**Applying for a National Provider Identifier (April 2022)**

· You will need to create an account using this link. <https://nppes.cms.hhs.gov/#/>

o Select Create or Manage an Account

o Select Ok with the pop-up indicating "Leaving NPPES Website"

o Review the next pop-up that is pink and select "Accept" if you agree

o Select "Create Account Now" and go through the process outlined on the site

· After you register your account you will need to sign back into the link <https://nppes.cms.hhs.gov/#/>

o Once you are in you will select "Apply for an NPI for myself"

o Fill out Screen 1 "Profile"

o Fill out Screen 2 "Address"

§ "Add Business Mailing Address"

§ You can input the district main office or your school address

§ A Pop-up will likely appear stating Address Not Found.

§ In lower right corner, in the drop down select "A new development"

§ "Add Practice Location"

§ In top left corner of the pop-up check the boxes "Same as mailing address" and "Primary practice location" then Save

o Screen 3 "Health Information Exchange" is optional and can be skipped

§ Check the box marked "Endpoint Use Terms and Conditions" then click "next" at the bottom (you may need to scroll down to the bottom of the page)

o Screen 4 "Other Identifiers" is optional and can be skipped by clicking "next" at the bottom (you may need to scroll down to the bottom of the page)

o Screen 5 "Taxonomy"

§ Type "Speech" or "Audiology" in the Choose Taxonomy Filter

§ Select "235Z00000X - Speech-Language Pathologist" or "231H00000X - Audiologist"  in the "Choose Taxonomy:" drop down list

§ Input your License and state of issuance

§ Click "Save"

§ You will click the checkbox indicating "Primary Taxonomy"

§ Scroll to the bottom and select "next"

o Screen 6 "Contact Info"

§ Click Add Contact Information

§ in the pop-up select "Contact Person is same as myself"

§ add any other information you deem necessary and click "save"

§ Scroll to the bottom and select "next"

o Screen 7 "Error Check

§ Scroll to the bottom and select "next"

o Screen 8 "Submission:

§ click the box to certify the information is correct

§ click submit