RECERTIFICATION APPLICATION FAQs

GENERAL INFORMATION

Q. I am due to recertify this year – will the application be mailed to me?
The application process is available exclusively online via the NBCRNA website, www.NBCRNA.com. Paper applications are not available.

Q. How do I access the recertification application?
Go to the NBCRNA website, www.NBCRNA.com and select Portal from the global navigation menu located under the NBCRNA logo at the top of the homepage. You will then be prompted to create an NBCRNA account, which is required prior to logging in to the portal for the first time. To create an account, you will provide your email address and create a password. You may then log in to the portal and follow the prompts to access and complete your recertification application.

Q. What type of information should I have available as I complete my application?
You will need:
- A record of your practice for the period from 8/1/11 forward, or if you have not practiced substantially since 8/1/11, a record going back to 8/1/10;
- RN and APRN license information for every state you list on your record of practice and for every state in which you are currently licensed;
- A record of your CE credit earned within the relevant time-frame, and, if you are required to document credit directly to the NBCRNA, access to the materials you will upload or fax to the NBCRNA to document the credit; and
- Credit card information.

Q. Do I need an email address to recertify online? If so, why?
Yes, in order to recertify online with the NBCRNA, you will need a valid and individual email address. For security purposes, no two nurse anesthetists may share an email address on file with the NBCRNA.
An email address serves as authentication to validate identity and provides the NBCRNA with a valid method of contacting you.

Q. What if I don’t have an email address?
Instructions regarding how to set up a free email address are located on the Recertification page of the NBCRNA website.

Q. Does the NBCRNA sell demographic information, such as my email address?
No, the NBCRNA does not sell demographic information.

Q. How long will it take to process my application?
Please allow up to four weeks for processing.
Q. **When may I submit my application?**

The application process will be available beginning April 1, 2013. The deadline to apply is July 31, 2013.

Q. **I am due to recertify in 2014, but I want to change my recertification cycle to an odd year. May I just submit a 2013-2015 recertification application?**

No, you must submit a request in writing to the NBCRNA if you wish to change your recertification cycle.

**RN/APRN LICENSE**

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

You will need to provide license information (license number and expiration date) for each state in which you currently hold licensure and for each state in which you reported practicing during the past two years.

Q. **My license is on probation in Illinois, but I don't practice there. Do I have to provide Illinois license information when I complete the application?**

Yes, you must provide license information for every state in which you currently hold a license.

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 may be issued by any state or territory of the United States.

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

Q. **The application requires that I provide both RN and APRN 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 state board of nursing issues both an RN and APRN license, provide the license number and expiration date for both. If the state only issues one or the other, provide the information for that license.

Q. **The application requires that I 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.**

You will only need to document that your license was valid during the period of time you were practicing.
RECORD OF PRACTICE

Q. What is considered “substantial” practice?

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 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?

For each facility you list on your record of practice, you must indicate:

- Facility name and address;
- Facility contact person name, email address, and phone number;
- Dates of practice, meaning the dates you practiced at this facility during the recertification cycle of 8/1/11 to 7/31/13;
- Total number of hours worked at that facility for the entire dates reported;
- Position held;
- Practice specialization, if applicable.

Q. I haven't practiced nurse anesthesia substantially 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 three years, provide information relating to your most recent practice experience.

Q. I haven't practiced nurse anesthesia substantially within three years - will I be eligible for recertification?

Nurse anesthetists who cannot document substantial practice within three years of the upcoming August 1 recertification date must enroll in the NBCRNA Refresher Program in order to re-establish eligibility for Recertification. Information is available on the Refresher page of the NBCRNA website, under Recertification.

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 in which you have practiced. You may not use the name of an employment agency, registry, locum tenens placement service or business.

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 listed on the Credits page of the application.

Q. My AANA CE transcript shows that I have earned 40 CE credits, but all of the credits are not yet reflected on the Credits page of my NBCRNA recertification application. May I still submit my recertification application?

3
No, you may not submit your recertification application until a minimum of 40 CE credits have been transferred to the NBCRNA and appear on the Credits page of your recertification application.

Q. The AANA maintains a record of my CE credits, but they have not been transferred to the NBCRNA yet. May I submit documentation of my CE credit directly to the NBCRNA?

No, individuals who have AANA CE recordkeeping services may not submit documentation of CE credit to the NBCRNA. The NBCRNA will only accept CE documentation that is transferred directly from the AANA for individuals who have AANA CE recordkeeping services.

Q. I do not have AANA CE recordkeeping services. How do I submit CE credit documentation when I apply for recertification?

On the Credits page of the recertification application, you will be required to enter a record of CE programs that you have completed within the relevant recertification time-frame. You must then upload material into the application or fax the material to the NBCRNA.

The documentation must be submitted in a specific format, which is described in Directions for Documentation of CE Credits for Recertification, located on the Recertification page of the NBCRNA website.

Q. I will be entering a record of CE credits in the application. One of my CE programs awarded 1.5 credits for the activity. How will I enter the fraction in my application to show total credits earned for that activity?

CE credits earned may only be entered as whole numbers; fractions may not be entered. For example, if a program has awarded 1.5 credits, you must enter the credit as 1. All numbers should be rounded down.

Q. I took a CE program that awarded me .25 credits. Can I submit that program for evaluation?

No, programs that earn less than 1 credit will not be accepted towards the recertification requirement.

Q. I was initially certified on February 15, 2011 and this is my first recertification. What is my time frame for earning the 40 CE 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. Any CE credits you have earned from your initial certification date through July 31, 2013 may be applied to your 2013-2015 recertification cycle.

Q. I plan on submitting my 2013-2015 recertification application in early April. Can I start to earn CE credits for my next recertification period right after I submit my application?

You will be able to start earning CE credits the day after your application has been approved; therefore, you should wait until you receive notification from the NBCRNA that your application has been approved before you start to earn CE credits for the next recertification period.

Retroactive to the 2012 recertification cycle, nurse anesthetists may earn CE credits beginning the day after an individual’s recertification application was 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.” Does the NBCRNA require that I disclose my participation in a voluntary rehabilitation program, even if the state does not require me to disclose this information?

Yes, an applicant who is participating in a drug-related, alcohol-related or other type of treatment or monitoring program must disclose that information, even if participation is voluntary and disclosure is not required by the state. This is a requirement for our recertification process.

FEES

Q. How may I pay my fees?

You may pay your fees with a credit card – Master Card, Visa, Discover or American Express, or via a Paypal account. You may not pay by check.

Q. I have concerns about paying my fees online with a credit card. Is your site secure?

Yes, all credit card payments sent to the NBCRNA are processed securely through Paypal. The NBCRNA does not retain any credit card information as part of the payment process. For your protection, the NBCRNA has implemented the highest level of security and validation available for payment processing pages.

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

Yes, you may access your payment history on the NBCRNA website, and print a receipt at any time following submission of your application.