



MISSISSIPPI STATE BOARD OF MEDICAL LICENSURE

For Every Patient. For Every Provider. For Every Mississippian.

PA Licensure Application Instructions

These instructions apply to applicants seeking a Physician Assistant (PA) license in Mississippi.

IMPORTANT

Upon submission of an application for licensure to the Board, the applicant shall promptly provide all information deemed necessary by the Board to process the application, including, but not limited to, certification of graduation from physician assistant school, photograph of applicant, and birth certificate. The Board shall have a reasonable period within which to collect and assimilate all required documents and information necessary to issue a license.

Online Application Timeline

Your online application stays active for ninety (90) days from the date the Board receives each verification from an outside institution. Each new verification received resets the 90-day window, up to a maximum of 365 days total from the date of submission.

It is the applicant's responsibility to ensure that all required verifications are requested from the outside institutions and sent to the Board in a timely manner.

For the purposes of this rule:

- **Date of submission** means the date the applicant submits the completed online application to the Board.
- **License issued** means the date the Board officially approves the application and issues the license.

If the application is not completed and the license is not issued within 365 days of the date of submission, the application will be considered null and void. A new application must then be submitted, along with all required fees and certifications. Under no circumstances will the 365-day time limit be waived.

License Issuance/Renewals

For licenses issued by the Board on or before March 31, the applicant will be charged for, and will receive, an active license that expires on June 30 of the current year.

For licenses issued by the Board on or after April 1, the applicant will be charged for, and will receive, an active license that expires on June 30 of the following year.

Kenneth Cleveland, M.D. | Executive Director

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www.msaml.ms.gov

Application Progress

Once an application has been submitted, the applicant may track progress through [MELS](#) (Medical Enforcement & Licensure System). MELS can also be reached through our website at www.msbml.ms.gov.

Incomplete Application Fee

A one-time \$50.00 fee will be assessed if MSBML staff discover during application review that the application is not complete. This includes, but is not limited to:

- Any public record not disclosed on the application (for example, prior name changes or prior arrests)
- Unreported segments of training (for example, training completed in part at one facility and in part at another must list both facilities and the time spent at each)

Refund Policy

No refunds will be issued under any circumstances.

Items Submitted by the Applicant

Submit the following items upon completion of the online application and fees. All documents received become the property of the Board and will not be returned. Original notarized documents must be mailed or hand-delivered to the Board (see the Notary Guidelines and Certification Form).

A. Birth Certificate or Passport.

- a. Applicant shall submit a certified copy or notarized copy (see *Notary Guidelines and Certification Form*) of original birth certificate or other certification. In the event the name of the applicant differs from the name reflected on the applicant's birth certificate or other certification, the applicant shall submit evidence satisfactory to the Board that establishes the true identity of the applicant (legal name change, marriage certificate, divorce decree, etc.).

B. Physician Assistant School Diploma.

- a. Applicant shall submit a copy of the original diploma. Document should be uploaded via [MELS](#) (Medical Enforcement & Licensure System). If the applicant's diploma does not indicate that he or she graduated from a Physician Assistant studies program, the applicant is required to have the school submit an official transcript to the Board as primary source verification.

C. Driver's License.

- a. Applicant shall submit a copy of current driver's license. Document should be uploaded via [MELS](#) (Medical Enforcement & Licensure System).

D. Translated Foreign Language Documents.

- a. Any document required to be submitted to the Board by the applicant which is not in the English language must be accompanied by a certified translation thereof into English by a recognized translator. The Board will accept a notarized copy (see *Notary Guidelines and Certification Form*) of certified translation.

E. Affidavit and Perpetual Release of Information Form.

- a. Applicant shall carefully read the oath of the truthfulness of information supplied in this form, which gives consent to release information to and from the Board. Applicant must sign and notarize (see Notary Guidelines and Certification Form) this form. A copy of this form must be included with each hospital privilege form sent to a hospital. **The ORIGINAL "Affidavit and Perpetual Release of Information" form must be mailed or hand-delivered to the Board.**

F. Photograph.

- a. Applicant must provide a passport-type photograph taken within the last sixty (60) days in two forms:
 - Physical: wallet-sized, attached to the Affidavit and Perpetual Release of Information form. Informal snapshots will not be accepted.
 - Electronic: uploaded via MELS (Medical Enforcement & Licensure System).

G. Applicant Supplemental Affidavit and Narrative Form.

- a. This form is required, if applicable, and should be submitted with the supporting documentation provided if requested by the Board through the application process.

H. Applicant Fingerprints.

- a. Applicants may submit fingerprints by one of the following methods:
 - i. FD-258 fingerprint cards. The Board will mail two cards to the address the applicant supplies at submission, or the applicant may obtain cards directly from a local law enforcement agency or other fingerprinting service provider. Complete the cards at the provider and return them to the Board.
 - ii. LiveScan at MSBML. If this option is selected, the Board will contact the applicant to schedule a LiveScan fingerprinting appointment.

Verifications to Be Requested by the Applicant

Primary source verifications are required. Verifications will only be accepted if sent directly from the institution to the Board.

A. Education Certification.

- a. Applicant shall send this form to each Physician Assistant school attended and request the school to forward the completed form to the Board.

B. Activity Certification.

- a. Applicant must account for all time since graduation from Physician Assistant school. All activities following Physician Assistant school must be accounted for. Each activity for the past five (5) years must be verified by the institution. Applicant shall send this form to the institution where activities were performed. **The Board may, at its discretion, request additional verification of activities beyond five (5) years. Activities which occurred outside of the U.S. or Canada do not require verification.**

C. Staff Membership Certification.

- a. Applicant shall request verification of hospital or staffing privileges he or she currently holds or previously held within the past five (5) years to be submitted directly to the Board. The Board may, at its discretion, request additional verification of hospital or staffing privileges beyond the five (5) years. Privileges held outside of the U.S. or Canada do not require verification.

D. State Medical Board Licensure Certification.

- a. Applicant must contact each state in which he or she holds or has held a license to practice as a Physician Assistant. The State Medical Board Licensure Certification form may be used for states requiring written requests. The Board also accepts licensure certifications processed through VeriDoc at: www.veridoc.org.

E. Examination Report.

- a. The applicant must request an examination report from the NCCPA to be sent to the Board at:
<https://www.nccpa.net/>.

F. Military Records.

- a. If the applicant served in any branch of the military, the applicant must request a DD-214 Form or its equivalent to be sent to the Board. The Board will accept a notarized copy of the DD-214 Form from the applicant (*see Notary Guidelines and Certification Form*). If the applicant is active-duty military, applicant must request a letter of standing to be submitted by his or her commanding officer to the Board via email or mail.

Questions

Questions may be sent to mboard@msbml.ms.gov. Put the license type and your full name in the subject line so your message reaches the right licensing professional.