

# Advanced Registered Nurse Practitioner (ARNP) Quick Reference Checklist

This checklist is not meant to replace the checklist in the application, but is offered as a quick resource for applicants to ensure they are aware of all the necessary documents prior to submission of their application. **You can find a complete, detailed checklist in the application on our website at [www.doh.state.fl.us/mqa/nursing](http://www.doh.state.fl.us/mqa/nursing)**

**If you are not already licensed as a Registered Nurse (RN) in the state of Florida you will need to refer to the Dual RN/ARNP Quick Reference Checklist.**

## I. Application Documents

- \_\_\_\_\_ 1. A complete **application**
- \_\_\_\_\_ 2. \$143.00 **fee**
- \_\_\_\_\_ 3. **Education Materials:**
  - a. **Official transcript** sent directly from your school confirming that you completed a master's or post master's degree program in an ARNP specialty (degree and date earned).
  - b. **Verification of Successful Completion-** This form is **only for** Nurse Anesthetists and Nurse Midwives who are new graduates (within 12 months from the date your application is received) from a non-Florida school and are not yet nationally certified (Form is found in the application).
- \_\_\_\_\_ 4. **Financial Responsibility** (Form is found in the application).
- \_\_\_\_\_ 5. **Two (2) fingerprint cards-** (See application for further instructions)
- \_\_\_\_\_ 6. **National Certification-** Verification sent directly from the national certifying body or a copy of current certification (or recertification) card notarized as a "true and correct copy". Test results are not considered proof of national certification.

II. Applicants who have answered “Yes” to a question in any of the following sections need to supply additional documentation:

- \_\_\_\_\_ a. **Criminal History**
  - i. Letter of self explanation
  - ii. Disposition(s) from Clerk of the Court
  - iii. Letters of recommendation
  - iv. Proof of completion of probation
  
- \_\_\_\_\_ b. **Discipline History**
  - i. Letter of self explanation
  - ii. Administrative Complaint
  - iii. Final Order
  
- \_\_\_\_\_ c. **Health History** (*documentation must be current within the last year*)
  - i. Letter of self explanation
  - ii. Letter(s) from medical practitioner summarizing diagnosis, treatment and prognosis; or any other official documentation