

263 CMR: BOARD OF REGISTRATION OF PHYSICIAN ASSISTANTS

263 CMR 3.00: REGISTRATION LICENSURE OF INDIVIDUAL PHYSICIAN ASSISTANTS

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3.01: General Provisions Purpose and Authority

263 CMR 3.00 *et seq.* governs the licensure of Physician Assistants in Massachusetts by establishing the eligibility requirements and administrative procedures for the issuance of licenses to qualified applicants and the renewal of such licenses. The Board adopts 263 CMR 3.00 under the authority of M.G.L.c. 112, § 9I.

~~(1) — Any person who commenced practice as a physician assistant in the Commonwealth of Massachusetts prior to January 1, 1990 shall file an application with the Board for a certificate of registration as a physician assistant on or before March 1, 1991 in order to continue practicing as a physician assistant in the Commonwealth. The Board shall issue a certificate of registration to any such applicant who meets the requirements for registration set forth in M.G.L. c. 112, § 9I and 263 CMR 3.02(1)~~

~~(2) — Any person who commenced practice as a physician assistant in the Commonwealth of Massachusetts between January 1, 1990 and March 1, 1991 shall file an application with the Board for a certificate of registration as a physician assistant on or before March 1, 1991 in order to continue practicing as a physician assistant in the Commonwealth. The Board shall issue a certificate of registration to any such applicant who meets the requirements set forth in M.G.L. c. 112, § 9I and 263 CMR 3.02(2).~~

~~(3) — Any person who wishes to commence practice as a physician assistant on or after March 1, 1991 shall apply for, and obtain, a certificate of registration as a physician assistant from the Board prior to commencing such practice. The Board shall issue a certificate of registration to any such applicant who meets the requirements set forth in M.G.L. c. 112, § 9I and 263 CMR 3.02(2).~~

3.02: Requirements for Registration Full Licensure

~~(1) — Any person who commenced practice as a physician assistant in the Commonwealth of Massachusetts prior to January 1, 1990 shall be granted a certificate of~~

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~~registration as a physician assistant by the Board upon submission of proof satisfactory to the Board that~~

- ~~(a) — he or she is of good moral character;~~
- ~~(b) — he or she has graduated from a physician assistant training program which holds a valid certificate of program approval issued by the Board;~~
- ~~(c) — he or she has passed the certifying examination of the National Commission on Certification of Physician Assistants; and~~
- ~~(d) — he or she has been practicing as a physician assistant under the supervision of a registered physician.~~

~~(2) — Any person who commenced practice as a physician assistant in the Commonwealth of Massachusetts on or after January 1, 1990 shall be granted a certificate of registration as a physician assistant by the Board upon submission of proof satisfactory to the Board that:~~

- ~~(a) — he or she is of good moral character;~~
- ~~(b) — he or she possesses a baccalaureate degree from an educational institution on the list of accredited colleges of the United States Office of Education, or any like institution approved by the Board;~~
- ~~(c) — he or she has graduated from a physician assistant training program which holds a valid certificate of program approval issued by the Board; and~~
- ~~(d) — he or she has passed the certifying examination of the National Commission on Certification of Physician Assistants; and~~

Any person who wishes to commence practice as a physician assistant shall apply for, and obtain, a certificate of registration as a physician assistant from the Board prior to commencing such practice.

(1) To qualify for a initial licensure as a physician assistant, an applicant must:

- (a) Be at least 18 years of age;
- (b) Be of good moral character;
- (c) Possess a baccalaureate degree or higher from an educational institution on the list of accredited colleges of the United States Office of Education, or any like institution approved by the Board;
- (d) Have graduated from a physician assistant training program that was an Approved Program on the date of graduation;
- (e) Have passed the certifying examination of the NCCPA; and
- (f) Have completed training required pursuant to M.G.L. c. 94C, § 18(e).

~~(2)~~ (3) The Board may, in its discretion, grant an applicant credit towards satisfaction of the baccalaureate degree requirement set forth in 263 CMR 3.02~~(2)(b)(1)(c)~~ for education received at an institution outside of the United States if the applicant submits proof satisfactory to the Board that such foreign education is substantially equivalent to that provided in a baccalaureate degree program in an institution accredited by the United States Office of Education or otherwise approved by the Board.

3.03: Full License Application for Registration

(1) An application for a registration license as a physician assistant shall be made on a form provided by the Board. ~~Said The~~ application form shall be filled out completely and shall be accompanied by the following:

(a) ~~An A-completed~~ authorization form, to be furnished by the Board and signed by the applicant, which authorizes the ~~National Commission on Certification of Physician Assistants (NCCPA)~~ to release such information as the Board may deem necessary to verify that the applicant has passed the NCCPA certifying examination ~~of the National Commission on Certification of Physician Assistants~~;

(b) An official transcript, or other official documentation satisfactory to the Board, verifying that the applicant has graduated from a physician assistant training program that was an Approved Program on the date of graduation ~~physician assistant training program accredited by ARC or its successor organization and approved by the Board~~;

(c) An official transcript, or other official documentation satisfactory to the Board, verifying that the applicant meets the educational requirements specified in 263 CMR 3.02(2), ~~where applicable~~;

(d) Documentation satisfactory to the Board demonstrating completion of training required pursuant to M.G.L. c. 94C, § 18(e);

(e) Any and all additional documentation which may be requested in writing by the Board; and

(f) A ~~check or money order~~ valid form of payment made payable to the Commonwealth of Massachusetts for the amount of any application and registration license fees, as determined by the ~~commissioner~~ Executive Office of Administration and Finance pursuant to M.G.L. c. 7, § 3B, ~~unless waived in accordance with M.G.L.c. 112 § 1B.~~

~~(2) — Applicants shall be notified in writing of any deficiencies in their applications. If the requested additional information is not received by the Board within 90 days of the date of the applicant's receipt of that written notice, the application shall no longer be considered for action by the Board.~~

~~(3)~~ All fees submitted in conjunction with an application for registration license are non-refundable.

~~(4) — It is the responsibility of the applicant or registrant to notify the Board in writing of any of the following events within 30 days of their occurrence:~~

~~(a) — Any change in the address of the applicant or registrant;~~

~~(b) — Any change in the identity of the applicant or registrant's employer, or in the employment status of the applicant or registrant;~~

~~(c) — Any change in the identity or address of the registered physician supervising the practice of the applicant or registrant; or~~

~~(d) — The permanent departure of the applicant or registrant from the Commonwealth of Massachusetts.~~

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3.04: Temporary License Practice Certificates

(1) Any individual who ~~holds a baccalaureate degree graduates~~ from an accredited educational institution, as defined in 263 CMR 3.02(2), and who has completed a physician assistant training program that was an Approved Program on the date of graduation approved by the Board, but who has not yet passed the NCCPA certifying examination ~~of the National Commission on Certification of Physician Assistants~~, may obtain a temporary ~~certificate of registration license~~ if:

- (a) He or she graduated from ~~said physician assistant training program an Approved Program~~ not more than two years prior to the date of his or her application for ~~said a~~ temporary ~~certificate license~~;
- (b) He or she submits proof satisfactory to the Board that he or she meets all of the requirements for ~~registration licensure~~ as a physician assistant set forth in 263 CMR 3.02(2) except for passage of the certifying examination; and
- (c) He or she ~~agrees to certifies in writing, under the pains and penalties of perjury, that he or she will register for and~~ take the next available ~~administration of the certifying examination of the National Commission on Certification of Physician Assistants~~ NCCPA certifying examination.

(2) In the event that an individual who obtains a temporary ~~certificate of registration license~~ pursuant to 263 CMR 3.04(1) passes the ~~NCCPA~~ certifying examination ~~of the~~, ~~said his or her~~ temporary ~~certificate of registration license~~ shall remain valid and in effect until such time as the Board has issued a ~~permanent full certificate of registration license~~ to said individual.

(3) In the event that an individual who obtains a temporary ~~certificate of registration license~~ pursuant to 263 CMR 3.04(1) fails the ~~NCCPA~~ certifying examination ~~of the National Commission on Certification of Physician Assistants~~, ~~said his or her~~ temporary ~~certificate of registration license~~ shall remain valid ~~and in effect~~, ~~provided that said only if the~~ individual submits a new written certification, ~~under the pains and penalties of perjury~~, that he or she has registered to ~~retake said the~~ certifying examination ~~on a date not more than two years from the date within two years of of~~ his or her graduation from an ~~Approved Program approved physician assistant training program~~. Upon submission of such proof ~~of registration to the Board~~ ~~retake the certifying examination~~, ~~his or her the~~ temporary ~~certificate of registration license issued to said individual~~ shall remain valid ~~and in effect~~ until the results of ~~the said~~ re-examination are published. In the event that said individual fails the second administration of the certifying examination, he or she shall cease practice as a physician assistant immediately upon receipt of the examination results ~~and submit his or her temporary license to the Board by hand or by certified mail~~.

(4) ~~An application for a temporary certificate of registration pursuant to this section shall be accompanied by a check or money order made payable to the Commonwealth of Massachusetts in the amount of any application and temporary certificate fees established by the Commissioner of Administration and Finance pursuant to M.G.L. c. 7, § 3B. An application for a temporary license as a physician assistant shall be made on a form provided by the Board. The application form shall be filled out completely and shall be~~

accompanied by the following:

- (a) An authorization signed by the applicant, which authorizes the NCCPA to release such information as the Board may deem necessary to verify that the applicant has passed the NCCPA certifying examination;
- (b) An official transcript, or other official documentation satisfactory to the Board, verifying that the applicant has graduated from a physician assistant training program that was an Approved Program on the date of graduation;
- (c) An official transcript, or other official documentation satisfactory to the Board, verifying that the applicant meets the educational requirements specified in 263 CMR 3.02;
- (d) Documentation satisfactory to the Board demonstrating completion of training required pursuant to M.G.L. c. 94C, § 18(e);
- (e) Any and all additional documentation which may be requested in writing by the Board;
- (f) A valid form of payment made payable to the Commonwealth of Massachusetts for the amount of any application and license fees, as determined by the Executive Office of Administration and Finance pursuant to M.G.L. c. 7, § 3B, unless waived in accordance with M.G.L.c. 112 § 1B.

3.05: License Renewal of Registration

- (1) A certificate of registration as a physician assistant issued pursuant to 263 CMR 3.02 and 263 CMR 3.03 shall be valid until Each physician assistant shall renew his or her license to practice on or before March 1 of the next every odd-numbered calendar year. A licensed physician assistant must complete a minimum of 100 hours of continuing education (CE) for each license renewal period, at least 4 of which are in the topic of pharmacology and at least 40 hours of which are in courses or programs which meet the criteria for Category I courses or programs established by the American Medical Association (AMA) or the American Academy of Physician Assistants (AAPA). A licensed physician assistant who fails to renew his or her license before the expiration date shall not be authorized to practice until he or she renews his or her license. Such licensee may be subject to disciplinary action by the Board.
- (2) An application for license renewal shall be made on a form provided by the Board. The application form shall be filled out completely and shall be accompanied by a valid form of payment made payable to the Commonwealth of Massachusetts for the amount of any application and license fees, as determined by the Executive Office of Administration and Finance pursuant to M.G.L. c. 7, § 3B, unless waived in accordance with M.G.L.c. 112 § 1B. On or before March 1 of each odd-numbered calendar year, each registered physician assistant shall apply for renewal of his or her registration on forms prescribed or furnished by the Board, and shall pay such fees for renewal of that registration as may be established by the commissioner of administration and finance pursuant to M.G.L. c. 7, § 3B.
- (3) As a condition for renewal of said registration, each registered physician assistant must certify, under the pains and penalties of perjury, that he or she has completed at

~~least 100 hours of continuing education in courses or programs approved by the American Academy of Physician Assistants, the American Medical Association, or like accrediting body approved by the Board, since the date of his or her last registration. At least 40 hours of such continuing education must be in courses or programs which meet the criteria for Category I courses or programs established by the American Medical Association or the American Academy of Physician Assistants. The Board reserves the right to require any registered~~ A licensed physician assistant must complete a minimum of 100 hours of continuing education (CE) for each license renewal period. The continuing education must include:

- (a) at least 4 hours on the topic of pharmacology or pharmacokinetics;
- (b) at least 40 hours in courses or programs which meet the criteria for Category I courses or programs established by the AMA or the American Academy of Physician Assistants (AAPA); and
- (c) training required pursuant to M.G.L. c. 94C, § 18(e).

~~Each licensed physician assistant shall submit proof of CE to submit written documentation satisfactory to the Board upon request of his or her completion of all or any part of such continuing education.~~

3.06: Lapse of Registration License

(1) If a ~~registered~~ licensed physician assistant allows his or her ~~registration~~ license to lapse, but submits an application for license renewal ~~of said registration~~ within two years after the expiration date of ~~said registration~~ his or her license, ~~said registration~~ such license may be reinstated upon submission of:

- (a) a completed application for license renewal of registration, as set forth in 263 CMR 3.05;
- (b) payment of the renewal fee for all renewal cycles since the date that the application expired all back registration license fees, the current renewal fee, and such late fee as may be established by the commissioner Executive Office of Administration and Finance pursuant to M.G.L. c. 7, § 3B, unless waived in accordance with M.G.L.c. 112 § 1B (the Valor Act); and
- (c) an completed authorization form, furnished by the Board and signed by the applicant, authorizing the NCCPA National Commission on Certification of Physician Assistants to provide the Board with such information as the Board deems necessary to verify that the applicant is currently certified by the NCCPA National.

(2) If a ~~registered~~ licensed physician assistant allows his or her ~~registration~~ license to lapse, and does not attempt to renew it within two years of its expiration date, ~~said registration~~ such license may be reinstated upon submission of:

- (a) a completed application for license renewal of registration, as set forth in 263 CMR 3.05;
- (b) payment of the renewal fee for all renewal cycles since the date that the application expired all back registration license fees, the current renewal fee, and such late fees as may be established by the commissioner Executive Office of Administration and Finance pursuant to M.G.L. c. 7, § 3B, unless waived in

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accordance with M.G.L.c. 112 § 1B (the Valor Act); and  
(c) all additional documentation required for an application for initial registration license, as set forth in 263 CMR 3.03.

### 3.07: License Retirement

- (1) A licensee who meets the eligibility requirements in 263 CMR 3.07(2) may submit a petition to the Board to request that his or her license be placed on retired status. A retired status is a nondisciplinary license status. The Board may review any petition for reinstatement or return to current status from any licensee whose status has been changed to retired status.
- (2) A licensee will be eligible to submit a petition for retired status, if her or she:
  - (a) Has a license that is not surrendered, suspended or revoked at the time of the petition; and
  - (b) Demonstrates, to the board's-Board's satisfaction, that he or she intends to permanently retire from active practice in the Commonwealth and in all other jurisdictions.
- (3) A licensee with a retired status may not practice.
- (4) Nothing in this section shall prevent the Board from initiating, pursuing or taking a disciplinary action against a licensee whose license is in retired status, including an action that imposes discipline or changes the license status from retired to revoked or suspended, if the Board determines that such action is in the best interests of public health, safety or welfare.

### 3.08: Domestic Violence and Sexual Violence Training

- (1) Pursuant to M.G.L. c. 112, § 264, applicants and licensees shall participate in domestic violence and sexual violence training as a condition for licensure, renewal, or reinstatement of licensure.
- (2) The Board, in consultation with the Department of Public Health, will identify programs or courses of study that meet the standards required by this provision and provide its licensees with a list of such programs or courses.
- (3) An applicant for renewal, revival or reinstatement of licensure who has previously completed a program or course approved by the Board shall not be required to participate in a subsequent program or course of domestic violence and sexual violence training except where the Board, in its discretion, requires completion of such a program or course as a condition of renewal, revival or reinstatement of licensure.

3.09: Applicant and Licensee reporting of Status Changes

It is the responsibility of the applicant or registrant to notify the Board in writing of any of the following events within 30 days of their occurrence:

- (1) Any change in the address of the applicant or registrant;
- (2) Any change in the identity of the applicant or registrant's employer, or in the employment status of the applicant or registrant;
- (3) Any change in the identity or address of the registered physician supervising the practice of the applicant or registrant; or
- (4) The permanent departure of the applicant or registrant from the Commonwealth of Massachusetts.

REGULATORY AUTHORITY

263 CMR 3.00: M.G.L. c. 112, §§ 9F, 9I, ~~and~~, 9K ~~and~~ 264.