

## APPLICATION FOR FULL PHYSICIAN ASSISTANT 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 department encourages use of provided checklists for all license types.

Status	Item	Notes
<input type="checkbox"/>	<b>Online application</b>	<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 in detail.</p> <p>Documentation can be uploaded to your application via the gateway as required.</p>
<input type="checkbox"/>	<b>Name change documentation</b> (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"/>	<b>Questionnaire</b>	<p>Applicants must answer questions pertaining to:</p> <ul style="list-style-type: none"> <li>• Complaints, investigations, or adverse actions by other licensing boards, regulatory boards, or agencies.</li> <li>• Withdrawal, denial, surrender, restrictions or limitations of a license application, license, or renewal.</li> <li>• 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.)</li> <li>• Cancellation, denial or nonrenewal of any professional liability insurance.</li> <li>• Separation or discharge other than honorably from U.S. military, Veteran’s Administration or public health service.</li> <li>• Acknowledgment of NC employee misclassification law and reporting investigations for employee misclassification.</li> </ul>

**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.

**Verification of PA Education**

Form can be found on your gateway homepage and should be sent to your PA program for completion. Your PA program should email the form to [license@ncmedboard.org](mailto:license@ncmedboard.org).

**NCCPA Certification**

Request NCCPA submit your current certification to NCMB. The certification can be emailed directly from NCCPA to NCMB at [license@ncmedboard.org](mailto:license@ncmedboard.org).

If you are not currently certified by NCCPA and two or more years 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 NCCPA as Category I CME. Documentation can be sent to [license@ncmedboard.org](mailto:license@ncmedboard.org).

**PA Reference Forms**

Two original 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. Reference forms can be emailed to [license@ncmedboard.org](mailto:license@ncmedboard.org) from the author.

**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 of yourself showing the front of your face 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.

**Interview (if needed)**

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.

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