Attend New Provider Orientation and APRN Orientation during first week.

Apply for TN BON APN (or PA) license

Meet with Assistant Director to Review the One Packet

Complete and Submit One Packet to PSS

Does your program have protocols?

Work with Assistant Director, and Supervising MD to develop Practice Protocols and submit copy/link to OAP to add to database.

Are you a new graduate or moving here from another state?

Complete Board Exam

1. Additional application for Certificate of Fitness to Prescribe
2. Notice & Formulary
3. Mandatory Practitioner Profile
4. Apply for NPI
5. Apply for DEA
6. Register yourself and supervising MD in CSMD

If you are an NP or PA please complete the following steps:

1. Return signed faculty offer letter, 3 letters of recommendation and CV
2. Send faculty appointment and billing application to OAP

Will you be a faculty member?

**If you start work, prior to being credentialed and privileged, you can shadow with a preceptor. You cannot make independent medical decisions, place orders under your license or write billable notes.

**Submit N&F original to TN BON

Wait 90 days for Credentialing and Privileging Approval

To acquire and maintain privileges at Vanderbilt, you must have an active Tennessee RN/APN or PA license.

To maintain your license you must follow the Tennessee State Board of Medical Examiners and Board of Nursing Requirements:
1. Maintain current Notice and Formulary.
2. DEA holders must be current, with current supervising MD in the CSMD.
3. You must have protocols or written guidelines for practice (on site), that are updated every 2 years.
4. Supervising MD or designee must complete a 20% Chart Review Monthly.
5. Supervising MD must review all charts for which you have prescribed controlled substances every 10 days and certify via signature within 30 days.

Maintain your privileges... don't lose your license!