



NP National Board Certification & APRN License Guidelines

General Information

1. Email Specialty Coordinator: Send a copy of your Exxat report and unofficial transcript to your specialty coordinator. They require this information to submit your eligibility to take the national board certification exam.
2. If applying for a ANCC certification exam use the [Template for ANCC Educational Validation Form](#)
3. Order Official Transcripts: Degree conferral may take 6-8 weeks after the conclusion of the semester. This window does not include periods of university closure. The College of Nursing cannot request transcripts on behalf of the student. Instead, students should follow the instructions to order official transcripts as outlined on the [Registrar's Office webpage](#). The transcript must be sent directly to the Certification Board from the UA.
4. Once the application is submitted, the student must request that the national certification organization send a letter to the Board of Nursing (BON) in the state where the student is applying for licensure/certification, confirming that you are eligible to take the national certifying examination. This is crucial for receiving a temporary advanced practice certificate (if this is allowed in your state).

AGACNP:

1. Certification Websites (select one)
 - a. American Nurses Credentialing Center (ANCC): <http://www.nursecredentialing.org/>
 - b. American Association of Critical Care Nurses Certification Corporation (AACN): <http://www.aacn.org/>
2. Follow directions on the website selected and submit any required forms to the AGACNP Specialty Coordinator

FNP:

1. Certification Websites (select one)
 - a. American Nurses Credentialing Center (ANCC): <http://www.nursecredentialing.org/>
 - b. American Academy of Nurse Practitioners Certification Program (AANP): <http://www.aanpcert.org>
2. Follow directions on the website selected and submit any required forms to the FNP Specialty Coordinator

PMHNP:

1. Certification Website
 - a. American Nurses Credentialing Center (ANCC): <http://www.nursecredentialing.org/>
2. Follow directions on the website and submit any required forms to the PMHNP Specialty Coordinator

PNP:

1. Certification Website
 - a. PNCB - Exam Certification Information: <https://www.pncb.org/cpnpc-certification-steps>
2. Follow directions on the website and submit any required forms to the PMHNP Specialty Coordinator

APRN Licensure:

1. Review State Board of Nursing (BON) Requirements: Students should then review the requirements for the BON in the state in which they plan to apply for a license. Often state BONs require official transcripts in addition to documentation of your certification. The [National Council of State Boards of Nursing](#) has links to every State Board of Nursing. **AZBN no longer requires a letter of program completion from in-state schools.**
2. Education Verification: If your state board of nursing or future employer requires an education verification, all requests can be emailed to CON-OSAA@arizona.edu. Depending on verification complexity, the response time can take up to 6 weeks. **AZBN no longer requires a letter of program completion from in-state schools.**