Disciplinary Action & Appeals

Certification Process for Anesthesiologist Assistants

National Commission for Certification of Anesthesiologist Assistants, Inc.
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NCCAA OVERVIEW

The National Commission for Certification of Anesthesiologist Assistants (NCCAA) is a not-for-profit corporation organized under the laws of the state of Georgia. NCCAA certification provides assurances to the public that Certified Anesthesiologist Assistants (CAAs) possess the knowledge, skills, and competency to practice as CAAs.

While individual states provide the legal credential for the practice of anesthesiologist assistants, private voluntary certification with the NCCAA indicates compliance with the professional standards for practice as an anesthesiologist assistant. The certification credential for anesthesiologist assistants has been adopted by many health care facilities, practice groups, and health systems as a requirement for practice. The certification credential for anesthesiologist assistants has also been recognized in state medical practice acts as well as state administrative rules and regulations.

NCCAA Mission

The mission of the NCCAA is to promote patient safety through certification programs which assess the knowledge, skills, and competency of the anesthesiologist assistant and to instill lifelong learning through continuing education requirements.

History

In 1989, a group of five anesthesiologists, two anesthesiologist assistants, and one member of the public formed the National Commission for Certification of Anesthesiologist Assistants (NCCAA). Anesthesiologist assistants had been in practice for a couple of decades. The need for independent credentialing of anesthesiologist assistants was deemed important to:

- Assure the public of the training, knowledge, and skill of anesthesiologist assistants.
- Protect the anesthesiologist assistants in practice by developing and ensuring standards for practice as an anesthesiologist assistant.

Purpose

The purpose of the NCCAA is to ensure that CAAs have the necessary knowledge and skills to practice safely and effectively. In so doing, the NCCAA also protects the value of the CAA credential. The NCCAA is responsible for:

- Establishing and maintaining criteria for the earning of designation as a Certified Anesthesiologist Assistant, including requirements for initial certification and continued certification.
- Adopting and confirming compliance of initial and continued certification eligibility requirements for certified anesthesiologist assistants.
- Formulating, adopting, and confirming compliance of the requirements for eligibility for admission to NCCAA-administered examinations or assessments including, but not limited to, the NCCAA Certification Exam (CERT) and the NCCAA Continued Demonstration of Qualifications (CDQ) Exam.
- Developing, administering, scoring, and analyzing the NCCAA examination in order to establish proficient applicants for the credential of Certified Anesthesiologist Assistant.
- Formulating, adopting, and administering NCCAA-created examinations or assessments to candidates who have met all requirements for examination or assessment and have been found eligible.

No national organization can expect to determine the specific procedures that any individual CAA is qualified to perform. Nor can any national organization adequately determine whether an individual CAA may have developed an impairment that could interfere with the proper administration of anesthesia. Ultimately, these judgments must be entrusted to the individual CAA, to those with whom they work, and to those that provide state licensing for CAAs. The NCCAA seeks to protect the public's interest by enacting a plan of certification and recertification on evidence of continued competence in providing anesthesia as indicated by participation in continuing medical education, substantiation of satisfactory performance, and undergoing periodic re-examination to confirm maintenance of current medical knowledge.

Structure

The NCCAA Board of Directors is composed of certified anesthesiologist assistants who hold the NCCAA-issued credential of CAA, board certified physician anesthesiologists, and representatives of the public.

Communications

Five mechanisms are available for communicating with the National Commission:

- **Website:** www.nccaa.org
- **Email:** contact@nccaa.org
- **US Postal Service:** NCCAA, 8459 US HWY 42, Box #160, Florence, KY 41042
- **Phone:** 859-903-0089
- **Direct Message** through the NCCAA Mobile Application

Change of Address

The NCCAA maintains on file the mailing address of each applicant, candidate, and practitioner as they submit it via the practitioner portal of the NCCAA application. **It is the responsibility of the applicant, candidate, or practitioner to maintain accurate contact information, including address, email, and telephone number, with the NCCAA by use of the practitioner portal available on the NCCAA application.**

The NCCAA will not make changes of address based on letterheads, return addresses on envelopes, plain text email requests, etc. The NCCAA will not be responsible for lost or missed communications due to failure by the applicant, candidate, or practitioner to update the NCCAA of a change of address or contact information.

Change of Name

The NCCAA maintains on file the name of each applicant, candidate, and practitioner as they submit it via the practitioner portal of the NCCAA application. The name on file is used for communications, verification of certification, entrance to the testing center, and other documents. **It is the responsibility of the applicant, candidate, or practitioner to maintain accurate name information with the NCCAA by use of the practitioner portal available on the NCCAA application.**

To request a name change, the applicant, candidate, or CAA must select the name change link at the top of the Profile page in their NCCAA account and upload documentation of the name change (marriage certificate, state-issued ID or passport, divorce decree, or court order). Uploads are transmitted securely, and documents are deleted once the name change has been approved. The applicant,

candidate, or CAA will receive email notification of the name change within five (5) business days. Once approved, the updated name will appear on the certificate of certification.

The NCCAA will not make changes of names based on letterheads, return addresses on envelopes, plain text email requests, et cetera. **The NCCAA will not be responsible for lost or missed communications due to failure by the applicant, candidate, or practitioner to update the NCCAA of a change of name or contact information.**

Notification

Communication from the NCCAA via telephone, email, or US Postal Service shall be considered valid notification. The NCCAA will not be responsible for loss of communications by the US Postal Service, email, or electronic communication via the NCCAA application.

ABOUT THIS HANDBOOK

Purpose and Scope

Certified Anesthesiologist Assistants (CAAs), examination candidates, and applicants for certification or continued certification are subject to disciplinary action for engaging in conduct deemed by the NCCAA to be inconsistent with NCCAA certification. This handbook sets forth the conduct that can lead to disciplinary action, the procedures that will govern disciplinary matters, the sanctions that may be imposed, the review and appeal rights of individuals who are sanctioned, and the provisions for reinstatement of NCCAA certification.

Matters Not Covered by This Handbook

This handbook does not apply to administrative actions taken by NCCAA staff understanding NCCAA policy, such as those resulting from failure to pay fees, failure to meet eligibility requirements, failure to comply with continued certification requirements, or exhaustion of examination attempts. Those matters are governed exclusively by the *NCCAA Administrative Actions & Review Handbook*, and the Executive Committee review, hearing, and appeal procedures in this handbook do not apply to them.

Certification Is Distinct from State Licensure

NCCAA certification is distinct from state licensure. Maintenance of NCCAA certification does not supersede state authority, and certificants are responsible for

complying with all applicable state and federal laws and regulations governing practice.

The NCCAA serves as a national certifying body and does not operate as a regulatory or disciplinary authority for clinical practice or criminal behavior. The extent of the NCCAA's authority to review or act upon complaints is limited as follows.

States With Licensure Requirements. In jurisdictions where licensure is required for CAAs to practice, the NCCAA may take action affecting certification status when:

- The certificant's license has been suspended, revoked, or otherwise restricted by the state licensing authority; and/or
- The certificant has been convicted of a felony or other criminal offense that reasonably calls into question the individual's fitness to practice as a CAA.

States Without Licensure Requirements. In jurisdictions where CAAs are not required to hold a state license in order to practice, the NCCAA will not investigate or adjudicate complaints related to practice conduct or criminal conduct. However, the NCCAA may take action affecting certification status when:

- The certificant has been convicted of a felony or other criminal offense that reasonably calls into question the individual's fitness to practice as a CAA.

DEFINITIONS

For purposes of this handbook:

Disciplinary Action means any sanction described in this handbook imposed in response to conduct, including automatic revocation and discretionary revocation of certification.

Sanction means the outcome imposed following a disciplinary matter, as described under *Disciplinary Sanctions*.

Business Day means Monday through Friday, excluding federal holidays. Unless otherwise stated, every reference to "days" in this handbook means business days.

Notice means written notice delivered by certified mail or by any other method described under *Notification* in this handbook. In-kind communication shall be deemed appropriate.

Record of Review means all documents considered by the Executive Committee in a review and hearing, as described in this handbook.

GROUNDS FOR DISCIPLINARY ACTION

Automatic Revocation of Certification

Any of the following will result in automatic revocation of certification or denial of certification:

1. Loss or surrender of licensure or other authority to practice anesthesia, in any state, for any reason that, in the judgment of the NCCAA, relates to the anesthesiologist assistant's safe or ethical practice of anesthesia.
2. Changing residence to avoid loss of license or authority to practice or to avoid disciplinary action by a state regulatory board.
3. Violation of a state regulatory agency's order, rule, or requirement that is related to the anesthesiologist assistant's practice.
4. Loss, suspension, or denial of license or authority to practice, including in a jurisdiction not requiring licensure, due to behavior related to anesthesiologist assistant’s practice.
5. Adjudication by a court or a regulatory authority that the anesthesiologist assistant is mentally or physically incompetent to safely practice anesthesia.
6. Suspension or termination from participation in a federal health care program for reasons relating to the unsafe, unlawful, or unethical practice of anesthesia.
7. Conviction of, or pleading no contest to, a crime that, in the judgment of the NCCAA, compromises the anesthesiologist assistant's safe or ethical practice of anesthesia.

Discretionary Revocation of Certification

Any of the following may result in revocation of certification, denial of certification, or another sanction described in this handbook:

1. Loss or surrender of licensure or authority to practice anesthesia, in any state, for any reason other than retirement or cessation of practice unrelated to any disciplinary action or concern about possible disciplinary action.
2. Placement of any condition or restriction on licensure in any state.

3. Conviction of, or pleading no contest to, a crime not addressed under Automatic Revocation that reasonably calls into question the individual's fitness to practice as a CAA.
4. Engaging in unethical conduct in the judgment of the NCCAA.
5. Providing false or incomplete information to the NCCAA in connection with the certification process, including, but not limited to, applications, examinations, CME registrations, audit responses, investigations and attestations.
6. Failure to timely report to the NCCAA the certificant's loss of license or authority to practice anesthesia, or action taken upon the certificant's license, in any state, for any reason other than retirement or cessation of practice unrelated to any disciplinary action or concern about possible disciplinary action. The certificant must report all actions taken upon their license or authority to practice anesthesia to the NCCAA within thirty (30) business days of adjudication.
7. Failure to timely report to the NCCAA the certificant's conviction of, or pleading no contest to, a crime. The certificant must report all convictions or pleas of no contest to the NCCAA within thirty (30) business days of adjudication.
8. Dishonest or deceptive behavior related to any NCCAA examination or assessment, database (including individual profile), or intellectual property; cheating on an NCCAA examination or assessment; inappropriate use of examination or assessment items; or assisting another individual to engage in any such conduct.
9. Unauthorized use of the NCCAA credential or other health professional designation, or false claim of certification or other professional designation.
10. Failure to cooperate with an NCCAA investigation or audit for purposes of certification.
11. Violation of NCCAA policy, other than a failure to satisfy a requirement addressed under the *NCCAA Administrative Actions & Review Handbook*.
12. Violation of the NCCAA Code of Conduct (found in the Certification Handbook).
13. Non-compliance with conditions set by the NCCAA as part of a disciplinary sanction or of an application for reinstatement following disciplinary action.

14. Any other conduct that, in the judgment of the NCCAA, calls into question the ability of the anesthesiologist assistant to care for patients in a competent, forthright, and skillful manner.

DISCIPLINARY SANCTIONS

The sanctions that may be imposed for conduct warranting disciplinary action include the following.

No Action

Although conduct in violation of NCCAA policy occurred, no sanction will be imposed. A record of the matter will be retained in the anesthesiologist assistant's file and may be referred to in the future should another matter involving NCCAA policy arise.

Letter of Concern

The NCCAA will issue a Letter of Concern to the CAA if conduct in violation of NCCAA policy has occurred and the conduct does not warrant a Reprimand or a more serious sanction. The NCCAA will not report a Letter of Concern to any licensing board or other authority. The Letter of Concern shall remain in the CAA's file. Future reviews of conduct will consider previous Letters of Concern if new conduct warrants disciplinary action.

Reprimand

The NCCAA will issue a Reprimand to the anesthesiologist assistant if conduct in violation of NCCAA policy has occurred that is more serious than conduct warranting a Letter of Concern but does not warrant probation, suspension, or revocation of certification. A Reprimand is a formal written finding that the conduct violated NCCAA policy. Certification remains in effect. The Reprimand shall remain in the anesthesiologist assistant's file and will be considered if future conduct warrants disciplinary action.

Probation

The NCCAA may place the certification of the anesthesiologist assistant on probation for a specified period of time. During probation, certification remains in effect, subject to the conditions set by the NCCAA (for example, periodic reporting, additional continuing medical education, reexamination, or monitoring). The anesthesiologist assistant is responsible for any costs of satisfying the conditions. Failure to comply with the conditions of probation is grounds for further

disciplinary action, up to and including revocation of certification. Probation ends when the NCCAA confirms in writing that the period has expired and all conditions have been met.

Suspension

The NCCAA may suspend the certification of the anesthesiologist assistant for a specified period of time, with or without conditions. During suspension, the anesthesiologist assistant is not certified by the NCCAA, may not represent themselves as NCCAA certified, and may not use the NCCAA-issued CAA credential. The NCCAA may report the action to the applicable state boards, licensing authorities, the National Practitioner Data Bank, federal government payor programs, the anesthesiologist assistant's employer, and other interested parties as known and appropriate.

The anesthesiologist assistant remains responsible for continued certification requirements that come due during the suspension, unless the NCCAA states otherwise in writing. Certification will be restored when the suspension period has expired and the NCCAA confirms in writing that all conditions of the suspension have been met. Using the credential during suspension is grounds for further disciplinary action, up to and including revocation of certification.

Revocation of Certification

The NCCAA will revoke the certification of the anesthesiologist assistant when the conduct of the anesthesiologist assistant calls into question the integrity of the anesthesiologist assistant or the anesthesiologist assistant's ability to provide safe, quality anesthetic care, including for any of the grounds listed under *Grounds for Disciplinary Action*.

The NCCAA, at its sole discretion, may select a specific period of time during which the anesthesiologist assistant shall not be eligible to reapply for certification. Should the NCCAA revoke certification due to conduct not in accordance with NCCAA policies, the NCCAA may report the action to the applicable state boards, licensing authorities, the National Practitioner Data Bank, federal government payor programs, the anesthesiologist assistant's employer, and other interested parties as known and appropriate.

Other Actions

The NCCAA may require certain measures to be met by the anesthesiologist assistant to reapply for certification. Examples include a substance use

rehabilitation program, reexamination, or a practical skills course. Further, the NCCAA shall use all means necessary to protect NCCAA intellectual property rights, including all available legal remedies, for misappropriation or unauthorized use or distribution of NCCAA intellectual property.

GENERAL PROCEDURES

Initiation of Disciplinary Matters

Disciplinary action may be instituted based on information that the NCCAA learns through its own means or information that is brought to the NCCAA's attention by other concerned parties. Disciplinary matters will be reviewed in the first instance by the NCCAA, with requests for review by the Executive Committee of the NCCAA Board where provided for in this handbook. The NCCAA may elect to refer any matter to the Executive Committee as an initial matter.

Conflicts of Interest

No one who is in professional competition with the anesthesiologist assistant whose conduct is under review, or who has a personal relationship with such anesthesiologist assistant, shall participate in any stage of the review or appeal process. If a member of the Executive Committee or NCCAA Board has a conflict of interest or the appearance of a conflict of interest, the Chair shall require their recusal from the matter. The Chair shall have sole discretion to decide whether a conflict of interest, or the appearance of a conflict of interest, exists. If the Chair of the Board is in conflict, the Chief Executive Officer shall alert the Executive Committee, and the Vice-Chair shall replace the Chair for purposes of these processes.

If recusals leave fewer Executive Committee members than the quorum required by the NCCAA Bylaws, the Chair of the Board shall appoint a substitute officer or Board member, who has no conflict of interest and did not participate in the matter at an earlier stage, to serve on the Executive Committee for that matter. If the Chair of the Board is recused, the Vice-Chair shall make the appointment.

Notice

NCCAA staff will notify the anesthesiologist assistant of any disciplinary action and the reason for the action by Notice. It is the responsibility of the anesthesiologist assistant to maintain current and accurate contact information with the NCCAA, including a current mailing address and email address. Notices, if mailed, will be issued to the address provided by the anesthesiologist assistant. A claim that an

applicant or anesthesiologist assistant did not receive Notice from the NCCAA will not excuse the individual from revocation of certification or from imposition of any other sanction available under this handbook, so long as the NCCAA sent notice to at least one of the contact methods provided by the anesthesiologist assistant.

Requirements for All Requests

Any request for reconsideration by the NCCAA, review by the Executive Committee, or appeal to the NCCAA Board of Directors must:

- Be accompanied by a signed written statement supporting the position of the anesthesiologist assistant, in the form of a letter addressed to the NCCAA Executive Committee or NCCAA Board of Directors, as applicable. The letter may be attached to an email; statements written in the body of an email will not be considered.
- Include any documentation the anesthesiologist assistant believes supports the statement.
- For review by the Executive Committee or appeal to the Board, be accompanied by payment of the applicable fee (Disciplinary Appeal Fee) in the amount established by the NCCAA Board of Directors. The current NCCAA Fee Schedule is located on the NCCAA website at www.nccaa.org.

A request that does not meet these requirements, or that is not received within the required timeframe, shall not be considered.

PROCEDURES FOR AUTOMATIC REVOCATION

Any conduct that may result in automatic revocation of certification will be addressed in the first instance by the NCCAA. The NCCAA shall make a reasonable effort to verify the facts establishing the ground for automatic revocation (for example, by obtaining the licensing board order, court record, or federal program notice).

Once the NCCAA verifies that a ground for automatic revocation exists, certification is revoked effective upon Notice to the anesthesiologist assistant.

An anesthesiologist assistant who believes an automatic revocation is inappropriate may:

- Within thirty (30) business days after Notice, seek reconsideration by the NCCAA, to the extent there is new information that was not available to the NCCAA at the time of its determination; and/or
- Within thirty (30) business days after Notice (or after notice of the NCCAA's reconsideration decision, if reconsideration was sought), seek review by the Executive Committee.

Because automatic revocation rests on an action already taken by a court, licensing authority, or federal program, reconsideration and Executive Committee review are limited to whether the ground for automatic revocation exists and was correctly identified. A request for reconsideration, review, or appeal does not stay an automatic revocation.

PROCEDURES FOR DISCRETIONARY DISCIPLINARY ACTION

Any conduct of an anesthesiologist assistant that may result in discretionary disciplinary action will first be reviewed by the NCCAA. The NCCAA shall make a reasonable effort to ascertain the relevant facts.

If, after attempting to ascertain the facts, the NCCAA determines that there is no basis for any action, the matter will be closed. The NCCAA will retain a record of the information in the anesthesiologist assistant's electronic file, as this information may be reviewed in the case of a future disciplinary matter.

If, after a reasonable effort to ascertain the facts, the NCCAA concludes there is reason to believe conduct has occurred warranting disciplinary action, the NCCAA will recommend a sanction, up to and including revocation of certification, as deemed just under the circumstances, and will notify the anesthesiologist assistant of the recommended sanction and the reasons for it by Notice.

An anesthesiologist assistant who believes the recommended sanction is inappropriate may:

- Within thirty (30) business days after Notice, seek reconsideration by the NCCAA, to the extent there is new information that was not available to the NCCAA at the time of its determination; and/or

- Within thirty (30) business days after Notice (or after notice of the NCCAA's reconsideration decision, if reconsideration was sought), seek review by the Executive Committee.

If the anesthesiologist assistant does not seek reconsideration or review by the Executive Committee within the required timeframe, the recommended sanction, including revocation, shall become effective immediately.

EXECUTIVE COMMITTEE REVIEW AND HEARING

If a timely and complete request for review by the Executive Committee is received, the Executive Committee shall set a date, time, and location for a hearing. The hearing shall be by telephone unless the Executive Committee, in its sole discretion, chooses another method. All expenses of the anesthesiologist assistant in connection with any review by the Executive Committee shall be borne by the anesthesiologist assistant.

The Executive Committee shall consider the Notice and the request for review, including any supporting documentation submitted by the anesthesiologist assistant or prepared by NCCAA staff. The Executive Committee also may, at its discretion, request and review additional information. All documents reviewed shall constitute the Record of Review. A copy of the Record of Review shall be forwarded to the anesthesiologist assistant at least ten (10) business days before the hearing.

At the hearing, the anesthesiologist assistant may present their position, or have that presentation made by counsel, and may answer questions presented by the Executive Committee. Neither the anesthesiologist assistant nor counsel may call or cross-examine witnesses. The Executive Committee shall determine the time allotted for the presentation.

The formal rules of evidence applicable in judicial proceedings shall not apply to the hearing. The Executive Committee may consider any information it deems relevant to the matter.

The Executive Committee, through NCCAA staff, shall notify the anesthesiologist assistant of its decision in writing by Notice. The notification shall include the sanction imposed, if any, a statement of the reasons for the decision, and a reminder of the right to request an appeal within thirty (30) business days after notification of the decision.

If the Executive Committee determines the anesthesiologist assistant has not engaged in any conduct in violation of NCCAA policy, it shall close the matter. A record of the matter and the Record of Review shall be maintained in the file of the anesthesiologist assistant indefinitely.

APPEAL TO THE BOARD OF DIRECTORS

Request for Appeal

If an anesthesiologist assistant receives notification of a decision by the Executive Committee that the anesthesiologist assistant deems adverse, they may request an appeal to the NCCAA Board of Directors by filing a Request for Appeal with the NCCAA within thirty (30) business days after notification of the Executive Committee's decision.

A Request for Appeal shall meet the *Requirements for All Requests* and shall explain why the anesthesiologist assistant believes the Executive Committee's decision was in error. A Request for Appeal not received within thirty (30) business days after notification of the Executive Committee's decision, or not accompanied by the Appeal Fee, shall not be forwarded to the NCCAA Board of Directors, and the decision of the Executive Committee shall constitute the final decision of the NCCAA on the matter.

Effect on the Sanction

If the anesthesiologist assistant fails to request an appeal within the required timeframe, the sanction imposed by the Executive Committee shall become effective immediately. If a timely Request for Appeal is filed, the sanction shall not become effective until a final decision is reached by the NCCAA Board of Directors. This stay does not apply to automatic revocation of certification under any of the grounds listed under *Automatic Revocation of Certification*.

Appeal Process

When the NCCAA Board of Directors receives a Request for Appeal, it shall, at its sole discretion, determine whether to require that all submissions be made in writing or to hold a telephonic or other hearing. The NCCAA Board of Directors will notify the anesthesiologist assistant in writing, by in-kind communication or certified mail to the address in the anesthesiologist assistant's NCCAA profile, of the date of the hearing or, in the alternative, the date that all written submissions are due.

Should the NCCAA Board of Directors decide to hold an in-person hearing, the Board will determine the date, time, and location of the hearing. All expenses of the anesthesiologist assistant in connection with any appeal shall be borne by the anesthesiologist assistant.

At an appeal hearing, the anesthesiologist assistant may present their position or have that presentation made by counsel and may answer questions presented by the NCCAA Board of Directors. Neither the anesthesiologist assistant nor counsel may call or cross-examine witnesses or take any other action. The NCCAA Board of Directors shall determine the time allotted for the presentation.

The formal rules of evidence applicable in judicial proceedings shall not apply to the appeal. The NCCAA Board of Directors may consider any information it deems relevant to the matter.

Standard of Review and Decision

Following the appeal hearing, or review of written submissions, the NCCAA Board of Directors shall determine whether to affirm, modify, or reverse the decision of the Executive Committee, or to remand the matter to the Executive Committee for further review and proceedings. The decision of the NCCAA Board of Directors shall be based on whether the decision of the Executive Committee was procedurally fair and supported by the evidence.

Should the NCCAA Board of Directors become aware of new relevant evidence, it may discontinue its appeal review and remand the matter to the Executive Committee for further consideration.

The NCCAA Board of Directors shall notify the anesthesiologist assistant of its decision in writing, by such method as the Board deems appropriate. Unless the NCCAA Board of Directors has remanded the matter to the Executive Committee, the decision of the NCCAA Board of Directors shall be final.

REINSTATEMENT FOLLOWING DISCIPLINARY REVOCATION

An anesthesiologist assistant who has had their certification revoked for a specified period of time may reapply to the NCCAA following expiration of that period.

An anesthesiologist assistant who has had their certification revoked because of a loss of licensure, or a condition or restriction placed on their licensure, may submit a written request for reinstatement of certification to NCCAA staff after their license

has been reinstated, or after all conditions and restrictions on licensure have been satisfied other than the requirement to hold NCCAA certification.

An anesthesiologist assistant who has had their certification revoked based on conviction of, or pleading no contest to, a crime may not apply for reinstatement of certification until all sentences have been served, including probation, and all judgments have been satisfied.

Except as specified above, and except in cases in which a sanction expressly conditions reinstatement on the achievement of certain conditions or the passage of a specific amount of time, an anesthesiologist assistant may apply to the NCCAA for reinstatement at any time. Applications for reinstatement shall be considered and ruled upon at the sole discretion of the NCCAA. There is no guarantee that certification will be reinstated. A re-entry or reinstatement fee of $300 shall apply.

DISCIPLINARY PROCESS AT A GLANCE

Step	Who acts	Timeframe
Notice of revocation or recommended sanction	NCCAA staff	Automatic revocation effective upon Notice
Reconsideration (new information only)	NCCAA	Requested within 30 business days after Notice
Executive Committee review and hearing (Review Fee)	Executive Committee	Requested within 30 business days after Notice or reconsideration decision; Record of Review provided 10 business days before hearing
Appeal	NCCAA Board of Directors	Requested within 30 business days after Executive Committee decision
Final decision	NCCAA Board of Directors	Final unless remanded