



NURSE PRACTITIONER LICENSING – ALASKA

Contact Information

Alaska Board of Nursing (BON)
(907) 269-8161

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofNursing.aspx>

Summary of the Process

1. RN License by Endorsement*

- Fees
 - \$375 standard licensing fees (RN App fee, License Fee, Fingerprinting)
 - \$0 temporary license fee
- Timeline
 - Initial review within 15 business days of receipt of the application
- Temporary License
 - If your paperwork is fully completed and valid, your permanent license will be issued at the initial review. Alternatively, if the BON concludes something is missing from your application (and you paid the temporary license fee) you will receive a temporary license.
- Application
 - Online:
<https://www.commerce.alaska.gov/web/portals/5/pub/RNbyEndorseInstructions.pdf>
 - Print:
<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofNursing/ApplicationsForms.aspx>

2. APRN License*

- Fees
 - \$400 (for application, licensure, prescriptive, and contr. subst.)
 - \$0 temporary permit fee
- Timeline
 - Six weeks for properly completed applications
- Temporary Permit
 - Eligible if you hold (1) a current license Alaska RN license and (2) are currently licensed / authorized as an APRN in another state or jurisdiction and (3) pay the associated fee.
- Application
 - Standard: <https://www.commerce.alaska.gov/web/portals/5/pub/APRNOnlineInstructions.pdf>
 - Prescribe: <https://www.commerce.alaska.gov/web/portals/5/pub/nur4028d.pdf>

3. Other Critical Steps

- DEA Registration
 - You will need an Alaska address. See our [FAQ](#) for instructions.
- Prescription Drug Monitoring Program (PDMP)
 - Alaska requires that you register for PDMP. See [FAQ](#) for links and details.
- Business License
 - See [FAQ](#) for details. As an independent contractor (IC) you will need an Alaska business license

Note: In Alaska, you must apply for both your RN & APRN licenses but can do so simultaneously

Please contact recruiting@wildernessmedicalstaffing.com if you have any corrections or suggestions.

RN Application Checklist:

- Fees
- Fully completed application with notarized signature page
- Fingerprinting
- Verification of License (sent directly from your state or via www.nursys.com)
- Verification of Nursing Experience

APRN Application Checklist:

- Fees
- Fully completed application with notarized signature page
- Certified transcripts, issued by school
- National certification, sent directly by certifying body
- Proof of 60 hours of Continuing Education within last two years, with copies of certificate
- Consultation and Referral Plan
- Reference form
- Certified true copy of existing APRN license (if applying for a temporary permit)

APRN Application for Authorization to Prescribe and Dispense Controlled Sub. Checklist:

- Fee
- Copies of certificates showing 15 contact hours of pharmacology education
- APRN Application for Authorization to Prescribe Controlled Substances with notarized signature page

Frequently Asked Questions

- **Professional Licensing**
 - ***Am I able to apply for RN and APRN licenses simultaneously?***
 - Yes. We recommend that providers submit both applications upfront to minimize processing times.
 - ***Under what circumstances should I apply for a temporary license?***
 - In our experience, the temporary permit option is beneficial for providers that are trying to expedite the process.
 - Please note that, per the BON, the temporary permit fee for your AK RN license will be refunded if your paperwork is in order at the initial review and a temporary license is not needed.
 - ***How long does this process typically take?***
 - Although timing varies, in our experience it takes six weeks for out-of-state FNP's to become licensed in Alaska.
- **Fingerprinting**
 - ***How do I request a fingerprint card from the Alaska BON?***
 - First, visit the BON home page.
 - <https://www.commerce.alaska.gov/web/cbpl/professionallicensing/boardofnursing.aspx>
 - Then locate the "Fingerprint" Request" section of the righthand side of the page.
 - Next, login (or if necessary create) your My Alaska Account.
 - Once logged in provide your address information.
 - ***How do I ensure my fingerprint card meets the BON requirements?***
 - Alaska has specific guidelines. Be sure to follow the BON's instructions: <https://www.commerce.alaska.gov/web/Portals/5/pub/adm4637.pdf>
- **Consultation and Referral Plan**
 - ***What should I include in my 'Consultation and Referral Plan'?***
 - The application requires that you provide an explanation about the population you will be working with, your consultation / referral process, and how you manage quality assurance.
 - Contact recruiting@wildernessmedicalstaffing.com for a helpful sample.
- **DEA Registration**
 - ***How do I satisfy the DEA registration requirement?***
 - By law, practitioners may only administer, dispense, or prescribe a controlled substance in a state if they first hold a DEA registration in that state, and are complying with all federal and state laws and regulations. Simply put, you'll need a DEA certificate that displays an Alaska address in order to legally handle controlled substances in that State.
 - You can either purchase a new DEA registration or transfer your existing registration. Although very situation specific, many of our providers have opted to simply transfer their registration.
 - ***How do I apply for a new DEA registration?***
 - Alternatively, a practitioner can apply for a separate DEA registration in each state where they plan to administer, dispense, or prescribe controlled substances. More information can be found at the DEA website: <https://www.deadiversion.usdoj.gov/>

- **How do I transfer my DEA registration?**
 - To transfer, request the change on-line at <http://www.deadiversion.usdoj.gov>.
 - There is a green box in the top right-hand corner – click on 'Registration Changes (Address, Drug Code, Name Schedule) and follow the directions.
- **How long does it take to transfer my DEA registration?**
 - This is a free process that takes 1-5 business days to complete, and you can change it back after your locum assignment ends.
- **Prescription Drug Monitoring Program**
 - **How do I satisfy Alaska's PDMP requirement?**
 - This can be done online. Website:
 - <https://alaska.pmpaware.net/login>
 - We recommend using this guide:
 - https://www.commerce.alaska.gov/web/Portals/5/pub/PDMP_SignupInstructions.pdf
- **Business Licensing**
 - **Do I need an Alaska business license to work as an independent contractor with WMS?**
 - Yes. You will need both an Alaska business license and an Alaska professional license in order to work as an independent contractor with WMS. Please note that you *must* have your AK business license in place *before* your assignment begins.
 - **Where do I go to setup an Alaska business license as a sole proprietor?**
 - To setup, visit this website:
 - <http://www.commerce.alaska.gov/web/cbpl/BusinessLicensing/NewBLOnline.aspx>
 - Your primary line of business should be "62-Health Care and Social Assistance"
 - Your NAICS code should be 621999.
 - Although the website claims that new licenses for healthcare providers cannot be purchased online, this is incorrect, and the website *will* properly process your application.
 - Alternatively, if you already reside in AK, you may get your AK business license by visiting the state commerce offices in person at:
 - Anchorage Office: 550 West 7th Ave, Suite 1500
 - Juneau Office: 333 Willoughby Ave, 9th Floor
 - **What if I have an LLC or other form of corporation that I want to use?**
 - If you have a Corporation that you'd like to contract under instead of working as a sole proprietor, please let your Operations Associate know. The information to register your Corporation with the State of Alaska can be found at <https://www.commerce.alaska.gov/web/cbpl/Corporations/ObtainEntityNumber.aspx>