![FANA — Florida Association of Nurse Anesthesiology]

APRN License Renewal: Guidance for Florida CRNAs

June 2022

If you are one of the many CRNAs needing to renew your Florida APRN license this year, here are a few quick reminders from FANA Member Services to alleviate the stress and make the process easier for you to understand.

• You do **NOT** need to subscribe for a CE Broker subscription to renew your APRN/CRNA license.

• If you are *current* with your NBCRNA certification (i.e., it is not expired) you are **EXEMPT** from many of the Florida APRN renewal requirements (including the 24 CEs every 2 years).

• The **ONLY** continuing education credits you will need if your NBCRNA certification is current are:

a) Human Trafficking (2 CEs): FANA offers this online course

b) Prescribing controlled substances (3 CEs)

To guide you to **EXEMPT** yourself from many of the Florida CE requirements for APRN renewal, follow the directions below.

1. Visit floridasnursing.gov/renewals/
2. You will be redirected to the MQA Online Services page. Log in with your information.
3. Once logged in, under "Manage My License" select to renew your Advanced Practice Registered Nurse license.
4. As you follow the on-screen prompts, you will be re-directed to the CE Broker homepage to correct your renewal deficiencies.
5. Once you are logged in to CE Broker, click on "Report CE." **NOT** on "Renew subscription."

6. The next screen will be titled "Report Continuing Education." Below, you will see your license number and below that, a menu bar. Click on "Additional Options."
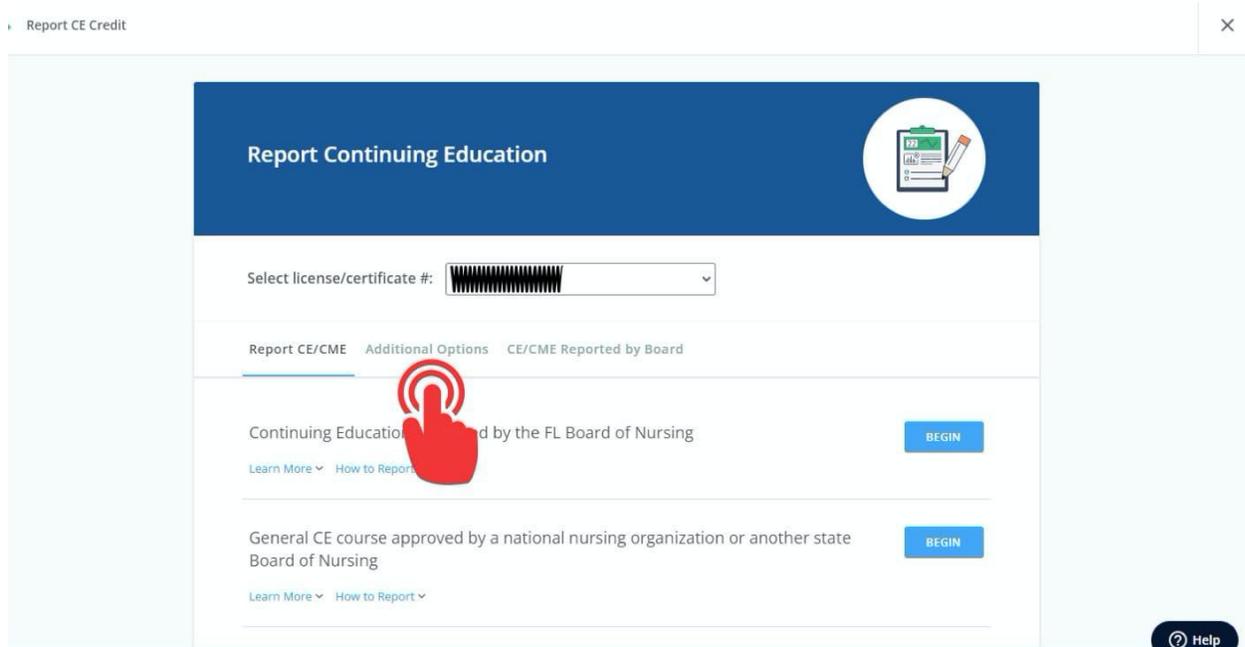
7. The screen will change and ask you to "Select CE cycle" that you are attempting to renew. Click on the appropriate date range for your license renewal.
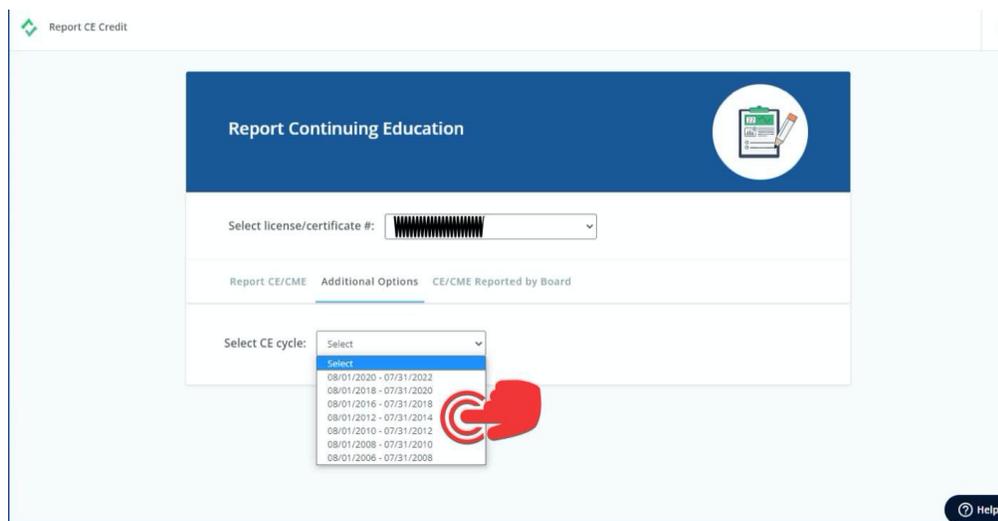
8. After selecting your cycle, the screen will change to provide two options from which to select. Click on "Certified by a health care specialty program." For those who are unaware, that specialty program is the NBCRNA. Click on "Continue."

9. This will lead you to a new screen asking you to "Select how the health care specialty program is accredited:" Here, you will want to select "National Commission for Certifying Agencies" and then click on "Continue."

10. The very next screen is letting you know that you will need to "…submit a certificate or other documentation verifying your certification." Click on "Continue."


11. On the new screen, you will need to upload your NBCRNA certification, which you can download from the NBCRNA website. Please note: see following steps if you need to obtain a copy of your NBCRNA certificate.

12. For those needing to obtain their NBCRNA certification, go to NBCRNA.com and then log in. Once logged in, go to the menu bar on the left side of the screen and click on "Requests."

13. There you will see a few drop-down options. Click on "Print Certificate" to download your NBCRNA certification, which is what you will upload to CE Broker as mentioned in Step 11.
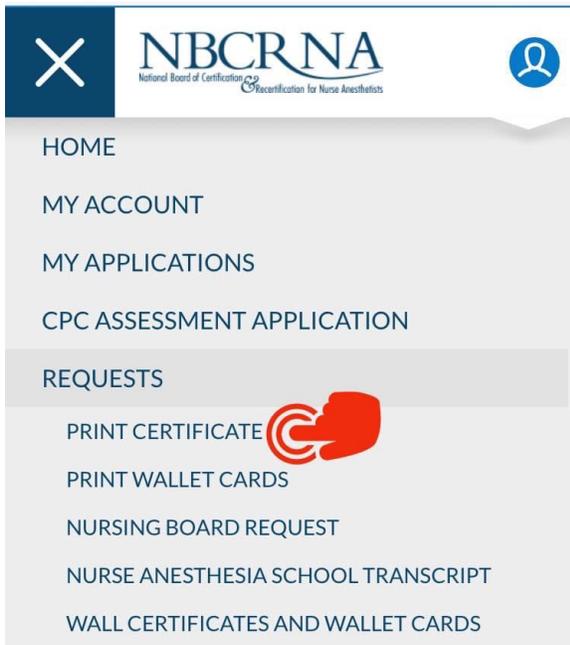
14. So go back to the previous CE Broker webpage to upload your NBCRNA certification. A few more straightforward clicks and you are finished with fulfilling the majority of your renewal requirements.
15. If you are choosing to renew your Registered Nurse license, complete the same above steps to exempt your RN license from the same renewal requirements.

- Again, do not forget to get CEs for Human Trafficking **AND** Prescribing Controlled Substances. Those are **mandatory** for all Florida APRNs/CRNAs. These credits are often reported to CE Broker by the companies from whom you purchased them. But if not, just report them manually using the same "Report CE" button clicked in Step 5.

- You can get your Human Trafficking CEs from FANA by clicking here (**$19 for FANA Members**; $29 for non-members).

- FANA does not have a Prescribing Controlled Substances CE currently available, but hopefully soon.

- As a Florida APRN, you are not required to renew your Registered Nurse license to practice as a CRNA in Florida. However, if you decide to work in another state or country in the future, a current RN license may be a required prerequisite to practice or for employment. Thus, for some, maintaining/renewing your RN license may be less cumbersome than the risk of needing to re-obtain that license for whatever reason.