

PHYSICIAN ASSISTANT

Licensure Requirements

Temporary Physician Assistant

- ◆ Be at least 18 years old.
- ◆ A graduate of an approved physician assistant training program.
- ◆ Meet the requirements of 458.347(7) or 459.022(7), Florida Statutes.

Submit:

- Application fee of \$100 (which is non-refundable) and initial licensure fee of \$205, total \$305
- One 2x2 photo required (head and shoulders, within last 60 days).
- Two current letters of recommendation from physicians addressed to the Council on Physician Assistants and signed by the physician - all signatures must be original - (within 60 days). Letters of recommendation must be personalized and individualized. Duplicate letters or letters from family members are not acceptable.
- Copy of current military orders, Honorable Discharge certificate, or DD-214, if applicable.
- Verification of temporary Physician Assistant licensure held from any State. Contact each state that you are currently, or have ever held licensure/registration/certification, including temporary permits to verify directly to the Council on Physician Assistants. If license/registration/certification, including temporary permits, was not required during employment, please request that the state provide such statement directly to this office. Some state agencies charge a licensure verification fee.
- Proof of legal change of name if applicable (certified copy of marriage certificate or other legal proceeding).
- Proof of recent graduate status from an approved Physician Assistant training program (copy of degree and date of graduation or letter from program director prior to graduation). Temporary Physician Assistant licensure may be issued upon official proof of graduation and proof of registration at the next available NCCPA examination. Temporary licensure is good until 30 days after issuance of passing or failing scores from the first available examination following the Board's ratification of the Temporary license. Failing candidates may apply for a one-time, extension of the Temporary license. Permanent licensure is granted upon passage of the NCCPA examination.
- Misdemeanor, felony convictions or malpractice complaints submit court-certified copies of charge(s), indictment(s), judgment(s), complaints, dismissal, and/or terms of settlement, whichever is applicable. If litigation is pending, have the attorney of record submit a statement addressed to the Council on Physician Assistants regarding the current status of the litigation.
- Physical, emotional, mental condition, treatment, psychotherapy, chemical dependency, etc.; please submit the following information and documentation:
 1. a detailed explanation of the dates and reason for such treatment,
 2. list the names of all physicians, therapists, counselors, hospitals, and institutions in which treatment was received. Each physician, therapist, counselor is required to submit a report directly to the Council on Physician Assistants regarding such treatment to include all DSM III R/DSM IV, Axis I and II diagnoses and Codes. Also needed is the known Axis III. If there is no Axis the treating physician must so state,

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3. list all medications prescribed and/or ordered.
4. each hospital or facility must submit directly to the Council a copy of the admission and discharge summary.
5. applicants may be required to undergo current psychiatric evaluation by a physician independent of the applicant's treating physician.

Note: Documentation listed in # 1 through #5 may generate the need for additional information.

- Temporary certification may not be granted in the event that staff communicates, verbally or in writing that there is some issue within the application that must be addressed by the Council.
- Completed HIV/AIDS Continuing Medical Education affidavit or an extension request to obtain the required 3 hours continuing medical education as required by Section 456.033, Florida Statutes1.
- A completed Preventing Medical Errors course affidavit or extension request to obtain the required 2-hour CME as required by Section 456.013, Florida Statutes. Submit a copy of your CME certificates.

Physician Assistant

The title "Physician Trained Assistant" is not recognized in the State of Florida.

- ◆ Be at least 18 years old.
- ◆ A graduate of an approved physician assistant training program.
- ◆ Meet the requirements of 458.347(7) or 459.022(7) Florida Statutes.

Submit:

- Application fee of \$100 (which is non-refundable) and initial licensure fee of \$205, total \$305
- One 2x2 photo required (head and shoulders, within last 60 days).
- Two current letters of recommendation from physicians (addressed to the Council on Physician Assistants and signed by the physician - all signatures must be original - (within 6 months). Letters of recommendation must be personalized and individualized. Duplicate letters or letters from family members are not acceptable.
- Copy of current military orders, Honorable Discharge certificate, or DD-214, if applicable.
- Verification of Physician Assistant licensure held in other States. Contact each state that you are currently, or have ever held licensure/registration/certification, including temporary permits to verify directly to the Council on Physician Assistants. If license/registration/certification, including temporary permits, was not required during employment, please request that the state provide such statement directly to this office. Some state agencies charge a licensure verification fee.
- Proof of Legal Change of Name if applicable (certified copy of marriage or other legal proceeding certificate).

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- Copy of physician assistant degree or if the degree has not yet been received submit an original letter from the Program Director providing date of graduation).
 - Submit proof of a passing score on the proficiency examination of the NCCPA direct from the source. Applicants who have not actively practiced as a physician assistant within the immediately preceding four years and who do not hold a current certificate issued by the NCCPA must retake and successfully complete the entry-level examination of the NCCPA.
 - Misdemeanor, felony convictions or malpractice complaints submit court-certified copies of charge(s), indictment(s), judgment(s), complaints, dismissal, and/or terms of settlement, whichever is applicable. If litigation is pending, have the attorney of record submit a statement addressed to the Council on Physician Assistants regarding the current status of the litigation.
 - Physical, emotional, mental condition, treatment, psychotherapy, chemical dependency, etc., please submit the following information and documentation:
 - A detailed explanation of the dates and reason for such treatment, list the names of all physicians, therapists, counselors, hospitals, and institutions in which treatment was received. Each physician, therapist, counselor is required to submit a report directly to the Council on Physician Assistants regarding such treatment to include all DSM III R/DSM IV, Axis I and II diagnoses and Codes. Also needed is the known Axis III. If there is no Axis the treating physician must so state, and;
 1. List all medications prescribed and/or ordered.
 2. Each hospital or facility must submit directly to the Council a copy of the admission and discharge summary.
 3. Applicants may be required to undergo current psychiatric evaluation by a physician independent of the applicant's treating physician.

Note: Receipt of the documentation listed in #1 through #3 may generate the need for additional information.
 - Once the application process has been fully completed, the applicant may be required to make a personal appearance before the Council on Physician Assistants.
 - A completed HIV/AIDS CME course affidavit or request an extension to obtain the required 3 hours CME as required by Section 456.033 Florida Statutes. Submit copy of your CME Certificates.
 - A completed Domestic Violence course affidavit or an extension request to obtain the required 1-hour CME as required by Section 456.031 Florida Statutes. Submit copy of your CME Certificates.
 - A completed Preventing Medical Errors course affidavit or extension request to obtain the required 2-hour CME as required by Section 456.013, Florida Statutes. Submit a copy of your CME certificates.
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Prescribing Physician Assistants:

- ◆ A fully licensed physician assistant may be licensed to prescribe only the medications under the following circumstances:
 1. Submit a completed application and a fee of \$200 (which is non-refundable); and initial licensure fee of \$200 for a total of \$400. Fees must be submitted with the application. The application form may be utilized by any alternate supervising physicians provided that all-supervising physicians practice in the same specialty area and in the same practice setting.
 2. Once approved as a prescribing physician assistant there is no additional fee required to add or change supervising physicians or specialties. A separate application form shall be required for each distinct specialty area of practice, as well as for each distinct practice setting. Satellite offices within the same practice do not constitute distinct practice settings.
 3. The applicant must complete a 3-hour prescriptive practice course. The course must be approved by the Board and completed prior to application for prescriptive privileges.
 4. The applicant must complete a minimum of 3 continuous months of full-time practice or its equivalent of clinical experience in the specialty area of the physician following full licensure as a physician assistant, within 4 years immediately preceding the filing of the application.
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How long does the licensure process take?

The answer to this question depends on several factors. You will hear from the Department of Health within 30 days from receipt of your application.

All documentation has been received:

- Your file will be presented at the next available Physician Assistant Council meeting for approval.
- Once your application has been approved by the Council, you will receive your license within approximately two (2) weeks.

Deficiencies in the application

- You will be notified within 30 days of receipt of your application of any deficiencies noted.
- Once all deficiencies have been corrected, your file will be presented at the next available Physician Assistant Council meeting for approval.
- Once your application has been approved by the Council, you will receive your license within approximately two (2) weeks.

NOTE: If there are issues on your application that require a personal appearance before the Council or individual consideration by the Council, the time frames noted above do not apply.