

APPLICATION FOR MILITARY RELOCATION – 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 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	<p>Complete the online application including your name, and if relevant, name change, address*, practice plan, areas of practice, and chronology. Complete the chronological information in month / year format beginning with high school and answer all questions. Any gaps in the chronology should be explained.</p> <p>*The applicant must reside in North Carolina before a military relocation license can be issued. If you do not currently reside in North Carolina, you must provide proof of residence such as a North Carolina driver's license, lease or proof of homeownership, a utility bill with current address and name, or other documentation specifying housing location related to military orders.</p> <p>Documentation can be uploaded to your application via the gateway as required.</p>
<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 Service Verification	Provide documentation of current military service as well as 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.

□ **Questionnaire**

Applicants must answer questions pertaining to:

- 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

Documentation can be uploaded to your application via the gateway for any affirmative responses provided.

□ **Immigration/Legal Resident Status**

U.S. citizens must submit a photocopy of one of the following:

- 1) birth certificate
- 2) valid, unexpired U.S. passport

Not a U.S. citizen? Provide a photocopy of one of the following:

- 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

Documentation can be uploaded to your application via the gateway.

□ **NCCPA Examination Scores**

Request NCCPA scores documenting current certification be sent to NCMB at license@ncmedboard.org.

If you are not currently certified by NCCPA and two years or more have passed since graduation from a Physician Assistant Education Program, provide documentation of at least 100 hours of continuing medical education (CME) during the preceding two years, at least 50 hours of which must be recognized by the NCCPA as Category I CME. Documentation can be sent to license@ncmedbord.org.

☐ **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.

☐ **Fingerprint cards, authority to release form and criminal history**

Applicants outside North Carolina

You will need to go to your local law enforcement office to be fingerprinted. Your fingerprints will need to be provided on an FD- 258 fingerprint card which can be provided by the law enforcement office. 2 fingerprint cards will need to be submitted.

You will need to upload the Authority for Release of Information form to your application via the gateway.

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 process completed and take the following with you: (1) Applicant Information form, and (2) Electronic Fingerprint Submission Release of Information form.

Once the fingerprinting process has been completed, you will need to upload the Electronic Fingerprint Submission Release of Information form to your application via the gateway.

The Applicant Information form can be discarded after being fingerprinted.

☐ **Applicant's oath and photo**

At the end of the application, complete the attestation and applicant's oath. A recent photo will be required to complete the application.

☐ **Supporting Documentation**

If applicable, supporting documentation for the following may be required:

- 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: We are currently in the process of developing an online license application for military service members relocating to North Carolina and their spouses. In the interim, please complete the full license application and send an email to license@ncmedboard.org notifying the Board that you are completing the military relocation license.

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