

Dear Physician Assistants,

The Online Renewal System will be available for use on March 15th, 2015. You may access this link at:

http://www.azpa.gov/PA%20Center/Renewals_Online.aspx

Things to keep in mind prior to March 15, 2015

- ✓ Remember to Review your Physician Assistant Profile before starting the renewal process.
- ✓ **Verify your contact information by logging in through the [Online Change of Address](#)**
- ✓ Each Licensee shall renew on or before June 1st. If the Licensee fails to renew on or before June 30th, he or she will be required to pay a penalty fee of \$100 for late renewal.
- ✓ If a licensee fails to renew the license on or before midnight on October 1st, the license will expire. At this point the individual will be required to Re-Apply for Licensure.
- ✓ Each Licensee must have completed 20 of Category I Continuing Medical Education. Please do not send proof, other than the completed CME Attestation Form (for paper renewals). Licensees renewing via the Online Renewal System will complete this portion online. After renewal, if the Licensee is randomly selected for a CME Audit, he/she will be notified by the Board.
- ✓ The Renewal Application includes the requirement to disclose proof of lawful presence in the United States in accordance with A.R.S. 41-1080. Each applicant must submit a completed citizenship statement form and an item from the evidence list to licensingreport@azmd.gov or to the Board's mailing address. **If we do not currently have this document in your file, it will be requested from you.**

Note: In the event the response to any of the questions numbered 1-11 is a Yes, the Licensee must file by fax or mail a detailed explanation concerning the matter, including any charge, date of such charge, the complete name and address of all bodies of jurisdiction, the result of any hearings, and the disposition of such matters. IN ADDITION, you must submit photocopies of any supporting documents, such as complaints, the result of any hearings, and the disposition of such matters.

For the most expedited processing of Physician Assistant Renewal, please use this online system. However, you may also use the paper/PDF renewal form.

You may access the Paper Renewal form through this link at:

<http://www.azpa.gov/PA%20Center/PA%20Renewal%20Form.pdf>

Thank You,

Arizona Regulatory Board of Physicians Assistants

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