

Oregon Board of Medical Examiners

1500 SW 1st Ave, Suite 620 • Portland, OR 97201
 (971) 673-2700 or (877) 254-6263 (toll free in Oregon)
 Web site address: www.oregon.gov/bme

OREGON PHYSICIAN ASSISTANT LICENSURE OVERVIEW

The information below outlines the eligibility requirements and application process for licensure as a physician assistant in the state of Oregon. [Read the instructions attached to the application](#) in order to complete the application correctly. Statutes and rules regulating the practice of physician assistants can be found on the Board of Medical Examiners (Board) web site in the Oregon Revised Statutes, Chapter 677 and the Oregon Administrative Rules, Chapter 847, Division 50.

FEES: ALL FEES ARE NON-REFUNDABLE. Fees submitted will not be refunded if it is determined that the applicant is not eligible for licensure. Make checks payable to the “Board of Medical Examiners” or complete the credit card information form. Canadian/foreign checks must be marked “US Funds”

Licensure Application Processing Fee	\$245.00	Must be sent with Application. Licensure fees will be required <i>in addition to</i> the application fee if your application is approved for licensure.
Initial Biennial License Registration Fee If licensed in any part of the first year of the biennium If licensed in any part of the second year of the biennium All <u>permanently licensed</u> physician assistants are required to pay license registration renewal fee of \$330.00 on a biennial basis.	\$330.00 \$165.00	DO NOT send this fee with your application. You will be mailed registration paperwork either upon completion of your application file or after the Physician Assistant Advisory Committee (Committee) makes a recommendation regarding your permanent licensure. The physician assistant biennial license registration renewal cycle is <u>January 1 to December 31 on odd-number years.</u>
Limited License Fee Limited License, Postgraduate Limited License, Special You will receive written notification when your file is complete as to whether you qualify for a Limited License.	\$ 75.00	DO NOT send this fee with your application. If you are eligible, registration forms for a Limited License will be mailed to you only after you have completed your application file.

UNLIMITED LICENSURE REQUIREMENTS (Eligibility):

Pursuant to OAR 847-050-0015 and OAR 847-050-0020:

1. Graduation from a physician assistant training program approved by the American Medical Association Committee on Allied Health Education and Accreditation (CAHEA), or the Commission on Accreditation for Allied Health Education for Allied Health Education Programs (CAAHEP), or the Accreditation Review Commission on Education for the Physician Assistant (ARCPA)
2. Passing score on the Physician Assistant National Certifying Examination (PANCE) given by the National Commission on Certification of Physician Assistants (NCCPA)

THE BOARD MAY DENY LICENSURE IF AN APPLICANT:

- Has had his/her license or certificate revoked or suspended in this or any other state unless restored to good standing
- Has been refused a license, registration, or certification in any other state on any grounds other than failure of a physician assistant examination
- Has been guilty of conduct which would be prohibited by or to whom ORS 677.190 would apply

THE APPLICATION PROCESS:

Applications are processed in date order received. It takes approximately 10 business days for the Board to respond to the receipt of an application in writing. As documents arrive for the application process, the applicant will receive status letters outlining documents still required to complete your file. Most applicants find that it takes approximately six weeks from the date the Board receives an application to be granted a license. Licensure registration paperwork will be mailed to you with the final/complete status letter, if the applicant is eligible.

Please be sure to notify the Board of any change in your address or phone number as soon as the change occurs.

SUPERVISING PHYSICIAN:

To be licensed by the Board, a PA must have a supervising physician (MD or DO). The supervising physician must be actively licensed in Oregon, in good standing with the Board, and pass a [questionnaire](#) on the Medical Practice Act and Administrative rules. A supervising physician is the physician who provides direction and regular review of the medical services provided by the PA as set forth in the Practice Description and approved by the Board.

PRACTICE DESCRIPTION:

All PAs must have a Board approved Practice Description for each physician that uses his/her services as a PA. The Practice Description outlines the PA's scope of practice concerning duties, procedures, services to be performed by the PA as well as prescribing privileges and chart review. The Board will approve each Practice Description and/or amend it as it deems appropriate. The Practice Description form is available at the following link: <http://egov.oregon.gov/BME/PAApplicationPacket/PracticeDescripFillin.pdf>.

The PA may perform, at the direction of the supervising physician, only those medical services as included in the Board approved Practice Description. A supervising physician may request approval for additional procedures beyond PA core competency (generally outlined on the Practice Description) and list them on the Practice Description. The Board will approve additional medical and surgical procedures not considered core competency for PAs based upon letters of competency and documentation of training. Approval may be granted under Personal Supervision until such time as the physician can document the PA's competency to perform the procedures under Direct or General Supervision. If a supervising physician wishes to request additional procedures after a Practice Description has been approved by the Board, the request must be submitted [in writing](#) and will require approval by the Board before the PA may perform the procedures.

THE APPROVAL PROCESS, AFTER AN APPLICATION FILE IS COMPLETE:

In order to be granted licensure by the Board you must complete the application process and be deemed eligible for licensure by the Board.

Physician assistant licenses are usually issued within one week upon the Board's receipt of the registration paperwork and fee.

Applicants deemed eligible for licensure, with no issues that may prohibit them from being granted a license and who have submitted Practice Descriptions with no additional requests for procedures, may be eligible for permanent licensure upon completion of his/her application file. If eligible for this type of licensure, applicants will be notified in writing and mailed a permanent licensure registration form upon completion of the file.

In some cases, an applicant may be deemed eligible for licensure, with no issues that may prohibit them from being granted a license, but may have a Practice Description that requests additional medical and surgical procedures that

would require Committee review and final Practice Description approval by the Board. In this instance, an applicant could be issued a permanent license upon completion of his/her application, but the request for the additional medical and surgical procedures would be reviewed at the next scheduled PA Advisory Committee and full Board meetings.

Applicants who complete the application process (are deemed eligible for licensure, with no issues that may prohibit them from being granted a license) having recently graduated from a PA program, but have not yet taken and passed the Physician Assistant National Certifying Examination (PANCE) given by the National Commission on Certification of Physician Assistants (NCCPA), may be eligible for a **Limited License, Postgraduate** license. This license allows applicants to practice as a PA for a period of up to one year during which time the PA is required to take and pass the NCCPA certification examination. Failure to pass the PANCE will result in the automatic termination of the Limited License, Postgraduate. Prior to the last Physician Assistant Advisory Committee and Board meetings within the one-year period, the NCCPA must provide the Board with verification of certification. When the Board receives this verification, the PA is scheduled for permanent licensure approval. If the applicant/Practice Description is approved by the Board, the applicant will be issued a permanent license.

If your application does not meet licensure requirements and/or brings forth any issues as outlined in the aforementioned "The Board May Deny Licensure if an Applicant," the application may require review by the Physician Assistant Advisory Committee with approval of licensure by the Board. Licensure prior to this review and approval process is not possible for applications that fit under this category.

DEADLINES:

Applications are valid for one year from the date filed.

If the application process should reveal any issues listed under the aforementioned "Unlimited Licensure Requirements (Eligibility)" and "The Board May Deny Licensure if an Applicant", your application will require Physician Assistant Advisory Committee review and final Board approval prior to being granted a license. These meetings are held quarterly and in order for an applicant to be reviewed at the earliest opportunity s/he must submit the application form and the filing fee by the application filing deadline shown on page one of the application form. The Board must receive all required documentation by the file completion deadline for licensure. No applicant will be scheduled for Board review if his or her file is not complete by the file completion deadline.

HOW TO APPLY:

If you qualify for licensure, go to the Physician Assistant Application Packet menu (<http://www.oregon.gov/BME/PACoverLtrApp.shtml>). The menu contains all forms necessary to proceed. ***Read all instructions thoroughly.***

If you have specific questions about the application process, please contact the Licensing Call Center at 971-673-2700 or bme.appinfo@state.or.us. For persons calling within the state of Oregon, you may use our Toll Free number at 1-877-254-6263. Address all written correspondence to:

Oregon Board of Medical Examiners
Physician Assistant Licensing Program
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Portland, OR 97201-5847