

# MARYLAND BOARD OF PHYSICIANS

Baltimore, Maryland

410-764-4777

[www.mpb.state.md.us](http://www.mpb.state.md.us)

## PHYSICIAN ASSISTANT APPLICATION FOR LICENSURE

Dear Applicant:

Attached is an application packet for licensure as a Physician Assistant in Maryland. The application fee is **\$225.00** and is **non-refundable**. Please make your check or money order payable to: **Maryland Board of Physicians**.

Mail your application and check to:

**Maryland Board of Physicians  
P.O. Box 37217  
Baltimore, MD 21297**

Please **DO NOT** mail or hand deliver your application to the Board office or any other address except the address listed above. Applications mailed or hand delivered to the Board office will be forwarded to the above address. This will delay the processing of your application. **Please note: Federal Express (FEDEX) or UPS do not deliver to post office boxes.**

Applications are processed in order of receipt. **Please allow at least 3 to 6 weeks for the processing of your application.** Board staff will make every effort to process your application as quickly as possible. Incomplete applications and/or failure to submit the required information will delay the processing of your application.

**Please do not continuously call your analyst to check on the status of your application. Constant interruptions slow down the process. Generally, within 5 - 7 business days from the receipt of your application, your analyst will contact you if additional documentation is required. Please make sure your contact information is current.**

Documents submitted to support your application must come directly from the source. For example, verification of education must come directly from your school. Verification of national certification must come from the national certifying body and verification of other licenses must come from the state board that issued your license.

Board staff will not disclose the status of your application to another party unless you have completed the Third Party Option on page 7 of the application or provided documentation allowing staff to disclose the status to another party. Other parties include family members, friends and future employers, etc.

The Board will keep your application open for 120 days from the original date of receipt. All requirements for licensure must be met within the 120 day period. The Board does not grant exemptions from these requirements. If the requirements are not met, your application will be closed and a new application and full application fee will be required.

The Board's website is updated every 24 hours. You may wish to check the website at [www.mbp.state.md.us](http://www.mbp.state.md.us) before calling the Board to find out if a license was issued to you. When you get to the website, click Search Practitioner Profiles.

We look forward to receiving your completed application and will process it as quickly as possible.

The Allied Health Division  
Maryland Board of Physicians

# MARYLAND BOARD OF PHYSICIANS

P.O. Box 37217

Baltimore, Maryland 21297

Telephone: 410-764-4775 800-492-6836

[www.mpb.state.md.us](http://www.mpb.state.md.us)

## APPLICATION FOR LICENSURE OF PHYSICIAN ASSISTANTS

### INSTRUCTIONS AND IMPORTANT INFORMATION

**If you have been previously licensed in Maryland as a physician assistant, DO NOT USE THIS APPLICATION. Download a copy of the reinstatement application from the Board's website at [www.mpb.state.md.us](http://www.mpb.state.md.us) or call the number listed above and request a reinstatement application.**

1. **Name:** If the name on the application form differs from the name on any of your supporting documentation, you must submit a copy of a marriage license, divorce decree, or a court order explaining the change of name. The Board must be notified of any change in your name on a timely basis.
2. **Non-Public Address:** The non-public (home) address will be the location to which the Board directs all correspondence. If your address changes during the application process, please notify the Board in writing.
3. **Public Address:** The public address (business address) is your address of record and available to the public. However, if no public address is listed, the non-public address will be made available to the public.
4. **Contact Information (Telephones and E-mail Address):** The Board will contact you using the information provided.
5. **Date of Birth:** Health Occupations Article §15-303(a)(3), Annotated Code of Maryland requires applicants to be at least 18 years old. Date of birth will also be used for identification and criminal background checks.
6. **Gender:** Disclosure of Gender is not a requirement of licensure, but the information provided will be used for identification purposes and for criminal background checks only.
7. **Race and Ethnicity:** Disclosure of race or ethnicity is not requirements of licensure, but the information provided will be used for identification purposes and for criminal background checks only.
8. **Social Security Number:** Maryland law requires the Board of Physicians to collect Social Security numbers from all persons applying for professional licenses or certificates. Disclosure of your Social Security number is mandatory. The Maryland Board of Physicians is permitted by State or Federal law or regulation to use the Social Security number for the following purposes:
  - A. Verification of identity with respect to actions related to your license (Code of Maryland Regulations 10.32.01.);
  - B. Administration of the Child Support Enforcement Program (Family Law Article, §10-119.3);
  - C. Identification by the Department of Assessments and Taxation of new businesses in Maryland (Health Occupations Article, §1-210);
  - D. Verification by the Maryland Medicaid program of licensure and sanctions for providers participating in Medicaid 42 U.S.C. §1396(a)(49); 42 U.S.C. §1396r-2; 42 U.S.C. §1320 a-7).

## ***INSTRUCTIONS AND IMPORTANT INFORMATION CONTINUED***

- 9. Employment Activities:** Please complete and include all employment history beginning with the date you graduated from an accredited physician assistant educational program.
- 10. Verification of Professional Education:** Complete the top portion of the Verification of Professional Education form (PA 1) and forward it to the ARC-PA accredited physician assistant program from which you graduated.
- 11. Verification of Education—Bachelor’s Degree:** Applicants who graduated from an accredited physician assistant educational program after October 1, 2003 must have a bachelor's degree or its equivalent. They must also complete Part 1 of the Verification of Education Bachelor’s Degree form (PA 2) and mail it to the appropriate school official.
- 12. National Certification:** Verification of certification from the National Commission on Certification of Physician Assistants (NCCPA). Applicants for licensure as a physician assistant must be currently certified by NCCPA.
- 13. Oral and Written Competency in English:** Demonstrate verbal and written competency in the English language by:
  - a. Graduation from an English-speaking high school, undergraduate school, or professional school; **OR**  
  
Provide evidence that you achieved a passing score on both the Test of Spoken English (TSE) **and** the Test of English as Foreign Language (TOEFL).
  - b. Achieve a passing score of at least 220 on the TSE **and** at least 550 TOEFL Paper and Pencil examination taken before July 1995; **OR**
  - c. Achieve a passing score of at least 50 on the TSE **and** at least 213 on the TOEFL Computer-based exam Beginning July 1995; **OR**
  - d. Achieve a passing score of at least 26 on the spoken part **and** 79 on the written part of the TOEFL.
- 14. Licensure in Other States:** If you have ever held a license, certification or registration to practice as a physician assistant in any state or jurisdiction or in ANY other health care profession in any other states, including Maryland, complete the top portion of the Verification of Other State Licenses form (PA 3) and send it to the licensing board in each state in which you are or have been licensed/certified/registered. PLEASE check with the applicable state board to see if there is a fee required for this information prior to mailing the form. If you were licensed by the Board of Physicians in another profession, you do not need to complete the PA 3 form.
- 15. Character and Fitness Questions:** Answer the Character and Fitness questions "YES" or "NO." If you answer "YES" to any item, please provide a detailed explanation, on a separate sheet of paper, and any supporting documents. If you were discharged from the military, please provide documentation that shows, including, but not limited to, the type of service, date and type of discharge, e.g. DD14. Failure to provide a detailed explanation of a “Yes” response and the required supporting documentation will delay the review process.
- 16. Release:** Sign and date the certification. You are giving the Board and Physician Assistance Advisory Committee permission to request additional information to support your application for licensure.

## ***INSTRUCTIONS AND IMPORTANT INFORMATION CONTINUED***

- 17. Optional Third Party Release:** If you wish the Board to release your information to a third party, complete the third party release statement.
- 18. Cooperation in an Investigation:** You may be asked to cooperate fully with any request for information related to your practice as a Physician Assistant.
- 19. Certification and Passport Quality Photo:** Sign and date the certification in the presence of a notary public after you have affixed a recent passport quality (2" x 2") photo to the application in the space provided.

**Supplemental Forms PA1, PA2 and PA3 - Verification of Education (PA1):** Complete this form and send it to the institutions where you completed your ARC-PA-accredited physician assistant educational program. **Verification of Education—Bachelor's Degree (PA2)** — Complete this form if you did not receive at least a Bachelor's degree as part of your physician assistant education program. **Verification of Other State Licenses (PA3):** Complete this form if you were issued a license/certification/registration as a physician assistant or ANY other health care provider.

**FCVS: The Board may accept the Federation Credentials Verification Service (FCVS) for primary source verification of a physician assistant's core credentials. For more information regarding the FCVS, please contact 888-ASK-FCVS (888-275-3287) or [www.fsmb.org](http://www.fsmb.org).**

**Licensure and Renewal:** If your application is approved, you will receive an approval letter containing the license number assigned to you, the original date of licensure and expiration, and a license. Regardless of the date of initial licensure, your license will expire on June 30th of the first odd year following the date on which you are initially licensed. You will have to renew your license if you plan to continue practicing in Maryland. The renewal notice will be sent at least 30 - 60 days prior to the expiration of your license to the most current address on file with the Board. **You will be required to renew your license on-line by June 30th of every odd year whether or not you receive the renewal notice.**

### **DELEGATION AGREEMENTS**

Licensure alone does not permit a physician assistant to practice in Maryland. A delegation agreement must be completed and filed with the Board. The PA may begin practicing once the Board receives the delegation agreement and acknowledges receipt. The delegation agreement fee is \$200.00. Go to the Board's website at [www.mbp.state.md.us/forms/della.pdf](http://www.mbp.state.md.us/forms/della.pdf) to download this form.

**PRACTICING AS A PHYSICIAN ASSISTANT:** A person may not practice, attempt to practice, or offer to practice as a physician assistant in Maryland unless licensed to practice by the Board. A person may not represent or imply to the public by title or by description of services, methods or procedures that the person is a physician assistant unless licensed by the Board to practice as a physician assistant. A physician assistant may not perform or attempt to perform or offer to perform any delegated acts beyond the scope of the license or beyond the scope of an approved delegation agreement on file with the Board.

**Please keep a copy of your application.**



**9. Chronology of Employment Activities:** Beginning with the date you completed your Physician Assistant Program, list employment activities as a PA. Also list any other health related employment. Explain any lapse over 1 year in which you were not employed. Please write N/A below if the statements do not apply to you. Please copy this page if you need more space. Sign and date all additional pages.

**Graduation Date from PA Program:**  
 Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Employment activities after graduation from Physician Assistant Program**

month	year	TO	month	year	Activity/Position:

Name and telephone of Supervisor:			Name and Address of Employer:		
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month	year	TO	month	year	Activity/Position:

Name and telephone of Supervisor:			Name and Address of Employer:		
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month	year	TO	month	year	Activity/Position:

Name and telephone of Supervisor:			Name and Address of Employer:		
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month	year	TO	month	year	Activity/Position:

Name and telephone of Supervisor:			Name and Address of Employer:		
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month	year	TO	month	year	Activity/Position:

Name and telephone of Supervisor:			Name and Address of Employer:		
-----------------------------------	--	--	-------------------------------	--	--

month	year	TO	month	year	Activity/Position:

Name and telephone of Supervisor:			Name and Address of Employer:		
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month	year	TO	month	year	Activity/Position:

Name and telephone of Supervisor:			Name and Address of Employer:		
-----------------------------------	--	--	-------------------------------	--	--

month	year	TO	month	year	Activity/Position:

Name and telephone of Supervisor:			Name and Address of Employer:		
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**CONTINUED ON PAGE 3:** If you will need more space than page 3 allows, please photocopy page 3 for your use or attach a separate sheet. Please sign and date each sheet you attach.

**Chronology (Cont'd)** Please photocopy this page if more space is needed. Sign and date all additional pages.

month	year		month	year	<b>Activity/Position:</b>
		TO			
<b>Name and telephone of Supervisor:</b>			<b>Name and Address of Employer:</b>		
month	year		month	year	<b>Activity/Position:</b>
		TO			
<b>Name and telephone of Supervisor:</b>			<b>Name and Address of Employer:</b>		
month	year		month	year	<b>Activity/Position:</b>
		TO			
<b>Name and telephone of Supervisor:</b>			<b>Name and Address of Employer:</b>		
month	year		month	year	<b>Activity/Position:</b>
		TO			
<b>Name and telephone of Supervisor:</b>			<b>Name and Address of Employer:</b>		
month	year		month	year	<b>Activity/Position:</b>
		TO			
<b>Name and telephone of Supervisor:</b>			<b>Name and Address of Employer:</b>		
month	year		month	year	<b>Activity/Position:</b>
		TO			
<b>Name and telephone of Supervisor:</b>			<b>Name and Address of Employer:</b>		
month	year		month	year	<b>Activity/Position:</b>
		TO			
<b>Name and telephone of Supervisor:</b>			<b>Name and Address of Employer:</b>		
month	year		month	year	<b>Activity/Position:</b>
		TO			
<b>Name and telephone of Supervisor:</b>			<b>Name and Address of Employer:</b>		



**13. ORAL AND WRITTEN COMPETENCY IN ENGLISH** (Check one)

- I graduated from a recognized English-speaking professional school; **OR**
- I graduated from a recognized English-speaking high school or undergraduate school after at least 3 years of enrollment; **OR**

I achieved a passing score of at least:

- 220 on the TSE and at least 550 TOEFL Paper **and** Pencil examination taken before July 1995; **OR**
- 50 on the TSE **and** at least 213 on the TOEFL Computer-based exam beginning July 1995; **OR**.
- 26 on the spoken part **and** 79-80 on the written part of the TOEFL.

**14 a. Licensure as a Physician Assistant.** List all states or other jurisdictions in which ever held a license/certificate/registration to practice as a Physician Assistant. Please complete and mail the attached **Verification of Other State Licenses** form (**PA2**) to the appropriate state board(s). If you have never been licensed as a Physician Assistant, write N/A here \_\_\_\_\_.

State	License #	Category (PA)	Year Issued	Expiration Date

**14 b. Licensure as another health care practitioner.** List all states or other jurisdictions in which ever held a license/certificate/registration to practice in ANY other health occupation. Please complete and mail the attached **Verification of Other State License(s)** form (**PA 2**) to the appropriate state board(s). If you have never been licensed in any other health occupation, write N/A here \_\_\_\_\_.

State	License #	Category (EMT; Nurse, etc).	Year Issued	Expiration Date

## 15. Character and Fitness Questions (Check either YES or NO)

- |    | YES                      | NO                       |  |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been denied a license, certification or registration to practice any health occupation? <b>(ex: state board orders and/or charges; adverse or disciplinary actions in any healthcare facility)</b>   |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Has any State licensing or disciplinary board or comparable body in the Armed Services taken any action against your license, certification or registration including but not limited to reprimand, suspension, or revocation? <b>(ex: state board orders and/or charges; adverse or disciplinary actions)</b>   |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | Have you surrendered or failed to renew a license, certification or registration in any State to avoid any disciplinary action? <b>(ex: state board orders and/or charges; adverse or disciplinary actions)</b>  |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | Has your employment by any health care employer been affected by disciplinary actions including probation, suspension, loss of privileges, transfer to other duties, or termination of employment or contract? <b>(ex: provide name of institution, correspondence received or sent, related documents.)</b>   |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been charged with or convicted of any criminal act for which you pled nolo contendere, could receive, or did receive, probation before judgment, or were sentenced to probation or confinement? <b>(ex: police reports; court orders or judgments; orders of probation; certificates and/or letters of completion of any mandatory program(s), termination of probation, orders of dismissal, orders of expungement)</b> |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted or received probation before judgment for driving while intoxicated or impaired? <b>(ex: police reports; court orders or judgments; orders of probation; certificates and/or letters of completion of any mandatory program(s), termination of probation, orders of dismissal, orders of expungement)</b>   |
| g. | <input type="checkbox"/> | <input type="checkbox"/> | Do you currently have a physical or mental condition which may affect your ability to practice your profession? <b>(ex: medical evaluations)</b>   |
| h. | <input type="checkbox"/> | <input type="checkbox"/> | Has any malpractice or claim for damages been filed against you which is pending, has been dismissed, has been settled, or damages have been awarded against you? <b>(ex: malpractice claims)</b>  |
| i. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been discharged from any military service of the U.S. Government? If so, attach a copy of your military discharge documentation that includes type of service, date of discharge, type of discharge. <b>(ex: DD214)</b>  |
| j. | <input type="checkbox"/> | <input type="checkbox"/> | Are there any outstanding charges pending against you in any jurisdiction, including any State licensing or disciplinary Board or comparable body in the Armed Services for violation of any law relative to the practice of any health occupation? <b>(ex: copy of charges)</b>   |

»»» If you answered "YES" to any question, on a separate sheet of paper, please provide a signed and dated detailed explanation and attach any supporting documents. Examples of documentation is next to the question. Please note that these examples are not all inclusive. Failure to provide documentation and a signed and dated explanation will delay the processing of your application.



# Physician Assistants

## Supplemental Forms

### PA 1—Verification of Professional Education (Accredited PA Educational Program)

### PA 2—Verification of Education—Bachelor's Degree

(Effective October 1, 2003, applicants who graduated from an accredited physician assistant education program, must have a bachelor's degree or its equivalent. If you did not receive a bachelor's degree or higher from the physician assistant training program you graduated from, please complete the attached verification form and send it the institution that awarded your bachelor's degree or its equivalent.)

### PA 3—Verification of Other State Licenses

PA 1  
Verification of PA  
Education  
Supplemental Form

MARYLAND BOARD OF PHYSICIANS  
4201 Patterson Avenue ■ P.O. Box 2571  
Baltimore, Maryland 21215-0095  
Telephone: 410-764-4777 800-492-6836  
*www.mpb.state.md.us*

**For Board Use Only**  
Program accredited?  
Y \_\_\_\_\_ N \_\_\_\_\_  
Date verified \_\_\_\_\_

**VERIFICATION OF PROFESSIONAL EDUCATION FOR  
PHYSICIAN ASSISTANT LICENSURE**

**Part 1** **APPLICANT: Complete Part 1 and send to the institution where you completed your Physician Assistant program.**

Name: \_\_\_\_\_  
Last name and generational indicator (Jr., Sr., II, III, etc.)      First name      Middle name      Maiden Name

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_  
mm      dd      yyyy

Professional School of Graduation: \_\_\_\_\_

Attended from: \_\_\_\_\_ to \_\_\_\_\_

Date of Graduation: \_\_\_\_/\_\_\_\_      Degree Received: \_\_\_\_\_  
mm/yyyy

Applicant's Signature: \_\_\_\_\_      Date: \_\_\_\_\_

**Part 2** **REGISTRAR, DEAN, PRINCIPAL or OTHER AUTHORIZED OFFICIAL: Please complete this form and mail it to the above address.**

I hereby certify that the above-named individual graduated from this institution on: \_\_\_\_\_  
Date of Graduation (mm/yyyy)

The individual graduated with a(n):

Associate's Degree     Certificate     Bachelor's Degree     Master's Degree     Other: \_\_\_\_\_  
(specify)

in \_\_\_\_\_ Educational Program.      The program was accredited by: \_\_\_\_\_  
ARC-PA, CAAHEP, CAHEA, etc.

Printed Name of Authorized Official \_\_\_\_\_      Name of Institution \_\_\_\_\_

Title of Authorized Official \_\_\_\_\_      Telephone Number \_\_\_\_\_      Fax Number \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_      Date \_\_\_\_\_

**SEAL  
OF THE  
INSTITUTION**

**VERIFICATION OF EDUCATION  
BACHELOR'S DEGREE**

**Part 1**

**APPLICANT:** On October 1, 2003 or later, if you did not receive at least a Bachelor's degree as part of your physician assistant education program, you must complete Part 1 and send to the institution that issued your Bachelor's degree.

Name: \_\_\_\_\_  
Last name and generational indicator (Jr., Sr., II, III, etc.)      First name      Middle name      Maiden Name

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_  
mm      dd      yyyy

Professional School of Graduation: \_\_\_\_\_

Attended from: \_\_\_\_\_ to \_\_\_\_\_

Date of Graduation: \_\_\_\_\_      Degree Received: \_\_\_\_\_  
mm/yyyy

Applicant's Signature: \_\_\_\_\_      Date: \_\_\_\_\_

**Part 2**

**REGISTRAR, DEAN, PRINCIPAL or OTHER AUTHORIZED OFFICIAL:** Please complete this form and mail it to the above address.

I hereby certify that the above-named individual graduated from this institution on: \_\_\_\_\_  
Date of Graduation (mm/yyyy)

The individual graduated with a(n):

Associate's Degree       Certificate       Bachelor's Degree       Master's Degree       Other: \_\_\_\_\_  
(specify)

in \_\_\_\_\_  
Educational Program

Printed Name of Authorized Official      Name of Institution

Title of Authorized Official      Telephone Number      Fax Number

Signature of Authorized Official      Date

**SEAL  
OF THE  
INSTITUTION**

VERIFICATION OF OTHER STATE LICENSES

**Part 1** **APPLICANT:** Complete and sign Part 1 and send a copy of this form to each state board that ever issued you a license/certificate/registration to practice as a Physician Assistant. Also send use this form to send to each state board, including Maryland, that ever issued you a license/certification/registration to practice as ANY other health care practitioner. Please copy this form if you need to send it to more than one state board.

License Type: \_\_\_\_\_

State of Licensure: \_\_\_\_\_ License Number: \_\_\_\_\_

Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 (Print) Last (Generational Indicator, Jr., III) First Middle Maiden

Social Security No. : \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Professional School of Graduation: \_\_\_\_\_ Year: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 2** **AUTHORIZED OFFICIAL OF STATE MEDICAL BOARD:** Please certify the following information regarding the above-listed individual and send this form directly to the Maryland Board of Physicians at the above address.

License number \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Is/was the license in good standing?  Yes  No

If not in good standing is/was it:  reprimanded  suspended  revoked  surrendered

Was the license administratively revoked, suspended, or surrendered because the licensee did not renew?  Yes  No

If yes, please explain: \_\_\_\_\_

Other Derogatory Information or Pending Charges: \_\_\_\_\_

\_\_\_\_\_  
 Printed Name of Authorized Official

\_\_\_\_\_  
 Title of Authorized Official

\_\_\_\_\_  
 Signature of Authorized Official

\_\_\_\_\_  
 Direct Telephone Number

\_\_\_\_\_  
 Printed Name of State

\_\_\_\_\_  
 Date

