ALABAMA BOARD OF MEDICAL EXAMINERS

P.O. Box 946 / Montgomery, AL 36101-0946 / (334) 242-4116

Checklist for Physician Assistant and Anesthesiologist Assistant Initial License Application

Checklist	Item	Notes
☐	Online application	Complete all demographic information. Provide necessary explanations to questions answered yes. Provide education and activities since completion of undergraduate program.
☐	Application fee	$200 Fee must be paid during the online application process.
☐	Criminal background check fee	$65 Fee must be paid during the online application process.
☐	Criminal history release form	Form can be found on our website, www.albme.gov, and must be mailed to the Board along with your two completed fingerprint cards and copy of ID.
☐	Two fingerprint cards	Fingerprint cards can be completed by most local law enforcement agencies. To request fingerprint cards, email PAAADept@albme.gov.
☐	Supporting documentation for Declaration of Citizenship	See List A and List B. Copy of supporting documentation must be uploaded during the online application process.
☐	Diploma reflecting graduation from an approved P.A./ A.A. training program	Transcripts are not acceptable. Copy of diploma must be uploaded during the online application process.
☐	NCCPA/NCCAA certificate/certification of successful completion of the examination	Copy of NCCPA/NCCAA certificate/certification of successful completion of the examination must be uploaded during the online application process.
☐	Color photo	Photo must be taken within sixty days prior to the date of your application. Photo must be uploaded during the online application process.
Primary source verification is required from any state that does not report data to the FSMB in which you have been certified, registered, or licensed as a P.A. or A.A. The verification must be requested by the applicant and sent directly from the related facility to the Alabama State Board of Medical Examiners.		

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Waiting to receive information from another entity can cause delays in a licensure application being placed on the Board's agenda (i.e., license verification from other states, copy of a diploma, and criminal background results).
Once the application has been received by our agency you may **check the status of your application online** by following these steps: 1. Go to https://www.albme.gov/licensing/pa-aa/ 2. Select "Check Pending Application" 3. Enter your last name and the last 4 digits of your social security number 4. Select **"PA, TA, or AA"** for License Type 5. Select Search