NORTH CAROLINA MEDICAL BOARD

**APPLICATION FOR REACTIVATION OF PHYSICIAN ASSISTANT LICENSE 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 the required information to the Board. The Board's Licensing Department encourages use of the checklists provided for all license types.

**1. Online application**

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 medical school and answer all questions. Any gaps in chronology should be explained in detail. Documentation can be uploaded to your application via the gateway as required.

**2. 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.

**3. 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.

**4. SSA (Social Security Administration) Authorization**

Pursuant to N.C. Gen. Stat. § 93B-14, all applicants for licensure must provide a Social Security number. Social security numbers are strictly confidential and only released for purposes authorized by state or federal law.

Applicants are required to complete form SSA-89 Authorization. The SSA Authorization Form must have a **physical signature in ink** and **must be mailed** to the **North Carolina Medical Board, 3127 Smoketree Court, Raleigh, NC 27604 Attn: License Associates**.

- The form cannot be uploaded to the gateway portal.
- The form must be completed with a physical signature
- The form must be mailed in
- Indicate the reason for authorizing consent is "To meet licensing requirements"
- Forms that are not completed will not be accepted.
- For questions email: ssa_cbsv@ncmedboard.org.

**5. 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.

**6. NCCPA Examination Scores**

Request NCCPA scores documenting current certification be sent to NCMB. The scores can be emailed directly from NCCPA 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 uploaded to your application via the gateway.

**7. Applicant Fingerprints**

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.

**If you are completing your fingerprinting outside of North Carolina:**

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:

North Carolina Medical Board
3127 Smoketree Ct.
Raleigh, NC 27604

**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.**

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.

If you are unable to be fingerprinted electronically, follow the instructions for completing fingerprints outside of North Carolina.

For detailed information about the fingerprint requirements, view the fingerprint guidance instructions.

**8. Supporting Documentation**

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

- Any complaint, investigation, inquiry or 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.

**9. Applicant's oath and photo**

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

**10. Additional Documentation**

Upon request, supply any additional information the Board deems necessary to evaluate your competence and character.

**11. NPDB and FSMB Profiles**

NCMB will download the National Practitioner Data Bank (NPDB) and Federation of State Medical Boards (FSMB) profiles once all requirements are met. These documents cannot be provided by the applicant.

**12. 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: 08/26/2026**