

Other documentation required for initial application includes:

- Current, notarized passport photograph taken within preceding 12 months
- Official graduate transcript from physician assistant training program;
- Verification of N.C.C.P.A. exam
- Two (2) original letters of professional recommendation
- Result of a criminal background check
- Certificate of completion or diploma from an approved physician assistant program
- Certification/licensure from other state boards

Contact the Tennessee Committee on Physician Assistants
665 Mainstream Drive, 2nd Floor
Nashville, TN 37243
(615) 532-3202 local or 1-800-778-4123 nationwide

Applying for an National Provider Identifier Number (NPI)

All healthcare providers should have a unique identifier, known as a National Provider Identifier (NPI). Once you have a valid APRN/PA Tennessee license number, you may apply for an NPI. Go to this site to apply: <https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>
They will send your NPI number via email within 1-2 days. Please save this email copy for your records and send a copy to Provider Support Services.

Registration for a Drug Enforcement Administration (DEA) Number

All healthcare providers prescribing controlled substances are required to carry a valid DEA. You may go to this site to register: <https://www.dea diversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp>
call 1-800-882-9539. You will receive your DEA within 2-4 weeks of application. Use your home address as the contact address for your DEA. Send a copy of your DEA to Provider Support Services and to our office. The DEA number must be renewed every 3 years. Save a copy of your proof of payment for reimbursement purposes.

Once you hold a valid DEA, you must register with the Tennessee Controlled Substance Database. Go to this link to register: <https://www.tncsmid.com>

Licensure and Certification

All VUMC APRNs and PAs must hold a valid **Tennessee State APRN or PA license** as well as a current **board certification** in his/her respective specialty. Per Vanderbilt Policy, VUMC health care providers are required to hold **BLS certification** (VUMC Policy Number CL 30-08.21). In addition, all VUMC inpatient, critical care APRN/PA providers are required to hold **ACLS or PALS certification**. To sign up for BLS/ACLS/PALS classes, please go to this link:
<http://www.mc.vanderbilt.edu/root/vumc.php?site=resuscitation&doc=27327>

Please renew licensure and certification prior to their due date. Fax a copy to your administrator or advanced practice Leader so that he/she can update the Credentials Application and Tracking (CATs) database; send a copy to Provider Support Services and to your respective academic Division/Department.

License/Certification	Renew every:	201 Cost
APRN Board Certification	5 years	\$350
APRN License (initial)	---	\$210
APRN License (renewal)	2 years	\$110
RN License	2 years	\$90
PA License (initial)	---	\$335
PA License (renewal)	2 years	\$175
PA Board Certification (initial)	---	\$450
PA Board Certification (renewal)	10 years	\$350
DEA	3 years	\$731
ACLS	2 years	Free for Vanderbilt Employees
BLS	2 years	Free for Vanderbilt Employees

Maintaining APRN Licensure and Certification

- Timely completion of biennial TN license renewal application, compliance with all renewal requirement and submission of appropriate fees.
- Maintenance of continual national board certification per granting entity with compliance with all renewal requirements, timely submission of renewal application and appropriate fees.
- Demonstrate continued competency to hold and/or renew an TN APRN certificate by:
 - Obtaining or maintaining nationally recognized board certification
 - If in possession of a Certificate of Fitness, successfully completion of a minimum of two (2) hours of continuing education specifically addressing controlled substance prescribing practices including instruction in TN Department of Health’s treatment guidelines on opioids, benzodiazepines, barbiturates, and carisoprodol, and may include such other topics as medicine addiction and risk management tools.
- As both TN licensure and national board certification may be subject to random audits by granting entities, be aware of all renewal requirements and maintain accurate documentation.

Maintaining PA Licensure and Certification

- Timely completion of biennial TN license renewal application, compliance with all renewal requirements and submission of appropriate fees.
- Maintenance of continual national board certification per granting entity with compliance with all renewal requirements, timely submission of renewal application and appropriate fees.
- Completion of one hundred (100) hours of continuing medical education within a two (2) year prior to TN license renewal application which include:
 - At least 50 hours of Category 1 certified medical education

- At least two (2) Category 1 hours shall be related to controlled substance prescribing which must include Department of TN's treatment guidelines on opioids, benzodiazepines, barbiturates, and carisoprodol and may include topics such as medicine addiction, risk management tools and other topics approved by the Committee.
- As both TN licensure and national board certification may be subject to random audits by granting entities, be aware of all renewal requirements and maintain accurate documentation.

Employee ID and ID Badge

You have been assigned an employee ID number. This ID number will be imbedded into the magnetic strip of your ID Badge. You may look up your **employee ID number** by going to the following link:

<https://sso.vanderbilt.edu/idp/SSO.saml2>

An ID Badge request form should be completed online for you, which once completed, will be sent to the Medical Staff Card Office in Medical Center North on the 2nd Floor. If you are not credentialed at the time of your initial badge receipt, you will need a **light blue RN badge**. Hours and location to the Medical Staff Card Office can be found here: <http://hr.vanderbilt.edu/mc-cardservices/>

Once you have been credentialed and privileged, obtain an ID Badge change form from MCN D2016E to update your ID badge to navy blue. Credentialed PAs and APRNs must obtain a navy blue identification card from the ID card office.

You badge should indicate the following:

First line: Name, license, highest degree, board certification

Second line: "Nurse Practitioner" or "Physician Assistant"

Third line: Division/Department

Parking

Access parking information for new staff at <https://ww2.mc.vanderbilt.edu/medcenterparking/>

Obtain **parking permit** at Parking Permit Office, East Garage. You must have your ID Badge before you sign up for parking.

Parking Permit Office

1210 Medical Center Dr.

East Garage, Ground Level

Nashville, TN 37232-8800

615-936-1215 Option 3

Fax: **615-936-2127**

7:30 AM to 4:30 PM Mon.-Fri.

Closed the 3rd Wednesday of Each Month 12:00PM-1:30PM