



MEMORANDUM

DATE	May 18, 2026
TO	Physician Assistant Board (Board)
FROM	Kristy Schieldge, Regulations Counsel, Attorney IV Jasmine Dhillon, Legislative and Regulatory Specialist
SUBJECT	11. Update, Discussion, and Possible Action on Proposal to Consider Changes to Previously Proposed Text and Reauthorization of a Regular Rulemaking to Amend 16 CCR Sections 1399.507, 1399.514, 1399.615 and 1399.619 – License Renewal and Continuing Medical Education Required

Background

At its November 4, 2019, meeting the Board discussed the benefit of consolidating all the renewal requirements in California Code of Regulations (CCR), title 16, section 1399.514, making amendments to set out the continuing medical education (CME) requirements for license renewal and amending 16 CCR section 1399.615 on CME requirements, and the need to clarify a licensee’s license status if a license is not timely renewed. At its January 13, 2020, meeting the Board discussed the new statutory requirement of a one-time approved controlled substance education course for PAs who are authorized to dispense controlled substances, the need to add language addressing that into this rulemaking, and voted to adopt amended language for this rulemaking. At its May 28, 2020, teleconference meeting the Board discussed how the proposed amendments to 16 CCR section 1399.514 could specify the four different ways a licensee can be CME compliant when renewing, and voted to adopt amended language for this rulemaking. At its November 6, 2023 meeting, the Board discussed adding language to include information asked for in the renewal application that was inadvertently left out, clarifying the meaning of “Category 1 CME”, and further clarifying the “one-time controlled substance education course” that must be taken by PAs who dispense controlled substances.

This rulemaking was then placed on hold pending the outcome of proposed amendments to Business and Professions Code (BPC) section 3523 by the Board’s Sunset legislation, Assembly Bill 1501 (Stats. 2025, ch. 194). Those amendments, enacted on October 1, 2025, now expressly authorize the Board to allow applicants to apply for renewal on an electronic form, or other form, provided by the Board. This proposal now sets forth the Board’s electronic renewal application submission process as well as an optional paper renewal submission process, as summarized below.

Summary of Changes

The proposed changes to the language in the License Renewal and Continuing Medical Education Required rulemaking text at 16 CCR sections 1399.507, 1399.514, 1399.615, and 1399.619 are shown in the attached document. Changes made to the proposed language are highlighted in yellow in **Attachment 2**, and those changes include:

- Clarifying the initial licensure examination to be the Physician Assistant National Certify Examination (PANCE) and is established by the National Commission on Certification of Physician Assistants (NCCPA) and not the Board
- Adding cross-references to the written examination requirements for a licensee who has been in retired status for more than five years, or canceled status, and seeks a new, active license from the Board
- Adding the application disclosure requirements for renewing a delinquent or current active or inactive license and list all of the conditions for license renewal
- Adding requirements that define what “required fees” must be submitted to renew in active or inactive status or if renewing “delinquent” (within 5 years after the expiration date of their license), as applicable, and the associated processing fee or “convenience fee” that must be paid to the third-party vendor if the licensee renews electronically and pays by credit or debit card, as specified
- Adding requirements that specify the process for submitting a renewal application by mail, hand delivery or through the Board’s online licensing system entitled “BreEZe” (referred to as the “online services system” in the proposal)
- Specifying that if an individual fails to renew their license prior to expiration as provided in BPC Section 3523, the license shall expire and the individual shall be considered unlicensed until the individual meets the requirements for renewal specified in this section, or applies for and receives a new license as specified
- Adding requirements for renewing a canceled license which clarifies that an applicant must apply for a new license pursuant to 16 CCR section 1399.506 (with the exception of showing proof of passage of the PANCE examination), and show “satisfactory proof” to the Board that they are qualified to practice as a physician assistant again in California, as specified
- Specifying the one-time controlled substance education course requirements for applicants renewing in active status
- Specifying the requirements for applicants seeking a license in inactive status, which includes through submission of a completed written request or through the renewal application process in 16 CCR section 1399.514 and lists the requirements for submitting a completed written request
- Adding that a licensee in inactive status shall not represent that they have an active physician assistant’s license consistent with BPC section 702(b)
- Adding the submission process for those seeking to restore their license to active status and additional requirements to restore an inactive license to an active status, as specified
- Adding that the Board would not require additional CME to be completed as a condition of restoration to active status if the holder of an inactive license is currently certified by the National Commission on Certification of Physician Assistants

MISSION: To protect and serve consumers through licensing, education, and objective enforcement of the Physician Assistant laws and regulations.

Action Requested

Staff recommend the Board review and discuss the materials provided (highlighting shows proposed changes in **Attachment 2**). The Board may wish to determine whether to approve the revised regulatory language and initiate the rulemaking process using the revised regulatory language.

Suggested Motion Language

Move to rescind all prior motions authorizing specified regulatory language and approve the proposed regulatory text for 16 CCR sections 1399.507, 1399.514, 1399.615, and 1399.619 in **Attachment 1** and direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business and Consumer Services Agency for review, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulations at 16 CCR sections 1399.507, 1399.514, 1399.615, and 1399.619 as noticed.

Attachments:

1. Proposed regulatory text for 16 CCR sections 1399.507, 1399.514, 1399.615, and 1399.619 License Renewal and Continuing Medical Education Required rulemaking.
2. Highlighted Version of the Proposed Regulatory Language for 16 CCR sections 1399.507, 1399.514, 1399.615, and 1399.619 License Renewal and Continuing Medical Education Required rulemaking

MISSION: To protect and serve consumers through licensing, education, and objective enforcement of the Physician Assistant laws and regulations.

Attachment 1

PHYSICIAN ASSISTANT BOARD
PROPOSED REGULATORY LANGUAGE

Legend: Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
--

Amend sections 1399.507 and 1399.514 of Article 1 and sections 1399.615 and 1399.619 of Article 8 of Division 13.8 of Title 16 of the California Code of Regulations to read as follows:

§ 1399.507. Examinations Required.

The written examination for initial licensure as a physician assistant is that administered by the National Commission on Certification of Physician Assistants (NCCPA) entitled “Physician Assistant National Certifying Examination” (PANCE). Successful completion requires that the applicant has ~~ve~~ achieved the passing score established by the ~~board~~ NCCPA for that examination. It is the responsibility of the applicant to ensure that certification of ~~his or her~~ their examination score is received by the board.

The written examination for a licensee who has been in retired status for more than five years or whose license is canceled as specified in Section 1399.514 and seeks a new, active license from the Board to practice as a physician assistant is the examination specified in either Section 1399.515 or Section 1399.514, as applicable.

NOTE: Authority cited: Section 3510, Business and Professions Code. Reference: Sections 851, ~~3515, 3509, 3521.3,~~ and 3517, Business and Professions Code.

1399.514. Renewal of License and Licenses That Have Canceled.

(a) As a condition of renewal, on or before the expiration date of their license or within five (5) years after the expiration date of their license (“delinquent”), a licensee must submit to the Board all required fees, and a completed application for renewal that contains all of the following, as applicable:

- (1) the licensee’s name, email, if any, telephone number, license number, address of record (mailing) and physical (street) address;
- (2) for licensees renewing through the Board’s online services system defined in subsection (b)(2), the licensee shall provide their individual National Provider Identifier, if they have one;
- (3) a disclosure regarding whether the licensee is requesting license renewal in active status, or inactive status as described in Section 1399.619;

(4) If requesting renewal in inactive status, a disclosure regarding whether the licensee has read the following statement: “A licensee who is issued a license in inactive status by this Board shall not engage in any activity for which an active physician assistant’s license is required or represent that they have an active physician assistant’s license”;

(5) all of the disclosures required by subsections (c)-(e);

(6) for a licensee who is authorized through a California practice agreement to furnish Schedule II controlled substances and who is registered with the United States Drug Enforcement Administration, provide proof of successful completion of a one-time course in compliance with Sections 1399.610 and 1399.612. “Proof of successful completion” shall mean a copy of the licensee’s certificate of completion specified in Section 1399.612.

(7) A written statement, signed and dated by the applicant, that they have read the notice specified in subsection (h); and,

(8) a declaration under penalty of perjury under the laws of the State of California, signed and dated by the licensee, that all of the information submitted on the application is true and correct. For those licensees submitting their application electronically in accordance with paragraph (2)(B) of subsection (b), the signature shall meet the requirements of subparagraph 3. of that paragraph regarding electronic signature requirements.

(b) For the purposes of this subsection and subsection (a), the following definitions apply:

(1) “Required fees” includes the following nonrefundable fees: the license renewal fee as set forth in Section 1399.550, the mandatory fee for the Controlled Substance Utilization Review and Evaluation System (CURES) as set forth in Section 208 of the Code if requesting renewal in active status, and, if renewing delinquent as specified in subsection (a), the delinquency fee set forth in Section 3521.1 of the Code.

(2) “Submit to the Board” means to transmit a document by mail with postage prepaid addressed to the Board at its Sacramento office, by hand delivery to the Board’s Sacramento office, or electronically through a web link to the Department of Consumer Affairs’ online licensing system entitled “BreEZe” (“online services system”) located on the Board’s website in accordance with this paragraph and subparagraphs 1.-4. of paragraph (B).

(A) For renewal applications submitted by mail or hand delivery, the application and required fees shall be placed in a sealed envelope and addressed to the Board at the Board’s physical address listed on the Board’s website. Required

fees shall be paid by check, money order, or cashier's check payable to the Physician Assistant Board.

(B) For renewal applications submitted electronically through the online services system, the licensee shall complete the application according to the following requirements:

1. The licensee shall first login to or register for a user account by typing in a username and password on the initial registration or public sign-in page to access the online services system.

2. After a user account has been created and the online services system accessed online, the licensee shall submit all of the information required by subsection (a) through the online services system. Any documents required to be submitted by the licensee as part of the application set forth in subsection (a) shall be uploaded as an electronic file attachment through the online services system using one of the following file formats: .txt, .csv, .gif, .bmp, .tif, .tiff, .pdf, .doc, .docx, .rtf, .jpg, .jpeg, .jpe, .xls, .xlsx, .msg, .xps, .docm, .htm, .html, .wpd, .wps, .odt, .png, .wma, .wav, or .mp3.

3. Electronic signature. When a signature is required by the particular instructions of any filing to be made through the online services system, including any attestation under penalty of perjury, the licensee shall affix their electronic signature to the filing by typing their name in the appropriate field and submitting the filing via the Board's online services system. Submission of a filing in this manner shall constitute evidence of legal signature by any individual whose name is typed on the filing.

4. Required fees shall be paid by credit (Visa, Mastercard or Discover) or debit card through the online services system and paid in full to the Physician Assistant Board. The licensee shall be required to pay any associated processing or convenience fees to the third-party vendor processing the payment on behalf of the Board and such fees will be itemized and disclosed to the licensee prior to initiating payment through the online services system.

(a~~c~~) As a condition of renewal, a licensee shall disclose whether, since the licensee last applied for renewal, they have been convicted of any violation of the law in this or any other state, district, or territory of the United States or other country, omitting traffic infractions under \$500 not involving alcohol, dangerous drugs, or controlled substances.

(b~~d~~) As a condition of renewal, a licensee shall disclose whether, since the licensee last applied for renewal, they have been denied a license or had a license disciplined by another licensing authority of this state, of another state, district, or territory of the United States, of any agency of the federal government, or of another country.

(e) As a condition of renewal, a licensee shall disclose whether, since the licensee last applied for renewal, the licensee has met any of the following criteria:

(1) completion of fifty (50) hours of CME meeting the requirements of Section 1399.616 including, if applicable, the following:

(A) at least 10 hours in a course required by Section 3524.6 of the Code for licensees who have a patient population of which over 25 percent are 65 years of age or older; and,

(B) completion of a one-time course in compliance with Sections 1399.610 and 1399.612 for those who are authorized through a California practice agreement to furnish Schedule II controlled substances and registered with the United States Drug Enforcement Administration.

(2) current certification from the National Commission on Certification of Physician Assistants;

(3) waiver or exemption from the Board's continuing medical education requirements granted by the Board pursuant to Section 1399.618; or,

(4) that the licensee is applying to renew in inactive status as specified in subsection (a)(3) and meets the requirements for inactive status in Section 1399.619(a).

(ef) Failure to comply with the requirements of this section renders any application for renewal incomplete and the license will not be renewed until the licensee demonstrates compliance with all requirements.

(g) (1) In the event that an individual fails to renew their license prior to expiration as provided in Section 3523 of the Code, the license shall expire and the individual shall be considered unlicensed until the individual meets the requirements for renewal specified in this section, or applies for and receives a new license in accordance with paragraph (2).

(2) If a license has been expired for more than five years ("canceled" per Section 3526 of the Code), the individual ("applicant") may apply for a new license and shall meet all requirements for a new license to resume practice as a physician assistant in Section 1399.506, except the requirement in Section 1399.507 to show passage of the "Physician Assistant National Certifying Examination" (PANCE) for initial licensure. In lieu of the passage of the PANCE, an applicant whose license has canceled shall provide satisfactory proof to the Board that they are qualified to practice as a physician assistant as set forth in paragraph (3).

(3) For the purposes of paragraph (2), "satisfactory proof" shall mean either:

(A) passage of the National Commission on Certification of Physician Assistants' (NCCPA) Physician Assistant National Recertifying Exam (PANRE) as determined by the NCCPA within the past ten (10) years immediately preceding the submission of their application in subsection (a) in compliance with this subsection. The applicant shall access online the National Commission on Certification of Physician Assistants (NCCPA) website at www.nccpa.net, and follow all instructions required by the NCCPA to authorize the electronic release of their PANRE score directly to the Board to show passage of the PANRE. The Board shall access the applicant's PANRE score and verify compliance with this paragraph through the NCCPA portal as part of its review of the application submitted per Section 1399.506; or,

(B) a written verification from a licensing agency or entity in any state, district or territory of the United States ("licensing jurisdiction") that shows that the applicant has held a current, active and unrestricted license to practice as a physician assistant since the date their Board-issued license expired. The applicant shall cause a written verification meeting the requirements of this paragraph to be sent to the Board by the licensing jurisdiction by mail to the attention of the Board's Licensing Unit at the Board's office address listed on the Board's website or electronically scanned and emailed to the Board directly by the licensing jurisdiction to paboard@dca.ca.gov. The verification shall include all of the following:

1. the full legal name of the applicant and any other name(s) the applicant has used or has been known by;
2. the license type and number issued to the applicant by the licensing jurisdiction;
3. the name and location of the licensing jurisdiction;
4. the issuance and expiration date of the applicant's physician assistant license by the licensing jurisdiction; and,
5. information showing that the applicant's physician assistant license is current, active and unrestricted.

(h) The following notice is hereby provided for licensees completing an application for renewal in accordance with subsection (a). The Board shall provide every renewing licensee with this notice, which shall be provided to the licensee upon request by mail or email or made available on the Board's website for use as part of any paper renewal application submission or through the Board's online services system for electronic submissions:

NOTICE OF COLLECTION OF PERSONAL INFORMATION

(1) All items in this application are mandatory; none are voluntary.

(2) Failure to provide any of the requested information will delay the processing of your application and may result in the application being rejected as incomplete and your license not renewed timely.

(3) The information provided will be used to determine your qualifications for licensure per section 3524 of the California Business and Professions Code (BPC) and Title 16, California Code of Regulations section 1399.514, which authorizes the collection of this information.

(4) The information on your application may be transferred to other medical licensing authorities, the Federation of State Medical Boards, other governmental or law enforcement agencies to perform their statutory or constitutional duties, or otherwise transferred or disclosed as provided in California Civil Code section 1798.24.

(5) You have the right to review your application and your files except information that is exempt from disclosure as provided in the California Public Records Act (Gov. Code, §§ 7920.000 and following) or as otherwise provided by Civil Code section 1798.40 of the California Information Practices Act (Civ. Code, §§ 1798 and following).

(6) Information provided on this application may be disclosed to a member of the public, upon request, under the California Public Records Act or pursuant to court order, subpoena, or search warrant. The address of record you list on this application is a public record and will be disclosed on the Board's website and otherwise be made available to the public. Individuals using a P.O. Box as their address of record are required to provide a physical (street) address to the Board that will not be disclosed to the public pursuant to a public records request or posted on the Board's website.

(7) The Executive Officer is responsible for maintaining the information collected on this application form and may be contacted at 2005 Evergreen Street, Suite 2250, Sacramento CA 95815-3893, telephone number (916) 561-8780 regarding questions about this notice or access to records.

(8) The Board is required to notify you that under BPC sections 31 and 494.5, the State California Department of Tax and Fee Administration (CDTFA) and the Franchise Tax Board (FTB) may share taxpayer information with this Board. You are required to pay your state tax obligation. This application may be denied or your license may be suspended if you have a state tax obligation, the state tax obligation is not paid, and your name appears on the CDTFA or FTB certified list of 500 largest tax delinquencies.

NOTE: Authority cited: Section 3510, and 3523, Business and Professions Code.
Reference: Sections 21, 31, 141, 208, 490, 494.5, 700-704, 3502.1, 3504.1, 3524,

3526, 3527 and 3531, Business and Professions Code; Sections 1633.2, 1633.7, and 1798.17, Civil Code; Section 16.5, Government Code.

1399.615. Continuing Medical Education Required.

(a) A physician assistant who renews ~~his or her~~their license on or after January 1, 2011, is required to complete fifty (50) hours of approved continuing medical education during each two (2) year renewal period. “Approved” shall mean programs approved by the Board in accordance with Section 1399.616.

(b) The requirements of subdivision (a) shall be deemed satisfied if the physician assistant, at the time of renewal, is certified by the National Commission on Certification of Physician Assistants.

(c) Each physician assistant ~~in order to renew~~who renews his or her~~their license in active status at each renewal thereof shall report compliance with the provisions is required to complete a one-time controlled substance education course meeting the standards in Sections 1399.610 and 1399.612 as part of this article by declaring upon application that he or she has complied with the physician assistant’s required hours of continuing medical education requirements or that the provisions of in~~ subdivision (a) if all of the following apply:

- (1) the physician assistant holds an active license,
- (2) the physician assistant is authorized through a California practice agreement to furnish Schedule II controlled substances,
- (3) the physician assistant is registered with the United States Drug Enforcement Administration; and,
- (4) the physician assistant has not successfully completed a one-time controlled substance education course in compliance with Sections 1399.610 and 1399.612.

(d) Any physician assistant who does not complete the required hours of approved continuing medical education during the two-year period immediately preceding the expiration date of the license shall be ineligible for renewal of ~~his or her~~their license under ~~section~~Section 1399.617, unless such physician assistant applies for and obtains a waiver pursuant to Section 1399.618 ~~below~~.

(e) A physician assistant shall retain, for a period of four years after the acquisition of the necessary continuing medical education, records issued by an approved continuing medical education provider that indicate the title of the course or program attended, the dates of attendance and the hours assigned to the course or program, or if a physician assistant is certified by the National Commission on Certification of Physician Assistants at the time of license renewal, evidence of certification shall be retained for four (4) years after such certification is issued.

NOTE: Authority cited: Section 3510, ~~and 3502.1~~, Business and Professions Code.
Reference: Section 3524.5, Business and Professions Code.

§ 1399.619. Inactive Status.

(a) Applicants seeking a license in inactive status shall submit either a completed written request for inactive license status in compliance with subsection (b) by mail with postage prepaid or by hand delivery addressed to the Board at its Sacramento office, or a completed application for renewal and required fees in compliance with Section 1399.514 if the license is subject to renewal per Section 3523 of the Code. Upon receipt of a completed written request for inactive status or upon receipt of a completed application for renewal, the Board may grant inactive status to a licensee if, at the time of receipt of their completed written request or application for renewal in an inactive status, the license is current and not suspended, revoked, or otherwise punitively restricted by the Board.

(b)(1) For the purposes of subsection (a), a “completed written request” shall mean the following:

- (A) the licensee’s name, email, if any, telephone number, license number, address of record (mailing) and physical (street) address;
- (B) an affirmative statement that the licensee is requesting that the Board place their license in inactive status;
- (C) an affirmative statement that the licensee is a current holder of an active physician assistant’s license and the license is not suspended, revoked, or otherwise punitively restricted by the Board;
- (D) a disclosure regarding whether the licensee has read the following statement: “A licensee who is issued a license in inactive status by this Board shall not engage in any activity for which an active physician assistant’s license is required or represent that they have an active physician assistant’s license”;
- (E) a written statement, signed and dated by the applicant, that they have read the notice specified in paragraph (2); and,
- (F) a declaration under penalty of perjury under the laws of the State of California, signed and dated by the licensee, that all of the information submitted on the application is true and correct.

(2) The following notice is hereby provided for licensees completing a written request for inactive license status in accordance with paragraph (1). The Board shall provide every licensee making a written request for inactive license status with this notice, which shall be provided to the licensee upon request by mail or email or made available on the Board’s website for use as part of the completion of any written request for inactive license status in paragraph (1):

NOTICE OF COLLECTION OF PERSONAL INFORMATION

(A) All items in this application are mandatory; none are voluntary.

(B) Failure to provide any of the requested information will delay the processing of your request and may result in the request being rejected as incomplete.

(C) The information provided will be used to determine your qualifications for inactive status per Sections 700-704 of the California Business and Professions Code (BPC) and Title 16, California Code of Regulations section 1399.619, which authorizes the collection of this information.

(D) The information on your application may be transferred to other medical licensing authorities, the Federation of State Medical Boards, other governmental or law enforcement agencies to perform their statutory or constitutional duties, or otherwise transferred or disclosed as provided in California Civil Code section 1798.24.

(E) You have the right to review your application and your files except information that is exempt from disclosure as provided in the California Public Records Act (Gov. Code, §§ 7920.000 and following) or as otherwise provided by Civil Code section 1798.40 of the California Information Practices Act (Civ. Code, §§ 1798 and following).

(F) Information provided on this application may be disclosed to a member of the public, upon request, under the California Public Records Act or pursuant to court order, subpoena, or search warrant. The address of record you list on this application is a public record and will be disclosed on the Board's website and otherwise be made available to the public. Individuals using a P.O. Box as their address of record are required to provide a physical (street) address to the Board that will not be disclosed to the public pursuant to a public records request or posted on the Board's website.

(G) The Executive Officer is responsible for maintaining the information collected on this application form and may be contacted at 2005 Evergreen Street, Suite 2250, Sacramento CA 95815-3893, telephone number (916) 561-8780 regarding questions about this notice or access to records.

(bc) A licensee who is inactive shall not engage in any activity for which an active license is required or represent that they have an active physician assistant's license.

(ed) An inactive license shall be renewed during the same time period in which an active license is renewed. Any continuing medical education requirements for renewing a license are waived.

(de) The renewal fee for an inactive license is the same as the fee to renew an active license.

(ef) To restore an inactive license to an active status, the holder shall do ~~both~~all of the following:

(1) Submit the applicable information required for a completed application for renewal and any required fees for renewal in active status to the Board in compliance with Section 1399.514. If the holder's inactive license is current and not subject to renewal per Section 3523 of the Code at the time of application, Pay the holder of an inactive license shall not be required to submit an additional renewal fee to restore their license to active status.

(2) Complete continuing medical education equivalent to that required for a single renewal period of an active license within the last two years prior to applying to restore the license to active status unless currently certified by the National Commission on Certification of Physician Assistants.

(fg) The inactive status of any licensee does not deprive the ~~b~~Board of its authority to institute or continue any disciplinary or enforcement action against the licensee.

(gh) A license may be placed in inactive status if the licensee applies for renewal and pays all applicable fees, but fails to comply with the continuing medical education requirements of this article.

NOTE: Authority cited: Section 3510, Business and Professions Code. Reference: Sections 118, 700-704, 3510, 3523, 3524 and 3524.5, Business and Professions Code.

Attachment 2

PHYSICIAN ASSISTANT BOARD

PROPOSED REGULATORY LANGUAGE

Legend: Added text is indicated with an underline.
Deleted text is indicated by ~~strikeout~~.

Amend sections 1399.507 and 1399.514 of Article 1 and sections 1399.615 and 1399.619 of Article 8 of Division 13.8 of Title 16 of the California Code of Regulations to read as follows:

§ 1399.507. Examinations Required.

The written examination for initial licensure as a physician assistant is that administered by the National Commission on Certification of Physician Assistants (NCCPA) entitled “Physician Assistant National Certifying Examination” (PANCE). Successful completion requires that the applicant has ~~ve~~ achieved the passing score established by the ~~board~~NCCPA for that examination. It is the responsibility of the applicant to ensure that certification of ~~his or her~~their examination score is received by the board.

The written examination for a licensee who has been in retired status for more than five years or whose license is canceled as specified in Section 1399.514 and seeks a new, active license from the Board to practice as a physician assistant is the examination specified in either Section 1399.515 or Section 1399.514, as applicable.

NOTE: Authority cited: Section 3510, Business and Professions Code. Reference: Sections 851, ~~3515, 3509, 3521.3~~, and 3517, Business and Professions Code.

1399.514. Renewal of License and Licenses That Have Canceled.

(a) As a condition of renewal, on or before the expiration date of their license or within five (5) years after the expiration date of their license (“delinquent”), a licensee must submit to the Board all required fees, and a completed application for renewal that contains all of the following, as applicable:

- (1) the licensee’s name, email, if any, telephone number, license number, address of record (mailing) and physical (street) address;
- (2) for licensees renewing through the Board’s online services system defined in subsection (b)(2), the licensee shall provide their individual National Provider Identifier, if they have one;
- (3) a disclosure regarding whether the licensee is requesting license renewal in active status, or inactive status as described in Section 1399.619;

(4) If requesting renewal in inactive status, a disclosure regarding whether the licensee has read the following statement: "A licensee who is issued a license in inactive status by this Board shall not engage in any activity for which an active physician assistant's license is required or represent that they have an active physician assistant's license";

(5) all of the disclosures required by subsections (c)-(e);

(6) for a licensee who is authorized through a California practice agreement to furnish Schedule II controlled substances and who is registered with the United States Drug Enforcement Administration, provide proof of successful completion of a one-time course in compliance with Sections 1399.610 and 1399.612. "Proof of successful completion" shall mean a copy of the licensee's certificate of completion specified in Section 1399.612.

(7) A written statement, signed and dated by the applicant, that they have read the notice specified in subsection (h); and,

(8) a declaration under penalty of perjury under the laws of the State of California, signed and dated by the licensee, that all of the information submitted on the application is true and correct. For those licensees submitting their application electronically in accordance with paragraph (2)(B) of subsection (b), the signature shall meet the requirements of subparagraph 3. of that paragraph regarding electronic signature requirements.

(b) For the purposes of this subsection and subsection (a), the following definitions apply:

(1) "Required fees" includes the following nonrefundable fees: the license renewal fee as set forth in Section 1399.550, the mandatory fee for the Controlled Substance Utilization Review and Evaluation System (CURES) as set forth in Section 208 of the Code if requesting renewal in active status, and, if renewing delinquent as specified in subsection (a), the delinquency fee set forth in Section 3521.1 of the Code.

(2) "Submit to the Board" means to transmit a document by mail with postage prepaid addressed to the Board at its Sacramento office, by hand delivery to the Board's Sacramento office, or electronically through a web link to the Department of Consumer Affairs' online licensing system entitled "BreEZe" ("online services system") located on the Board's website in accordance with this paragraph and subparagraphs 1.-4. of paragraph (B).

(A) For renewal applications submitted by mail or hand delivery, the application and required fees shall be placed in a sealed envelope and addressed to the Board at the Board's physical address listed on the Board's website. Required

fees shall be paid by check, money order, or cashier's check payable to the Physician Assistant Board.

(B) For renewal applications submitted electronically through the online services system, the licensee shall complete the application according to the following requirements:

1. The licensee shall first login to or register for a user account by typing in a username and password on the initial registration or public sign-in page to access the online services system.

2. After a user account has been created and the online services system accessed online, the licensee shall submit all of the information required by subsection (a) through the online services system. Any documents required to be submitted by the licensee as part of the application set forth in subsection (a) shall be uploaded as an electronic file attachment through the online services system using one of the following file formats: .txt, .csv, .gif, .bmp, .tif, .tiff, .pdf, .doc, .docx, .rtf, .jpg, .jpeg, .jpe, .xls, .xlsx, .msg, .xps, .docm, .htm, .html, .wpd, .wps, .odt, .png, .wma, .wav, or .mp3.

3. Electronic signature. When a signature is required by the particular instructions of any filing to be made through the online services system, including any attestation under penalty of perjury, the licensee shall affix their electronic signature to the filing by typing their name in the appropriate field and submitting the filing via the Board's online services system. Submission of a filing in this manner shall constitute evidence of legal signature by any individual whose name is typed on the filing.

4. Required fees shall be paid by credit (Visa, Mastercard or Discover) or debit card through the online services system and paid in full to the Physician Assistant Board. The licensee shall be required to pay any associated processing or convenience fees to the third-party vendor processing the payment on behalf of the Board and such fees will be itemized and disclosed to the licensee prior to initiating payment through the online services system.

(ac) As a condition of renewal, a licensee shall disclose whether, since the licensee last applied for renewal, they have been convicted of any violation of the law in this or any other state, district, or territory of the United States or other country, omitting traffic infractions under \$500 not involving alcohol, dangerous drugs, or controlled substances.

(bd) As a condition of renewal, a licensee shall disclose whether, since the licensee last applied for renewal, they have been denied a license or had a license disciplined by another licensing authority of this state, of another state, district, or territory of the United States, of any agency of the federal government, or of another country.

(e) As a condition of renewal, a licensee shall disclose whether, since the licensee last applied for renewal, the licensee has met any of the following criteria:

(1) completion of fifty (50) hours of CME meeting the requirements of Section 1399.616 including, if applicable, the following:

(A) at least 10 hours in a course required by Section 3524.6 of the Code for licensees who have a patient population of which over 25 percent are 65 years of age or older; and,

(B) completion of a one-time course in compliance with Sections 1399.610 and 1399.612 for those who are authorized through a California practice agreement to furnish Schedule II controlled substances and registered with the United States Drug Enforcement Administration.

(2) current certification from the National Commission on Certification of Physician Assistants;

(3) waiver or exemption from the Board's continuing medical education requirements granted by the Board pursuant to Section 1399.618; or,

(4) that the licensee is applying to renew in inactive status as specified in subsection (a)(3) and meets the requirements for inactive status in Section 1399.619(a).

(ef) Failure to comply with the requirements of this section renders any application for renewal incomplete and the license will not be renewed until the licensee demonstrates compliance with all requirements.

(g) (1) In the event that an individual fails to renew their license prior to expiration as provided in Section 3523 of the Code, the license shall expire and the individual shall be considered unlicensed until the individual meets the requirements for renewal specified in this section, or applies for and receives a new license in accordance with paragraph (2).

(2) If a license has been expired for more than five years ("canceled" per Section 3526 of the Code), the individual ("applicant") may apply for a new license and shall meet all requirements for a new license to resume practice as a physician assistant in Section 1399.506, except the requirement in Section 1399.507 to show passage of the "Physician Assistant National Certifying Examination" (PANCE) for initial licensure. In lieu of the passage of the PANCE, an applicant whose license has canceled shall provide satisfactory proof to the Board that they are qualified to practice as a physician assistant as set forth in paragraph (3).

(3) For the purposes of paragraph (2), "satisfactory proof" shall mean either:

(A) passage of the National Commission on Certification of Physician Assistants' (NCCPA) Physician Assistant National Recertifying Exam (PANRE) as determined by the NCCPA within the past ten (10) years immediately preceding the submission of their application in subsection (a) in compliance with this subsection. The applicant shall access online the National Commission on Certification of Physician Assistants (NCCPA) website at www.nccpa.net, and follow all instructions required by the NCCPA to authorize the electronic release of their PANRE score directly to the Board to show passage of the PANRE. The Board shall access the applicant's PANRE score and verify compliance with this paragraph through the NCCPA portal as part of its review of the application submitted per Section 1399.506; or,

(B) a written verification from a licensing agency or entity in any state, district or territory of the United States ("licensing jurisdiction") that shows that the applicant has held a current, active and unrestricted license to practice as a physician assistant since the date their Board-issued license expired. The applicant shall cause a written verification meeting the requirements of this paragraph to be sent to the Board by the licensing jurisdiction by mail to the attention of the Board's Licensing Unit at the Board's office address listed on the Board's website or electronically scanned and emailed to the Board directly by the licensing jurisdiction to paboard@dca.ca.gov. The verification shall include all of the following:

1. the full legal name of the applicant and any other name(s) the applicant has used or has been known by;
2. the license type and number issued to the applicant by the licensing jurisdiction;
3. the name and location of the licensing jurisdiction;
4. the issuance and expiration date of the applicant's physician assistant license by the licensing jurisdiction; and,
5. information showing that the applicant's physician assistant license is current, active and unrestricted.

(h) The following notice is hereby provided for licensees completing an application for renewal in accordance with subsection (a). The Board shall provide every renewing licensee with this notice, which shall be provided to the licensee upon request by mail or email or made available on the Board's website for use as part of any paper renewal application submission or through the Board's online services system for electronic submissions:

NOTICE OF COLLECTION OF PERSONAL INFORMATION

(1) All items in this application are mandatory; none are voluntary.

(2) Failure to provide any of the requested information will delay the processing of your application and may result in the application being rejected as incomplete and your license not renewed timely.

(3) The information provided will be used to determine your qualifications for licensure per section 3524 of the California Business and Professions Code (BPC) and Title 16, California Code of Regulations section 1399.514, which authorizes the collection of this information.

(4) The information on your application may be transferred to other medical licensing authorities, the Federation of State Medical Boards, other governmental or law enforcement agencies to perform their statutory or constitutional duties, or otherwise transferred or disclosed as provided in California Civil Code section 1798.24.

(5) You have the right to review your application and your files except information that is exempt from disclosure as provided in the California Public Records Act (Gov. Code, §§ 7920.000 and following) or as otherwise provided by Civil Code section 1798.40 of the California Information Practices Act (Civ. Code, §§ 1798 and following).

(6) Information provided on this application may be disclosed to a member of the public, upon request, under the California Public Records Act or pursuant to court order, subpoena, or search warrant. The address of record you list on this application is a public record and will be disclosed on the Board's website and otherwise be made available to the public. Individuals using a P.O. Box as their address of record are required to provide a physical (street) address to the Board that will not be disclosed to the public pursuant to a public records request or posted on the Board's website.

(7) The Executive Officer is responsible for maintaining the information collected on this application form and may be contacted at 2005 Evergreen Street, Suite 2250, Sacramento CA 95815-3893, telephone number (916) 561-8780 regarding questions about this notice or access to records.

(8) The Board is required to notify you that under BPC sections 31 and 494.5, the State California Department of Tax and Fee Administration (CDTFA) and the Franchise Tax Board (FTB) may share taxpayer information with this Board. You are required to pay your state tax obligation. This application may be denied or your license may be suspended if you have a state tax obligation, the state tax obligation is not paid, and your name appears on the CDTFA or FTB certified list of 500 largest tax delinquencies.

NOTE: Authority cited: Section 3510, and 3523, Business and Professions Code.
Reference: Sections 21, 31, 141, 208, 490, 494.5, 700-704, 3502.1, 3504.1, 3524,

3526, 3527 and 3531, Business and Professions Code; Sections 1633.2, 1633.7, and 1798.17, Civil Code; Section 16.5, Government Code.

1399.615. Continuing Medical Education Required.

(a) A physician assistant who renews ~~his or her~~their license on or after January 1, 2011, is required to complete fifty (50) hours of approved continuing medical education during each two (2) year renewal period. “Approved” shall mean programs approved by the Board in accordance with Section 1399.616.

(b) The requirements of subdivision (a) shall be deemed satisfied if the physician assistant, at the time of renewal, is certified by the National Commission on Certification of Physician Assistants.

(c) Each physician assistant ~~in order to renew~~who renews his or her ~~their~~ license ~~in active status at each renewal thereof shall report compliance with the provisions is required to complete a one-time controlled substance education course meeting the standards in Sections 1399.610 and 1399.612 as part of this article by declaring upon application that he or she has complied with the physician assistant’s required hours of continuing medical education requirements or that the provisions of in~~ subdivision (a) if all of the following apply:

- (1) the physician assistant holds an active license,
- (2) the physician assistant is authorized through a California practice agreement to furnish Schedule II controlled substances,
- (3) the physician assistant is registered with the United States Drug Enforcement Administration; and,
- (4) the physician assistant has not successfully completed a one-time controlled substance education course in compliance with Sections 1399.610 and 1399.612.

(d) Any physician assistant who does not complete the required hours of approved continuing medical education during the two-year period immediately preceding the expiration date of the license shall be ineligible for renewal of ~~his or her~~their license under ~~section~~Section 1399.617, unless such physician assistant applies for and obtains a waiver pursuant to Section 1399.618 ~~below~~.

(e) A physician assistant shall retain, for a period of four years after the acquisition of the necessary continuing medical education, records issued by an approved continuing medical education provider that indicate the title of the course or program attended, the dates of attendance and the hours assigned to the course or program, or if a physician assistant is certified by the National Commission on Certification of Physician Assistants at the time of license renewal, evidence of certification shall be retained for four (4) years after such certification is issued.

NOTE: Authority cited: Section 3510, and 3502.1, Business and Professions Code.
Reference: Section 3524.5, Business and Professions Code.

§ 1399.619. Inactive Status.

(a) Applicants seeking a license in inactive status shall submit either a completed written request for inactive license status in compliance with subsection (b) by mail with postage prepaid or by hand delivery addressed to the Board at its Sacramento office, or a completed application for renewal and required fees in compliance with Section 1399.514 if the license is subject to renewal per Section 3523 of the Code. Upon receipt of a completed written request for inactive status or upon receipt of a completed application for renewal, the Board may grant inactive status to a licensee if, at the time of receipt of their completed written request or application for renewal in an inactive status, the license is current and not suspended, revoked, or otherwise punitively restricted by the Board.

(b)(1) For the purposes of subsection (a), a “completed written request” shall mean the following:

- (A) the licensee’s name, email, if any, telephone number, license number, address of record (mailing) and physical (street) address;
- (B) an affirmative statement that the licensee is requesting that the Board place their license in inactive status;
- (C) an affirmative statement that the licensee is a current holder of an active physician assistant’s license and the license is not suspended, revoked, or otherwise punitively restricted by the Board;
- (D) a disclosure regarding whether the licensee has read the following statement: “A licensee who is issued a license in inactive status by this Board shall not engage in any activity for which an active physician assistant’s license is required or represent that they have an active physician assistant’s license”;
- (E) a written statement, signed and dated by the applicant, that they have read the notice specified in paragraph (2); and,
- (F) a declaration under penalty of perjury under the laws of the State of California, signed and dated by the licensee, that all of the information submitted on the application is true and correct.

(2) The following notice is hereby provided for licensees completing a written request for inactive license status in accordance with paragraph (1). The Board shall provide every licensee making a written request for inactive license status with this notice, which shall be provided to the licensee upon request by mail or email or made available on the Board’s website for use as part of the completion of any written request for inactive license status in paragraph (1):

NOTICE OF COLLECTION OF PERSONAL INFORMATION

(A) All items in this application are mandatory; none are voluntary.

(B) Failure to provide any of the requested information will delay the processing of your request and may result in the request being rejected as incomplete.

(C) The information provided will be used to determine your qualifications for inactive status per Sections 700-704 of the California Business and Professions Code (BPC) and Title 16, California Code of Regulations section 1399.619, which authorizes the collection of this information.

(D) The information on your application may be transferred to other medical licensing authorities, the Federation of State Medical Boards, other governmental or law enforcement agencies to perform their statutory or constitutional duties, or otherwise transferred or disclosed as provided in California Civil Code section 1798.24.

(E) You have the right to review your application and your files except information that is exempt from disclosure as provided in the California Public Records Act (Gov. Code, §§ 7920.000 and following) or as otherwise provided by Civil Code section 1798.40 of the California Information Practices Act (Civ. Code, §§ 1798 and following).

(F) Information provided on this application may be disclosed to a member of the public, upon request, under the California Public Records Act or pursuant to court order, subpoena, or search warrant. The address of record you list on this application is a public record and will be disclosed on the Board's website and otherwise be made available to the public. Individuals using a P.O. Box as their address of record are required to provide a physical (street) address to the Board that will not be disclosed to the public pursuant to a public records request or posted on the Board's website.

(G) The Executive Officer is responsible for maintaining the information collected on this application form and may be contacted at 2005 Evergreen Street, Suite 2250, Sacramento CA 95815-3893, telephone number (916) 561-8780 regarding questions about this notice or access to records.

(bc) A licensee who is inactive shall not engage in any activity for which an **active** license is required **or represent that they have an active physician assistant's license.**

(ed) An inactive license shall be renewed during the same time period in which an active license is renewed. Any continuing medical education requirements for renewing a license are waived.

(de) The renewal fee for an inactive license is the same as the fee to renew an active license.

(ef) To restore an inactive license to an active status, the holder shall do **both** of the following:

(1) **Submit the applicable information required for a completed application for renewal and any required fees for renewal in active status to the Board in compliance with Section 1399.514. If the holder's inactive license is current and not subject to renewal per Section 3523 of the Code at the time of application, Pay the holder of an inactive license shall not be required to submit an additional renewal fee to restore their license to active status.**

(2) Complete continuing medical education equivalent to that required for a single renewal period of an active license within the last two years prior to applying to restore the license to active status **unless currently certified by the National Commission on Certification of Physician Assistants.**

(fg) The inactive status of any licensee does not deprive the **B**Board of its authority to institute or continue any disciplinary or enforcement action against the licensee.

(gh) A license may be placed in inactive status if the licensee applies for renewal and pays all applicable fees, but fails to comply with the continuing medical education requirements of this article.

NOTE: Authority cited: Section 3510, Business and Professions Code. Reference: Sections 118, 700-704, 3510, 3523, 3524 and 3524.5, Business and Professions Code.