

SIMPLIFIED FNP NEW-GRAD CHECKLIST

- O Apply for certification board exam @ beginning of final semester.
 - o AANPCB -https://www.aanpcert.org/ or
 - ANCC https://www.nursingworld.org/our-certifications/family-nurse-practitioner
- Set up NPI account/#. https://nppes.cms.hhs.gov/#/
- Set up State Board of Nursing Portal account for APRN application.
- O Begin job search before graduation (contract negotiation can take a long time).
- O Study for board exam! Start at least one month prior to exam.
- **GRADUATE**
- Send official university transcripts (AFTER degree conferral) to:
 - Certification Board and
 - Board_of_Nursing
- **Take/pass board certification exam**
- O Submit application for APRN-CNP licensure via State BON.
- Obtain 8 hrs. CEs in pain/opioid mgmt. (DEA MATE requirement prior to getting DEA license). <u>Pri-Med DEA CEUs</u>
- **Sign NP job contract** (Review NAFNP presentation 'Contract Negotiation' first!)
- **Ensure physician signs collaborative/supervisory agreement if needed in your state ASAP**
- **Obtain new job start date**
- Apply for <u>DEA License</u> carefully (AFTER physician attests to collaboration/supervision in your state if required)! <u>DEA How To Apply Video</u>
 - \$888/state you're licensed in, be careful when applying, no refunds!
- Apply for <u>CMS Number</u> for Medicare/Medicaid
- **Begin employer-specific credentialing process**
 - Some states have standard forms, e.g.:
 - Texas Standard Credentialling Form

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