

APPLICATION COMPLETION CHECKLIST

Delays in the application process are usually due to incomplete or inaccurate information; therefore, the Board encourages you to read and understand the attached instructions as well as the [PA Licensure Overview](#). **You may not begin practice until you receive a license.** Please contact the Licensing Call Center at (971) 673-2700 if you have any questions.

FAXES ARE NOT ACCEPTED.

DOCUMENTS REQUIRED FOR APPLICATION COMPLETION:

- Completed, notarized application form, including passport photograph signed and dated on the front of the photo (do not sign over your face) and attached to the appropriate place on the application
- Initial application filing fee of \$245.00
- A photocopy of your official birth certificate (hospital birth certificates are not accepted)
- Name change documentation (if applicable)
- Fingerprint Card **and** Identification Verification Form
- A photocopy of your PA program diploma
- Medical Practice Act and Administrative Rules Examination
- Verification of NCCPA Certification form
- National Practitioner Data Bank **and** Healthcare Integrity and Protection Data Bank self-query reports (if applicable)
- Practice Description notarized and signed by the applicant & supervising physician obtained from the Board's website: <http://www.oregon.gov/OMB/PAApplicationPacket/PracticeDescripFillin.pdf>.
- Any additional documentation the board may request

Documents sent **DIRECTLY** to the Board *from the source* for file completion:

- NCCPA verification of exam score(s) –Limited License, Postgraduate licensees have one year in which to take and pass the NCCPA exam
- Verification of Education form from your PA program
- Verification of health related employment for the last five (5) years (if applicable)
- Verification of licensure (current or previous) for health related professions (if applicable)
- Disciplinary search report from the Federation of State Medical Boards (if applicable)

RETAIN A COPY OF YOUR COMPLETED APPLICATION FOR YOUR FILES.

Please contact the Board if you have any questions or a change in address or phone number.