If you have submitted a paper application and fee to the Board, do not submit the application electronically. This will create a discrepancy and the application fees are non-refundable.

**Overview**

The written agreement application involves a work flow between the supervising physician and physician assistant. When it is time for each party to complete their portion of the application, emails will be sent to the email address on the licensee’s PALS profile. Applications will not be submitted until the final step of making payment.

The individual that submits the application will be able to view the application status and respond to discrepancies online. Discrepancies and approvals will be emailed to both the supervising physician and physician assistant. Responses to discrepancies must be uploaded to the application.

**Items you will need prior to starting the application:**

Valid license numbers of the physician assistant, primary supervisor, and substitute supervisor. The primary supervising physician and physician assistant must be under the same Board (Primary supervisor license number starts with MD; physician assistant license number starts with MA).

You will need to enter the details describing the functions/tasks to be delegated to the physician assistant, details describing the time, place, and manner of supervision, practice location information, chart review deviation (if applicable), and drug prescribing/dispensing information. This information can be cut and pasted into the fields from templates.

The physician assistant will need to upload proof of insurance.

Applications can only be submitted with a valid credit card payment. The application initiator will be required to submit the payment.