STATE OF TENNESSEE
DEPARTMENT OF HEALTH
HEALTH RELATED BOARDS
665 MAINSTREAM DRIVE
NASHVILLE, TENNESSEE 37243
http://www.tennessee.gov/health

TENNESSEE BOARD OF PHYSICIAN ASSISTANTS
(800) 778-4123, ext. 532-4384 or (615) 532-3202, ext. 532-4384

APPLICATION INSTRUCTIONS FOR LICENSURE AS AN ORTHOPEDIC PHYSICIAN ASSISTANT

Provided below is a checklist for your personal use and convenience containing all the things you must do to receive consideration for issuance of a Tennessee license to practice as an orthopedic physician assistant. **NOTE: All submissions must be executed and dated less than one (1) year before receipt or they will be rejected by the Board.**

ALL APPLICATION FEES ARE NON-REFUNDABLE.

		Done
1.	Complete, have notarized, and mail the application pages 1 through 6.	
2.	Attach to the application a clear, recognizable, recently taken, signed and notarized passport photograph of yourself.	
3.	Complete and mail Attachment 1 to the institution at which you completed your orthopedic physician assistant program. Alternatively, if applying by exam/experience have supervising physician complete and have notarized Attachment 2.	
4.	If you are or have ever been licensed, certified, registered, or permitted by any state to practice as an orthopedic physician assistant or other health professional, you must complete and mail Attachment 3 to each and every state. Copies of Attachment 3 may be duplicated to accommodate each request.	
5.	If you are certified by the National Board for the Certification of Orthopedic Physician Assistants, you must complete and mail Attachment 4 to the Board for the Certification of Orthopedic Physician Assistants..	
6.	If you have a supervising physician, submit Attachment 5 along with your application. Attachment 5 must be signed by the supervising physician and must be submitted prior to beginning practice.	
7.	Submit a copy of your diploma from your orthopedic physician assistant program (if applicable).	
8.	Submit two (2) original letters of recommendation on letterhead from medical professionals who can attest to your character as an orthopedic physician assistant. These letters must identify the individuals as medical professionals and **must be originals** on signatory's letterhead.	
9.	Please complete the enclosed practitioner profile questionnaire and mail back with the application for licensure.	
10.	Attach to the application a check or money order in the amount of $335 made payable to the Board of Physician Assistants. If requesting temporary certification or temporary authorization, attach to the application a check or money order in the amount of $385. All fees are non-refundable.	
11.	Effective June 1, 2006 applicants for initial licensure in Tennessee must obtain a criminal background check. For instructions to obtain a criminal background check, go to http://tn.gov/health/article/CBC-instructions.	
12.	All applicants must complete, sign and have notarized the Declaration of Citizenship form and submit the documents required by the Declaration of Citizenship form, The Declaration of Citizenship is available online at https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-41833.pdf.	

UNDERSTANDING THE APPLICATION PROCESS

1. **All application fees are non-refundable.**

2. All documents and fees required to be submitted by you or which must be requested from the appropriate institutions in this application process, must be mailed directly to:

   Tennessee Board of Physician Assistants
   665 Mainstream Drive, 2nd Floor
   Nashville, TN 37243 (37228 for courier service only)

3. **Allow fourteen (14) working days** for information mailed to our office to be received and placed in your file. Federal Express or special courier services will not appreciably reduce the processing time. Additionally, if Federal Express or special courier services are used, you will be responsible for charges incurred. The Board asks that you please give the Board office every consideration in this matter.

4. If necessary documentation has not been received when your application has been received by the Board office, an initial deficiency letter will be sent to you by certified mail. The supporting documentation requested in the letter must be received in the Board office sixty (60) days from the date of the initial deficiency letter. **(Files not completed within sixty (60) days may be closed.)**

5. Absent any complicating factors, the average application processing time is eight (8) weeks. Once the application is completed, your file will be reviewed and an initial licensure determination made. You will be promptly notified by letter of the initial determination.

6. **If an address change occurs at any time during the application process, you must notify the Board office, in writing, immediately.**

7. It is strongly recommended that you do not make arrangements to accept employment in Tennessee until you are granted a license, temporary certificate, or temporary authorization by the Board of Physician Assistants.

8. All practicing OPAs must have a written protocol outlining the range of services under which they practice in their respective medical communities. Any changes to this

9. You have the option to receive all correspondence from the Department of Health electronically. Should you "opt in," you will no longer receive physical mail from this office. Opting in does not discharge your obligation to provide the Department with a current physical address and email address. You are required by statute and rule to notify your licensing board of an address change within thirty (30) days of any such change.

10. All documents provided to this office in conjunction with your request for an orthopedic physician assistant license becomes part of the public record and must be released pursuant to a public records request.

Thank you for your cooperation. We will make every effort to work your application in a timely manner.

For Office Use Only

3629-001	$325
3629-006	$ 10
	$335
3629-001	$375
3629-006	$ 10
	$385

STATE OF TENNESSEE
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APPLICATION FOR LICENSURE AS AN ORTHOPEDIC PHYSICIAN ASSISTANT

Choose the appropriate licensure category for which you are applying. Check the appropriate subcategory which applies to your application. See the Practice Act and the rules and regulations to determine the requirements for each category of practitioner and temporary certification.

_____ Orthopedic Physician Assistant Licensure by Exam/Education (attach $335 payment)

_____ Apply with request for temporary certificate (attach $385 payment)

PERSONAL INFORMATION

PLEASE PRINT IN INK

Name as it will appear on license: _____
(First) *(Middle)* *(Last)*

Have you been known by any other name? Y N If yes, list names: _____

_____

Date of Birth: Mo. _____ Day _____ Yr. _____ Social Security Number: _____ - _____ - _____

U.S. Citizen: Y N Are you entitled to Live and Work in U.S.? Y N

Are you a member of the U.S. armed forces who has, within the preceding 180 days, retired from the armed forces, received any discharge other than a dishonorable discharge from the armed forces, or been released from active duty to a reserve component of the armed forces? Y N (If yes, please provide proof of status.)

Are you the spouse of a member of the armed forces who has been transferred by the military to Tennessee or who has, within the preceding 180 days, retired from the armed forces, received a discharge other than a dishonorable discharge from the armed forces or been released from active duty to a reserve component. (If yes, please provide proof of same.)
Y N

Present Mailing Address: _____ Home Phone: (_____) _____

_____ Work Phone: (_____) _____

_____ Gender: M F Race:

_____

Email address: _____

Do you wish to receive notification, including renewal notification, from the Department of Health via email? Y N

Please note, by opting in, all correspondence from the Department of Health will be delivered to the email address on file for you. You will no longer receive physical mail from our office.

EDUCATIONAL AND EMPLOYMENT INFORMATION

Please provide the following information for all educational institutions you have attended beyond high school. Use the back of this page if you need additional space. (SEND **ATTACHMENT #1** TO THE EDUCATIONAL INSTITUTION WHERE YOU COMPLETED YOUR PROGRAM)

From: _____ To: _____ _____ _____
MM/YY MM/YY Educational Inst./Phys. Asst. Program Location

From: _____ To: _____ _____ _____
MM/YY MM/YY Educational Inst./Phys. Asst. Program Location

From: _____ To: _____ _____ _____
MM/YY MM/YY Educational Inst./Phys. Asst. Program Location

From: _____ To: _____ _____ _____
MM/YY MM/YY Educational Inst./Phys. Asst. Program Location

Please complete your entire employment history starting with the most current position first. Use the back of this page if you need additional space.

DATES **LOCATION**

From: _____ To: _____ _____ _____
MM/YY MM/YY City/State Position/Duties

From: _____ To: _____ _____ _____
MM/YY MM/YY City/State Position/Duties

From: _____ To: _____ _____ _____
MM/YY MM/YY City/State Position/Duties

From: _____ To: _____ _____ _____
MM/YY MM/YY City/State Position/Duties

From: _____ To: _____ _____ _____
MM/YY MM/YY City/State Position/Duties

From: _____ To: _____ _____ _____
MM/YY MM/YY City/State Position/Duties

From: _____ To: _____ _____ _____
MM/YY MM/YY City/State Position/Duties

LICENSURE INFORMATION

	YES	NO
Are you or have you ever been licensed in this profession in another state?	____	____
Are you or have you ever been licensed in any other profession in Tennessee or another state?	____	____

List below all states, countries or provinces in which you have ever been or currently are licensed, permitted or certified. Submit a copy of **Attachment 2** to all such states, countries, or provinces regarding such licensure, certification or permit. Use the back of this page if you need additional space.

STATE	PROFESSION	LICENSE NUMBER	DATE ISSUED	CURRENT STATUS

		YES	NO
1.	Are you certified by the National Board for Certification of Orthopedic Pas (NBCOPA)? If so, complete **Attachment 3** and send it to the NBCOPA.	____	____
2.	Have you ever applied for a orthopedic physician assistant license in Tennessee?	____	____
3.	Have you previously applied for a orthopedic physician assistant license in Tennessee?	____	____

COMPETENCY INFORMATION

PLEASE ANSWER THE FOLLOWING QUESTIONS. If any answers to the questions in this part are in the **affirmative,** attach an explanation on a separate sheet. ***In support of your explanation, the final documents or orders from the issuing states, courts, or agencies must be submitted along with this application*.**

For the purposes of these questions, the following phrases or words have the following meanings:

1. "**Ability to practice your profession**" is to be construed to include all of the following:

   a. The cognitive capacity to make appropriate clinical diagnoses, exercise reasoned medical judgments, to learn, and keep abreast of medical developments;

   b. The ability to communicate those judgments and medical information to patients and other health care providers, with or without the use of aids or devices, such as voice amplifiers; and

   c. The physical capability to perform professional tasks and procedures required of your profession, with or without the use of aids or devices, such as corrective lenses or hearing aids.

2. "**Medical Condition**" includes physiological, mental or psychological conditions including, but not limited to: orthopedic, visual, speech and/or hearing impairments, emotional or mental illness, specific learning disabilities, drug addiction, and alcoholism.

3. "**Minor Traffic Offense**" generally means moving and non-moving violations punishable by fines only and does not include offenses such as driving under the influence or while intoxicated or reckless driving.

4. "**Chemical substances**" is to be construed to include alcohol, drugs, or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber's direction, as well as those used illegally.

5. "**Currently**" does not mean on the day of or even in the weeks or months preceding the completion of this application. Rather it means recently enough so that the use of drugs or alcohol may have an ongoing impact on one's functioning as a licensee or within the past two (2) years.

6. "**Illegal use of illicit or controlled substances**" means the use of substances obtained illegally (e.g., heroin or cocaine) as well as the use of controlled substances that are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner.

QUESTIONS		**YES**	**NO**
1.	Do you currently have any physical or psychological limitations or impairments caused by an existing medical condition which are reduced or ameliorated by ongoing treatment or monitoring, or the field of practice, the setting or the manner in which you have chosen to practice?	_____	_____
2.	Do you currently use any chemical substances which in any way impair or limit your ability to practice your profession with reasonable skill and safety?	_____	_____
	If so, please list: _____		

[If you receive such ongoing treatment or participate in such a monitoring program, the Board will make an individual assessment of the nature, the severity, and the duration of the risks associated with an ongoing medical condition so as to determine whether an unrestricted license should be issued, whether conditions should be imposed, or whether you are not eligible for licensure.]

QUESTIONS: Please respond to ALL questions. If you answer "YES" to any question, please attach a written explanation.	**YES**	**NO**
3. At any time within the past two years, have you engaged in the illegal use of illicit or controlled substances?	___	___
4. Are you currently participating in a supervised rehabilitation program or professional assistance program that monitors you to assure that you do not consume alcohol and/or do not engage in the illegal use of illicit or controlled substances?	___	___
5. Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism, voyeurism or other diagnosis of a predatory nature?	___	___
6. Have you ever held or applied for a license, privilege, registration or certificate to practice as an orthopedic physician assistant in any state, country, or province, that has been or was ever denied, reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action?	___	___
7. Have you ever had staff privileges at any hospital or health care facility that were ever revoked, suspended, curtailed, restricted, limited, otherwise disciplined, or voluntarily surrendered under threat of restriction or disciplinary action?	___	___
8. Have you ever applied for or held a state or federal controlled substance certificate that was ever denied, revoked, suspended, restricted, voluntarily surrendered or otherwise disciplined or surrendered under threat of restriction or disciplinary action?	___	___
9. Have you ever been convicted (including a nolo contendere plea or guilty plea) of a felony or misdemeanor (other than a minor traffic offense) whether or not sentence was imposed or suspended?	___	___
10. Have you ever been rejected or censured by a professional association or society?		
11. In relation to the performance of your professional services in any profession:		
a. Have you ever had a final judgment rendered against you;	___	___
b. Have you ever entered into any settlement of any legal action; or	___	___
c. Are there any legal actions pending against you or to which you are a party?	___	___
12. Have you ever held a license, registration, privilege or certificate in any profession that has ever been reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action in any jurisdiction?	___	___
13. My name has been placed on the registry of persons who have abused, neglected or misappropriated the property of vulnerable individuals (Tennessee abuse registry or an abuse registry in another state)	___	___
14. Have you ever failed a licensure or certification examination?	___	___
If yes, which exam and how many times have you failed? _____		

AFFIDAVIT AND RELEASE

I, _____, OPA, of _____
(*Applicant's Name)* *(City)* *(State)*
being duly sworn and identified as the person referred to in this application attests to the truth of each statement made in said application. I further swear that I have read and understand the law and the Rules and Regulations regarding the practice of my profession, which are posted on the Board's Internet site and/or were provided to me by the Board office, and agree to abide by them in the practice of my profession in the State of Tennessee.

I HEREBY:

SIGNIFY my willingness to appear to answer such questions as the Board may find necessary, which may include a full interview.

RELEASE to the Board, its staff, and their representatives, any and all documentation necessary now and in the future to establish my physical and mental capabilities to safely practice my profession.

AUTHORIZE the Board, its staff, and their representatives to consult with my prior and current associates and others who may have information bearing on my professional competence, character, health status, ethical qualifications, ability to work cooperatively with others, and/or other qualifications.

RELEASE from liability the Board, its staff, and all their representatives and any and all organizations which provide information for their acts performed and statements made in good faith and without malice concerning my competence, ethics, character, and/or other qualifications for licensure.

ACKNOWLEDGE that I, as an applicant for licensure, have the burden of producing adequate information for a proper evaluation of my professional, ethical, other qualifications, and for resolving any doubts about such qualifications.

AUTHORIZE release, use and disclosure of otherwise HIPAA protected health information to the limited extent necessary for my application to receive full consideration up to and including discussion in a public forum should that become necessary.

THIS CERTIFIES THAT THE INFORMATION SUBMITTED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

_____ _____
SIGNATURE **DATE**

ATTACHMENT 1

STATE OF TENNESSEE
DEPARTMENT OF HEALTH
HEALTH RELATED BOARDS
665 MAINSTREAM DRIVE
NASHVILLE, TENNESSEE 37243

BOARD OF PHYSICIAN ASSISTANTS
(800) 778-4123, ext. 532-4384 or (615) 532-3202, ext. 532-4384

EDUCATION VERIFICATION

APPLICANT: Supply the information requested in this box and then mail this entire form to the school at which you completed your physician assistant program. **NOTE:** Most schools require a fee, so you may want to contact the institution before mailing this form so that you can attach their fee..

Full Name: _____
(Last) (First) (Middle/Maiden)

Address: _____ Social Security Number: ___ - ___ - ___
_____
_____
_____

Student Identification Number: _____

Year of Graduation: _____

Degree Obtained: _____ Date Degree Conferred: _____

TO WHOM IT MAY CONCERN:

I am applying for a license to practice as a orthopedic physician assistant in the State of Tennessee. Please forward an original graduate transcript of courses, grades, and degree bearing the institution's official seal to:

Board of Physician Assistants
665 Mainstream Drive, 2nd Floor
Nashville, TN 37243 (37228 for courier service only)

Thank you for your cooperation and prompt response.

_____ _____
Applicant's Signature Date

ATTACHMENT 2

STATE OF TENNESSEE
DEPARTMENT OF HEALTH
HEALTH RELATED BOARDS
665 MAINSTREAM DRIVE
NASHVILLE, TENNESSEE 37243

BOARD OF PHYSICIAN ASSISTANTS
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http://www.tennessee.gov/health

AFFIDAVIT OF EMPLOYMENT
ORTHOPEDIC PHYSICIAN ASSISTANT

I, _____ License Number _____, being
(Medical Doctor or Osteopathic Physician)

duly sworn hereby certify that _____
(Orthopedic Physician Assistant – type or print name)

was performing service as an orthopedic physician assistant in _____ on _____

These services were performed at _____
(Facility or Practice Setting)

_____
(City, State and Zip Code)

_____ _____
(Signature of Physician) (Date)

Sworn to before me this the _____ day of _____, _____

_____
NOTARY PUBLIC

Affix Seal Here

My Commission expires: _____

ATTACHMENT 3

STATE OF TENNESSEE
DEPARTMENT OF HEALTH
HEALTH RELATED BOARDS
665 MAINSTREAM DRIVE
NASHVILLE, TENNESSEE 37243

BOARD OF PHYSICIAN ASSISTANTS
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CLEARANCE FROM OTHER STATE LICENSURE BOARDS

APPLICANT: Please provide the information requested in the top box and then mail one form to the licensure board in EACH state where you hold OR HAVE EVER HELD a license to practice any profession. (You may copy this form.) **NOTE:** Some states require a fee for providing clearance information. To expedite your application, you may wish to contact the applicable state(s).

_____ was granted a license to practice _____
(Name of Applicant) *(Profession)*
with license number _____ on _____ in the State of _____.
(Date)

The Board of Physician Assistants of Tennessee requests that I submit evidence of the current status of that license in your state. You are hereby authorized to release any information in your files, favorable or otherwise, directly to:

Board of Physician Assistants
665 Mainstream Drive
Nashville, TN 37243

Date: _____

_____
Applicant's Signature

_____
Applicant's typed or printed name

ADMINISTRATIVE OFFICE OF STATE LICENSURE BOARD, PLEASE COMPLETE:

Name In Full As It Appears On License:

License Number _____ Profession _____ Date Issued _____

Basis of issuance: _____ Endorsement/Reciprocity with _____
(Check One) (State)
_____ Written Examination _____
(Name of Exam)

The License is currently active and registered? Yes ____ No ____
Is there any derogatory information on file? Yes ____ No ____ If yes, an explanation must be attached.

_____ _____ _____
Authorized Signature Title Date

ATTACHMENT 4

STATE OF TENNESSEE
HEALTH RELATED BOARDS
665 MAINSTREAM DRIVE
NASHVILLE, TENNESSEE 37243

BOARD OF PHYSICIAN ASSISTANTS
(800) 778-4123, ext. 532-4384 or (615) 532-3202, ext. 532-4384
http://www.tennessee.gov/health

NBCOPA VERIFICATION

Only if or when you are credentialed with the NBCOPA, please complete this form and mail it to the address below:

NATIONAL BOARD FOR THE CERTIFICATION OF ORTHOPEDIC PHYSICIAN ASSISTANTS
c/o ASOPA Headquarters Specialty Society Services AAOS
6300 North River Road, Suite 727
Rosemont, IL 60018-4226

To Be Completed By Applicant (Please Print In Ink)

Dear NBCOPA Official:

I am applying for a license to practice as an Orthopedic Physician Assistant in the State of Tennessee. The State Board of Physician Assistants requires that a credential letter by **forwarded directly to their** office by the NBCOPA.

Applicants Name: _____
(First) (Middle) (Last)

Social Security Number: _____ Credential #_____

Name applicant tested by if different from above:

_____
(First) (MI) (Last)

Date Certified _____ Basis of Examination _____

_____
(NBCOPA Official's Signature)

PLEASE MAIL CREDENTIAL VERIFICATION DIRECTLY TO:

Board of Physician Assistants
665 Mainstream Drive
Nashville, Tennessee 37243

ATTACHMENT 5 **Applicant's Name** _____

STATE OF TENNESSEE
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NASHVILLE, TENNESSEE 37243

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SUPERVISING PHYSICIANS

This section must be completed by the supervising physician(s).
(This page may be duplicated if necessary)

List all practice settings:

1) Setting:

_____
Supervising Physician Signature

_____
Printed Name

_____
Address

_____
Tennessee Medical License Number

2) Setting:

_____
Supervising Physician Signature

_____
Printed Name

_____
Address

_____
Tennessee Medical License Number

3) Setting:

_____
Supervising Physician Signature

_____
Printed Name

_____
Address

_____
Tennessee Medical License Number

4) Setting:

_____
Supervising Physician Signature

_____
Printed Name

_____
Address

_____
Tennessee Medical License Number