

Nurse Practitioner Credentialing Checklist

For nurse practitioners and physician assistants · curecloudmed.com

Identity and licensure

- ☐ **State RN license** — current and unexpired
- ☐ **State APRN or PA license** for every state you practice in
- ☐ **National board certification** — AANP or ANCC certificate
- ☐ **NPI type 1** confirmation letter, with the correct taxonomy
- ☐ **NPI type 2** confirmation letter, if you are forming a group
- ☐ **DEA registration** — address must match the practice exactly
- ☐ **State controlled substance registration** — where your state issues one

Education and history

- ☐ **Graduate transcript or diploma**
- ☐ **CV with month and year dates** — no year-only ranges
- ☐ **Written explanation for any gap over 30 days**
- ☐ **Hospital privileges or admitting arrangements**, where held

Insurance and business

- ☐ **Malpractice certificate** showing limits and effective dates
- ☐ **Collaborative or supervisory agreement** — where your state requires one
- ☐ **Supervising physician NPI**, and confirmation they are credentialed with the same plan
- ☐ **W-9** in the exact legal name registered to the tax ID

CAQH

- ☐ **CAQH ProView profile** complete — every section, not only the required fields
- ☐ **Attested** within the last 120 days
- ☐ **Each payer authorized** to access the profile — completing it is not the same as granting access

☐ **All uploaded documents unexpired**

The 120-day rule. CAQH re-attestation is due every 120 days. If it lapses while an application is in review, the file stalls and nobody notifies you. Put the date in a calendar the day you attest.

Before you file

- ☐ **Decide PCP or specialist** — a PCP listing lets members be assigned to you, and is usually a separate request
 - ☐ **Check the payer accepts NPs on the panel you want**
 - ☐ **Medicare:** you bill under your own NPI at 85% of the physician fee schedule
 - ☐ **Incident-to** requires an established patient, an established plan of care, no new problem, and direct supervision
 - ☐ **Starting your own practice?** Entity and EIN first, then NPI type 2, then enrollment — allow 90 to 120 days
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Questions, or want us to run the applications for you?

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