>	Supporting Documentation	<p>If applicable, supporting documentation for the following may be required:</p> <ul style="list-style-type: none"> • Actions taken against you by a health care institution; • Regulatory actions by licensing boards, regulatory boards or agencies • Malpractice actions – if applicable, you will be asked to provide a copy of the plaintiff’s complaint, a copy of the judgment, award, payment, or settlement documents.

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.

Please note: Once your military relocation license is issued, you may request to have your license converted to a full license at no cost as long as that request is made within the first year of licensure. This will require going through the application process; however, any documentation that can be used from the original application will be used for the full license application.

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