



PHYSICIAN ASSISTANT LICENSING – ALASKA

Contact Information

Agency: Alaska State Medical Board (SMB)

Main Phone: (907) 269-8163

Email: medicalboard@alaska.gov

Webpage:

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/StateMedicalBoard/ApplicationsForms.aspx>

Summary of the Process

- Fees
 - Total of \$450 (Collaborative Plan not included in this total.)
- Timeline
 - The SMB advises that PA applications take 8-12 weeks to process
- Temporary Permits
 - Issued to qualified applicants. See [FAQ](#) for details.
- Application
 - Link: <https://www.commerce.alaska.gov/web/portals/5/pub/med4226.pdf>

PA Application Checklist:

- Fully completed application, including:
 - notarized signature page
 - photograph
 - explanations for any 'Yes' answer in the application
- Fees
- Authorization for the Release of Records
- Certified true copy of diploma from an accredited Physician Assistant program
- Verification of Physician Assistant Program education
- Certified true copy of current certification by the NCCPA
- Copy of Current DEA Registration Certificate
- Clearance Report from the DEA
- Clearance Report from the Federation of State Medical Boards
- Verification of licensure from all states you have been licensed
- Documentation of Opioid Education (2 hours)

Other Critical Steps

- DEA Registration
 - You will need an Alaska address. See our [FAQ](#) for instructions.
- Prescription Drug Monitoring Program (PDMP)
 - Alaska requires that you register for PDMP. See [FAQ](#) for links and details.
- Business License
 - See [FAQ](#) for details. As an independent contractor (IC) you will need an Alaska business license

Frequently Asked Questions:

- Professional Licensing

- ***How long does this process really take?***
 - Although timing varies, the State Medical Board advises that applications take between 8-12 weeks. In our experience, the SMB takes approximately 12-14 weeks to issue a temporary permit.
- ***Under what circumstances should I apply for a temporary permit?***
 - Applying for a temporary permit can ensure that a provider is licensed more quickly.
 - Per SMB: “After your application for a permanent license is complete, it is forwarded to the Board’s executive administrator, who may authorize the issuance of a temporary permit. Since the Board only meets four times each year, the temporary permit is a courtesy to you to allow you to practice until the next board meeting when your file will be considered.”
- ***What does it mean when the application states ‘certified true copy’***
 - Per SMB: “To obtain a certified, true copy, take the original document and a photocopy to a notary public so he/she may compare the original to the photocopy of the document. You or the notary must write, “**I certify this to be a true copy of the original document**” on the photocopy. You will sign this statement, and the notary will attest the fact by notarizing the document. Each certified true copy must have a notary signature, seal.”

- Collaborative Plans

- **What does Alaska require for Collaborative Plans?**
 - As a physician assistant, you will need to establish a Collaborative Plan with a physician at each assignment location that you work. As you move forward with the process, WMS will ensure that there is a collaborative physician at each site that you will be providing coverage.
- **When does a collaborative plan need to be submitted?**
 - Collaborative plans must be processed by the State no later than 14 days following the effective date of the plan (beginning date of contract). Collaborative plans take several weeks to process after the plan has been sent to the Medical Board, so we want to get them sent in as soon as possible after you have been accepted for an assignment.
- **How long does it take for a collaborative plan to be processed by the SMB?**
 - In our experience, it takes 4-6 weeks for collaborative plans to be processed after they are received by the State.

- DEA Registration

- ***How do I satisfy the DEA registration requirement?***
 - By law, practitioners may only administer, dispense, or prescribe a controlled substance in a state if they first hold a DEA registration in that state, and are complying with all federal and state laws and regulations. Simply put, you’ll need a DEA certificate that displays an Alaska address in order to legally handle controlled substances in that State.
 - You can either purchase a new DEA registration or transfer your existing registration. Although very situation specific, many of our providers have opted to simply transfer their registration.
- ***How do I apply for a new DEA registration?***
 - A practitioner can apply for a new DEA registration in each state where they plan to administer, dispense, or prescribe controlled substances. More information can be found at the DEA website:
<https://www.deadiversion.usdoj.gov/>

- **How do I transfer my DEA registration?**
 - To transfer, request the change on-line at <http://www.deadiversion.usdoj.gov>.
 - There is a green box in the top right-hand corner – click on 'Registration Changes (Address, Drug Code, Name Schedule) and follow the directions.
- **How long does it take to transfer my DEA registration?**
 - This is a free process that takes 1-5 business days to complete, and you can change it back after your locum assignment ends.
- **Prescription Drug Monitoring Program**
 - **How do I satisfy Alaska's PDMP requirement?**
 - This can be done online. Website:
 - <https://alaska.pmpaware.net/login>
 - We recommend using this guide:
 - https://www.commerce.alaska.gov/web/Portals/5/pub/PDMP_SignupInstructions.pdf
- **Business Licensing**
 - **Do I need an AK business license to work as an independent contractor?**
 - Yes. You will need both an Alaska business license and an Alaska professional license in order to work as an independent contractor with WMS. Please note that you *must* have your AK business license in place *before* your assignment begins.
 - **Where do I go to setup an Alaska business license as a sole proprietor?**
 - To setup, visit this website:
 - <http://www.commerce.alaska.gov/web/cbpl/BusinessLicensing/NewBLOnline.aspx>
 - Your primary line of business should be "62-Health Care and Social Assistance"
 - Your NAICS code should be 621999.
 - Although the website claims that new licenses for healthcare providers cannot be purchased online, this is incorrect, and the website *will* work properly.
 - Alternatively, if you already reside in AK, you may get your AK business license by visiting the state commerce offices in person at:
 - Anchorage Office: 550 West 7th Ave, Suite 1500
 - Juneau Office: 333 Willoughby Ave, 9th Floor
 - **What if I have an LLC or other form of corporation that I want to use?**
 - If you have a Corporation that you'd like to contract under instead of working as a sole proprietor, please let your Operations Associate know. The information to register your Corporation with the State of Alaska can be found at <https://www.commerce.alaska.gov/web/cbpl/Corporations/ObtainEntityNumber.aspx>

Helpful Links:

- Alaska State Medical Board FAQ:
 - <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/StateMedicalBoard/FrequentlyAskedQuestions.aspx>
- Where to check if your license has been issued:
 - <https://www.commerce.alaska.gov/cbp/main/Search/Professional>