

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.

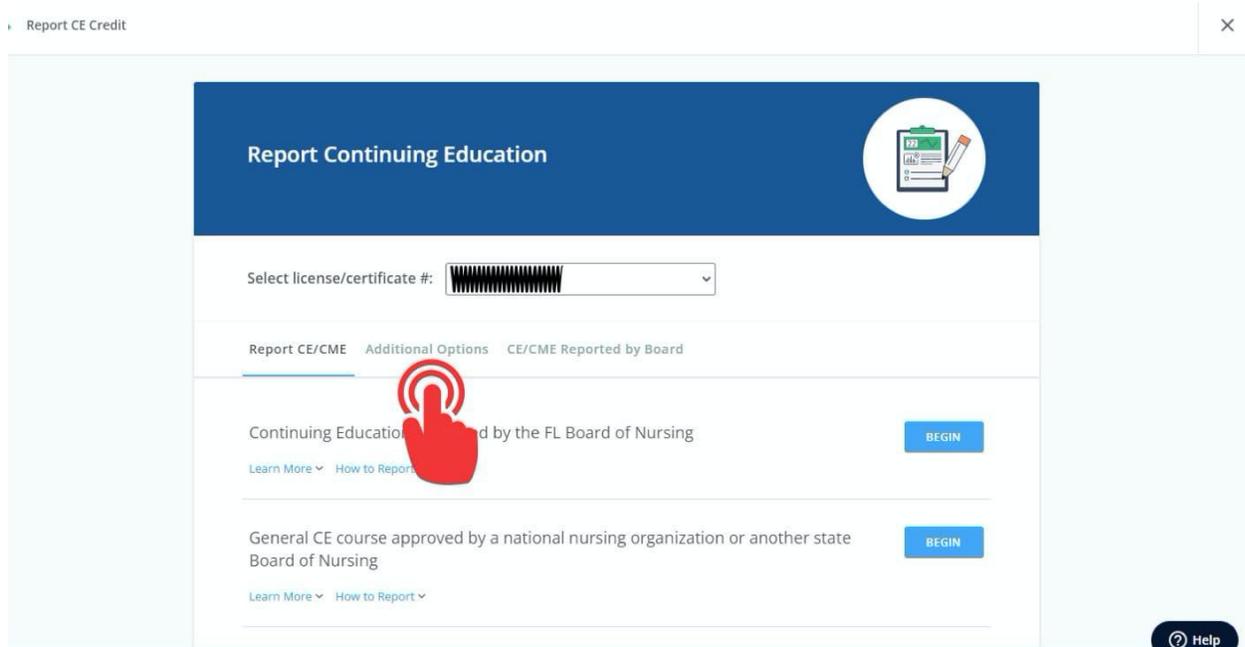
1. Visit floridasnursing.gov/renewals/
2. You will be redirected to the MQA Online Services page. Log in with your information.
3. Once logged in, under “Manage My License” select to renew your Advanced Practice Registered Nurse license.
4. As you follow the on-screen prompts, you will be re-directed 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.”

The screenshot shows the CE Broker user interface. At the top, there is a navigation bar with 'cebroker', 'Home', 'Find CE/CME', 'My learning', and 'NEW'. On the right, there are links for 'Renew subscription', a mail icon, and a settings icon. The main header area displays 'Advanced Practice Registered Nurse' and 'Florida' with a dropdown menu. A 'Report CE' button is visible in the top right. A prominent dark notification banner states: 'Your account subscription has ended! You no longer have access to your CE Compliance Transcript and will have to calculate compliance manually.' with a 'Renew subscription' button. Below this, the 'COMPLIANCE STATUS' is 'Not completed' with a warning icon and a 'Renew Subscription ->' button. The 'License details' section shows: State: Florida, License #: [redacted], and CE Cycle: 08/01/2020 - 07/31/2022. A 'Help' button is in the bottom right corner.

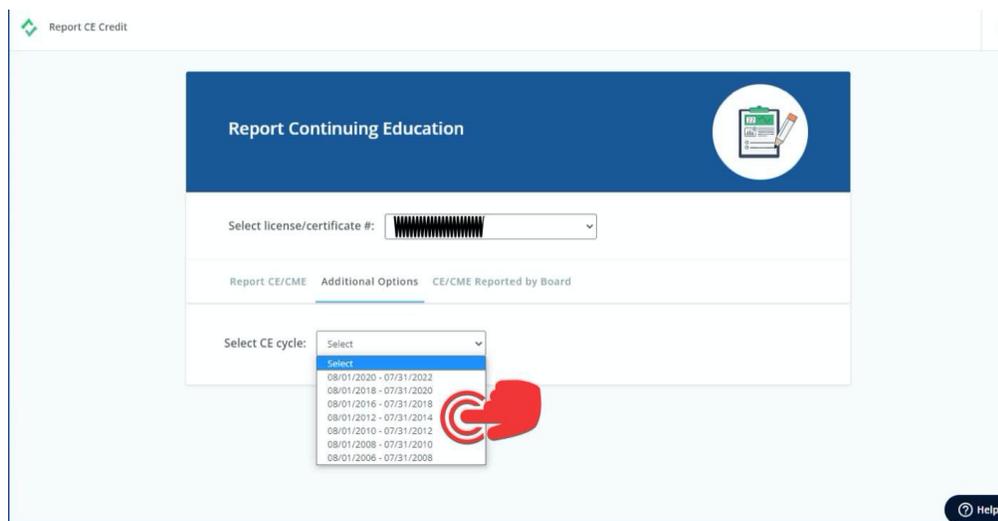
222 S. Westmonte Drive, Suite 111, Altamonte Springs, FL 32714

T: 407-774-7880 | F: 407-774-6440 | E: fana@fana.org | www.fana.org

- 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.”



- 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.



- 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.”

Report CE Credit

Report Continuing Education

Select license/certificate #: [Barcode]

Report CE/CME | **Additional Options** | CE/CME Reported by Board

Select CE cycle: 08/01/2020 - 07/31/2022

Autonomous APRN Initial Registration **BEGIN**
[Learn More](#)

Certified by a health care specialty program **BEGIN**
[Learn More](#)

Help

- 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.”

Report Exemption

Questions 1 of 2

Certified by a health care specialty program

Select how the health care specialty program is accredited :

National Commission for Certifying Agencies

Accreditation Board of Specialty Nursing Certification

BACK **CONTINUE**

Help

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.”

The screenshot shows a web form titled "Report Exemption" with a close button (X) in the top right corner. The main content area is titled "Requirements" and includes the text "Certified by a health care specialty program" followed by a horizontal line. Below this, it says "If submitting documentation please submit a certificate or other documentation verifying your certification." At the bottom of the form, there are two buttons: "BACK" on the left and "CONTINUE" on the right. A "Help" button is located in the bottom right corner of the form area.

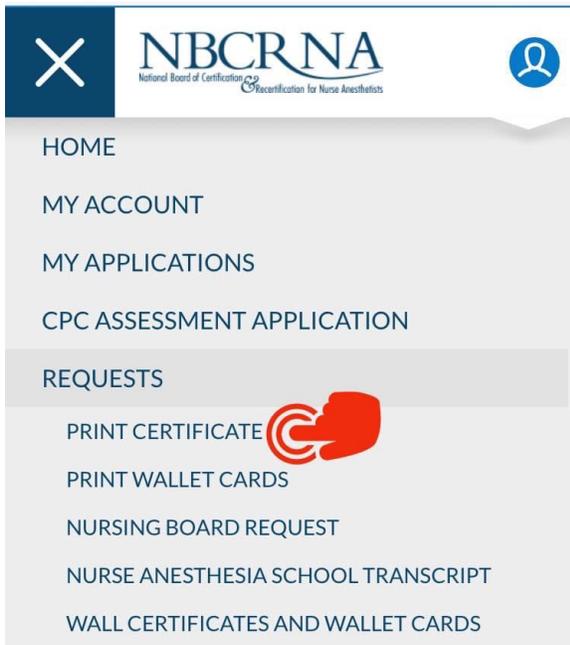
11. On the new screen, you will need to upload your NBCRNA certification, which you can download from the NBCRNA website. Please note: see following steps if you need to obtain a copy of your NBCRNA certificate.

The screenshot shows the "Attachments" section of the "Report Exemption" form. It features the same header and introductory text as the previous screen. Below the text, there are two columns. The left column is titled "ATTACH DOCUMENT" and shows a document icon with a green checkmark, indicating a successful upload. Below the icon, it says "File size up to 16 MB" and "1 file attached." The right column is titled "MAINTAIN MY OWN" and shows a briefcase icon, with the text "Maintain your own documentation" below it. At the bottom center of the form, there is a large grey icon of a cloud with an upward-pointing arrow, representing the upload function. A "Help" button is also present in the bottom right corner.

12. For those needing to obtain their NBCRNA certification, go to [NBCRNA.com](https://www.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.