



# *Your Guide to* **CRNFA CERTIFICATION**

How to prepare your application for the  
CRNFA Professional Portfolio

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# Welcome

Congratulations on taking this first step toward becoming a Certified Registered Nurse First Assistant (CRNFA). Certification sets you apart as a leader in your profession and shows your dedication to lifelong learning.

CRNFA certification is for the Registered Nurse First Assistant who holds a bachelor's degree and has worked at least 2,000 hours in the RNFA role. This certification is earned by successfully completing the CRNFA Professional Portfolio.

This guide will help you prepare your application for the CRNFA Professional Portfolio. It explains the online application process and describes all the documents that are required.

If you have questions at any point in your application process, you can call us at

866-681-6272 or email us at [info@nascertification.org](mailto:info@nascertification.org).

We love to hear from you!

# ELIGIBILITY REQUIREMENTS FOR CRNFA

1

Hold a bachelor's degree or higher in any field.

2

Currently licensed as an RN in the state where you practice.

3

Graduate of an acceptable RNFA program. Please see our website for a [list of acceptable RNFA programs](#).

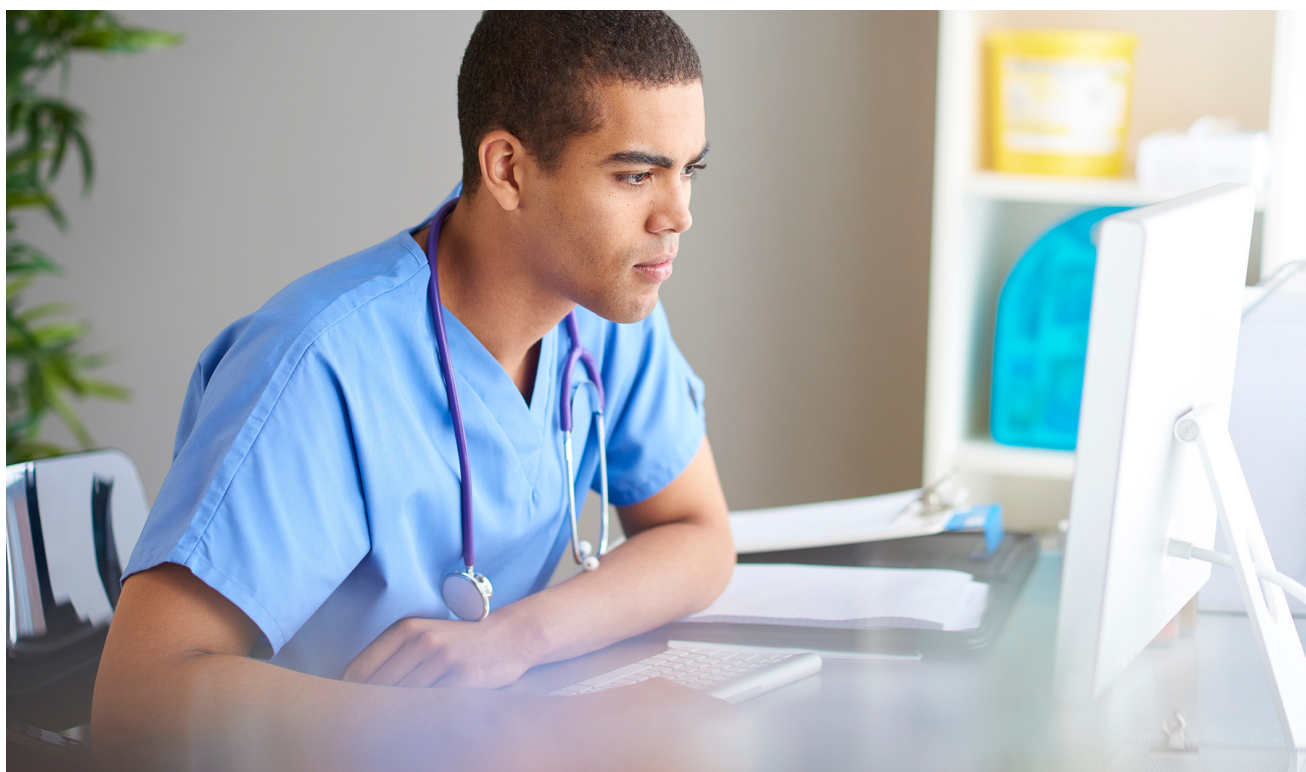
4

Hold CNOR certification  
OR  
Hold national certification as an APRN

5

2,000 documented hours of practice in the RNFA role. Hours may include preoperative, intraoperative, and postoperative patient care.





## THE ONLINE APPLICATION

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Your CRNFA application can be completed online. Go to our website, [www.nascertification.com](http://www.nascertification.com) and click “Login” at the top of the page. Then click “Register as an Applicant” to create your online account.

You can create your online account any time! You can start working on your application before you are fully eligible. You can use our database to store your documents so you can access them anywhere. When you are ready to apply, just submit your application.

*Create an online account now and use it as a place to store your documents for easy access*

# DOCUMENT CHECKLIST

These are the documents you will need to complete your CRNFA application.

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 **Diploma or transcript showing a bachelor's degree or higher**

 **RN License**

Applicants are required to hold current, unrestricted RN licensure in the state where currently practicing. You will need a copy of your RN license including an expiration date.

 **CNOR Certification OR National Certification as an APRN**

RN applicants: Must hold current CNOR certification. You will need your CNOR certificate including expiration date.

APRN applicants: Must provide national certification as an APRN. CNOR certification is optional.

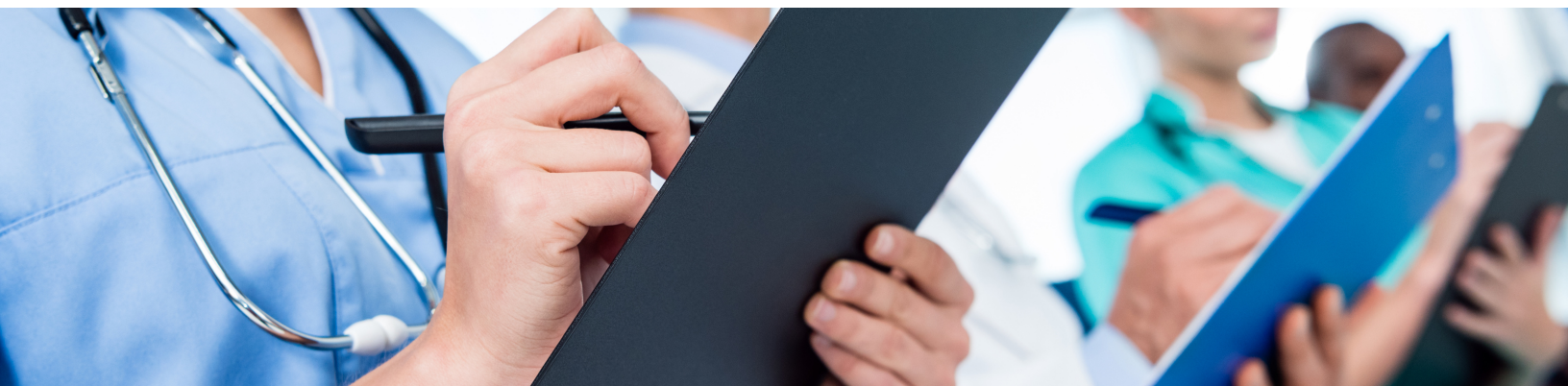
 **RNFA Certificate**

You will need a certificate of completion of an acceptable RNFA program. Please see our website for a list of acceptable RNFA programs.

 **Practice Hour Log**

Applicants must submit a practice hour log documenting 2,000 hours of practice in the RNFA role.

**Note:** The documents you submit must be in your current name. If the documents are not in your current name due to a name change, please provide documentation for that change (For example, documentation of marriage or divorce).



# DOCUMENTING 2,000 HOURS OF PRACTICE

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All RNFAs, to include APRNs, must have completed at least 2,000 hours of practice as an RNFA at the time of application. Documentation of your practice hours must be submitted with your application. You may use the CRNFA Practice Hour Documentation Form in this guide, [download an Excel spreadsheet from our website](#), or submit a printout from your facility. Hours may include preoperative, intraoperative, and postoperative patient care, defined as:

- Preoperative Phase: Begins on the day of the procedure from the time the patient enters the surgical facility until the patient enters the operating room.
- Intraoperative Phase: Begins from the time the patient enters the operating room until the patient leaves the operating room.
- Postoperative Phase: Begins from the time the patient leaves the operating room until the patient is discharged from Phase 1 post-anesthesia care.

In addition:

- The 2,000 hours of practice must be in the five years immediately preceding application.
- At least 500 of the required 2,000 hours must be in the two years immediately preceding application.
- At least 1,000 hours must involve first assisting practice during the intraoperative period.
- Pre-, intra-, and postoperative care do not have to be for the same patient. The pre- and postoperative hours do not have to be the cases on which the applicant assisted.
- The 2,000 hours may include practice in an RNFA internship or practicum, otherwise the hours must be completed after graduation from the RNFA program.
- Practice hours earned in a volunteer status while working in the RNFA role may be utilized in fulfillment of this requirement.
- The 2,000 hours may not include attendance of classes, programs or seminars.

*Cont. on next page*



## DOCUMENTING 2,000 HOURS OF PRACTICE - *CONTINUED*

Your documentation must include the following:

- Date of procedure
- Type of procedure
- Time of procedure delineating pre-, intra-, and postoperative hours
- Initials of the surgeon assisted (the surgeon does not need to sign or initial the log – you just need to provide their initials)

*Preoperative hours may include:*

- Conducting history and physical assessments,
- Providing patient, family, or caregiver education,
- Reviewing patient record in preparation for the surgical procedure,
- Participating in preoperative components of the Universal Protocol, and
- Communicating the plan of care, special needs of patient and/or surgeon, and other pertinent information with interdisciplinary and/or perioperative team members.

*Intraoperative hours must include:*

Intraoperative hours include care provided from the time the patient enters the operating room until the patient leaves the operating room. While performing in the intraoperative role the RNFA cannot be concurrently serving in any other perioperative role (eg, scrub person).

*Postoperative hours may include:*

- Transporting patient to post-anesthesia care,
- Assisting with initial post-anesthesia care monitoring,
- Writing postoperative orders,
- Writing or dictating progress notes or discharge summaries,
- Implementing postoperative interventions (eg, changing dressings, checking and monitoring surgical drains, removing/inserting catheters or intravenous lines, providing nutritional support or electrolyte therapy),
- Managing wounds,
- Providing patient, family, or caregiver education,
- Collaborating with facility and community resources for postdischarge care, and
- Administering medications.

# CRNFA Practice Hour Documentation Form

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Make copies as necessary.

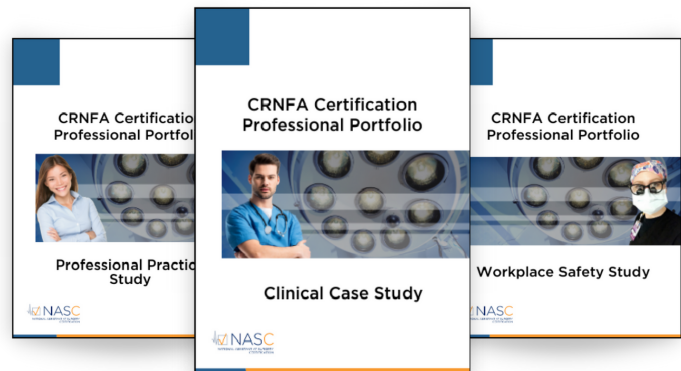
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# NEXT STEPS: CRNFA PROFESSIONAL PORTFOLIO

After you have followed the instructions in this guide to complete your online CRNFA application, your next steps are:



Submit your completed CRNFA application with the \$550 certification fee.

You must begin your portfolio within two months after submitting your application

On your start date, NASC will provide all documents and instructions needed for the CRNFA Professional Portfolio.

You have three months after your start date to complete the CRNFA Professional Portfolio.

Once we receive your completed portfolio, it will be evaluated by a panel of active and emeritus CRNFAs.



# THANK YOU

Thank you for your interest in CRNFA certification.

We hope this guide will help you prepare your application for the CRNFA Professional Portfolio.

Please feel free to contact us if you have any questions.

We look forward to hearing from you!

*NASc Customer Service*

**National Assistant at Surgery Certification**

[www.nascertification.com](http://www.nascertification.com)

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