

# 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
<input type="checkbox"/>	Online application	Complete all demographic information. Provide necessary explanations to questions answered yes. Provide education and activities since high school.
<input type="checkbox"/>	Application fee	\$200 Fee must be paid during the online application process.
<input type="checkbox"/>	Criminal background check fee	\$65 Fee must be paid during the online application process.
<input type="checkbox"/>	Criminal history release form	Form can be found on our website, <a href="http://www.albme.gov">www.albme.gov</a> , and must be mailed to the Board along with your two completed fingerprint cards and copy of ID.
<input type="checkbox"/>	<u>Two</u> fingerprint cards	Fingerprint cards can be completed by most local law enforcement agencies. To request fingerprint cards, email <a href="mailto:kbuley@albme.gov">kbuley@albme.gov</a> .
<input type="checkbox"/>	Supporting documentation for Declaration of Citizenship	See List A and List B. Copy of supporting documentation must be uploaded during the online application process.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<p>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.</p>		

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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 or AA**" for License Type
5. Select Search