MISSISSIPPI BOARD OF NURSING
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Ridgeland, MS 39157
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INITIAL LICENSURE

ADVANCED PRACTICE REGISTERED NURSE (APRN) MISSISSIPPI CERTIFICATION

Applicants for Mississippi Board of Nursing (Board) APRN certification **MUST** be currently licensed as a Registered Nurse in Mississippi, or hold an active unrestricted Registered Nurse Compact license, or hold a temporary permit as a Registered Nurse (RN) in Mississippi. APRNs applying for **RN endorsement *or* RN reinstatement *and*** APRN certification ***must*** complete the **RN endorsement *or* RN reinstatement** process before APRN certification can be granted.

Instructions for Advanced Practice Registered Nurse (APRN)

1. Submit application online. Go to **www.msbn.ms.gov.** On the home page select **click here to access your Nurse Gateway.**

2. Click the **Register Now** button if this is your first time visiting this website. This will allow you to create a profile and create a new username and password. Your old username and password from prior years will not work

3. If you have already created your account put in your username and password to get into your Nurse Gateway.

4. After you have login using your username and password select applications located at the top to get started with the process.

5. **FEES**: Are non-refundable

APRN Certification- Initial CNP,CRNA,CNW and Reinstatement	$100.00
Controlled Substance Prescriptive Authority (CSPA)	$100.00
Practice addition	$25.00 (each)
Renewal even numbered years	$100.00

6. **PRIMARY STATE OF RESIDENCY:** Indicate your primary state of residence. If your primary state of residence is a member of the Nurse Licensure Compact (NLC), you will need to provide proof of licensure in that Compact state in order to be granted APRN privilege in Mississippi. A complete listing of NLC states is available at www.ncsbn.org.

7. **APRN PRACTICE GUIDELINES**: Read the Mississippi Nursing Practice Law and 30 Mississippi Administrative Code. APRN guidelines are outlined in §73-15-20 of the Mississippi Nursing Practice Law and 30 Mississippi Administrative Code Part 2840. Accessible at www.msbn.ms.gov, Publications.

8. **POPULATION FOCUS:** Indicate your area of population focus. Population focus can be family/individual across the life span, adult/gerontology, pediatric, neonatal, women's health/gender related, psychiatric/mental health.

9. **EVIDENCE OF NATIONAL APRN CERTIFICATION:** Submit current proof of national APRN certification:
   a. Nationally Certified Practitioners – Submit a copy of a current certification from the national certification organization.
   b. New Graduate APRN – Request evidence of certification be submitted directly to the Board of Nursing from the national certification organization.
   c. Submit a copy of each additional specialty certification (i.e., first assistant, wound care, etc.)

10. **TRANSCRIPT:** Submit an official transcript from:
    a. An accredited masters or higher degree program of nursing that prepares nurses for one of the APRN role designation of Certified Nurse-Midwife(CNM),Certified Nurse Practitioner (CNP), and Certified Registered Nurse Anesthetist (CRNA).
    b. APRN applicants who graduate from a nurse practitioner program and were nationally certified as a nurse practitioner prior to December 31, 1993 may submit evidence of graduation from an accredited educational program for registered nurses.
    c. APRN applicants graduating from a nurse practitioner program after December 31, 1998, will be required to submit official evidence of graduation from a graduate program with a concentration in the applicant's respective advanced practice nursing specialty.

11. **PRACTICE DOCUMENTATION NEW GRADUATE:** A new graduate APRN must submit evidence official documentation on university letterhead for the amount of clinical hours earned in your program mailed to the Board of Nursing. Official letter on facility letterhead with proof of more than 1 years' experience as an RN prior to completion of your APRN program mailed to Board of Nursing. OR official letter on facility letterhead with proof of less than 1 years' experience as an RN prior to completion of APRN program mailed to Board of Nursing. The monitored hours left to complete should be completed under the supervision of collaborative physician or precpting APRN. Graduate competing the hours must have signatures of collaborative physician or preceptor(s) must be submitted to the Board of Nursing office and must include the date of completion keep a log of hours in your APRN personnel records for possible audit.

12. **PRACTICE SITE DOCUMENATION:** Submit documentation of practice site, type, and specialty. If the site, type or specialty is in pain management, weight loss, wound care, aesthetics, an emergency room, or any other specialty area submit evidence of additional training or certification in the area of specialty you are applying for board approval.

13. **COLLABORATING/CONSULTING PHYSICIAN(S):** Indicate and provide the requested information on the verification of protocol/practice for each physician with whom you have entered into a collaborative practice agreement in accordance with 30 Miss. Admin, Code, Pt. 2840, R. 2.3. It is recommended that you have a signed protocol by the APRN and collaborative physician for proof of agreement for possible audit.

14. **CONTROLLED SUBSTANCE PRESCRIPTIVE AUTHORITY (CSPA):** Select if you wish or do not wish to apply for CSPA. If you are applying for CSPA include an additional fee of $100.00. Every certified APRN authorized to practice in Mississippi who prescribes any controlled substances (Schedules II, III, IV, or V) within Mississippi or who proposes to engage in the prescribing of any controlled substance within Mississippi must be registered with the U.S. Drug Enforcement Administration (DEA) in compliance with Title 21 CFR Part 1301 Food and Drugs, **and** must also apply for this privilege with the Mississippi Board of Nursing. **CSPA is not automatically granted with an APRN license in Mississippi**. To register with the DEA see instructions below.

REGISTRATION WITH THE U.S. DEPARTMENT OF JUSTICE DRUG ENFORCEMENT ADMINISTRATION

1. **DO NOT** apply for a DEA registration prior to being issued prescriptive authority by the Mississippi Board of Nursing.
2. Register online at www.deadiversion.usdoj.gov after you have been issued prescriptive authority by the Mississippi Board of Nursing, select Registration, and Registration Applications. Pay applicable fee by Visa, MasterCard, American Express, or Discover.
3. DEA Customer Service 1-800-882-9539.
4. Information and resources, including questions and answers, are available by clicking on the "Registration Tools & Resources" section of the DEA web site.
5. When completing the DEA registration application you should enter your APRN license number. You will not have a state controlled substance number.
6. DEA will be notified by the board of nursing once CSPA has been approved.
7. Your DEA number will then (and only then) be sent to your home address directly from the DEA office.
8. Submit a copy of your DEA number and registration to the Board office.

Criminal Background Check (CBC) Registration Instructions

Miss Code Ann. Section § 73-15-17 (Q); 73-15-19; and 73-15-21, authorizes the Mississippi Board of Nursing (MSBN) to undergo a fingerprint-based criminal background history check of the Mississippi central criminal data base and the Federal Bureau of Investigations criminal history for licensure. Please follow the instructions below to complete the CBC process.

1. Complete and submit an application for licensure.

2. **CBC Registration** - Complete the online CBC registration at www.msbn.ms.gov, using the exact name as used on the licensure application. If an applicant has undergone a name change different from the name on their photo identification, you must present the necessary legal documents (i.e., marriage certificate, divorce decree, or other legal name change document) as proof at the time of fingerprinting.

3. **Fee** - Submit the $75.00 fee, including processing fee, at the time of completion of the online CBC form by using a credit or debit card bearing the Visa, Discover, American Express or MasterCard logo, or electronic check. **Fees are non-refundable.**

4. **Identification** - An applicant must provide two (2) sources of identification at the time of fingerprinting, one of which being a government issued current, valid and unexpired picture identification document. A driver's license is preferred for the picture identification but in the absence of a driver's license, a state-issued identification card may be acceptable. Other forms of identification documents may include: School issued student ID, State Government Issued Certificate of Birth, U.S. Active Duty/Retiree/Reservist Military Identification Card (000 10-2), U.S. Passport, Federal Government Personal Identity Verification Card (PIV), U.S. Tribal or Bureau of Indian Affairs Identification Card, Social Security Card, Court Order for a Name Change/Divorce, Marriage Certificate (Government Certificate Issued), U.S. Government Issued Consular Report of Birth Abroad, Foreign Passport with Appropriate Immigration Documents, Certificate of Citizenship (N560), Certificate of Naturalization (N550), INS 1-688 Temporary Resident Identification Card.

   If an applicant has undergone a name change different from the name on their photo identification, you must present the necessary legal documents (i.e., marriage certificate, divorce decree, or other legal name change document) as proof at the time of fingerprinting.

5. **Fingerprinting** - Only the fingerprints and CBC performed by the MSBN will be accepted.

   APRN In-State (Mississippi) New Graduates ONLY - APRN new graduate applicants from an in-state APRN program should contact their school of nursing for the date and time scheduled for onsite fingerprinting to be performed by the MSBN staff.

For all other applicant categories follow the instructions below for appointments.

An appointment for fingerprinting must be made with the MSBN CBC staff after online CBC registration has been completed. Allow at least 24 hours for online CBC registration to be processed before making an appointment. Refer to the confirmation of payment and registration for the steps to complete the CBC process.

6. **Records/Documents** - To expedite the licensing process, applicants who have been convicted of, pled guilty or pled no contest to any charge(s), or have charges pending against them for a felony or misdemeanor, other than a minor traffic violation in any state or jurisdiction must provide the board with the following pertinent records including but not limited to:

- Certified copies of any and all court records
- Expungements
- Evidence of fines paid
- Documents that demonstrate release of probation
- A written detailed explanation as to the circumstances leading to each criminal
    - offense

This information may be mailed or delivered to the board at the time of licensure application.

7. Applicants with potentially disqualifying events may be required to submit additional information as requested by the board. **MSBN staff will contact the applicanteither by phone or letter to request as needed.**

8. Applicants should NOT CALL THE BOARD REQUESTING THE RESULTS OF THEIR CBC. THIS INFORMATION WILL NOT BE GIVEN OUT OVER THE PHONE, IN PERSON, BY MAIL, and copies of CBC results will not be available through the board office.

9. Allow additional time for the CBC process to be completed because of additional follow- up by board staff. The amount of additional time required is dependent on the applicant's ability to provide necessary documents and the time required for the board to review the information. A set timeframe cannot be given.

10. A second set of prints may be requested by MSBN staff if inconsistencies associated with the original fingerprint submission cause the submission to be rejected. (Do not call MSBN to check acceptance of fingerprints. If inconsistencies are noted, board staff will contact the applicant.)

11. If an applicant disagrees with the CBC results, they must contact the Board in writing within 10 business days of notification.

ONLY THE FINGERPRINTS AND CBC PERFORMED BY THE MISSISSIPPI BOARD OF NURSING WILL BE ACCEPTED