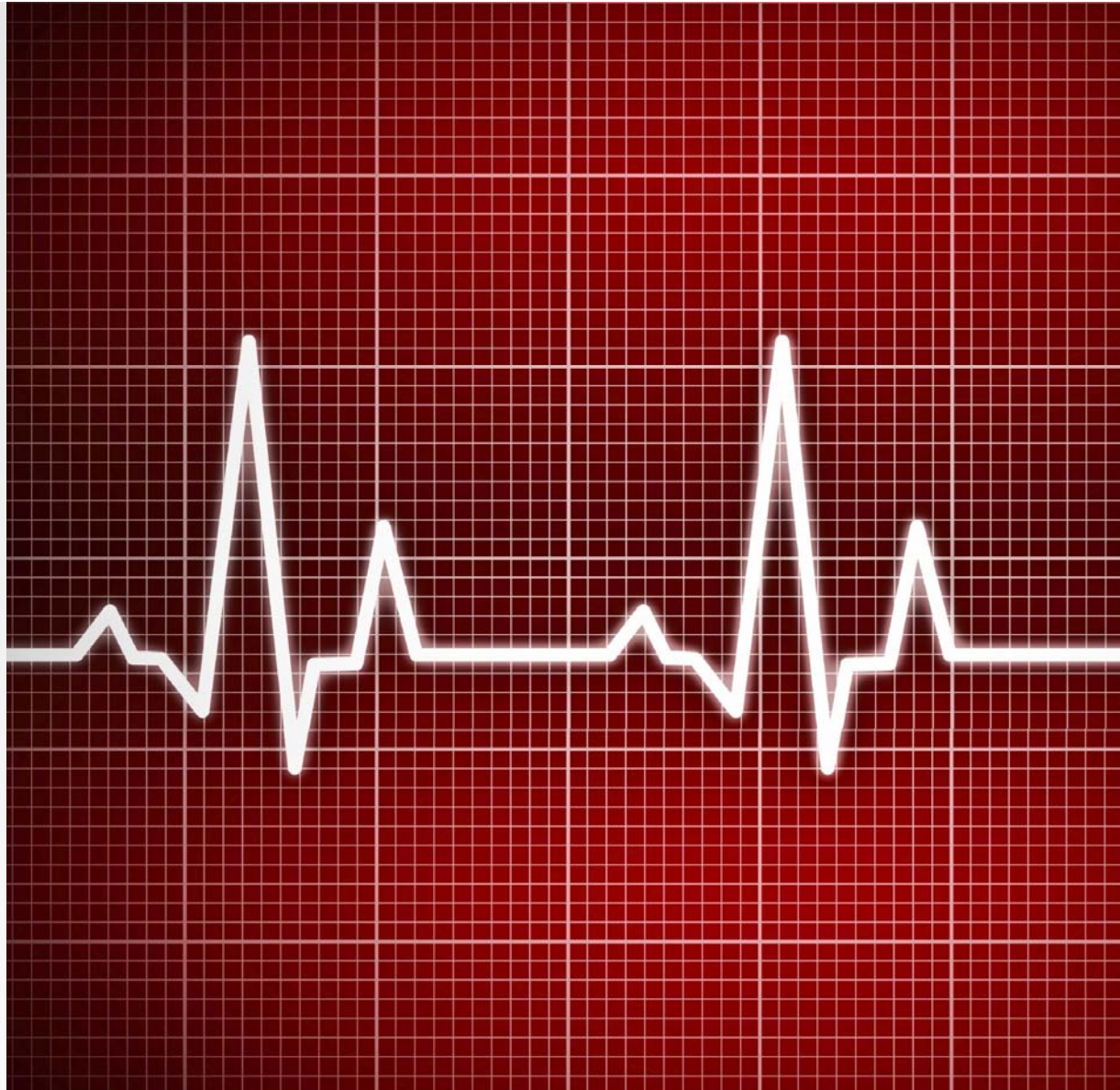


**Physician Assistants Advisory
Committee (P.A.A.C.)**

APPLICATION PROCESS OVERVIEW



What does the P.A.A.C. do?

- License qualified individuals
- Regulates the practice of physician assistants
- Investigates complaints and takes disciplinary action

License to Practice

- No one may practice as a physician assistant without a current, active license
- You worked hard to complete your educational program, but you cannot practice unless you have a license
- Once you get your license, you need to keep it active and in good standing

Locating the Application

- Applications can be downloaded from the Board's website at:

<http://www.njconsumeraffairs.gov/pa/Pages/applications.aspx>

Application Process

1. Submit an application (\$125)
2. Send supporting documents to the Committee
3. Receive fingerprint instructions
4. Schedule a time to submit your fingerprints
5. Submit additional information (as required)
6. Submit Licensing fee (\$220/\$110)

Fees

- **Application Fee: \$125**
- **Initial licensing fee:**
 - **The first year of the biennial cycle (including the “push period”) spans from June 1 of odd years to August 31 of even years. During the first year the licensing fee is \$220.**
 - **The second year of the biennial cycle begins on September 1 of even years and ends on May 31 (at which time, the “push period” begins). During the second year, the licensing fee is \$110.**
 - **All licenses issued in the “push period” are active through the next renewal cycle.**
- **Payable by check or money order**
- **NO CASH**

Application Questions

- Moral Character – Arrests/Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical/Cognitive
- Use of Illegal Chemical Substances

Criminal History Background Check (CHBC)

- You must complete the “Certification and Authorization Form” as part of the application
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded on your application has been received and opened by our office
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.

CHBC “Tips”

- This can be the longest part of the application process
- You can schedule an appointment as soon as you receive the notice to schedule
- Processing time is 7-10 days after the digital scan
 - Out of state residents must be finger printed. This can add several days to the process
 - Out of state residents doesn't always mean non-New Jersey residents. If you live within 10 miles of the State's border, you will be required to come into the state for your digital scan

Initial Licensing Fee

- Once your application has been approved you will be requested to pay the licensing fee if you haven't already.
- You must verify the information and return with the appropriate fee (\$220/\$110)

Keeping Your License Current

- Licenses are valid for 2 years
- Every physician assistant license expires in August of odd-numbered years
- You must keep your address current with the Committee to receive renewal notices
- Renewals are done online and require a renewal fee (currently \$220)

Maintaining Your License

- You must complete your continuing education prior to renewal (August 31 of every odd-numbered year)
- Registered physician assistants must complete 50 credits during each two-year period
- You may be able to complete less continuing education during the first period in which you are licensed.

Communicating with the Committee

- If you get a letter or email from the Committee – read it
- If the Committee asks for you to respond to it – do it in a timely fashion (duty to cooperate)
- If you move, change your name, start working in a new location – contact the Committee and update your information

Getting Documents to Us

Mailing Address:

NJ Board of Medical Examiners
Physician Assistants Advisory Committee
P.O. Box 183
Trenton, NJ 08608

Physical Address:

NJ Board of Medical Examiners
Physician Assistants Advisory Committee
P.O. Box 183
Trenton, NJ 08608

Email:

Third party documents can be accepted so long as they are received **DIRECTLY** from the primary source. For example, documentation relating to your NCCPA certification can be emailed to our office from the NCCPA.

Please email:
StrongF@dca.lps.state.nj.us

Tips for Applying

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Using USPS adds several days until the document is received by our office. Depending on your situation, using a courier service like FedEx, DHL or UPS may be helpful
- Submit as much information as possible, if you answer “yes” to any of the questions
 - Even if you believe a legal matter was expunged, you should disclose all information as it will likely turn up in our background check.

Useful Sites

- Physician Assistants Advisory Committee
 - <http://www.njconsumeraffairs.gov/pa/Pages/default.aspx>
- Application Status
 - www.NJConsumerAffairs.gov/Pages/licensingboards.aspx
- License Verifications
 - www.NJConsumerAffairs.gov/Pages/licensingboards.aspx