

# APRN Initial Application Checklist

For new graduate APRNs who do not have a license in another state

## 1. Enroll in Nursys® e-Notify as a Nurse at [www.nursys.com/enotify](http://www.nursys.com/enotify).

- ☐ You will receive notification from Nursys after your license is issued. When enrolling yourself in e-Notify, opt into the option to receive electronic license renewal reminders.

## 2. Submit an application through the Arkansas Nurse Portal.

- ☐ Create a Nurse Portal Account, if you do not already have one. It is recommended to use a personal email address that you will check regularly.  
Click apply for licensure and select APRN initial application in the appropriate APRN role:
  - ☐ • CNP (Certified Nurse Practitioner)
  - ☐ • CNS (Clinical Nurse Specialist)
  - ☐ • CNM (Certified Nurse Midwife)
  - ☐ • CRNA (Certified Registered Nurse Anesthetist)
- ☐ Complete each section carefully reviewing the information to ensure accuracy.
- ☐ Carefully read and answer the Eligibility Questions. Upload any necessary documents.
- ☐ Read, sign & date, and upload the CBC Challenge & Privacy Notice. You will need to print a hardcopy of this and take with you when you have your fingerprints collected.
- ☐ Review all information entered into the application.
- ☐ Pay the application fee and submit.

## 3. Submit criminal background check application.

- ☐ Submit request for criminal background check and pay the associated fee. Link to application can be found [here](#).
- ☐ Keep a copy of your receipt after payment. You will need the "INA Search ID" located on your receipt when you have your fingerprint collected for the federal background check.
- ☐ **Arkansas residents** are required to have electronic fingerprints collected. There are locations across the state. A list of vendors can be found [here](#). Take a government issued ID, a copy of your receipt, and a copy of your CBC Challenges & Privacy Notice with you.
- ☐ **Non-Arkansas residents** will be mailed a pre-stamped ASBN fingerprint card. This card must be used to ensure correct processing and routing of results. Or you have the option to travel to Arkansas to have electronic fingerprints collected at one of the vendors linked above. Follow instructions for returning the fingerprint card lined [here](#).
- ☐ Results take 2-6 weeks and will be checked off in the application once received.

## 4. Request Official Transcript from graduate program.

- ☐ Official transcript from your graduate program will need to be sent to our offices. Make sure your degree has been conferred before requesting.
- ☐ Transcript should be mailed to:  
Arkansas State Board of Nursing, ATTN: APRN Department, 1123 S University Ave, Suite 800, Little Rock, AR 72204
- ☐ Transcripts can be sent electronically to:  
[ellen.harwell@arkansas.gov](mailto:ellen.harwell@arkansas.gov)
- ☐ Transcripts are **NOT** accepted if sent to [ASBN.info@arkansas.gov](mailto:ASBN.info@arkansas.gov) email address.

## 5. Request verification of national certification.

- ☐ Request your national certifying agency send national certification verification directly to us.

Verifications can be mailed to:

- ☐ Arkansas State Board of Nursing, ATTN: APRN Department, 1123 S University Ave, Suite 800, Little Rock, AR 72204 or emailed to:  
[Ellen.harwell@arkansas.gov](mailto:Ellen.harwell@arkansas.gov)
- ☐ If you requested a temporary permit, you can submit your authorization to sit for national certification exam or upload a copy of national certification. Submit through the Nurse Portal Message Center. This is for temporary permits ONLY!

## 6. RN license verification

- ☐ You must hold an active RN license to be eligible to hold an APRN license.
- ☐ If you have an RN license in Arkansas, you can skip this step.
- ☐ If you hold RN licensure in another state, you will need to go to [www.nursys.com](http://www.nursys.com) and request Verification for Endorsement of your RN license.
- ☐ If you do not hold a multistate compact RN license or have moved to Arkansas and need to apply for RN licensure, refer to the instructions on our website to apply for RN licensure by endorsement.

## 7. RN Practice Hours

- ☐ Prior to APRN licensure it is required to have practiced at least 2,000 hours as an RN.
- ☐ Verification of these hours must be submitted using the form linked [here](#). Form must be on company letterhead and notarized.
- ☐ There is not a timeframe for the hours. Form can be completed by current or former employer who can verify you have practiced the required number of hours. Suggested representatives: Human Resources, Manager, physician, payroll, or other supervisors
- ☐ Once completed submit the form through the Nurse Portal Message Center.

## 8. Temporary Permit

You may request a temporary permit. Temporary permits can be issued after receipt of:

- ☐
  - State criminal background check results with no violations of 17 CAR §17-3-102
  - Official transcript
  - Authorization to sit for national certification or national certification
  - Verification of RN licensure
- ☐ Temporary permits are valid for 6 months and cannot be renewed.
- ☐ Temporary permits are not eligible for prescriptive authority.

## 9. If you answer yes to any of the eligibility questions...

If you answer yes to any of the eligibility questions, you will need to submit the following documents:

- ☐
  - Letter of explanation
  - Certified court disposition(s)
  - Evidence court conditions have been met
  - Discipline documents

## 10. Issuance of APRN license!

- ☐ Once all items are received, your APRN license will be issued. You will receive notice from Nursys and the Nurse Portal.
- ☐ You can begin practicing as an APRN and have the option to apply for prescriptive authority.
- ☐ Review the ASBN *Rules* 17 CAR §123-101 et seq. for specific rules related to advanced practice in Arkansas.

## 11. Prescriptive Authority

- ☐ Prescriptive authority is not included with licensure. You will need to submit an application for prescriptive authority along with the following documents:
  - Collaborative practice agreement
  - Quality assurance plan
- ☐ Collaborative practice agreements must be with a physician licensed by the Arkansas State Medical Board who has training within the scope, specialty, or expertise of the APRN. The [collaborative practice agreement form](#) on our website must be used and should not be modified.

Quality assurance plan examples are available on our website. QA plans may be modified, but must include the following:
- ☐
  - Be specific to practice area
  - Be signed, dated, and reviewed by APRN and collaborating physician
  - Include written plan for corrective action
- ☐ Evidence of compliance with the QA plan should be available to the Board upon request.
- ☐ You will also need to have Protocols for Prescriptive Authority. Protocols shall include, at a minimum: indications for and classifications of medications and therapeutic devices to be prescribed and date the protocol was adopted or last reviewed. They must be reviewed annually. They are not submitted to our offices, but should be available upon request. Examples are available on our website.
- ☐ Once your prescriptive authority has been approved, you will receive an approval letter that includes your Prescriptive Authority Certificate (PAC) number. You will need this number when applying for DEA registration.
- ☐ You should not apply for DEA registration until your prescriptive authority has been approved and you have received your approval letter.
- ☐ Certified nurse midwives are not required to have a collaborative practice agreement for prescriptive authority if only prescribing in schedules III-V. If a CNM needs schedule II prescribing, a collaborative practice agreement is required.
- ☐ Refer to the ASBN *Rules* 17 CAR §123-604 et seq. for specific rules related to prescribing.

## 12. Drug Enforcement Administration (DEA) Registration

- ☐ Once your prescriptive authority has been approved and you did request controlled substance prescribing, you will need to apply for DEA registration before prescribing controlled substances.
- ☐ Information for applying for DEA registration can be found at the link below.  
[CSA Registration Online Mgmt Tools \(usdoj.gov\)](#)

## 13. Prescription Drug Monitoring Program (PDMP)

- ☐ If you will be prescribing controlled substances or hold a DEA registration, you are required to register with the Arkansas PDMP.
- ☐ Information for registering with the PDMP can be found at the link below.  
[PDMP - For Healthcare Providers - Arkansas Department of Health](#)
- ☐ Refer to the ASBN *Rules* 17 CAR §123-611 for specific rules related to the PDMP.

## 14. National Provider Identifier (NPI Number)

- ☐ You can find information for obtaining an NPI number at the links below.  
[National Provider Identifier NPI Application/Update Form CMS-10114](#)  
[NPPES \(hhs.gov\)](#)

## 15. Renewals

- ☐ You will need to renew your RN and APRN licenses every 2 years. Your APRN license will be aligned with your RN license expiring on the last day of your birth month. If you are born in an even year, your license will expire in an even year. If you are born in an odd year, your license will expire in an odd year. Your first renewal may be shorter than normal depending on when your birthday is in relation to the when your APRN license is issued.
- ☐ You must maintain current national certification on file with ASBN at all times or your license will expire. Make sure to submit renewed national certification to ASBN after renewing. This will renew at a different time than your license.
- ☐ **If you hold prescriptive authority**, you are required to complete five (5) hours of pharmacology continuing education each renewal. This includes two mandatory ASBN courses related to Arkansas laws and rules, professional boundaries, and opioid prescribing.
- ☐ These two courses are housed on CE Broker and linked on our website.
  - Advanced Practice Nursing in Arkansas
  - Prescription Drug Abuse and Misuse
- ☐ Create a free CE Broker account. It is not necessary to pay for any premium services.
- ☐ Complete the two courses prior to submitting your renewal application and upload the two remaining hours to meet the five-hour requirement into CE Broker.  
[Mandatory ASBN Courses](#)
- ☐ Renewal applications open 60 days prior to expiration.
- ☐ You will need to submit your RN renewal first before you can submit your APRN renewal.
- ☐ If you hold prescriptive authority, make sure your employer information is updated in your renewal application. You will be contacted if any additional information is needed to process your renewal.
- ☐ Do not wait until the last day of the month to submit your APRN renewal. APRN renewals are manually processed and must be reviewed by ASBN staff.

## 16. Questions?

- ☐ Send a message through the Nurse Portal Message Center to any of the APRN categories for the fastest response.
- ☐ Questions about APRN applications:  
Licensing Coordinator:  
Ellen Harwell- 501-686-2706
- ☐ Questions about practice or answer yes to any eligibility questions on your application:  
Assistant Director for Advanced Practice:  
Shannon McKinney, DNP, APRN- 501-686-2725