

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, www.albme.org , and must be mailed to the Board along with your two completed finger print cards and copy of ID.
<input type="checkbox"/>	Fingerprint cards	Fingerprint cards can be completed by most local law enforcement agencies. To request fingerprint cards, email kbuley@albme.org .
<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	Must be taken within sixty days prior to the date of your application Photo must be uploaded during the online application process.

A verification from each state in which you have been certified, registered, or licensed as a P.A. or A.A. must be requested by the applicant and sent directly from the related facility to the Alabama State Board of Medical Examiners.

ALABAMA BOARD OF MEDICAL EXAMINERS

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

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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. Log onto www.albme.org
2. Click on the **CHECK PENDING APPLICATION** link
3. Click ENTER
4. Enter your last name and the last 4 digits of your social security number
5. Select **“PA or AA”** for License Type
6. Select Search