

## **Delaware Board of Medical Practice Physician Assistant Application Checklist**

- Submit a completed, signed and notarized application.
- Submit the non-refundable processing fee. (Refer to Fee Schedule for amount.)
- Request that official Verification of Certification be sent by the National Commission on Certification of Physician Assistants (NCCPA) directly to the Delaware Board of Medical Practice (NCCPA – (678) 417-8100).
- Submit an 8" X 11 1/2" copy of Physician Assistant Diploma.
- Request that official Verification of Education be sent directly to the Delaware Board of Medical Practice. (See *Verification of Physician's Assistant Education* form at [www.dpr.delaware.gov/boards/medicalpractice/forms.shtml](http://www.dpr.delaware.gov/boards/medicalpractice/forms.shtml).)
- Submit an 8" X 11 1/2" copy of your National Certifying Certificate (NCCPA).
- Request that official verification of licensure in good standing from all States in which you have ever been licensed be sent directly to the Delaware Board of Medical Practice. (See *Verification of Physician Assistant License* form.)
- Submit your Original National Practitioner Data Bank Response of your Self-Query Report directly to the Delaware Board of Medical Practice (NPDB Help Line at (800) 767-6732 or online at [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov)).

Submit, at your own expense, fingerprints and other necessary information, in order to obtain the following:

- a. A report of your entire criminal history record from the State Bureau of Identification or a statement from the State Bureau of Identification that the State Central Repository contains no such information.
- b. A report of your entire federal criminal history record from the Federal Bureau of Investigation. The State Bureau of Identification will act as the intermediary for receipt of your federal report, and the Board of Medical Practice will be the screening point for receipt of both the state and federal criminal history reports.

Please contact your local State Bureau of Identification to obtain both reports. Click <http://www.state.de.us/dsp> or call (302) 739-2528 for more information.

**It is in your best interest to contact the Board office periodically to check the**

**status of your application. You may contact the Board office at 302-744-4500 or by email at [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us).**