

## **NBCRNA Recertification Process Essentials**

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Note these essential facts regarding the recertification process:

- You have the option to recertify via electronic or paper application.
- The recertification application fee is \$100.00.
- If you are required to submit documentation of your CE credits directly to the NBCRNA, a \$300.00 CE Processing Fee is assessed in addition to the \$100.00 recertification fee.

Note: The AANA transfers a record of CE credit to the NBCRNA for members and certified registered nurse anesthetists who have an active AANA Nonmember Recordkeeping Agreement. Certified registered nurse anesthetists who have this service provided by the AANA will not be assessed the CE Processing Fee.

- To help ensure that you are recertified by the deadline of July 31, submit your application early; allow a minimum of four (4) weeks for processing. This provides adequate time for review and verification of the information submitted on your application.
- At least 40 CE credits must be documented prior to submitting your NBCRNA recertification application. Applications submitted without adequate CE credits being earned and reported will not be processed.
  1. AANA members and certified registered nurse anesthetists with an active AANA Nonmember Recordkeeping Agreement. If an electronic application is submitted, CE credits are considered documented when they appear in the CE credit section of the electronic application. If a paper application is submitted, CE credit is considered documented when it is listed on the applicant's AANA CE transcript.
  2. Certified registered nurse anesthetists who do not have AANA membership or an active AANA Nonmember Recordkeeping Agreement. Whether submitting an electronic or paper application, CE credits are only considered documented when the NBCRNA has received acceptable documentation of CE credit from the applicant. Refer to *Directions for Documentation of CE Credits for Recertification*, located on the NBCRNA website, under RESOURCES.
- Notify the NBCRNA of any changes in your contact information to help us make sure that you receive important notifications regarding your upcoming recertification.
- All recertification applications must be complete and processed prior to the July 31 deadline. **Retroactive recertification will not be issued under any circumstances.**
- If your application is not complete and processed by July 31, and you wish to recertify after that date, a **\$500 fee will be required to reinstate your lapsed recertification.**
- After July 31, the effective date of recertification will be the actual date all requirements have been met and the application is processed. The recertification card will show the effective date and the expiration date of the recertification.
- When your recertification application is approved, you will receive notification of approval, as well as instructions to print a temporary recertification card. A permanent recertification card will be sent to you within four weeks of approval of your application.