

Physician Assistant Application Process

Instructions For New Applicants

To apply for Physician Assistant Licensure, review all the following items prior to clicking on the Application link.

To determine eligibility for Physician Assistant Licensure, please review [statutory](#) requirements on the website. **You are required to have a Kentucky supervising physician to practice in Kentucky.**

1. Once you click on the application link, you will be required to create a login profile by choosing "Create An Account" on the top of page.
2. Enter your name exactly as it appears on your social security card. The Department for Medicaid Services requires your name to appear in our database exactly as it does on your social security card.
3. After you have created a login profile, you have initialized your application process which consists of demographic information only.
4. Upon completion of the login profile, you will be prompted to "Click Here To Apply For License."
5. After completing the online application, you will be prompted for a \$100.00 non-refundable application fee. Payment may be made by credit card or ACH debit.
6. Once the payment is complete, close the receipt page and your Account/Profile page will open. Download/print the PA Application Addendums. These addendums are required for licensure. NOTE: You have one (1) year from the date you pay your application fee to complete the licensure process.
7. To apply for a physician assistant license, please visit <https://kbml.ky.gov/ah/Pages/Physician-Assistant.aspx>

Applications are reviewed on a quarterly basis and Board approval must be issued prior to issuance of a license. Committee and Board deadlines are on the [KBML](#) Physician Assistant webpage. Once all required documentation is received by the Board, please allow seven to ten business days for issuance of a temporary license. Temporary licenses are mailed to the mailing address on record.

Instructions for Inactive Kentucky License Holders

If you have an inactive Kentucky license, contact Andrea Brown at andrea.brown@ky.gov. A reregistration application will be sent to you via email. Please do not create a new online account and pay the application fee. This fee is non-refundable.

Change of Address

If you need to update your mailing or practice address, email address or phone number, please visit the [KBML](#) website and select “Update Your Address” on the left side of the page.

Name Change

To request a name change, please email Andrea Brown at andrea.brown@ky.gov. A current social security card will be required with the updated name. You may redact all numbers excluding the last four.

Change of Supervising Physician

If you are a physician assistant currently licensed in Kentucky and you wish to add a new supervising physician (different practice), the following items are required:

- Application Fee - \$100
- [New Supervising Physician Application](#)
- [New Supervising Physician Agreement](#)
- [New Application for Prescriptive Authority](#) (if applicable)

The Board will send an acknowledgement letter via USPS to the mailing address on record once the application and agreement are received.

Transfer of Supervising Physician

If you are a physician assistant currently licensed in Kentucky and are changing your supervising physician within the same practice, the following items are required:

- Application Transfer Fee - \$50
- [New Supervising Physician Application](#)
- [New Supervising Physician Agreement](#)
- [New Application for Prescriptive Authority](#) (if applicable)

License Renewal

The renewal cycle opens on February 1st of the year you are due to renew and remains open through March 31st of the same year. The renewal fee is \$150. There is a thirty-day grace period to renew however there is a \$50 penalty and the renewal window will no longer be available after April 30th.

You will receive notification to the email address on record when the renewal cycle opens. The link to renew will be active on February 1 and will show on the red alert box on the [KBML](#) webpage.

Once you receive the notification, log in into your KBML account and follow all instructions listed on the renewal page.

Your username is your license number, and password is the last 4 of your social security number. To renew your license, the following items are required:

- Renewal Fee \$150
- CME Form which is available on the KBML website
- CME certificate of completion for 1.5 hour Pediatric Abuse of Head trauma. This is a one- time requirement. If your certificate is on file with the Board, you are not required to submit again.
- CME certificate of completion for 1 hour Alzheimer's and other forms of dementia. This is a one- time requirement. If your certificate is on file with the Board, you are not required to submit again.
- If authorized to prescribe controlled substances, CME certificate(s) of completion (minimum of 7.5 hours) for controlled substance diversion, pain management, addiction disorders, use of the electronic system for monitoring controlled substances. And at least 1 hour must include continuing education in the recognition and prevention of pediatric ingestion or inhalation of controlled substances.

CME requirements

CME requirements can be found on the [KBML](#) Physician Assistant webpage.

Every two years, physician assistants need 100 hours of CME to maintain NCCPA Certification. These should be logged into your NCCPA account. Proof of current certification will be required by KBML.

- Newly licensed physician assistants must complete:

1. At least one and half (1.5) hours of continuing education regarding the recognition and prevention of pediatric abusive head trauma.
2. Each licensee must complete at least 1 hour of continuing education regarding Alzheimer's and other forms of dementia within the first 2 years of initial licensure or prior to the expiration of first renewal cycle after 7/1/2025. The course topics must include but not be limited to:
 - The warning signs and symptoms of Alzheimer's disease and other forms of dementia.
 - The importance of early detection, diagnosis, and appropriate communication techniques for the discussion of memory concerns with the patient and their caregiver.
 - Cognitive assessment and care planning billing codes.
 - The variety of tools used to assess a patient's cognition.
 - Current treatments that may be available to the patient.
 - Licensees may submit Alzheimer's disease and other forms of dementia course curriculum taught in their physician assistant graduate education to count towards the required 1 hour for approval.
 - If you are authorized to prescribe and administer controlled substances, you must submit the following with each license renewal (every 2 years):
 - A minimum of seven and one-half (7.5) hours of approved continuing education relating to controlled substance diversion, pain management, addiction disorders, use of the electronic system for monitoring controlled substances established in KRS 218A.202, or any combination of two (2) or more of these subjects;
 - And at least one (1) hour must include continuing education in the recognition and prevention of pediatric ingestion or inhalation of controlled substances.

Telemedicine

Prior to submitting an application, please review [KRS 311.854 \(2\)\(b\)](#). A supervising physician MUST maintain a practice primarily within this Commonwealth. The board in its discretion may modify or waive this requirement. An application will not be considered if both the physician and physician assistant primarily practice out of state.

Application Process Frequently Asked Questions

New application process pursuant to Senate Bill 116.

Q: What is the difference between the Supervising Physician Application and the Supervising Physician Agreement?

A: The Supervising Physician Application is to be submitted by a physician who desires to supervise a physician assistant and provides details regarding the nature of the practice. The Supervising Physician Agreement is a document that provides details regarding the scope of services, procedures, and alternate supervising physicians (optional) delegated by the supervising physician. A copy of this agreement must be sent to KBML for record-keeping and maintained on file at the practice level.

Q: Do I need to submit the new application if I am not changing my supervising physician?

A: No, your existing documents on file are still valid.

Q: Do I need to submit the new application if I am changing my supervising physician?

A: Yes, follow instructions on the "Change of Supervising Physician" above.

Q: Do I need to submit a new application in order to list alternate supervising physicians?

A: No, this is not required; however, if you are adding an alternate supervising physician to an existing board approved supervising physician, you can simply submit the names and license numbers to our office, on letterhead, for the home file. Another available option is the list of alternate supervising physician(s) can be maintained by the health care facility.

Q: Once a new supervising physician application is submitted, how will I know if it was received?

A: The Board will send a letter of acknowledgement to the mailing address on record.

Q: Do supervision agreements need to be filed and approved by the Medical Board?

A: No, effective July 15, 2026, Physician Assistant Supervision Agreements are no longer approved by the board due to changes in Kentucky law (SB 116). However, they must still be filed with the Board and maintained at the practice location.

Q: Where should the supervision agreement be stored?

A: The supervising physician is responsible for keeping the agreement in their records. The agreement must be readily accessible to the supervising physician and physician assistant as a reference document and to the Medical Board in the event of an on-site inspection. It can be an electronic document or a printed document. Please make certain you make a copy of all documents prior to submission to KBML. Copies cannot be obtained through the physician assistant coordinator. Submission requests must be sent to the Board's legal department.

Q: If I amend my Standardized Supervision Agreement, do I need to submit a copy to the Board?

A: Yes. Please submit a new supervision agreement. No fee is required to amend the agreement.

Q: What happens if my supervising physician leaves unexpectedly?

A: If at any time a supervising physician ceases to employ or supervise you, you must notify the Board, in writing, within three (3) business days. You will need to submit a new Application to Supervise A Physician Assistant as well as a new Standardized Supervision Agreement immediately and will not be able to practice until this is complete.

Prescriptive Authority Frequently Asked Questions

Q: Do I still need to have been in practice for one year prior to submitting my application for prescriptive authority?

A: Yes

Q: What do I need to do so that I can write controlled medications?

1. You must obtain 7.5 hours of CME education regarding controlled substance diversion, pain management, addiction disorders, use of the electronic system for monitoring controlled substances established in KRS 218A.202, or any combination of two (2) or more of these subjects. New in 2026 - of the 7.5 hours of controlled-substance CME required during the applicable CME cycle, at least 1 hour must address recognition and prevention of pediatric ingestion or inhalation of controlled substances.
2. Fill out and submit the [KBML Application for Prescriptive Authority](#). Proof of CME hours will need to be submitted with this.
3. You will receive notification from KBML stating you are approved within 7 to 10 business days. Once you have been notified, you will need to apply for your DEA number at the DEA website.
4. After receiving your DEA number, you will be eligible to register with the KASPER system.
5. [KASPER registration](#) is mandatory to prescribe controlled substances.
6. Once registered with KASPER you will be able to start writing II, III, IV, and V controlled substances in accordance with what was included on your Application for Prescriptive Authority and your practice/system policies.

Q: Why do I have to obtain 7.5 hours of CME education regarding controlled substance diversion, pain management, addiction disorders, use of the electronic system for monitoring controlled substances and pediatric ingestion and inhalation of controlled substances?

1. KRS 218A.205 states that a provider must have 7.5% of their required CME hours in these certain CME subjects. As a physician assistant, you must obtain 100 CME hours every 2 years, so that is why we must obtain 7.5 hours every 2 years.
2. KRS 311.844(3)(b)(3) established that 1 hour must relate to the recognition and prevention of pediatric ingestion or inhalation of controlled substances.

Q: How do I update an existing DEA to add Schedule II prescriptive authority?

1. Submit a letter from your supervising physician on practice letterhead attesting he/she approves the physician assistant's prescribing and administering of Schedule II controlled substances with the limitations set out in SB 116.
2. Submit this information to the attention of the KBML's physician assistant coordinator, Andrea Brown, via her email andrea.brown@ky.gov or via mail to their office. You will be notified that it was received and accepted.

3. Login to your DEA portal and request the addition of schedule II. Approval of the changes will be at the discretion of the local DEA office in accordance with state laws and regulations and make take 48-72 hours to process. They will email you an updated copy of your license to the email they have on file.

Q: What are the restrictions on prescribing controlled medications?

1. Prescriptions issued by a PA for narcotic Schedule II controlled substances classified under KRS 218A.060, except for hydrocodone combination products as defined in KRS 218A.010, shall be limited to a seventy-two (72) hour supply without any refill
2. Prescriptions issued by a PA for hydrocodone combination products as defined in KRS 218A.010, nonnarcotic Schedule II controlled substances and Schedule III controlled substances, as defined in KRS 218A.060 and 218A.080, shall be limited to a thirty (30) day supply without refill
3. Prescriptions issued by a PA for Benzodiazepines and Carisoprodol are limited to a 30-day supply with no refills.
4. Prescriptions for Schedule IV or Schedule V controlled substances are limited to the original prescription and refills not to exceed 6 months.
5. Per KRS 218A:205 3B, any Schedule II controlled substance prescribed to treat acute pain is limited to a three (3) day supply.

Q: Can I prescribe Buprenorphine?

A: Yes, but you must comply with the standards set out in 201 KAR 9:270, which sets out the professional standards for prescribing or administering Buprenorphine-Mono-Product or Buprenorphine-Combined-with-Naloxone. You are strongly advised to review this regulation.

Q: What is the MAT training requirement?

1. According to 201 KAR 9:270, the prescribing licensee shall be a DEA-licensed prescriber of controlled substances, including Buprenorphine-Mono-Product or Buprenorphine-Combined-with-Naloxone, and shall have completed any and all courses deemed necessary by the DEA.
2. According to 201 KAR 9:360, which sets out the continuing education requirements for physician assistants, any physician assistant who is authorized to prescribe or administer Buprenorphine-Mono-Product or Buprenorphine-Combined-with-Naloxone shall completed, as part of the required 100 continuing education hours, a minimum of twelve (12) hours of board approved continuing education related to addiction medicine for each two (2) year continuing education cycle.