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ARIZONA REGULATORY BOARD OF PHYSICIAN ASSISTANTS
SUBSTANTIVE POLICY STATEMENT #3

GUIDELINES FOR THE IMPLEMENTATION OF REVISED A.R.S. § 32-2523: BIENNIAL LICENSE
RENEWAL PROCESS; LICENSE FEE AND CME REQUIREMENT ADJUSTMENTS

In 2015, the Arizona Legislature passed SB 1213, which extends the period for which all Arizona Physician Assistant licenses are valid to two years and provides that the licenses will expire 90 days after the licensees' birth date. These changes take effect January 1, 2016.

The Arizona Regulatory Board of Physician Assistants ("Board") has initiated the regular rulemaking process to amend Title 4, Chapter 17 of the Arizona Administrative Code to reflect the recent statutory changes but recognizes the statutory changes will be effective before the rulemaking process can be completed. Therefore, the Board adopts this Substantive Policy Statement to alert the regulated community of the changes to the licensing renewal schedule and the method by which the Board will implement the changes to the Board's statutes.

A. Licenses Will be Issued and Renewed for Two Years. License Fees and Continuing Medical Education Requirements for Current Licensees Shall Be Prorated.

1. Changes to New Licenses

Beginning January 1, 2016, all regular licenses will be issued for two years. Initial license fees will increase from \$185.00 to \$370.00. The fees will be prorated for each month remaining in the initial biennial licensure period.

2. Changes for Existing Licenses

All existing licenses (and those granted up through December 31, 2015) must be renewed in 2016 on the licensee's birthday. Licenses that are not renewed on or before the Licensee's birthday expire 90 days after the Licensee's birthday.

Beginning January 1, 2016, the biennial renewal fee shall be \$370.00

Beginning January 1, 2016 the biennial CME requirements will increase from 20 to 40 hours of Category I CME approved by the American Academy of Physician Assistants, the American Medical Association, the American Osteopathic Association or other acceptable accrediting organization.

In order to implement the change in renewal deadlines, CME requirements and renewal fees for the current 2015-2016 renewal cycle shall be prorated. The adjusted amount will be applied at the time of renewal in accordance with the following schedule.

Birth Month	New Renewal Fee	Prorated Adjustment of Current License Fees	Revised Renewal Fee	CME
January	370.00	-92.50	277.50	12
February	370.00	-77.08	292.92	13
March	370.00	-61.67	308.33	15
April	370.00	-46.25	323.75	17
May	370.00	-30.83	339.17	18
June	370.00	-15.42	354.58	20
July	370.00	0.00	370.00	20
August	370.00	0.00	370.00	20
September	370.00	0.00	370.00	20
October	370.00	0.00	370.00	20
November	370.00	0.00	370.00	20
December	370.00	0.00	370.00	20

For instance:

Licensee Smith timely renewed her license on July 1, 2015. Her birthday is on March 15. Therefore, her 2016 renewal is due on March 15, 2016. She will need to complete 15 hours of CME by that same date. Her renewal fee is \$370.00 prorated to \$308.33 due to the shortened length of her 2015-2016 license.

Licensee Jones timely renewed her license on July 1, 2015. Her birthday is November 15. Therefore, her 2016 renewal is due on November 15, 2016. Her renewal fee will be \$370.00 and her CME requirement for the 2015-2016 renewal year will be 20 hours.

B. Renewal Time Frames

Beginning January 1, 2016, The Board shall abide by the following time frames to implement the changes to A.R.S. § 32-2523:

Type of License	Overall Time-frame	Administrative Review Time-frame	Time to Respond to Deficiency Notice	Substantive Review Time-frame	Time to Respond to Request for Additional Information
License Renewal R4-17-206	60	30	30	30	30