

## Credentialing Checklist for New NIH Nurse Practitioners

### **Prior to NIH start date you are advised to obtain the following:**

\_ If you do not have a Maryland License:

Contact the Advance Practice Consultant at the Maryland Board of Nursing, 410-585-1930 for an application or online at <https://mbon.maryland.gov> (You must have a Maryland License to practice as an NP at NIH)

\_ **Obtain Instructions for Submission of an Application for Initial Appointment to the Medical Staff of the Clinical Center, National Institutes of Health** by calling the Clinical Center Credentialing

Office at (301-496-5937)

### **Begin to compile necessary documentation:**

\_ Current RN/Advanced Practice License

\_ Copy of nurse practitioner certification (ANCC or AANP)

\_ Current CPR Certification

\_ Curriculum vitae and bibliography covering all medical education and all positions held in the last 10 years

\_ **Written Verification of Clinical Performance** from supervisors of someone from human resources in all positions held in the past **10 years**. These letters must contain everything stated in the sample letter that can be found in the Information for NIH NPs section of the website under Sample Employment Verification Letters and Peer/Clinical Performance Letters. If there were periods of unemployment over the past 10 years, you must submit a memo to account for your activities. See the Sample Employment Gap Explanation Memo in the Information for NIH NPs section.

\_ **Two Reference Letters:** At least one should be from a Nurse Practitioner, the other can be from a physician colleague. These letters must contain everything stated in the sample letter that can be found in the Information for NIH NPs section of the website under Sample Employment Verification Letters and Peer/Clinical Performance Letters.