

# RECERTIFICATION APPLICATION FREQUENTLY ASKED QUESTIONS (FAQs)

January 2017

**NBCRNA**  
National Board Certification & Recertification for Nurse Anesthetists

## **RECERTIFICATION APPLICATION FREQUENTLY ASKED QUESTIONS**

### **Introduction**

This document contains examples of frequently asked questions about the recertification application process along with brief responses. Additional recertification resources are available on the recertification page of the NBCRNA website.

### **General Information**

**Q. I am due to recertify for the 2017 recertification cycle. Will I have to meet the requirements of the new Continued Professional Certification (CPC) program in order to recertify this time?**

- » No, you will not have to meet CPC requirements when you apply for recertification in 2017. You will apply for recertification under the criteria currently in place. After you successfully recertify this time, you will automatically be entered in the CPC Program and will be required to demonstrate CPC-compliance when you apply for the next renewal of your credential prior to July 31, 2021.

For more information about the CPC Program, visit [www.NBCRNA.com/CPC](http://www.NBCRNA.com/CPC).

**Q. Will the NBCRNA mail me a recertification application?**

- » No, the application process is available exclusively online via the NBCRNA website, [www.NBCRNA.com](http://www.NBCRNA.com). Your online application will be accessible beginning March 1, 2017.

**Q. Do I need an email address to recertify online? If so, why?**

- » Yes, in order to recertify online you will need a valid and unique email address. For security purposes, no two people may share the same email address on file with the NBCRNA. A unique email address serves as one authentication method to validate identity and provides the NBCRNA with a reliable method of contacting you.

**Q. What if I don't have an email address?**

- » To set up a free email address, see the How-to instructions located on the Recertification page of the NBCRNA website. Please note that the NBCRNA does not endorse or provide support to any particular email provider.

**Q. Does the NBCRNA sell my information?**

- » No, the NBCRNA does not sell information.

**Q. How do I access my recertification application?**

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- » The recertification application is available via the NBCRNA website beginning on March 1, 2017. To access the application, go to [www.nbcrna.com](http://www.nbcrna.com), and click the red Login button, located on the homepage. Enter your email address and password that are on file with the NBCRNA. For most people, this will be the email address and password that you used during your last recertification cycle. If you have not previously created an NBCRNA account, you will be prompted to do so during the login process. Once you have successfully logged in, select **Recertify** from the menu options to start the application process.

Application instructions are available on the Recertification page of the website, under Resources.

**Q. How do I change my contact information, such as my mailing or email addresses or phone number?**

- » Login to your NBCRNA account and select **Edit Profile** to update information.

**Q. Can I make changes to my name on my NBCRNA Profile page?**

- » No, the NBCRNA must process all name changes. To request a name change, send a written request to the NBCRNA by either email, [recertification@nbcrna.com](mailto:recertification@nbcrna.com), or mail, NBCRNA, 8725 W. Higgins Rd., Ste. 525, Chicago, IL 60631 and include the following information:
  - » Your certification (ID) number
  - » Current name (first, middle, last)
  - » Previous name (first, middle, last)
  - » Physical address on file with NBCRNA
  - » Email on file with NBCRNA
  - » A legal document that reflects your name change

The NBCRNA will send you confirmation of the name change via email.

**Q. During the login process I was asked to create an NBCRNA account. Will I have to create an account every time I log in?**

- » No, you will only need to create an account once. During the process to create an account, you will provide your email address and create a unique password. This provides a secure method to authenticate identity when logging in to the system in the future.

**Q. I entered my password incorrectly several times and received a message that my account had been disabled. I then clicked Forgot Password, received a temporary password, and attempted to login with that password. I am still not able to login.**

- » Entering an incorrect password 3 times will disable your account and you will need to have your account unlocked prior to making any further attempts. To avoid any problems, it is advised that you select **Forgot Password** after the 2<sup>nd</sup> incorrect attempt.

**Q. My temporary password did not work.**

- » A temporary password is only good for one attempt, after which it expires and you must request another.

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- Q. What type of information should I have available as I complete my application?**
- » A record of your practice for the period from 8/1/15 forward, or, if you have not practiced substantially since 8/1/15, a record of practice going back to 8/1/13. (See the Record of Practice section below for a definition of substantial practice.)
  - » RN license and, if applicable, APRN license information (number and date of expiration) for every state you list on your record of practice and for every state in which you are currently licensed.
  - » A record of your continuing education (CE) credit earned within the relevant time-frame.
  - » Credit card or PayPal account information. Personal checks are not accepted.
- Q. How long will it take to process my application?**
- » Please allow up to four weeks to allow for review and processing of your application.
- Q. When may I submit my application?**
- » The application process will be available beginning March 1, 2017. The deadline to have your application approved, to avoid a lapse in recertification and assessment of a reinstatement fee, is July 31, 2017.
- Q. If I submit my application by the deadline of July 31, 2017, does that mean I will be recertified effective August 1, 2017?**
- » No, in order to ensure an effective recertification date of August 1, 2017 your application must be **approved** by the NBCR NA on or before July 31, 2017. We encourage you to submit all application materials at least 4 weeks prior to the recertification deadline to ensure you will not have any lapse in certification.

## Record of Practice

- Q. What is considered “substantial” practice?**
- » Substantial engagement in the practice of anesthesia should generally consist of a minimum of 850 hours of practice over the two-year recertification period. Practice of nurse anesthesia may include clinical practice, nurse anesthesia-related administrative, educational or research activities, or a combination of two or more such areas of practice. To be nurse anesthesia related, activities must have as their primary objective and be directly related to the delivery of anesthesia care to patients or the improvement of delivery of anesthesia care to patients.
- Q. What practice information must I provide in the application?**
- » For each facility, you must indicate:
    - Facility name and address

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- Facility contact person name and phone number
- Dates of practice
- Position held
- Practice specialization, if applicable

**Q. I have not practiced nurse anesthesia substantially based upon the definition of substantial engagement, within the two year period prior to recertification. What practice information should I provide?**

- » If you have not practiced substantially during the two-year period prior to the upcoming August 1 recertification date, but can document substantial practice within four years, provide information relating to your most recent practice experience.

**Q. I work as a locum tenens. Am I required to provide information for every facility in which I practiced?**

- » Yes, you will need to provide information for each **facility** where you have practiced. Please note that you may not list the name of an employment agency, registry, or locum tenens placement service as the facility.

### RN/APRN License

**Q. What license information will I be required to provide in the application?**

- » You will need to provide RN license and, if applicable, APRN license information (number and date of expiration) for each state listed in your record of practice and for each state in which you currently hold licensure.

**Q. I am licensed in one state, but I don't practice there. Do I have to provide all license information when I complete the application?**

- » Yes, you must provide license information for every state in which you currently hold a license, even if you don't currently practice in that state.

**Q. I am in the military. What license information do I need to submit?**

- » For those individuals employed by the United States government, the license you submit may be issued by any state or territory of the United States.

**Q. The application requires me to provide license information for every state in which I have practiced during the two-year period prior to recertification. One of the licenses has expired, however, I no longer practice in that state. Do I have to provide information for the expired license?**

- » Yes, you will need to document that the license was valid during the period of time you were practicing in that state.

**Q. I practice in several states that participate in the Nurse Licensure Compact Agreement, so I don't hold**

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**licensure in every state in which I practice. What license information do I need to provide?**

- » Provide information for the license that was issued by the Board of Nursing in your state of residence. That state must participate in the Nurse Licensure Compact Agreement. If a compact state listed in your record of practice requires APRN licensure to practice as a nurse anesthetist in that state, you will also be required to provide the appropriate APRN license information.

**Q. The application requires that I provide both RN and APRN license information, but my state does not issue an APRN license. Is the RN license information sufficient?**

- » You must submit information for the appropriate license that authorizes you to practice nurse anesthesia in that state. If a Board of Nursing requires both an RN and APRN license to practice, provide the license number and expiration date for both. If the state only issues one license, provide the license number and expiration date for that license, and check the “Not required” box that corresponds to the type of license that is not issued by your state.

**Q. I entered RN and APRN license information the last time I recertified and I still have the same licenses. Will I have to enter any additional information?**

- » For your convenience, the application will show license information that you entered the last time you recertified. However, you are required to select **EDIT** and update the expiration date for each license.

## Continuing Education (CE)

**Q. The AANA maintains a record of my CE credits. Do I have to ask the AANA to send the NBCRNA a record of my credits for recertification?**

- » No, the AANA will automatically transfer a record of your credits to the NBCRNA. When you apply for recertification, the credits will be reflected on the Credits page of the application.

**Q. The AANA maintains my CE credits, but credits I have earned are not yet reflected in my AANA transcript, and therefore have not transferred to my NBCRNA application. May I submit documentation of the credits directly to the NBCRNA?**

- » No, individuals who have AANA recordkeeping may not submit documentation of CE credits directly to the NBCRNA. Credits will only be accepted through automatic transfer from the AANA. You should contact the AANA CE Department with questions.

**Q. I have earned 40 credits, but all of the credits are not yet posted to my AANA account. May I submit my application for recertification?**

- » No, you may not submit your application until a minimum of 40 credits have been posted to your AANA account, transferred to the NBCRNA and appear on the Credits page of your recertification application. You should contact the AANA CE Department if you have questions about credits missing from your AANA transcript.

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- Q. I am not an active AANA member and do not have AANA recordkeeping services. How do I document my CE credits to the NBCRNA?**
- » On the Credits page of your recertification application, you will enter a record of CE programs that you have completed within the relevant recertification time-frame. You must then either upload CE documentation materials, such as the certificate of attendance, directly to the application, or email or fax documentation to the NBCRNA.
- All CE documentation must be submitted in a specific format, which is described in *Instructions for Documentation of CE Credits for Recertification*, located on the Recertification page of the NBCRNA website.
- Q. I was initially certified on February 15, 2015, and this is my first recertification. What is my time-frame for earning the 40 credits?**
- » Graduates of an accredited nurse anesthesia program who achieve a passing score on the National Certification Examination and are granted initial certification by the NBCRNA must earn 40 hours of approved continuing education from the date of initial certification through the individual's upcoming August 1 recertification date. Therefore, any acceptable CE credit you have earned from February 15, 2015 forward may be applied to your 2017-2021 recertification cycle.
- Q. I plan on submitting my 2017-2021 recertification application in early April. Can I start to earn credits for my next cycle right away?**
- » You will be able to start earning CE credits for your next cycle beginning the day after your application has been approved.

## Certification Statements

- Q. One of the certification statements on the application requires an individual to attest that he or she is "not currently participating in a drug-related, alcohol-related or other type of treatment, monitoring or rehabilitation program, including any voluntary programs, even if disclosure is not required by the state." My participation in the program is confidential. Will I still have to disclose this information?**
- » Yes, an applicant who is participating in a drug-related, alcohol-related or other type of treatment, monitoring or rehabilitation program must disclose that information. This is a requirement of the recertification process.

## Fees

- Q. How may I pay my recertification fees?**
- » You must pay your fees during the application process with a credit card (MasterCard, Visa, Discover or American Express), or with a PayPal account. Personal checks or money orders are not accepted.
- Q. I have concerns about paying my fees online with a credit card. Is your site secure?**

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- » Yes, for your protection, the NBCRNA follows the highest standard of security and validation available for payment processing. Your cardholder data is never stored on our systems and all transactions are encrypted by an SSL Certificate. The NBCRNA is also required to adhere to and maintain Payment Card Industry Data Security Standards compliancy (PCI-DSS), set forth by the Payment Card Industry Security Standards Council to help provide an additional layer of security in preventing credit card fraud.

**Q. What is the recertification application fee?**

- » The recertification application fee is \$110.

**Q. Are there any other fees that may be assessed?**

- » The following additional fees may be assessed:

**CE Evaluation fee**

Individuals who do not have automatic transfer of continuing education (CE) information from the AANA at the time of application for recertification are required to submit documentation of credit directly to the NBCRNA and pay a \$100 CE Evaluation fee for review of submitted materials.

**Reinstatement fee**

Applications that are received by the NBCRNA after July 31, 2017 are subject to a \$500 fee to reinstate lapsed recertification. The reinstatement fee increases to \$750 for applications received on or after October 1.

**Q. May I print a receipt for the fees I paid for recertification?**

- » Yes, you may print a receipt at the conclusion of the application process. In addition, you can access your payment history at any time by logging into your NBCRNA account and selecting **Payment Receipts** from the menu options.

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