



## **PHYSICIAN ASSISTANT LICENSING – MONTANA**

### **Contact Information**

Montana Board of Medical Examiners  
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Website: <http://boards.bsd.dli.mt.gov/med#0?1>

### **Summary of the Process**

- Fees
  - Total of \$375
- Timeline
  - The Board advises that some PA applications can be processed within a few weeks after you submit a completed application. (See [FAQ](#))
- Temporary Permits
  - Montana does not issue temporary licenses for Physician Assistants.
- Interview
  - Montana requires applicants to participate in an interview for licensure. As part of this process, the applicant spends 15-20 minutes discussing the legal and regulatory obligations for PAs in Montana with a Board member.
- Application
  - [https://boards.bsd.dli.mt.gov/\\_docs/med/pa-app.pdf](https://boards.bsd.dli.mt.gov/_docs/med/pa-app.pdf)

### **PA Application Checklist:**

- Fully completed application, including:
  - explanations for any 'Yes' answer in the application
- Fees (\$500)
- Authorization for the Release of Records
- Verification of licensure from all state boards or agencies in which you hold or ever held any license to practice in any profession (Note: Verifications must be sent from each state licensing board directly to the Montana board).

### **Other Critical Steps**

- DEA Registration
  - You will need a Montana address. See our [FAQ](#) for instructions.
- Business License
  - See [FAQ](#) for details.

## **Frequently Asked Questions:**

### **- Professional Licensing**

- ***How long does this process really take?***
  - The Board advises that *routine* PA licenses may issue 15-30 days after receipt of a completed application. However, *non-routine* applications may result in a delay, which will lengthen the process because applicants with non-routine applications may be required to submit additional information or to appear before the Board.
- ***What is the difference between 'routine' and 'non-routine' applications?***
  - A routine application does not require Executive Officer or Board review. Incomplete applications, affirmative answers to disclosure questions, or past claim, board, or malpractice history may all result in an application becoming non-routine.
- ***What's the deal with the interview?!***
  - Unlike many other states, Montana requires PAs to participate in an interview with a Board member. The interview typically lasts between 15-20 minutes and covers the laws, regulations, and obligations that medical practice for PAs in Montana. The board advises that you review the rules before your interview.
- ***Where can I find the rules governing PAs in Montana?***
  - The State Board provides a number of links for you to review. Here are a few places to start:
    - Montana Code
      - Title 37, Chapter 7 – Pharmacy: [https://leg.mt.gov/bills/mca/title\\_0370/chapter\\_0070/parts\\_index.html](https://leg.mt.gov/bills/mca/title_0370/chapter_0070/parts_index.html)
      - Title 50 – Health and Safety: [https://leg.mt.gov/bills/mca/title\\_0500/chapters\\_index.html](https://leg.mt.gov/bills/mca/title_0500/chapters_index.html)

### **- Supervision Agreements**

- ***What does Montana require for Supervision Agreements?***
  - As a physician assistant, you will need to establish a Supervision Agreement with a physician at each assignment location that you work. As you move forward with the process, WMS will help ensure that there is a supervising physician at each site.
- ***When does a Supervision Agreement need to be submitted?***
  - Your Supervision Agreement must be in place before you start an assignment. These documents take time to process, so we want to get them submitted as soon as possible after you have been accepted for an assignment. Our team will work with you to get your agreement signed!

### **- 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 Montana 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.
- **Business Licensing**
  - **Do I need a Montana business license to work as an independent contractor with WMS?**
    - Yes. Our team can help you navigate this step later in the assignment and contracting process. As an independent contractor (IC) you will either need to be a sole proprietor and obtain an Independent Contractor Exemption Certificate (ICEC) in addition to a Montana nursing license or be working under a corporation (e.g. LLC, PLLC, S-Corp, etc.).
- **Useful Links**
  - Montana Board of Medical Examiners FAQ:
    - <http://boards.bsd.dli.mt.gov/med#18?11>
  - Where to check if your license has been issued:
    - <https://ebizws.mt.gov/PUBLICPORTAL/searchform?mylist=licenses>