



CENTRA'S MISSION:

"To improve the health and quality of life for the communities we serve."

Centra's Initial Credentialing Document Checklist

**Licenses & Certificates**

- Virginia Medical License (or confirmation of application)
- DEA Certificate with Virginia address (or confirmation of application)
- Board Certification (copy)
- NPPES NPI Registry – confirmation of correct information

**For Nurse Practitioners and Physician Assistants**

- Nurse Practitioner License with subspecialty (if applicable)
- Practice Protocol/Agreement with Sponsoring Physician
- DEA Certificate (if applicable)
- Nurse Practitioner License with subspecialty

**Practice Documentation**

- Utilization/Activity/Training Logs – (last 24-months)
- Clinical Training Logs (if new graduate)
- CME/CEU Certificates if not a new graduate

**Personal and Professional Documents**

- Curriculum Vitae/Resume (month/year to month/year format)
- ID Verification Form – attached to original application email
- Headshot Photo (2x2, light background; clear selfie acceptable)
- Driver's License (copy)
- COVID-19 Vaccine Card or exemption form
- Current Flu season proof of vaccination

**Education and Training**

- Diplomas – undergraduate, medical, residency, internships (digital photo acceptable)
- NP/PA undergraduate and graduate diplomas

**Insurance**

- If not Centra Employed**, Malpractice Insurance Certificate showing VA malpractice cap limits

**\*\*Certificate holder must be:**

Centra Health, Inc., all Subsidiaries & Affiliates  
1901 Tate Springs Road, Lynchburg, VA 24501

- All Carrier names, coverage dates/amounts, and carrier contact info for the past 5-year period.

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**Submitting all documents promptly will help prevent delays in processing your credentialing.**