

Gateway Tips for APRNs

Practice Maintenance:

If you need to **add a new practice site**, click Practice Maintenance at the top of your Practice Sites list, then click Add on the next page. Follow the steps to submit to the Board for review/approval.

To **add a Collaborating physician to the practice site** by clicking on the practice site, clicking Practice Maintenance and then clicking on the provider icon for that specific practice site to add a physician. Follow the steps to submit to the Board for review/approval.

To **upload a Collaborative agreement for a Practice Site**, please click on that site in your Practice Sites list. Then choose Collaborative Agreement from the Practice Options dropdown. Then go back to your Home page to see the place to upload the Collaborative Agreement under your Nurse Practitioner License. Follow the steps to submit to the Board for review/approval.



Example Collaborative Agreements can be found on the APRN page of the Board of Nursing website.

<https://www.msbn.ms.gov/licensure/advanced-practice-registered-nurse>

To **edit or remove a collaborating physician at a specific practice site**: Click on Practice Maintenance, then hover over the name of the specific physician at that practice site. Then on the Collaborating Physician Maintenance screen you make changes to the Collaborating physician information and save that, or you can click on the red Remove button to remove that physician from collaboration.

To **delete a practice site**: Click on practice maintenance then click the trash can beside the practice site. Be sure to delete the physicians from the site before deleting the site.

Renewed CSPA and update DEA certificate with BON:

On the left side of the Gateway APRN License page, you will see Renew CSPA in orange under Options. After you renew the CSPA, and pay the fee, you can upload a current DEA certificate. To Renew CSPA in Gateway- Click on DEA on Gateway Home page, on left margin of DEA page, see Option -> Renew CSPA.

To upload a renewed DEA before expiration:

The APRN can click the DEA tile to renew/update their DEA info **beginning 120 days prior to the DEA expiration date. The Gateway tile will appear as below:**

CSPA Information

Add DEA Certification

CSPA is expiring soon. Click below to renew.



Drug Enforcement Administration

DEA #: 5 [REDACTED]

Issued: 10/01/2018

Expiration: 03/30/202 [REDACTED]

Active

At this point if they click the tile, the APRN will have an option to "Renew CSPA".

Expiring soon! See **Options** below for renewal application.

Drug Enforcement Administration

[REDACTED]

License Information

License #: [REDACTED]

Type: Drug Enforcement Administration

Issued: 12/31/20 [REDACTED]

Expiration: 03/30/20 [REDACTED]

Status: Active

Options



License Files

File	Date
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Application History

Confirmation #	Type	Status	Last Update
[REDACTED]	CSPA	C [REDACTED]	10/18/2018 12:20:04 PM

Back to Home

The CSPA/DEA renewal page then gives full explanation of what is needed and how to do it.

Controlled Substance Prescriptive Authority

» Renewal

ATTENTION: A non-refundable fee of \$100 will be required if you submit this request.

The Mississippi Board of Nursing may grant controlled substance prescriptive authority in entirety Schedules II through V.

Application for a DEA registration is not connected to monitored practice hours as of 01/01/2018 APRNs may prescribe any schedule of controlled substance after the following has occurred IN THIS ORDER:

1. If you **DO NOT** have your new or updated DEA information to submit, you must first register/renew with the U.S. Drug Enforcement Administration (DEA) to complete the application and pay applicable fees to DEA.gov.
2. If you **DO** have your new or updated information from the U.S. Drug Enforcement Administration (DEA), please enter the number, issue date and expiration date here to update your Mississippi Board of Nursing CSPA registration.
3. Once you submit your DEA information on this page, you will be returned to your Gateway Home page. There you will see your CSPA checklist where you must upload your DEA certificate for review and approval.
4. The APRN has received a Uniform Controlled Substances Registration Certificate from the DEA.
5. When your CSPA Registration bar is green and shows "Active" the APRN is qualified to write for controlled substances.

Note:

- The APRN may be granted controlled substance privilege provided the nurse practitioner has graduated from an accredited school of nursing, a masters program or higher which contained a separate pharmacology course, and then the APRN is eligible to apply for controlled substance privilege. These will be granted as Class II-V inclusive only with all the appropriate fees due to both the Board of Nursing and the DEA.
- The APRN is required to maintain continuing education for controlled substances regardless of whether or not the APRN holds a DEA registration.

*** DEA Type**

DEA

*** DEA Number**

[REDACTED]

*** DEA Issue Date**

10/01/20

*** DEA Expiration Date**

03/30/

*** In completing this form, I attest that the information I am submitting is true, accurate, and complete to the best of my knowledge.**

☐ I Agree

Exit

Submit Renewal

After submission the APRN will have an upload portal/button where they can upload the DEA certificate.

Renewed expired CSPA and update DEA certificate with BON:

If your CSPA and DEA have expired, you cannot prescribe controlled substances until it is renewed with the Board of Nursing. You will need to renew your CSPA (Controlled Substance Prescribing Authority) with the Board of Nursing, pay the \$100 fee, and upload a current DEA certificate.

To do so via the Gateway, click on the expired DEA, it will take you to the DEA page.

On the left side of the page, you will see Renew CSPA in orange under Options. After you renew the CSPA, and pay the fee, you can upload a current DEA certificate.

CSPA has been expired more than [REDACTED]. You must re-register with MSBN and apply for a new DEA number with the DEA.



Drug Enforcement Administration

DEA #: [REDACTED]

Issued: 05/03/20[REDACTED]

Expiration: 10/31/20[REDACTED]

Expired

Initial Application (N [REDACTED]) Submitted: 3/12/20[REDACTED]
Last Update: 3/12/20[REDACTED]

Applicant Items 3 Incomplete

Description	Status	Options
Application Received +	✓ Complete	
Payment Received +	✗ Incomplete	
DEA Information Submitted +	✗ Incomplete	 Update
DEA Information Uploaded and Verified +	✗ Incomplete	 Upload

Monitored Hours:

The required documentation for Monitored Hours is found on the APRN page of the Board of Nursing website.

<https://www.msbn.ms.gov/licensure/advanced-practice-registered-nurse>

Upon completion of monitored hours requirement, upload the required documentation thru the Monitored Hours portal on the Gateway in the **orange section** on the far left margin of the APRN's license page in the Gateway.

National Certification Upload:

You need to upload your national APRN certification via the Mississippi Board of Nursing Gateway to the National Certification app.

Steps: Go to your Gateway, click on your APRN License, look to the Left margin under **Options** you will see National Certification Update, click that and then **Add** your certification. This will open the National Certification upload portal for you to upload the certification documents -- look for the upload button under your NP license once you have completed the aforementioned steps.

It is important to upload it to the Gateway this way immediately upon renewal and prior to expiration for the APRN license to stay active.

To **PRINT** from Gateway:

- If you are needing to **print off proof of approval of all current Collaborative Practice Sites**. You can go into your Gateway, click on your APRN license and right click to print screen—if you want to show all practice sites approved.
- If you want to **print out the actual Collaborative Agreement**, after you click on the APRN license- Gateway opens to your APRN license page, scroll down to license files and then you click on the specific file you desire to print.
 - *Note: The Board of Nursing requires Collaborative Agreements signed by the APRN and Collaborating Physician(s) for practice sites be uploaded via Gateway for Board review/approval prior to APRN practice. Example Collaborative Agreements are on the APRN page of the Board website. <https://www.msbn.ms.gov/licensure/advanced-practice-registered-nurse>*
- If you are wanting to **print off a signature attestation page** for a specific collaborative practice, click on the specific individual practice site on your APRN license, it will open to that site, then right click and select print. This will print off a signature page for that individual practice site that some organizations include in their files.

Note: The Board of Nursing does not need you to send us this signature attestation form as it is NOT a collaborative agreement. The Board requires signatures of the APRN and Collaborating Physician(s) on the actual Collaborative Agreement outlining the practice agreement.