Prescriptive Authority Application Checklist

1. 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 and
- Quality assurance plan; or
- Approval for Full Independent Practice by the Full Independent Practice Credentialing Committee

☐ 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.

☐ 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.

☐ If you have been approved for Full Independent Practice by the Full Independent Practice Credentialing Committee, you will not be required to submit a collaborative practice agreement or quality assurance plan

☐ Refer to the ASBN *Rules* 17 CAR §123-604 et seq. for specific rules related to prescribing.

2. Submit an application for Prescriptive Authority through the Arkansas Nurse Portal.

☐ Application is located on the main dashboard next to the APRN license.

☐ Upload required documents in the application or submit through the Nurse Portal Message Center.

3. Prescribing Hours

☐ If you have held prescriptive authority in another state, you will need to submit the Prescribing Hours Verification form.

☐ Prescribing hours are not applicable to new graduate APRNs.

☐ If you do not have at least 500 hours of prescribing in the previous 12 months, refer to ASBN *Rules* 17 CAR §123-601 (3)(A) & (B) and contact the APRN Department for a list of approved advanced pharmacology courses.

4. Approval

☐ Once your prescriptive authority application and collaborative practice agreement have been approved, you will receive an approval letter through the Nurse Portal Message Center.

☐ The approval letter will have your Prescriptive Authority Certificate (PAC#) number on it. You will need this number if applying for DEA registration.

☐ After approval, you will notice a green suitcase icon next to your APRN license on the main dashboard of the Nurse Portal. Red suitcase icons indicate inactive prescriptive authority.

5. Controlled Substance Prescribing

- ☐ If you will be prescribing controlled substances, you must register with the Arkansas Prescription Drug Monitoring Program (PDMP).
- ☐ Prior to prescribing controlled substances, you must also have current DEA Registration.

6. Terminating a Collaborative Practice Agreement

- ☐ Under ASBN *Rules*, you must terminate collaborative practice agreements within seven (7) days of the agreement ending.
- ☐ You will need to submit a termination form through the Nurse Portal Message Center. Make sure to check the appropriate box to avoid lapses in your prescriptive authority.
- ☐ If you do not have any other collaborative agreements or are not submitting a new one for review and approval, your prescriptive authority will be placed on inactive status.

7. Reinstating Prescriptive Authority

- ☐ If your prescriptive authority is inactive, you will need to submit an application to reinstate your prescriptive authority.
- ☐ You will be required to submit a collaborative practice agreement and quality assurance unless you have been approved for Full Independent Practice.
- ☐ If your prescriptive authority has been inactive for 12 months or more, you will be required to submit pharmacology CE to reinstate. The *Rules* require five (5) hours of pharmacology CE including the two mandatory ASBN courses for every 12 months your prescriptive authority is inactive plus five (5) for renewal. You will be notified of the number of hours you will need to reinstate.
- ☐ If your license expires for any reason, your prescriptive authority will expire and will need to submit an application to reinstate along with the required documents.

8. Adding New Collaborative Practice Agreements

- ☐ New collaborative practice agreements and quality assurance plans must be submitted to ASBN through the Nurse Portal Message Center.
- ☐ You should not begin prescribing in that setting until you have received your approval letter.

9. Making Changes to a Previously Approval CPA

- ☐ Updated documents should be submitted through the Nurse Portal Message Center.

10. Review the *Rules*!

- ☐ Make sure you are aware and understand the *Rules* related to APRN prescribing. 17 §123-604 et seq outlines the prescribing privileges.
- ☐ Know where to locate the *Rules* on the ASBN website and review them regularly!

11. Renewals

- ☐ Your prescriptive authority will renew with your license as long as you have a current collaborative practice agreement on file.
- ☐ Make sure your employer information is up-to-date in your renewal application to avoid delays in renewal.

12. 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