



Information Disclosure Policy

NCCPA is committed to the protection of data entrusted to us by others and data generated through the administration of the certification process and other work of NCCPA. Applications for certification and any information or material received or generated by NCCPA in connection with certification, certification maintenance, recertification, the Certificate of Added Qualification (CAQ) process, or the PA-C Emeritus designation will be kept confidential and will not be released except as described in this policy.

Public Information

The following are considered to be matters of public record and may be disclosed at any time to anyone through any means: the fact that an individual is or is not, or has or has not been, board certified, a CAQ recipient, or designated as a PA-C Emeritus; an individual's NCCPA-assigned identification or certificate number; dates relevant to an individual's certification, CAQ or PA-C Emeritus history; the status of the fulfillment of requirements for certification maintenance; and publicly reported disciplinary action by NCCPA (i.e., revocation, disciplinary or administrative suspension, or letter of censure).

Exam Details

NCCPA will disclose to the PA's educational program via the secured NCCPA Program Portal the date the PA applied for PANCE, the scheduled PANCE exam date, and the PANCE score; scores will be released to other third parties only at the PA's written or online request.

Cooperation with State and Federal Agencies

NCCPA shall disclose to state and federal agencies information requested by those agencies to facilitate the state licensure process or NCCPA's own disciplinary review process and for compliance with state or federal laws, court orders or military deployment information requirements. Such disclosure shall not require the authorization of the individual PA or applicant.

Disciplinary Actions

In cases reviewed under NCCPA's [Policy and Procedures for Disciplinary Matters](#) and/or the [Review and Appeal Policies and Procedures](#), after a final reportable disciplinary decision has been reached, NCCPA may notify interested parties of the reportable disciplinary decision and the underlying facts thereof as deemed appropriate by NCCPA. Such notification may be given to the Federation of State Medical Boards, any state licensing authority, the federal government, the PA's employer and other interested parties, including individuals seeking information about the individual's certification status or PA-C Emeritus designation on NCCPA's website or through other means. NCCPA may also report or disclose administrative suspensions imposed on PAs who have not responded to requests for information related to a Notice of Disciplinary Proceeding.

Correspondence Preferences: PAs and PA candidates must provide NCCPA their current mailing and email address. **It is the obligation of PAs and PA candidates to update their contact information in their NCCPA account whenever the contact information on file is no longer a current method of ensuring that the PA or PA candidate will timely receive communications from NCCPA.** PAs and PA candidates may choose their preferred means to receive communications from NCCPA by indicating their preferences on the Correspondence Preferences page under the My Accounts section of their PA portal. Communication choices include text message, email, electronic notifications, and postal mail. PAs and PA candidates may select one or more choices. For text message communications, choosing "Yes" indicates that the PA/PA candidate agrees to receive text messages (may be auto-dialed, promotional or pre-recorded) from NCCPA and its agents to the mobile phone number provided; data and message rates may apply; agreement to receive texts is not a condition of participating in NCCPA services; opt out at any time by replying STOP or changing the preference selection. For email communications, selecting "Yes" indicates that the PA/PA candidate agrees to receive promotional emails from NCCPA in addition to emails about their account or transactions with NCCPA; selecting "No" constitutes an opt out only of receiving promotional emails from NCCPA, but NCCPA may still send emails about their account or transactions with NCCPA. For electronic communications, by selecting "Yes" the PA/PA candidate agrees to receive notices, disclosures and statements including policy changes, deadlines, certification-related events, certification maintenance happenings from NCCPA electronically (and not in paper form) directly to their NCCPA account and/or email address, in making that selection, the PA/PA

candidate is attesting that they have access via an internet connection to their NCCPA account and their email and can print copies of any notices; and that they will notify NCCPA of any changes to their email address. If the PA/PA candidate does not select a preference, NCCPA may communicate with the PA/PA candidate by email or postal mail at NCCPA's option.

Research

NCCPA may disclose de-identified information about PAs in aggregate format for purposes of statistical analysis and research.

Other Disclosures

Other individually identifiable information about PAs provided to NCCPA by or on behalf of the PA in connection with board certification, certification maintenance, recertification or the CAQ process will be released only with the written or online authorization of the PA.

Last Updated: November 2025