

PA CAREER CHECKLIST

Although every PA's path to clinical practice is unique, practicing PAs (and PA students) are responsible for collecting and retaining a standard set of documents as they progress in their careers. We've compiled these documents into a handy checklist below so you can make sure you have what you need.

AAPA's [PA Portfolio](#) can also help you keep track of your professional records. Use PA Portfolio to store professional records, transfer AAPA CME to NCCPA, and securely share records with potential employers. PA Portfolio is available to AAPA members at no cost!

Note: Never give away an original document unless absolutely necessary. Keep it for yourself and create copies for others. The person that the information is most valuable to is you.

EDUCATION INFORMATION

Transcripts and diplomas

- Keep one copy for each college degree you earn. You can obtain these from the college or university registrar's office, usually for a small fee.

Clinical rotation information

- Note location, dates, names, and positions of people with whom you worked.
- Keep your preceptors' contact information.
- Include a list of duties/procedures performed for each of your rotations.

CREDENTIALING

Résumé and curriculum vitae

- Always have these up to date and ready to submit for employment or credentialing.
- Edit your résumé to ensure that it is relevant to any position for which you are applying.

Licensing/registration/certification materials

- Keep a copy of your state license, registration, or certification.
- Record your National Commission on Certification of Physician Assistants (NCCPA) certificate number and the date of your certification.
- Retain copies of your credentials from various trainings you may have completed (BLS, ACLS, PALS, ATLS, etc.).
- Keep printed copies of your state's PA laws, rules, and regulations.

Hospital credentialing

- Keep copies of the forms you complete for credentialing and privileging in all hospitals where you practice.
- Keep all correspondence related to credentialing and privileging.

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Procedure log

- If needed for privileging, keep a list of the type of procedure, date, and name of the institution.

PROFESSIONAL EDUCATION

Classes/education

- Use a calendar to document periodic grand rounds, trainings you attend, preceptorships, classes, etc.
- Document your education in pharmacology or other clinical topics that are required by your state for licensure.

CME records

- Keep copies of the CME logging forms and certificates of completion from all CME courses you attend.
- Log CMEs as you go so that you don't inadvertently miss your CME logging deadline and lose certification.
- Use [PA Portfolio](#) to transfer your AAPA CME to NCCPA. In the CME section, simply select the CME credits you wish to send to NCCPA and click Send.

SUPPORTING DOCUMENTS

References

- Anticipate who will be a good reference and request permission to use them as such. Keep their contact information on file.

Personal correspondence

- Keep congratulatory letters and endorsements from patients or agencies you may have assisted.
- Collect articles or informational brochures featuring you or your practice.

Publications and presentations

- Keep copies of any articles that you author or co-author, as well as any reviews or correspondence referencing the article or paper.
- Note presentations you have delivered (CME presentations, lectures for PA programs, department in-services, etc.).
- Keep copies of any patient educational materials you helped develop.

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Organization records

- Record the professional organization membership(s) and leadership positions you held, meetings you attended, and activities in which you were involved.

Awards or honors

- Keep records of awards or honors that you receive in your professional role or in community activities.

Volunteer activities

- Document any medically related volunteer activities in which you participate, including training and medical trips.

Leadership

- Create a leadership calendar or list. It can be very helpful to have a list of professional leadership activities and positions you've held.

FINANCIAL RECORDS

Employment contract

- Retain a copy of your contract or employment agreement for every full- and part-time position.
- Keep copies of your annual evaluation or review.

Malpractice (liability) insurance records

- Retain copies of all policies you currently hold and any you have held in the past. (If you are on a group policy, ask for a copy of the policy or the "certificate of insurance." Either document should include the name of the insurance company, the insured entity, the policy number, and the dates of coverage.)

Expense records

- Keep records of all professional dues, expenses related to your practice, including travel and medical technology, CME expenses, etc.

Reimbursement information

- Keep copies of reimbursement coverage policies for your state.