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PERMANENT ADMINISTRATIVE ORDER

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CHAPTER 847

OREGON MEDICAL BOARD

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ARCHIVES DIVISION
SECRETARY OF STATE
& LEGISLATIVE COUNSEL

FILING CAPTION: Updating documents submitted for PA, DPM, and Acupuncture licensure.

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RULES:

847-050-0021, 847-070-0022, 847-080-0017

AMEND: 847-050-0021

RULE TITLE: Documents to be Submitted for Licensure

NOTICE FILED DATE: 04/09/2024

RULE SUMMARY: The rule amendments align recent updates to the MD/DO rule regarding employment verifications submitted for licensure in OAR 847-020-0160. For PA applicants the rule amendments clarify an evaluation of overall performance for an employer verification must include a statement of good standing.

RULE TEXT:

The documents submitted must be legible and no larger than 8 ½" x 11". All documents and photographs will be retained by the Board as a permanent part of the application file. If original documents are larger than 8 ½ x 11, the copies must be reduced to the correct size with all wording and signatures clearly shown. Official translations are required for documents issued in a foreign language. The following documents are required:

(1) Application: Completed formal application provided by the Board. Required dates must include month, day, and year.

(2) Birth Certificate: A copy of birth certificate and a copy of Change of Name documentation, Marriage Certificate, or Divorce Decree if the applicant's name has been changed by court order, adoption, marriage, divorce, etc.

(3) Photograph: A close-up, passport-quality photograph, front view, head and shoulders (not profile), with features distinct, taken within 90 days preceding the filing of the application.

(4) Legible fingerprints as described in OAR 847-008-0068 for the purpose of a criminal records background check.

(5) The results of a Practitioner Self-Query from the National Practitioner Data Bank.

(6) The results of a Physician Data Center Query from the Federation of State Medical Boards.

(7) The applicant must ensure the following required official documents are sent to the Board directly from:

(a) The physician assistant education program:

(A) Proof of completion of a physician assistant education program as specified in OAR 847-050-0020(1) and which includes degree issued, date of degree, dates of attendance, dates and reason of any leaves of absence or repeated

years, and dates, name and location of education program if a transfer student.

(B) A Verification of Education form; which must include information about an applicant's knowledge base, clinical skills, medical judgement, professionalism, and ethics; including any concerns regarding possible impairment in the applicant's ability to safely practice their profession. If the school is unable to complete the form or the Board determines that it is unacceptable, a copy of the transcripts may be acceptable.

(b) Official Examination Certification: An official Examination Certification of the Physician Assistants National Certifying Examination (PANCE), showing the examination score, is required directly from the National Commission on Certification of Physician Assistants (NCCPA).

(c) If requested by the Board, a letter verifying licensure in good standing from the state or states of all prior and current health-related licensure. Verification, sent directly from the boards, must show license number, date issued, examination grades if applicable and status.

(d)(A) The Director or other official for practice and employment in hospitals, clinics, etc. in the United States and foreign countries: A currently dated original letter (a copy is not acceptable), sent directly from the hospital/clinic, must include a statement of good standing and specific beginning and ending dates of practice and employment, for the past five (5) years only.

(B) If the applicant has ceased practice for more than two (2) years, employment verifications will be required for the past ten (10) years.

(C) If such verification is unavailable or incomplete, provide three reference letters from physicians or physician assistants in the local medical community who are familiar with the applicant's practice and who have known the applicant for more than six months.

(8) Any other documentation or explanatory statements as required by the Board, including but not limited to medical records and criminal or civil records.

STATUTORY/OTHER AUTHORITY: ORS 677.265, ORS 677.512

STATUTES/OTHER IMPLEMENTED: ORS 677.512

AMEND: 847-070-0022

RULE TITLE: Documents to be Submitted for Licensure

NOTICE FILED DATE: 04/09/2024

RULE SUMMARY: The rule amendments align recent updates to the MD/DO rule regarding employment verifications submitted for licensure in OAR 847-020-0160. For acupuncture applicants, the rule amendments clarify an evaluation of overall performance for an employer verification must include a statement regarding eligibility for rehire.

RULE TEXT:

The documents submitted must be legible and no larger than 8 ½" x 11". All documents and photographs will be retained by the Board as a permanent part of the application file. If original documents are larger than 8 ½" x 11", the copies must be reduced to the correct size with all wording and signatures clearly shown. Official translations are required for documents issued in a foreign language. The following documents are required:

- (1) Application: Completed formal application provided by the Board. Required dates must include month, day and year.
- (2) Birth Certificate: A copy of birth certificate and a copy of Change of Name documentation, Marriage Certificate, or Divorce Decree if the applicant's name has been changed by court order, adoption, marriage, divorce, etc.
- (3) Acupuncture School Diploma: A copy of a diploma showing graduation from an approved school of acupuncture for those applicants who qualify under OAR 847-070-0016(1).
- (4) Photograph: A close-up, passport-quality photograph, front view, head and shoulders (not profile), with features distinct, taken within 90 days preceding the filing of the application.
- (5) A letter from the Dean of the applicant's program of acupuncture for those applicants who qualify under OAR 847-070-0016(1).
- (6) A letter from the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) verifying current certification in acupuncture by the NCCAOM for those applicants who qualify under OAR 847-070-0016(1) or (2).
- (7) If requested by the Board, a letter verifying licensure in good standing from the state or states of all prior and current health-related licensure.
- (8)(a) A letter from the Director or other official for practice and employment to include a statement regarding eligibility for rehire and specific beginning and ending dates of practice and employment, for the past five (5) years only.
- (b) If the applicant has ceased practice for more than two (2) years, employment verifications will be required for the past ten (10) years or redacted patient logs from the past five (5) years.
- (c) If such verification is unavailable or incomplete, and for acupuncturists who have been or are in solo practice, three reference letters from acupuncturists in the local treatment community who are familiar with the applicant's practice and who have known the applicant for more than six months.

STATUTORY/OTHER AUTHORITY: ORS 677.265, 677.759

STATUTES/OTHER IMPLEMENTED: ORS 677.275, 677.759

AMEND: 847-080-0017

RULE TITLE: Letters and Official Verifications to be Submitted for Licensure

NOTICE FILED DATE: 04/09/2024

RULE SUMMARY: The rule amendments align recent updates to the MD/DO rule regarding employment verifications submitted for licensure in OAR 847-020-0160. For podiatric physician applicants, the rule amendments clarify an evaluation of overall performance for an employer verification must include a statement of good standing.

RULE TEXT:

The applicant must ensure that official documents are sent to the Board directly from:

(1) The School of Podiatry:

(a) The Verification of Medical Education form, which includes: degree issued, date of degree, dates of attendance, dates and reason of any leaves of absence or repeated years, and dates, name and location of school of podiatric medicine school if a transfer student.

(b) A Dean's Letter of Recommendation, which includes a statement concerning the applicant's moral and ethical character and overall performance as a podiatric medical student. If the school attests that a Dean's Letter is unavailable or the Board determines that it is unacceptable, a copy of the transcripts may be acceptable.

(2) The Director of Podiatric Education, Chairman or other official of the residency hospital in U.S.: A currently dated original letter (a copy is not acceptable), sent directly from the hospitals in which any post-graduate training was served, which includes an evaluation of overall performance and specific beginning and ending dates of training.

(3)(a) The Director or other official for practice and employment in hospitals, clinics, etc., in the U.S. and foreign countries: A currently dated original letter (a copy is not acceptable), sent directly from the hospital/clinic, which includes a statement of good standing and specific beginning and ending dates of practice and employment.

(b) If the applicant has ceased practice for more than two (2) years, employment verifications will be required for the past ten (10) years.

(c) If such verification is unavailable or incomplete, provide three reference letters from physicians in the local medical community who are familiar with the applicant's practice and who have known the applicant for more than six months.

(4) If requested by the Board, all health licensing boards in any jurisdiction where the applicant has ever been licensed; regardless of status, i.e., current, lapsed, never practiced there: Verification, sent directly from the boards, must show license number, date issued and status.

(5) Official Examination Certification: An official certification of examination scores for the American Podiatric Medical Licensing Examination (APMLE) Parts I, II and III or the National Board of Podiatric Medical Examiners (NBPME) examination Parts I, II and III is required directly from the NBPME or the Federation of Podiatric Medical Boards.

(6) Federation of Podiatric Medical Boards Disciplinary Report: A Disciplinary Report sent directly from the Federation of Podiatric Medical Boards to the Board.

(7) Any other documentation as required by the Board, including but not limited to medical records and criminal or civil records.

STATUTORY/OTHER AUTHORITY: ORS 677.265, 677.820

STATUTES/OTHER IMPLEMENTED: ORS 677.820, 677.825, 677.830