

## Physician Assistant Check List

- Authorization to Release Information Form**
- Two (2) Recent and Identical Passport Type Photos of the Applicant's Face (approx. 2" x 2") with the Applicant's Name Printed on the Back**
- One (1) Photocopy of a Current Government Issued Photo ID**
- Criminal Background Check (CBC)**  
*To access the CBC form and instructions, go to <https://dchealth.dc.gov/node/120532> or contact the CBC unit at (877) 783-4187.*
- Three (3) Character Reference Forms**  
*Must be completed by an MD, DO or physician assistant, licensed in good standing in a jurisdiction of the United States, who has knowledge of the applicants abilities and qualifications to practice as a physician assistant.*
- Verification(s) of Licensure**  
*Verifications should be provided from the issuing jurisdiction(s) for each license identified.*
- PA School Transcripts**  
*Transcripts should be provided in a sealed envelope from the issuing institution.*
- Examination Scores**  
*Physician Assistant National Certifying Examination (PANCE) scores must be received from the examining body. Applicants who fail the PANCE examination six (6) times are ineligible for licensure.*
- Delegation Agreement(s)**  
*A license can be issued without a delegation agreement on file, but applicants cannot practice at a location in the District without first having a delegation agreement approved by the Board.*
- Malpractice Claims Form (if responded "Yes" to screening question #2).**  
*Must submit all relevant court documentation (e.g., Complaint, Answer, and Final Order/Decision).*
- National Practitioner Databank (NPDB) Self Query Report.**  
*The Self-Query Report must be requested from the NBPD no more than thirty (30) days prior to submission of the application.*

July 2021