

## NBCRNA Recertification Application FAQ

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This document contains answers to some of the most frequently asked questions about the recertification application process.

Q. I am due to recertify soon. When will I receive my recertification application?

A. Applications for recertification are not mailed. They are available online for electronic processing. Instructions regarding the recertification process are sent to all eligible certified registered nurse anesthetists via e-mail and/or mail approximately 90 to 120 days prior to expiration of current recertification.

Q. How do I apply for recertification?

A. Eligible certified registered nurse anesthetists may apply for recertification using one of the following methods:

1. Complete and submit an electronic application via the NBCRNA website; or
2. Download a paper application from the Recertification page of the NBCRNA website and mail the completed application and materials to the NBCRNA for processing.

Q. Will I need a password to apply online?

A. As part of the application process, you will create a password that you may use both for the current recertification period and for subsequent recertification periods.

Q. What if I forget my password?

A. You may reset your password by clicking “Forgot Password” on the recertification login page.

Q. How long will it take to process my application?

A. Allow four weeks for processing, for either a paper or electronic application. This provides adequate time for review and verification of the information submitted on your application.

Q. My current recertification expires on July 31, 2012. When may I submit my recertification application?

A. Certified registered nurse anesthetists whose recertification expires on July 31, 2012 or who were initially certified between January 1, 2010 and December 31, 2010, may start the application process beginning April 2, 2012.

Q. My current recertification does not expire until July 31, 2013, but I want to change my recertification to an odd year cycle. May I just submit a 2012-2014 recertification application?

A. No, you must send a written request to the NBCRNA to change your recertification cycle.

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- Q. On the recertification application, I am required to provide a record of my practice from August 1, 2010 forward, but I haven't practiced nurse anesthesia since 2009. What information should I provide?
- A. If you have not practiced substantially during the two-year period prior to recertification, but can document substantial practice within three (3) years, provide information relating to your last practice experience.
- Q. What is considered "substantial practice"?
- A. It is recommended that substantial engagement in the practice of nurse 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 (2) or more of 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 if I can't document substantial practice within three (3) years?
- A. You may not submit a recertification application at this time. If you wish to recertify, you must enroll in the NBCRNA Refresher Program. Information regarding the Refresher Program is available on the Recertification page of the NBCRNA website.
- Q. I work as a locum tenens. In the Record of Practice section of the recertification application, am I required to list information for every place I worked?
- A. Yes, you will need to provide information for each facility in which you have practiced. Do not use the name of an employment agency, registry, locum tenens placement service or business.
- Q. I submitted my recertification application electronically in 2010 and entered practice information – name of facility, dates, etc. I'm still practicing at the same facility. Do I have to enter all of the practice information again when I apply electronically this year?
- A. On the Record of Practice page of your online application, you will have the opportunity to click "Use Previous Period" and the practice information you entered the last time you recertified online will be automatically entered into your current application. You will simply need to edit the dates of practice. If any other information has changed since your last recertification, for example, the phone number of the facility, you may edit that as well.
- Q. The application process requires that I provide RN and APRN license information for every state in which I have practiced, but my state does not issue an advanced practice license. Is the RN license sufficient?
- A. You must submit the appropriate license that authorizes you to practice nurse anesthesia in that state. If a state board of nursing issues both an RN and APRN license, provide the license number and expiration date for both. If the state issues only one or the other, provide the information for that license.

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- Q. I plan to submit a paper recertification application, but I don't have copies of my RN/APRN licenses. How may I document my licensure?
- A. Verification of licensure from a State Board of Nursing website may be submitted. The verification must include the name of the State Board of Nursing and clearly show the license expiration date.
- Q. The application requests "current" license information. My nursing license in one of the states in which I practiced has expired, but I no longer practice there.
- A. You will only need to document that your license was valid during the period of time you were practicing. For example, if you practiced in Oklahoma through October 2010, you must provide documentation that your Oklahoma license was valid through that date.
- Q. I am in the military. What type of license information do I need to submit?
- A. If you practice in a military or federal facility, documentation of an RN and/or APRN license issued by any state is acceptable.
- Q. I practice in several states that participate in the Nurse Licensure Compact Agreement, so I don't have licensure in each state in which I practiced.
- A. Provide information for the license that was issued by the Board of Nursing in your state of residence. That state must be part of the compact agreement.
- Q. What fees are required for recertification?
- A. The recertification application fee is \$100. Additional fees that may be assessed are a \$300 CE (continuing education) processing fee and \$500 reinstatement fee.
- Q. When are CE processing or reinstatement fees required?
- A. If you are required to submit documentation of your CE credit directly to the NBCRNA, a \$300 CE processing fee is assessed in addition to the \$100 recertification application fee. The AANA transfers a record of CE credit to the NBCRNA for active AANA members and individuals who have purchased AANA Nonmember Recordkeeping. Nurse anesthetists who have this service provided by the AANA will not be assessed the CE Processing Fee. The \$500 reinstatement fee is required for any application that is not **complete and processed** by July 31, 2012.
- Q. May I pay my fees with a credit card?
- A. You may provide credit card information to pay your fees when you apply for recertification electronically. However, if you choose to submit a paper recertification application, you may not pay your fees with a credit card; you are required to pay your fees by submitting a check made payable to the NBCRNA.

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- Q. I want to submit my application electronically, but I prefer to pay my fees by check. May I do so, or am I required to provide credit card information when I apply?
- A. Yes, you may apply electronically and pay your fees by check. Complete your electronic application. Then, on the payment page of the online application, select “Pay by Check”. You will be directed to check payment instructions.
- Q. It is July 31, and I just submitted my electronic application. Since I have submitted my application prior to the deadline, will I avoid the \$500 reinstatement fee?
- A. No, you may have to pay the fee. Applications must be complete and processed by July 31. Application processing may take up to four (4) weeks. Therefore, even though you have submitted your application by July 31, if your complete application has not been processed by the NBCRNA by that date, your recertification will lapse. You will be required to pay a fee of \$500 to reinstate your recertification.
- Q. How may I print a payment receipt?
- A. Once your application is approved, you may login to the recertification portal to print a copy of your payment receipt, recertification application, or to update your name, address, phone or e-mail address.
- Q. I am a member of the AANA. I have earned 40 CE credits, but they are not reflected on my AANA CE transcript yet. May I submit my recertification application now?
- A. No, an application for recertification may not be submitted until 40 CE credits are documented. If you are an active member of the AANA or have AANA Recordkeeping and you submit a paper recertification application, CE credit is considered documented when it is listed on your AANA CE transcript. If you apply electronically, CE credit is considered documented when it appears in the CE section of your electronic application. Contact the AANA continuing education department directly at [ContinuingEducation@aana.com](mailto:ContinuingEducation@aana.com) for information regarding the AANA CE credit recording process.
- Q. I am an AANA member and I have earned 40 CE credits, but the AANA has not transferred my CE credit record to the NBCRNA yet. May I submit my own documentation of CE credit to the NBCRNA?
- A. No, neither active AANA members nor non-members of the AANA with an active AANA Recordkeeping Service may submit documentation of CE credit to the NBCRNA; for these individuals, the NBCRNA will only accept documentation of CE credit directly from the AANA.
- Q. I am not a member of the AANA, so I am required to submit documentation of CE credit directly to the NBCRNA. I am applying for recertification online. How do I submit my CE credit documentation?
- A. As part of the electronic application process, you will enter a list of all CE credits that you have earned within the relevant recertification period. Following submission of your electronic application, you must then send documentation for all CE credits you have listed in your application to the NBCRNA for review. The recertification application will not be considered complete until the actual CE credit documentation is received by the NBCRNA. Documentation may be sent to the NBCRNA via fax or mail.

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- Q. I am not a member of the AANA, and I plan to submit an electronic recertification application. I will list all of my CE credits in the application and submit the application to the NBCRNA prior to July 31, but I won't be able to send the actual CE credit documentation to the NBCRNA before the July 31 deadline. Will my application be considered complete by July 31, as long as I submit the application by that date?
- A. No, your application is not complete until the NBCRNA has received your actual CE credit documentation. Your application must be complete and processed by July 31, 2012 or your recertification will lapse and you will be required to pay the \$500 reinstatement fee.
- Q. I am required to document my CE credits to the NBCRNA. What type of CE documentation is considered acceptable?
- A. For instructions, refer to “*Directions for Documentation of CE Credits for Recertification*” which is located on the Recertification page of the NBCRNA website.