

## NBCRNA Online Recertification Application Instructions

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### **LOGIN**

The online recertification portal will be available beginning April 2, 2012. To login to your online application go to [www.nbcna.com](http://www.nbcna.com). Click **Recertification**, located at the top of the homepage. Next click **Login to Recertification Portal** to begin the application process. If you submitted an online application for your previous recertification period, and have retained your password, you may login using that password. If you have registered in the past, but cannot remember your password, select **Forgot password**. If you are a new user you will have to register prior to login. Select **New users** then enter your name, AANA ID number and create a password. You may then login using your AANA ID number and the password you have created.

*TIP: You may also login to the recertification portal to print a copy of your recertification application, payment receipt once your application is approved, or to update your demographic information at any time.*

### **CONTACT INFORMATION**

The contact information fields of your online application will be populated with the information we currently have on file. Review the information and make any necessary changes.

*TIP: To help us communicate with you efficiently regarding your application, make sure that you indicate your preferred method of contact.*

### **RN/APRN LICENSE**

Enter RN and (if your state issues an advanced practice credential) APRN license information, including the state of licensure and expiration dates, for each state in which you have practiced from August 1, 2010 to the present. If your state only issues one license, enter information for that license and check the box "My state only issues one license".

*TIP: Click **Use Previous Period** on the RN license page to have RN/APRN license information from your previous electronic recertification application retrieved and automatically entered into your current application. Click on the "pencil" icon to enter the updated license expiration dates.*

### **RECORD OF PRACTICE**

List the facilities at which you have substantially engaged in the clinical practice of nurse anesthesia or performed anesthesia-related administrative, educational or research services since August 1, 2010. For each facility, enter the facility name and address; name and phone number of contact person who can verify your employment; facility e-mail address (if available); dates of practice; position held; area of specialization, if applicable; and whether you practiced full or part time. If you practiced part time, provide the approximate number of hours you practiced per week.

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*TIP: Click **Use Previous Period** on the Record of Practice page to have practice information from your previous electronic recertification application retrieved and automatically entered into your current application. Click on the “pencil” icon to enter any updated information, including dates of practice.*

### **CONTINUING EDUCATION CREDIT**

You may not submit your recertification application until a minimum of forty (40) CE credits appears on the credit page of your online recertification application.

#### ***Active AANA Members and Nonmembers with AANA Recordkeeping***

If you are an active AANA member or a nonmember of the AANA who has purchased the AANA Recordkeeping Service, your CE credits will be transferred automatically from the AANA to the NBCRNA and will appear in transcript form on the continuing education page of your online application. Please note that it may take up to 3 days for credits to be transferred from the AANA to the NBCRNA; therefore, a credit may appear on your AANA CE transcript before it appears in your NBCRNA online recertification application.

*TIP: Earn your CE credits early - to avoid a possible delay in processing of your application, it is strongly suggested that you have all of your credits earned no less than 60 days prior to July 31.*

#### ***CRNAs who must submit documentation of CE credit directly to NBCRNA***

If you do not have CE credit transferred to the NBCRNA by the AANA, you are responsible for documenting completion of forty (40) CE credits directly to the NBCRNA at the time of application. To do so you must (1) enter a record of credits on the CE page of your online application; (2) mail or fax to the NBCRNA, documentation of the CE credits that you have listed in your online application; and (3) pay a \$300 CE processing fee.

*TIP: Make sure that you submit documentation of your credit to the NBCRNA in an acceptable format. Refer to **Directions for Documentation of CE Credit for Recertification**, available on the recertification page of the NBCRNA website, [www.nbcrna.com](http://www.nbcrna.com).*

### **CERTIFICATIONS AND SIGNATURE**

#### ***Certifications***

Place a check in the box next to the corresponding certification statement. If you cannot certify to a specific statement, leave the box unchecked and click **Add Note**. Provide a brief note of explanation.

#### ***Signature***

Each applicant for recertification is required to sign a Waiver of Liability and Hold Harmless Statement. Your electronic signature will also attest that all of the information contained in your application is true.

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### **RECERTIFICATION FEES**

The payment page will list all required fees and you may pay either by credit card, check or via your Paypal Account.

#### ***Pay by check***

Select payment type **Check**, print the payment page and mail both the page and a check made payable to the National Board on Certification and Recertification of Nurse Anesthetists (or NBCRNA) to: NBCRNA, 222 S. Prospect, Park Ridge, IL 60068. Make sure your AANA ID number is written on the check.

#### ***Pay by credit card or via PayPal account***

Select **Credit Card** or **Paypal** and enter the required information. The NBCRNA accepts Mastercard, Visa, American Express or Discover, if paying by credit card.

### **E-MAIL NOTIFICATIONS**

#### ***Notification of Submission***

After you submit your application, you will receive an e-mail confirming that your application has been successfully transmitted to the NBCRNA.

*TIP: Receipt of this e-mail does not mean that your application has been approved, only that your application has been received and is being processed. Allow approximately four weeks for processing.*

#### ***Notification of approval***

You will receive an e-mail notification once your application is approved and your recertification card will be sent to you within approximately two weeks from the date of approval.

### **RECERTIFICATION APPLICATION SURVEY**

Once you have submitted your application, you may complete a brief survey regarding your application experience. While the survey is not mandatory, your feedback serves as a valuable resource to the NBCRNA, and we thank you in advance for your participation.