

**COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION IN PHYSICIAN ASSISTANTS**

Proposed Amendment to Bureau Staff Action Policy 17 – 03

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| Title | Petitions for Retirement Status |
| Purpose | The Bureau of Health Professions Licensure adopts this policy in order to facilitate timely responses to petitions for “Retired” license status in routine cases. |
| Dates Adopted | Bureau: original 8/29/17; revised 12/3/18 Board of Registration in Pharmacy: original 9/7/17; revised _____ Board of Registration in Dentistry: revised _____ Board of Registration in Nursing: revised _____ Board of Registration in Nursing Home Administrators: original 9/7/17; revised _____ Board of Registration in Respiratory Care: original 10/17/17; revised _____ Board of Registration of Physician Assistants: original 9/7/17; revised <u>2-14-19</u> Board of Registration of Perfusionists: original 12/5/17; revised _____ Board of Registration of Genetic Counselors: original 12/4/17; revised _____ Board of Certification of Community Health Workers: revised 7/10/18 |
| Definitions | <u>Bureau</u> : Bureau of Health Professions Licensure within the Department of Public Health. <u>Board (singular)</u> : The particular Board that has jurisdiction over the issuance of a license, registration or authorization to engage in practice in a particular profession. |
| Board Authorization | 1. A Board’s adoption of this policy authorizes the Board’s Executive Director to act on the Board’s behalf as specified in this policy, and to direct staff, including Bureau information technology staff, accordingly. |
| Requests that may be granted by staff action | 2. The Executive Director may grant a licensee’s petition to change his or her license status to “Retired,” provided that all of the following criteria are met: <ol style="list-style-type: none"> a. The licensee has completed, signed and submitted a request form, b. The licensee is not the subject of any pending complaint or investigation before the Board, and c. The licensee’s existing license status is “Current” or “Expired.” 3. If the Executive Director grants a licensee’s petition in accordance with paragraph 2, he or she shall send written notice to the licensee that his or her request has been granted and the effective date of the license status change. |

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| <p>Requests that must be deferred for review by the Board</p> | <p>4. If a licensee has submitted a petition to change his or her license status to “Retired,” and one or more of the criteria in paragraph 2 are not met, the Executive Director shall send written notice to the licensee that staff action on his or her request has been deferred for review by the full Board in accordance with this policy. The notice shall identify the criteria that have not been met.</p> <p>5. The Executive Director shall place the request for license status change on the agenda for the next scheduled Board meeting, unless there is a pending investigation, in which case the matter will be scheduled for the next Board meeting following completion of the investigation.</p> |
| <p>Report to the Board</p> | <p>6. The Executive Director shall prepare a written report of license status changes made pursuant to this policy, and submit the same to the Board on annual basis.</p> |