

Alabama Board of Medical Examiners



CHECKLIST FOR PA AND AA INITIAL LICENSE APPLICATION

Online application

- ☐ Complete all demographic information
- ☐ Provide necessary explanations to questions answered affirmatively
- ☐ Provide education and activities since completion of undergraduate program (no gaps)

Fees

- ☐ Application fee - \$200
- ☐ Criminal background check fee - \$65
- ☐ Fees may be paid during 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 fingerprints@albme.gov

Supporting documentation for Declaration of Citizenship

- ☐ See List A and List B attached to the Declaration of Citizenship Form
- ☐ Copy of supporting documentation must be uploaded during the online application process

Diploma reflecting graduation from an approved P.A./ A.A. training program	<ul style="list-style-type: none"> <input type="checkbox"/> Complete all demographic information <input type="checkbox"/> Copy of diploma must be uploaded during the online application process <input type="checkbox"/> If you are a new graduate and you do not have a copy of your diploma, submit any document as a placeholder <input type="checkbox"/> Certification form may be submitted directly from PA training program in lieu of diploma. Request form from APPDept@albme.gov
NCCPA/NCCAA certificate/certification of successful completion of the examination	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of NCCPA/NCCAA certificate/certification of successful completion of the examination must be uploaded during the online application process
Color Photo	<ul style="list-style-type: none"> <input type="checkbox"/> Photo must be taken within sixty days prior to the date of your application <input type="checkbox"/> Photo must be uploaded during the online application process



Primary source verification is required from any state in which you have been certified, registered, or licensed as a P.A. or A.A. that does not report data to the FSMB. The verification must be requested by the applicant and sent directly from the related agency to the Alabama State Board of Medical Examiners.



Waiting to receive information from another entity can cause delays in a licensure application being placed on the Board's agenda (e.g., 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



To practice in Alabama as an A.A. or P.A., an A.A. or P.A. must have an active Alabama A.A. P.A. license and an active registration agreement with a supervising physician/anesthesiologist.

Do not begin practicing until you receive formal notice, in writing, from the Board of Medical Examiners that interim approval of your registration agreement has been issued, or that your registration agreement has been approved by the Board at its monthly meeting.



Once employment is found, submit registration agreement application. Apply for registration to a supervising physician/anesthesiologist at the same time as or following license application.

CME Requirements:

Effective January 1, 2024, physician assistants/anesthesiologist assistants shall obtain continuing education prescribed by the Board of Medical Examiners regarding the rules and statutes governing supervised practice in Alabama, not more than forty-eight (48) months prior to or within twelve (12) months of registration to a physician.

Free, online courses: On-Demand Online Courses | Alabama Board of Medical Examiners & Medical Licensure Commission (albme.gov)

Effective January 1, 2025, each new applicant issued a license to practice as a physician assistant/anesthesiologist assistant shall complete a Board-designated course in the area of professional boundaries within twelve (12) months of the license issue date. This requirement must be met regardless of any existing exemption.

