



**APPLICATION FOR LICENSE RENEWAL**

LICENSE NUMBER	OCCUPATION / PROFESSION TITLE	RENEWAL FEE	EXPIRATION DATE	REINSTATEMENTS	INTERNET RENEWAL ID NUMBER
Please fill in:	<b>Physician Assistant Controlled Substance</b>	<b>\$123.00 \$78.00 \$201.00</b>	<b>5/31/2016</b>	Additional fees are required after expiration. See reverse for details.	Please call DOPL for your Internet Renewal ID Number

↓ **NAME AND ADDRESS OF RECORD** ↓

↓ **ADDRESS/PHONE CORRECTION** ↓

<p><i>Please print your name and address of record.</i></p>	<p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: (_____) _____ - _____</p> <p>Email: _____</p> <p>This address will be used for all correspondence from DOPL. You may use a business address or PO Box instead of a home address. If your address changes, notify DOPL directly. Do not rely on a postal service forwarding order. Submit changes at <a href="http://www.dopl.utah.gov">www.dopl.utah.gov</a></p>
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**QUALIFYING QUESTIONNAIRE**

Answer "YES" or "NO" for each question. Do not leave any question blank.

**Please note that false, misleading, or fraudulent answers may result in loss of licensure and/or criminal prosecution and are subject to random audit.**

*(For questions 1 - 4 below, motor vehicle offenses such as driving while impaired or intoxicated must be disclosed, but minor traffic offenses such as parking or speeding violations do not need to be listed.)*

D Yes D No	1. Since the last renewal or issuance of this license have you pled guilty to, pled no contest to, been convicted of, made a plea in abeyance to, or entered into a deferred sentence with respect to any felony or misdemeanor in any jurisdiction?
D Yes D No	2. Since the last renewal or issuance of this license have you been charged with or arrested for any felony or misdemeanor in any jurisdiction?
D Yes D No	3. Since the last renewal or issuance of this license have you surrendered or had any disciplinary action taken against a license to practice in a regulated profession?
D Yes D No	4. Are you currently under investigation or is any disciplinary, administrative, or criminal action pending against you now by any agency?

**If you answered "YES" to question 1, 2, 3 or 4 above, see #1A on page two for instructions on additional requirements.**

**AFFIDAVIT / SIGNATURE**

Read the following carefully. Sign below or follow the instructions as indicated.

I certify under penalty of perjury that I am a United States citizen or a qualified alien who is lawfully able to work in the United States.

I also certify that I have completed or will complete all renewal requirements, if applicable, including those specified below before the expiration or reinstatement of my license. I understand that I may be subject to audit by DOPL of having met these requirements.

I further certify that I am the licensee described and identified in this application for license renewal / reinstatement. I am qualified in all respects for the renewal or reinstatement of this license. To the best of my knowledge, the information contained in this application is complete and correct, and is free of fraud, misrepresentation, or omission of material fact. I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

- I am a citizen of the United States and I have a valid US Driver License or US State ID.  
State: \_\_\_\_\_ License/State ID Number: \_\_\_\_\_
- I am a citizen of the United States currently living outside the United States and do not have a valid US Drivers License or US State ID. Please attach a legible copy of your valid passport or other documentation to verify you are a legal citizen of the United States.
- I am a non-citizen of the United States, who is lawfully present in the United States and I have a valid US Drivers License or US State ID.  
State: \_\_\_\_\_ License/State ID Number: \_\_\_\_\_
- I am a non-citizen of the United States, who is lawfully present in the United States and I do not have a valid US Drivers License or US State ID. Please attach a legible copy of your current and valid government issued document showing evidence of authorization to work in the United States.
- I am a foreign national not physically present in the United States.

**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ *(If unable to sign, see #1B on page 2 for instructions.)*

**RENEWAL REQUIREMENTS**

**Specific to your occupation / profession:**

In accordance with Subsection R156-70a-304, during the past 2 years, you must have completed 40 hours in category 1 offerings as established by the Accreditation Council for Continuing Medical Education (ACCME), approved programs sponsored by the American Academy of Physician Assistants, or programs approved by other health-related continuing education organizations which are nationally recognized by a healthcare accredited agency and related to the practice as a Physician Assistant. Also, if you have a controlled substance license, Subsection 58-37-6.5(2) requires each controlled substance prescriber to complete at least 4 continuing education hours per licensing period. A controlled substance prescriber shall complete at least 3.5 hours of continuing education hours in one or more controlled substance prescribing classes and .5 hour for the online DOPL tutorial. Only approved courses will be accepted. Approved courses can be found at [dopl.utah.gov](http://dopl.utah.gov). If you received your initial license during the current renewal cycle, you must only complete a pro-rata amount of qualified professional education for the time you were actually licensed.  
**DO NOT submit documentation of your completed hours unless you are audited and requested to do so.**

**Unlawful Conduct:** Your license will automatically expire unless you renew it prior to its expiration date. If your license expires, you may not practice until a new license is issued. Subsection 58-1-501(1)(a) and Section 58-1-502, U.C.A., make it unlawful and punishable as a criminal offense to practice your occupation or profession beyond the expiration of your license.

**1. ADDITIONAL REQUIRED DOCUMENTATION:**

- A) If you answered “yes” to question 1, 2, 3, and/or 4 on the first page of this renewal, you must submit complete documentation – including a personal narrative and any police arrest report, court docket, probation/parole officer report, diversion agreement, and/or plea in abeyance agreement – for each and every arrest, charge, and/or conviction.
- B) If you cannot sign the Affidavit on the first page of this renewal, you must submit a complete written explanation of why you cannot sign. If applicable, this explanation must include the reasons you have not or will not complete the continuing education requirements before the expiration or reinstatement of your license. DOPL personnel will reach a renewal decision on a case-by-case basis after a thorough review of your explanation. Additionally, you may be requested to provide additional information if the documentation submitted is insufficient.

**2. CHECKLIST FOR TIMELY RENEWAL / REINSTATEMENT BY MAIL:**

- D Answer all four of the certification questions on page 1 and provide additional documentation, if applicable (#1A above).
- D Sign the Affidavit on page 1 or submit a complete explanation of why you cannot sign (#1B above).
- D Pay the correct fee. If reinstating a license after the expiration date, you must pay an additional reinstatement fee.
- D Sign your check or money order. **DO NOT SEND CASH.** (Make checks or money orders payable to “DOPL.”)
- D Enclose documentation of your legal name change, if applicable. (See #3 below).
- D Mail all fees, forms, and documentation to DOPL at PO Box 146741, Salt Lake City, UT 84114-6741.

**3. LEGALNAMECHANGE:** If your legal name has changed, you must verify the change by submitting a copy of a marriage certificate, divorce decree, court order, social security card, or contractor name change form. If your name change represents a new business entity, you must submit a new application for licensure before beginning practice as the new entity.

**4. ADDRESSCHANGE:** You are responsible to notify DOPL of address changes as they occur. Do not rely on postal service forwarding orders to provide DOPL with this information. Submit changes online at [www.dopl.utah.gov](http://www.dopl.utah.gov). If licensed as an entity, including sole proprietor, you must also notify the Utah Division of Corporations of the change: (801) 530-4849.

**5. TIMELYRENEWAL:** You are responsible to comply with all renewal / reinstatement requirements stated in statute and rule. Your license will automatically expire unless you renew it prior to its expiration date. Therefore, you are encouraged to immediately submit a completed Application for License Renewal / Reinstatement. You can save time by renewing online at [www.dopl.utah.gov](http://www.dopl.utah.gov) where you can immediately print out a confirmation of renewal.

**6. APPLICATIONAPPROVAL:** Your application will be approved unless you do not meet the renewal / reinstatement requirements or have engaged in serious misconduct. Licenses with specific requirements listed on page 1 of this form may be subject to audit by DOPL. Those selected for audit will be notified. Please note that DOPL reserves the right to initiate action at any time against a licensee who did not meet the renewal / reinstatement requirements at the time the license was issued.

**7. NON-REFUNDABLEFEES:** Renewal fees paid with this application are for processing your request for renewal of licensure and are non-refundable. Please be aware that simply paying the fees does not mean that your license will be automatically renewed unless you meet the current renewal requirements and thereby qualify for a renewed license.

**8. REINSTATEMENTFEES:** If you fail to timely renew your license, you will be subject to the following conditions:

- A) If you are reinstating your license within 30 days after the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$20.00 for **EACH** license being reinstated.
- B) If you are reinstating your license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$50.00 for **EACH** license being reinstated. (Reinstating Lien Recovery Fund members must also submit another \$50.00 in addition to any special LRF assessments.)
- C) Fees are subject to change each July 1. If listed, the fees on the application are current at the time printed. Please verify the current fee at [www.dopl.utah.gov](http://www.dopl.utah.gov) if applying for reinstatement more than one year following expiration of your license.

**NOTICE:** If you fail to reinstate your license within two years of the expiration date of your license, you must submit a new application, meet current requirements for licensure, and pay the fees specified in subsection R156-1-308g(3). Contact DOPL for assistance if reinstating after two years of expiration.

**9. ON-LINERENEWALINFORMATION:** Most professional licenses can be renewed on-line at [www.dopl.utah.gov](http://www.dopl.utah.gov) by using a credit or debit card and a unique “Renewal ID Number” (similar to a pin number). This timesaving system allows a renewing licensee to immediately print out a confirmation of renewal that is as valid as a license certificate and can be used until a renewed license certificate arrives by mail within two weeks. Contact DOPL if you do not have a renewal ID number.

**10. TAXIDNUMBER:** The Tax ID Number for the Division of Occupational and Professional Licensing is 87-6000545.

**HB28 Enacted by the 2010 Legislature requires prescribing practitioners with a controlled substance license to register with the CSD and to complete an online tutorial and examination as a requirement for licensure.** The examination can be found at <https://secure.commerce.utah.gov/csd/index.html>

Yes  No

I certify under penalty of perjury that I have successfully completed the required online tutorial and examination that is required for renewal and licensure

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Supervising Physician(s)**

In accordance with Subsection 58-70a-302(7) of the Utah Physician Assistant Practice Act, any physician assistant desiring to practice in Utah must notify DOPL that a Delegation of Services Agreement has been completed, has been signed by the physician assistant, the supervising physician(s), and any substitute supervising physician(s), if applicable, and is on file at each Utah practice site. The approved notification method is submission of a Notification of Change form.

Any Utah licensed physician assistant who is not practicing in Utah should have informed DOPL of such. Additionally, if at any time the physician assistant begins practicing in Utah, he/she must notify DOPL in compliance with the same requirements listed above.

**To ensure DOPL's records have your current information, please list your primary supervising physician(s) below:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**If you are currently not working in Utah, sign here: \_\_\_\_\_**

If the information DOPL has on file, does not match the physician(s) you have listed above, you will be notified and will need to complete and submit a Notification of Change application. This application can be found on DOPL's website at [www.dopl.utah.gov](http://www.dopl.utah.gov) (select "Occupational and Professional Quick Links," then Physician Assistant from the alphabetical listing, and then the blue "Applications" bullet).