#### STEP BY STEP GUIDE FOR ADDING ADDITIONAL NURSE PRACTITIONER PROVIDERS

#### Step 1

- 1. Login into your BreEZe account <u>https://www.breeze.ca.gov/datamart/mainMenu.do</u>
- 2. Enter User ID
- 3. Enter Password
- 4. Press Sign In

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Check Licenses and file complaints.	Applicant and licensing needs are available here. You will need to register, or use your existing user name and password           Returning User         Fields marked with • are required         • User ID:         • Password:         Forgot Password?         Forgot User ID?         Sign In
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1. Select drop down menu under Nurse Practitioner **NOTE: Do not choose "Start a New Application".** 

- 2. Select Additional Nurse Practitioner Providers
- 2. Press Select

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NP - Change of Address		Select			
NP - Independent Practice Group Setting Submit Additional Documents					
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View Application Status					
Board of Registered Nursing - NP - Independent Practice Group Setting	Status: Pending	Details			
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1. Read the Additional Nurse Practitioner Providers – Introduction NOTE: Before proceeding with the application, please verify that your national certification is currently recognized as a population focus (CCR 1481(a)).

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Introduction	Additional Nurse Practitioner Providers - Introduction
Information Privacy Act	1485.3 Scope of Practice for Nurse Practitioner Independent Practice Group Setting.
Name and Personal/Organization Details	A Nurse Practitioner Independent Practice Group Setting may perform the functions listed in Section 2387.103(c) of the code without standardized procedures only in a group setting and in the category listed in Section 1481(a) in which the applicant is certified as a Nurse Practitioner Independent Practice Group Setting.
Contact Details	Requirements for Certification as a Nurse Practitioner Independent Practice Group Setting.
Additional Provider Information	To obtain certification as Nurse Practitioner Independent Practice Group Setting, an applicant shall:
File Attachments	1. Hold a valid and active certification as a nurse practitioner in California.
Application Summary	2. Hold a certification by a national certification organization accredited by the National Commission for Certifying Agencie the American Board of Nursing Specialties as a nurse practitioner in the category listed in Section 1481(a) in which the applicant seeks certification as a Nurse Practitioner Independent Practice Group Setting. The verification of this certifica
	shall be provided directly to the board by the issuing organization.
	CCR § 1481(a) Categories of nurse practitioners include:
	<ol> <li>Family/individual across the lifespan;</li> <li>Adult-gerontology, primary care or acute care;</li> <li>Neonatal;</li> </ol>
	<ol> <li>Pediatrics, primary care or acute care;</li> <li>Women's health/gender-related;</li> <li>Psychiatric-Mental Health across the lifespan.</li> </ol>
	3. Complete a transition to practice.
	<ul> <li>A. For purposes of this subsection, "transition to practice" means 4600 hours or three full-time equivalent years of clinical practice experience and mentorship that are all of the following: <ol> <li>completed in California.</li> <li>completed within five years prior to the date the applicant applies for certification as a Nurse Practitioner Independent Practice Group Setting.</li> <li>completed after certification by the Board of Registered Nursing as a nurse practitioner.</li> <li>completed after certification by the Board of Registered Nursing as a nurse practitioner.</li> <li>completed after certification by the Board of Registered Nursing as a nurse practitioner.</li> <li>completed in direct patient care in the role of a nurse practitioner in the category listed in Section 1481(a which the applicant seeks certification as a Nurse Practitioner Independent Practice Group Setting.</li> <li>completed after obtaining certification as a nurse practitioner by a national certification organization accreby the National Commission for Certifying Agencies or the Accreditation Board for Specialty Nursing Certification (ABSNC) as a nurse practitioner in the category listed in (a) in which the applicat seeks certification as a nurse practitioner 2837.103 of the code.</li> </ol> </li> </ul>
	B. The applicant shall demonstrate their completion of a transition to practice by submitting to the board one or mor attestations of a physician or surgeon, Nurse Practitioner Independent Practice Group Setting, or Nurse Practitio Independent on Attestation Form. Any physician or surgeon, Nurse Practitioner Independent Practice Group Sett or Nurse Practitioner Independent signing the attestation must specialize in the same speciality area or category in Section 1481(a) in which the applicant seeks certification as a Nurse Practitioner Independent Practice Group Setting and must not have a familial or financial relationship with the applicant.
	Press "Next" to continue.
	Press "Cancel" to exit this application.
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1. Read the Additional Nurse Practitioner Providers – Information Privacy Act

2. Press Agree



1. Verify the Additional Nurse Practitioner Providers – Name and Personal Details

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Introduction	Additional Nurse Practitioner Providers - Name and Personal Details
Information Privacy Act	If the following personal information is not correct, click on the following link and follow the instructions on the Notification of Nai Change form: https://www.rn.ca.gov/address.shtml
Name and Personal/Organization Details	Press "Previous" to return to the previous screen. Enter your personal details and Press "Next" to continue.
Contact Details	Press "Cancel" to exit this application.
Additional Provider Information	Title:
File Attachments	First Name:
Application Summary	Middle Name:
	Last Name:
	Suffix:
	SSN/ITIN: 😡
	Birthdate: (mm/dd/yyyy)
	Gender:
	Effective July 1, 2012, the Board of Registered Nursing is required to deny an application for licensure and to suspend the license/certificate/registration of any applicant or licensee who has outstanding tax obligations due to the Franchise Tax Board (FTB) or the State Board of Equalization (BOE) and appears on either the FTB or BOE's certified lists of top 500 tax delinquent over \$100,000. (AB 1424, Perea, Chapter 455, Statutes of 2011).
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1. Verify the Additional Nurse Practitioner Providers – Address Detail Summary

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Introduction	Additional Nurse Practitioner Providers - Address Detail Summary
Information Privacy Act	The following address types are mandatory. Please add these in order to continue.
Name and Personal/Organization Details	Press "Previous" to return to the previous section. Press "Next" when finished adding/changing addresses.
Contact Details	Press "Cancel" to exit this application.
Additional Provider Information	License Specific Addresses Address of Name
File Attachments	Address of Name: Record
Application Summary	Address:
	Phone Number: E-mail: Pursuant to the California Code of Regulations 1409.1, an address change must be reported to the Board within 30 days by w of mail, telephone, or the BRN webpage. The BRN is now assessing a citation and fine for violations of this section. Items with asterisk (*) are required for the online application.
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1. Read the Additional Nurse Practitioner Providers – Additional Provider Information – Information 2. Press Add

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Introduction	Additional Nurse Practitioner Providers - Additional Provider Information - Information	
Information Privacy Act	"Transition to practice" means 4600 hours or three full-time equivalent years of clinical practice experience and mentors	hip tha
Name and	are all of the following:	
Personal/Organization Details	1. Completed in California.	
	<ol><li>Completed within five years prior to the date the applicant applies for certification as a Nurse Practitioner In Practice Group Setting.</li></ol>	Ideper
Contact Details	<ol><li>Completed after certification by the Board of Registered Nursing as a nurse practitioner.</li></ol>	
Additional Provider nformation	<ol> <li>Completed in direct patient care in the role of a nurse practitioner in the category listed in Section 1481(a) the applicant seeks certification as a Nurse Practitioner Independent Practice Group Setting.</li> </ol>	
File Attachments	<ol> <li>Completed after obtaining certification as a nurse practitioner by a national certification organization accret National Commission for Certifying Agencies or the Accreditation Board for Specialty Nursing Certification</li> </ol>	(ABSN
Application Summary	as a nurse practitioner in the category listed in CCR § 1481(a) in which the applicant seeks certification as practitioner pursuant to Section 2837.103 of the code.	a nurs
Application Commany		
	CCR § 1481(a) Categories of nurse practitioners include:	
	1. Family/individual across the lifespan; 2. Adult acceptedate primary across series across	
	2. Adult-gerontology, primary care or acute care; 3. Neonatal;	
	<ol> <li>Pediatrics, primary care or acute care;</li> <li>Women's health/gender-related;</li> </ol>	
	6. Psychiatric-Mental Health across the lifespan.	
	Prior to proceeding, please verify the California Physician & Surgeon's license information on the DCA License	Searc
	Press the "Edit" link to edit the record.	
	Press the "Remove" link to remove the record.	
	Press "Add" to add a new record.	
	Press "Previous" to return to the previous section. Enter appropriate details and press "Next" to continue.	
	Press "Cancel" to exit this application.	
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	Group Setting or above. Licensee California Nurse (mm/dd/yyy) above.	
	Practitioner	
	Independent Practice.	
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1. Read the Additional Nurse Practitioner Providers – Additional Provider Information – Add 2. Prior to proceeding, please verify the California Physician & Surgeon's information on the <u>DCA License</u> <u>Search</u> (NOTE: The "California Licensee's credential" is the letter that immediately precedes the license number.)

#### 3. Answer questions

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Introduction         Additional Nurse Practitioner Providers - Additional Provider Information - Add           Information Privacy Act Personal/Organization Details         "Transition to practice" means 4000 hours or three full-line equivalent years of clinical practice experience and mentorship that are all of the following:           Concluse Details         -         Conclused in California.           Additional Provider Information         -         Completed in California.           File Attachments         -         Completed in California Commission for Certifying Agencies or the Additional CCR § 1481(a) in which the applications as Nurse Practice (Nursing as a nurse practice).           Application Summary         -         Completed in direct patient cars in the role of a nurse practice in the action (ABSWG as a nurse practice) means applicant seeks certification as a Nurse Practice (Nursing Certification (ABSWG as a nurse practice) in the actegory listed in CCR § 1481(a) in which the applicant seeks certification (ABSWG as a nurse practice) rule in the actegory listed in CCR § 1481(a) in which the applicant seeks certification as a nurse practice provider in the actegory listed in CCR § 1481(a) in which the applicant seeks certification (ABSWG as a nurse practice) rule actegory listed in CCR § 1481(a) in which the applicant seeks certification as a nurse practice in the actegory listed in CCR § 1481(a) in which the applicant seeks certification as a nurse practice in the actegory listed in CCR § 1481(a) in which the applicant seeks certification as a nurse practice in the actegory listed actegory actegory in the actegory listed in Section 2537.103 of the code.           CCR § 1481(a) Categories of nurse practindine in the actegory liste	I amond in an	Skjo navigi
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Contact Details       Practice Group Setting.         Additional Provider Information       Completed after certification by the Board of Registered Nursing as a nurse practitioner.         File Attachments       Completed after certification is a Nurse Practitioner in the category listed in Section 1481(a) in which the application sees certification as a nurse practitioner in the category listed in CCR § 1481(a) certification completed after certification as a nurse practitioner in the category listed in CCR § 1481(a) certification completed after certification as a nurse practitioner biology of the Certificity application of Certifying Application Exact (Not Section 1287) 103 of the code.         Application Summary       CCR § 1481(a) Categories of nurse practitioners include: <ul> <li>1 Family/individual across the lifespan:</li> <li>2 Adult-geronitology, primary care or acute care;</li> <li>3 Women's healthylender-related:</li> <li>9 Women's healthylender-related:</li> <li>9 Women's healthylender-related:</li> <li>9 Prior to proceeding, please verify the California Physician &amp; Surgeon's license information on the DCA License Search</li> </ul> Press "Next" to save this record and continue.       Press "Next" to save this record and continue.         Press "Next" to save this record and continue.       Sciefornia Nurse Practitioner         Press "Next" to save this record and continue.       Receive acute a	Personal/Organization	1. Completed in California.
Additional Provider Information <ul> <li>Completed indirect patient circle of a furse practitioner in the category listed in Section 1451(a) in which the applicant seeks certification as a nurse practitioner by antional certification organization accredited by IN National Commission for Certifying Apencies or the Aporelitation Board for Specialty Nursing Certification (Specialty Nurse) Certification (Specialty Nur</li></ul>	Contact Details	Practice Group Setting.
Application Summary as a nurse practitioner in the category listed in CCR § 1481(a) in which the applicant seeks certification as a nurse practitioner pursuant to Section 2837.103 of the code.  CCR § 1481(a) Categories of nurse practitioners include: <ol> <li>Family/individual across the lifespan;</li> <li>Adul-geronitology, primary care or acute care;</li> <li>Neonatai:                 <ol> <li>Family/individual across the lifespan;</li> <li>Adul-geronitology, primary care or acute care;</li> <li>Neonatai:</li></ol></li></ol>		<ol> <li>Completed in direct patient care in the role of a nurse practitioner in the category listed in Section 1481(a) in which the applicant seeks certification as a Nurse Practitioner Independent Practice Group Setting.</li> <li>Completed after obtaining certification as a nurse practitioner by a national certification organization accredited by the section of the sec</li></ol>
CCR § 1481(a) Categories of nurse practitioners include:         1. Family/individual across the lifespan;         2. Adult-geronitology, primary care or acute care;         3. Neonatal;         4. Pediatrics, primary care or acute care;         5. Wormen's health/gender-related;         0. Psychiatric-Mensil Health across the lifespan.         Prior to proceeding, please verify the California Physician & Surgeon's license information on the DCA License Search         Press 'Next' to save this record and continue.         Press 'Cancell' if you do not want to save your changes.         Name of the California Licensee. Must be a         California Physician or California Surgeon or         C alifornia Nurse Practitioner Independent Practice         Group Setting or California Licensee's credential.         • Select the above California Licensee's independent Practice         I provide the above California Licensee's email address.         • Provide the above California Licensee's email address.         • Provide the above California Licensee's email address.         • Provide the number of hours regarding 'transition to practice' nours under the California Licensee above.         • Provide the california Licensee above.         • Select the category of direct patient care for the above hours.	File Attachments	as a nurse practitioner in the category listed in CCR § 1481(a) in which the applicant seeks certification as a nurse
<ol> <li>Family/individual across the lifespan;</li> <li>Adult-gerontology, primary care or acute care;</li> <li>Neonata;</li> <li>Pediatrics, primary care or acute care;</li> <li>Women's health/gender-related;</li> <li>Psychiatric-lutent Health across the lifespan.</li> </ol> Prior to proceeding, please verify the California Physician & Surgeon's license information on the DCA License Search Press "Next" to save this record and continue. Press "Cancel" if you do not want to save your changes. Name of the California Licensee. Must be a California Physician or California Nurse Practitioner Independent Practice Group Setting or California Licensee's oredential. Provide the above California Licensee's california Licensee's license-efficient number. Provide the above California Licensee's email address. Provide the date you started your "transition to practice" under the California Licensee above. Provide the california Licensee above. Select the california Licensee's email address. Provide the above California Licensee's email address. Provide the above California Licensee's email address. Provide the cale you started your "transition to practice" under the California Licensee above. Select the california Licensee above.	Application Summary	practitioner pursuant to Section 2837.103 of the code.
California Physician or California Surgeon or California Nurse Practitioner Independent Practice Group Setting or California Nurse Practitioner Independent Practice. Select the above California Licensee's credential. Provide the above California Licensee's email address. Provide the date you started your "transition to practice" hours under the California Licensee above. Provide the number of hours regarding "transition to practice" under the California Licensee above. Select the category of direct patient care for the above hours.		3. Neonatal;     4. Pediatrics, primary care or acute care;     5. Women's health/gender-related;     6. Psychiatric-Mental Health across the lifespan.  Prior to proceeding, please verify the California Physician & Surgeon's license information on the <u>DCA License Search</u> .  Press "Next" to save this record and continue.
		California Physician or California Surgeon or California Nurse Practitioner Independent Practice Group Setting or California Nurse Practitioner Independent Practice. Select the above California Licensee's oredential. Provide the above California Licensee's license/oertificate number. Provide the above California Licensee's email address. Provide the above California Licensee is email address. Provide the above of hours regarding "transition to practice" number of hours regarding "transition to practice" under the California Licensee above. Select the category of direct patient care for the above hours.

1. Verify the Additional Nurse Practitioner Providers - Additional Provider Information – Information 2. The overall total hours associated with ALL providers entered on the application, must add up and be equal to or greater than 4600 hours

3. If the total hours are less than 4600 hours, press Add to add additional hours

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Introduction	Additional Nurse Practitioner Providers - Additional Provider Information - Information
Information Privacy Act	"Transition to practice" means 4800 hours or three full-time equivalent years of clinical practice experience and mentorship that
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Contact Details	<ol> <li>Completed within five years prior to the date the applicant applies for certification as a Nurse Practitioner Independence Practice Group Setting.</li> <li>Completed Provide The set of Provide Prov</li></ol>
Additional Provider Information	<ol> <li>Completed after certification by the Board of Registered Nursing as a nurse practitioner.</li> <li>Completed in direct patient care in the role of a nurse practitioner in the category listed in Section 1481(a) in which the applicant seeks certification as a Nurse Practitioner Independent Practice Group Setting.</li> <li>Completed after obtaining certification as a nurse practitioner by a national certification organization accredited by</li> </ol>
File Attachments	National Commission for Certifying Agencies or the Accreditation Board for Specialty Nursing Certification (ABSN as a nurse practitioner in the category listed in CCR § 1481(a) in which the applicant seeks certification as a nurse
Application Summary	practitioner pursuant to Section 2837.103 of the code.
	2. Adult-gerontology, primary care or acute care;     3. Neonata;     4. Pediatrics, primary care or acute care;     5. Women's healthigender-related;     6. Psychiatrio-Mental Health across the lifespan.  Prior to proceeding, please verify the California Physician & Surgeon's license information on the <u>DCA License Searc</u> Press the "Edit" link to edit the record. Press the "Remove" link to remove the record. Press "Add" to add a new record. Press "Previous" to return to the previous section. Enter appropriate details and press "Next" to continue. Press "Cancel" to exit this application. Name of the Select the Provide the Provide the above Provide Provide Select the
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1. Read the Additional Nurse Practitioner Providers – Attachments

NOTE: Do not attach any items. The attachment option does not apply to this application.

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Introduction	Additional Nurse Practitioner Providers - Attachments
Information Privacy Act	Begin adding your document(s) below. You MUST click the Attach button below EACH time you add a new file.
Name and Personal/Organization Details	Locate a file with the "Browse" button and press "Attach" or "Remove" as required. Press "Next" when there are no more files to attach.
Contact Details	Press "Previous" to return to the previous screen.
Additional Provider Information	Press "Cancel" to exit this application.
File Attachments	File Name: Choose File No file chosen
Application Summary	Notes:
	You may attach more than one file to your application. You MUST click the Attach button below each time you add a new file, e if you are only attaching one file. If you do not click the Attach button below before continuing with the online application, your file(s) will NOT be uploaded. Once the online application is submitted, you will not be able to attach any additional documents.
	PLEASE MAKE SURE TO VERIFY THAT THE DOCUMENT(S) WERE ATTACHED CORRECTLY BEFORE CONTINUING ON WITH THE APPLICATION.
	Attach Previous Next Can
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Verify the Additional Nurse Practitioner Providers – Application Summary
 Press Proceed to Payment to submit this application

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Introduction Information Privacy Act Name and Personal/Organization	Additional Nurse Practitioner Providers - Application Summary Press "Previous" to return to the previous section. Review the data and press "Proceed to Payment" to submit this application. Press "Cancel" to exit this application.
Details Contact Details	Additional Nurse Practitioner Providers Summary
Additional Provider Information File Attachments Application Summary	License Type: File Number: License Number: Application Date: (mm/dd/yyyy)
	Personal Details       Addresses       License Specific Addresses       Address of Record
	Additional Provider Information  After submitting your online application, you may log in to your online BreEZe account at <u>www.rn.ca.gov</u> at any time to view the most up-to-date status of your application. Processing times may vary, depending on the receipt of documentation from acader programs, agencies and other states or countries.  Due to varying processing times, please allow a minimum of 4-6 weeks for the initial evaluation of this online application. Once evaluated, your application status will be updated in your online BreEZe account.  Once you click "Proceed to Payment" you will be unable to add/delete/change/modify the data contained in this online application.
	and you will be directed to the Attestation page.  Previous Proceed to Payment Cance Back to Top   Conditions of Use   Privacy Policy   Accessibility

- 1. Read the Additional Nurse Practitioner Providers Attestation
- 2. Answer Yes or No to the Attestation

NOTE: Complete the attestation by choosing the "Yes" radio button just below the "Proceed to Payment" instructions.

3. Press the blue "Proceed to Payment" button to submit the application. No fee is due at this time.

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Introduction	Additional Nurse Practitioner Providers - Attestation
Information Privacy Act	Press "Previous" to return to the previous section.
Name and Personal/Organization Details	Answer "Yes" or "No" to the Attestation and press "Proceed to Payment" to continue. Press "Cancel" to exit this application.
Contact Details	I declare under penalty of perjury under the laws of the State of California that I am the person herein submitting this application and that I have read the complete application, know the full content thereof, that the information contained in this application and that I have read the complete application.
Additional Provider Information	if necessary, copies of all documents submitted as part of the application are true and correct and that I have read and understand the disclosure statements provided in the instructions for this application. I hereby grant the Department of Consu Affairs entity permission to verify any information contained in this application.
File Attachments	I understand that any omission, falsification or misrepresentation of any item or response on this application or any attachmen
Application Summary	hereto is a sufficient basis for denying or revoking a license.
	Failure to provide any of the requested information will delay the processing of your application.
	Click "Proceed to Payment" to submit the application, no fee is due at this time.  Yes No Previous Proceed to Payment Cano
	Previous Proceed to Payment Cano
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1. Application has been submitted

2. Based on the information you provided for the Physician & Surgeon's attestation information, the California Board of Registered Nursing will send an email to the Physician & Surgeon(s), and you'll get a copy of the email

3. The California Board of Registered Nursing is now waiting for the Physician or Surgeon(s) to validate the provider information is accurate. Once the information has been reviewed by the Physician or Surgeon, the application will be reviewed

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