



COLLEGE
OF NURSING

Steps to Certification & Licensure as an APRN (NP or CRNA)

There are many steps to the licensure and certification process for new graduates. This document will outline the procedures and steps required. The steps are:

1. Completion of all required courses and required clinical hours per your specialty program guide
2. Completion of all program requirements per your specialty program guide
3. Submission of the validation of education form (if applicable) & unofficial transcript (and clinical hours) to the specialty coordinator
4. Completion & Submission of the Certification Agency form for college verification (see below)
5. Ordering Transcripts
6. Request for Testing
7. Application to the State Board of Nursing
8. Additional Information

Completion of All Required Courses

The student must complete all required courses, and all required clinical hours. The final grade for the last clinical management course (NURS 693a Clinical Residency or NURS 674b Senior Seminar) must be awarded. Please allow 5 business days for posting of grades once the semester ends.

Completion of All Program Requirements

The student must complete all program requirements, including the DNP Portfolio & DNP Project to earn the degree of Doctor of Nursing Practice. All grades must be awarded, and documents submitted per the policies in the program handbook. To ensure timely degree awarding, all student must submit the appropriate GradPath forms early in the semester. Students must also ensure that there are no holds present on the student account (UAccess Student Center) that will prohibit the release of transcripts.

Completion & Submission of the Certification Agency Form

All applications for APRN certification exams are now online and students can apply after they have completed all their required courses and required clinical hours. Website links are included at the bottom of this document. For the [American Nurses Credentialing Center](#) (ANCC—for AGACNP, FNP, PMHNP), the application may be downloaded as a PDF. The student must complete the application, including the section on coursework. Templates for completion are available in on the college's website under [Student Resources](#). The student should contact the appropriate specialty coordinator with any questions about the form. Forms must be typed, not handwritten. Once completed, the student must submit the form electronically (email) to the appropriate specialty coordinator for verification (see table below). Students must also include the state in which they are applying for licensure in the email.

Once the specialty coordinator has verified the completion of the required courses and required clinical hours, the specialty coordinator will sign and return the form to the student for submission to ANCC.

AGACNP students may alternatively choose certification via the [American Association of Critical Care Nurses](#). AACCN requires completion of an Educational Eligibility Form (EEF). Students should request this form be sent directly to the

specialty coordinator from AACCN. Please allow 5 additional business days for this separate form to be completed by college faculty and staff. After signature, the form will be returned to the student for submission to AACCN.

PNP students must follow the guidelines set forth by the [Pediatric Certification Nursing Board](#) (PNCB) for certification and will apply for certification as a Primary Care PNP.

FNP students may alternatively choose certification via the [American Academy of Nurse Practitioners National Certification Board](#) (AANPCB) and must follow the guidelines set forth by AANPCB.

Nurse Anesthesia students must follow the certification guidelines as set forth by the [National Board of Certification & Recertification for Nurse Anesthetists](#). Nurse Anesthesia students should review the information on both their State Board of Nursing website and the NBCRNA site prior to graduation for timelines and steps.

Ordering Transcripts

TWO official copies of the transcript are required. The official transcript must include the degree and date conferred on it; one copy must go to the appropriate Board of Nursing directly from the UA (all DNP students) and the second copy must go to the organization through which the student is seeking national certification (NP students only).

Students may have the *second* official copy (the one designated for the national certification examination organization) sent directly from the UA or the student may pick it up at the Office of the Registrar located in the Administration Building, Room 210, during regular business office hours and send it directly to the national certification examination organization (NP students only).

Information about ordering transcripts is available from the [Office of the Registrar](#). Students are encouraged to check the status of degree conferral by logging into the [UAccess Student Center](#) and requesting an unofficial transcript prior to placing orders for official copies. **Degree conferral may take 4-5 weeks after the conclusion of the semester. This window does not include university closure periods.**

The College of Nursing cannot request transcripts on behalf of the student. Students must order their own transcripts.

Request for Testing

Once the application is submitted, the student must request that the national certification organization send the exam results to the Board of Nursing (BON) in the state where the student is applying for licensure/certification, confirming that the student has successfully passed the national certifying examination.

Nurse Anesthesia students will receive an email from NBCRNA title “NCE Exam Eligibility notification” after graduation. Follow the instructions closely to schedule an exam at a proctored Pearson testing center. Spots may be limited in your state – register as soon as you receive this email.

Application to the State Board of Nursing

The student must additionally apply to the Board of Nursing in the state in which the student plans to practice as an NP or CRNA. The student should already have RN licensure in that state or a compact license, something required for receiving an advanced practice license and/or certificate. The student must indicate the state in which they are seeking licensure via email to their specialty coordinator.

In Arizona, the Board of Nursing requires a letter from the College of Nursing verifying the completion of the student’s degree. The College of Nursing automatically generates the letter 6 weeks after the completion of each semester after

the Office of Student Services and Community Engagement (OSSCE) verifies the student's degree has been posted. Students seeking licensure in Arizona **do not** need to request this letter from OSSCE. In addition to the verification from the College of Nursing, each student must complete the AZBN packet and pay all appropriate fees. More information is available here: <https://www.azbn.gov/licensure-certification/application-instructions/advanced-practice/>

Students seeking licensure outside of Arizona may need the college to verify completion of the degree. Students will need to supply OSSCE with the appropriate paperwork within 6 weeks of the completion of the term in which they receive their degree. Please allow ten business days from the date of submission for form processing or letter verification.

Additional Information

Every state has rules and regulations that may differ to some extent from. Students are responsible in preparing for certification and licensure to assure they are compliant with all state-specific BON directions in the state they wish to practice.

Nurse Anesthesia students will receive a national license certification card directly from NBCRNA after passing the exam. Students will need to photocopy this card and send the copy to your State Board of Nursing (check your specific application instructions or call your state board for more information).

Certification Websites

- American Academy of Nurse Practitioners Certification Program (AANP): <http://www.aanpcert.org>
- American Association of Critical Care Nurses Certification Corporation (AGACNP): <http://www.aacn.org/>
- American Nurses Credentialing Center (ANCC): <http://www.nursecredentialing.org/>
- Pediatric Nursing Certification Board (PNCB): <http://www.pncb.org/ptistore/control/index>
- National Certification Examination (NCE for CRNA): <https://www.nbcrna.com/exams/nce-resources>

Specialty Coordinator Contact Information

Specialty	Name	Email
Adult-Gerontology Acute Care	Dr. Heather Carlisle	hlc@email.arizona.edu
Family	Dr. Allen Prettyman	apretty@email.arizona.edu
Nurse Anesthesia	Dr. Kristie Hoch	kristiehoch@email.arizona.edu
Pediatric	Dr. Gloanna Peek	gpeek@email.arizona.edu
Psychiatric Mental Health	Dr. Lisa Vandemark	lvandemark@email.arizona.edu