



# NAFNP

## **SIMPLIFIED FNP NEW-GRAD CHECKLIST**

- Apply for certification board exam @ beginning of final semester.
    - 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.
  - Begin job search before graduation (contract negotiation can take a long time).
  - 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\*\***
  - 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). [Pri-Med DEA CEUs](#)
  - **\*\*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 [DEA License](#) **carefully** (AFTER physician attests to collaboration/supervision in your state if required)! [DEA How To Apply Video](#)
    - \$888/state you're licensed in, be careful when applying, no refunds!
  - Apply for [CMS Number](#) for Medicare/Medicaid
  - **\*\*Begin employer-specific credentialing process\*\***
    - Some states have standard forms, e.g.:
      - [Texas Standard Credentialing Form](#)
- ✓ **Join NAFNP as a student member for \$89**