



MISSISSIPPI STATE BOARD OF MEDICAL LICENSURE

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

Physician Assistant 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 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 prior to 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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Application Progress

Once an application has been submitted, the applicant may track progress through [MELS](#) (Mississippi Enforcement and Licensure System).

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)

For any questions, email mboard@msbml.ms.gov.

Refund Policy

No refunds will be issued under any circumstances.

Questions

Questions regarding applications may be directed to the licensing professional at: mboard@msbml.ms.gov

Email subject line must be in the following format to ensure a smoother process: License Type + Applicant's Full Name

Items Submitted by the Applicant

A. Birth Certificate or Passport.

- a. Applicant shall submit a certified copy or notarized copy (see *Notary Guidelines and 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](#) (Mississippi Enforcement and Licensure System). If the applicant's diploma does not indicate that he/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](#) (Mississippi Enforcement and 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 Form*) of certified translation.

E. Affidavit and Perpetual Release 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*) 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 to the Board.**

F. Photograph.

- a. Applicant must attach a photograph taken within the last sixty (60) days to the date of the Affidavit and Perpetual Release of Information form. This should be a wallet-sized, passport-type photograph attached to the Affidavit form. Informal snapshots will not be accepted. (*See Photograph Guidelines*)

G. Electronic Photograph.

- a. Applicant must also provide an electronic, passport-type photograph taken within the last sixty (60) days. Photo must be uploaded via [MELS](#) (Mississippi Enforcement and Licensure System). (*See Photograph Guidelines*)

H. Applicant Fingerprints.

- a. Applicant may submit fingerprints via three methods:
 - i. Two Standard FD-258 fingerprint cards will be mailed to the address the applicant supplies when the application is submitted. The applicant may have the cards completed at their local law enforcement agency, or other fingerprinting service provider for processing and return them to the Board.
 - ii. Some law enforcement agencies and other fingerprinting service providers will provide the Standard FD-258 fingerprint cards. Once completed, the applicant should submit the completed cards to the Board.
 - iii. LiveScan prints can be completed at MSBML. If an applicant selects this option, he or she will be contacted by the Board, once the application has been reviewed and approved by the Board for licensure, 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. Do not have the institutions send verifications back to the applicant or other third party. Board policy requires original documents from primary source. Verifications may be returned to the Board via email or mail. *Email is preferable.*

A. Appendix 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. Appendix C (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 years. Activities which occurred outside of the U.S. or Canada do not require verification.**

C. Appendix E (Staff Membership Certification).

- a. Applicant shall request verification of hospital or staffing privileges he/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 5 years. **Further, the Board reserves the right to assess a \$50.00 fee for any application that is determined to be incomplete (i.e., not accounting for all time and activities).**

D. Appendix D (Interstate Licensure Certification).

- a. Applicant must contact each state in which he/she holds or has held a license to practice as a Physician Assistant. Appendix D may be used for states requiring written requests. The Board also accepts licensure certifications processed through VeriDoc at: <https://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 Form*). If 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.