



## CPC Program 2-year Check-in Step-by-Step Instructions

This process is the mid-point requirement in the 4-year CPC Program cycle, which continues CPC compliance for the upcoming two years. Checking in will take approximately 5 to 10 minutes depending on if you need to make changes to your profile. Here are brief step-by-step instructions to get you through the process.

### Login\*

- Open your favorite Internet browser. Suggested browsers include: Safari, Chrome, Firefox, Edge, most versions of Internet Explorer (older versions may not work). If the Check-in portal doesn't open, please switch to another browser. Go to [www.nbcrna.com](http://www.nbcrna.com).
- Click on the green "LOGIN" button at the top of the screen to log in.

*\*If you are entering the 2-year Check-in from a provided link, begin step-by-step instructions here:*

- At the top left, you will see a link to the 2-year Check-in; click on this.
- You will be taken to the first/welcome screen providing general information. Please read and click "Next."

### Update Profile Information

- The next page (Review Profile) includes demographic information. Please review. If it is correct, click "Next." If there is information that needs to be updated, please click on profile. Your first and last name are not editable. If you need to change those, click on the link to the email address for NBCRNA and send us an email explaining what needs to be changed. Click "Next."

### Review Record of Practice

- The next page (Record of Practice) identifies your practice facilities. Please make sure it is accurate since your last recertification. If you need to make changes, click the edit button and you can update directly. If one is no longer accurate you can delete it; additions may also be made here. As soon as you have verified the information, click "Next."

### License Information

- You should now be on the License Page. You should see your RN license and your APRN\* license information. If your APRN\* information is not correct, please click edit and make the change. If you need to add a license, click add license and add the necessary information. Click next.

*\*or as applicable by state.*

*NOTE: You are not able to edit your RN license information. If you discover any information about your RN that needs edit, please contact the NBCRNA at [cpc@nbcrna.com](mailto:cpc@nbcrna.com).*

### **Verify Certifications**

- This page contains certification statements, which are all prepopulated; scroll down the page. At the bottom is a signature check box that has been prepopulated. If you agree, scroll to bottom and click “Next.” If you don’t agree, uncheck one of the boxes and another box will open for you to provide an explanation. Then click “Next” to take you to the review page.

### **Review Information**

- The Review page allows you to review the information in your record, including practice information, license information, and certification statements. You can also print (button in upper right corner) the information. After you have verified the details, click “Next.”

### **Credentialing Fee**

- The credentialing fee is the same as it has been in the past: \$110 every two years. Scroll down and enter your credit card information. You can click on the button to receive a receipt. You can also return to the Profile page at any time and print a receipt after you complete your 2-year Check-in.

### **Feedback**

- Your feedback is valuable. Please consider completing a short survey offering feedback about the process.

### **CPC Completion Progress**

- At top of this last page, you will have the ability to view your CPC completion status displays. This gives your Class A/B/Core Module completion to date.

Transferred credits for CRNAs who are AANA members will appear in the chart on this page. CRNAs who are not AANA members will continue to track their own credits until it is time to demonstrate CPC compliance (formerly “recertify”) in another two years. Therefore, some CRNAs will not have credits appearing on this chart, even though they have earned credits.

You may print the information on this page. After you complete the review, you can close the browser as you will have completed the process.

**Your 2-year Check-in is complete!**

