OKLAHOMA STATE BOARD OF MEDICAL LICENSURE AND SUPERVISION
101 NE 51ST STREET
OKLAHOMA CITY OK 73105
Phone: (405) 962-1470 email:licensing@okmedicalboard.org

Qualifications – To be eligible for licensure as a physician assistant (PA) an applicant must meet the following qualifications:

1. Graduation from an accredited physician assistant program recognized by the Oklahoma State Board of Medical Licensure and Supervision (Board); and
2. Passed the Physician Assistant National Certifying Examination administered by the National Commission on Certification of Physician Assistants; and
3. Passed with a score of 75% or greater a jurisprudence examination prepared by the Board.

Reinstatement – An applicant for reinstatement of a PA license shall meet all requirements in effect at the time reinstatement is requested.

Fees – All fees are non-refundable. Fees for application must be paid online by credit card, debit card, or EFT from checking or savings account. Fees returned by the payer's financial institution must be replaced by a certified check or money order and include a $30 returned check processing fee.

Physician Assistant Application	Initial Application Fee - $150	Annual Renewal Fee - $125

Application

1. All sections must be completed to the best of your knowledge. No applicant shall be awarded a license who does not provide the Board with complete, open and honest responses to all requests for information. For those items that do not apply to you, mark N/A (Not Applicable).
2. Any "yes" answer in the Attestation section of the application must have an explanation in comments section. If you answer "yes" to the question regarding previous arrests, you must provide all available police reports, arrest records, and court documents.
3. A detailed chronological history is required. Begin with listing the education/degree required for the license you are applying for to present. All employment, military service, and non-work time (i.e. unemployed, stay at home parent, etc.) must be provided.
4. List all jurisdictions, United States or foreign, in which applicant is licensed, previously licensed, or has applied for licensure to practice as a physician assistant or is authorized or has applied for authorization to practice as a physician assistant. Applicant must also list all jurisdictions, United States or foreign, in which applicant has been denied authorization to practice or have voluntarily surrendered a license or authorization to practice. **Verification of all licenses or certificates *ever* held in the United States and/or Canada must be verified by the respective Licensing Board.**

General Application Process - The Physician Assistant Advisory Committee will review all applications by individuals for licensure and submit recommendations to the Board for action. Applications for licensure will be approved by the Board approximately two weeks after the Committee meeting.

Forms – All forms can be found in the Forms tab of the Resources section.

Extended Background Check – Applicants for licensure are required to obtain an Extended Background Check.

Evidence of Status - In order to verify citizenship or qualified alien status, applicants for licensure by endorsement or examination or for reinstatement of their license, must submit the required supporting documentation with their application.

Form 1 – Graduation from an accredited PA Program must be verified by submitting Form #1 (Allied Verification of Education). The completed form **must be submitted directly to the Board by the school**.

A copy of the diploma must be submitted by applicant or official transcript from educational institution attesting to the degree completion must be submitted by the educational institution.

Applicants with 6,240 or More Hours of Postgraduate Clinical Practice Experience - A physician assistant with 6,240 or more hours of postgraduate clinical practice experience who has reported those hours to the Medical Board shall not be required to practice under the supervision of a delegating physician. For more information see HB 2584 Frequently Asked Questions in the Guidelines menu on the website.

FORM 6 – Postgraduate clinical practice experience must be verified by submitting Form #6. The completed form must be submitted directly to the Board by the medical facility, hospital administration, department chair, or collaborating physician.

Temporary Letter to Practice – The Secretary of the Board may grant temporary authorization to practice to the physician assistant applicant provided all requirements for licensure have been met and verified. Once it is determined an applicant is eligible for a Temporary Letter to Practice, the applicant will be notified in the application portal to complete an online form detailing the supervision relationship. When this relationship is reviewed and approved, a Temporary Letter to Practice will be issued. The applicant CANNOT practice without a Temporary Letter to Practice.

1. An applicant with less than 6,240 hours of postgraduate clinical practice experience or who has completed 6,240 hours but has not reported those hours to the Board **must** practice under the supervision of a delegating physician. Applicant must have a complete application and submit a supervision relationship. The Temporary Letter is valid until the next meeting of the Board.
2. A request for a Temporary Letter to Practice must be made in writing by an applicant whose 6,240 hours of postgraduate clinical practice experience have been confirmed by the Board. The application must be complete. Submit request to licensing@okmedicalboard.org.

PRACTICE MAY NOT BEGIN UNTIL APPROVED BY THE STATE BOARD OF MEDICAL LICENSURE AND SUPERVISION AND TEMPORARY LETTER IS ISSUED TO APPLICANT.

Renewals

1. All PA licenses expire March 31. Initial licenses must be renewed by March 31 of the following year.
2. Following initial licensure, each PA must provide evidence that he or she has successfully completed 20 hours of Category 1 approved continuing medical education (CME) hours during the preceding calendar year. At least one (1) hour of Category 1 CME shall be earned each calendar year concerning the topic of substance abuse.
3. Unrenewed licenses become inactive as of April 1 and if reactivated on or after April 1, a late payment fee is assessed in addition to the renewal fee.
4. If a license is not renewed by May 31, the PA will be required to submit a new Application for Licensure.

Except as specifically may be waived by the Board, the Board shall not engage in any application process with any agent or representative of the applicant. 59 O.S. § 492.1 (C); Okla. Admin. Code § 435:10-4-1(c)