Steps to Certification & Licensure as a Nurse Practitioner

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 clinical management courses and required clinical hours
2. Completion of all program requirements
3. Completion & Submission of the Certification Agency form for college verification (see below)
4. Ordering Transcripts
5. Request for Testing
6. Application to the State Board of Nursing
7. Office of Student Affairs Submission
8. Additional Information

Completion of All Clinical Management Courses

The student must complete all clinical management courses and all required clinical hours. The final grade for the last clinical management course (NURS 693a Clinical Residency) 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, Comprehensive Exams & 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 are now online and students can apply before completing the final practicum. For the American Nurses Credentialing Center (ANCC—for AGACNP, FNP, PNP, FPMHNP), the application may be downloaded as a PDF. The student must complete the application, including the sections on coursework. Templates for completion are available in Doctoral Commons (UA D2L) in the Student Services section. The student should contact the appropriate specialty coordinator for any questions about the form. Forms must be typed, not handwritten. Once completed, the student must submit the form electronically (email) 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 required clinical hours, the specialty coordinator will send the form to the DNP Program Director (Dr. Rene Love) for signature. Dr. Love will return the signed 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. Students should request this form be sent to the DNP Program Director (Dr. Rene Love). AACCN will send the EEF form to the DNP Director for verification of content. 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.

The American Academy of Nurse Practitioners (AANP—for FNP track) and the Pediatric Certification Nursing Board (PCNP—for PNP track), do not require additional Educational Eligibility Forms.

Nurse Anesthesia students must follow the certification guidelines as set forth by the National Board of Certification & Recertification for Nurse Anesthetists.

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 Board of Nursing directly from the UA and the second copy must go to the organization through which the student is seeking national certification.

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 include send it directly to the national certification examination organization.

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 5-10 business days after final grades are posted. The 5-10 business day time does not include university closure periods.

Request for Testing

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, saying that the student is eligible to take the national certifying examination. THIS is crucial for receiving a temporary advanced practice certificate (if this is allowed in your state).

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. The student should already have RN licensure in that state, 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.

Office of Student Affairs Submissions (Board of Nursing)

The Office of Student Affairs will submit a letter to the appropriate Board of Nursing indicating student name, NP specialty option and date of completion of degree or certificate. For students in Arizona, this process is automatic and the degree or certificate completion date must be posted on the official transcript before notification is sent. This process takes place approximately 4 weeks after degree conferral. Official conferral dates are available from the University of Arizona here: http://catalog.arizona.edu/calendar/1516cal.html.
Students who are seeking licensure outside of Arizona must provide their specialty coordinator with the appropriate information for submitting a letter or other document confirming completion of the program. This information should accompany the ANCC form via email. The specialty coordinator will coordinate with OSA for appropriate documentation. Please allow ten business days from the date of submission for form processing or letter verification.

Additional Information

Most students can apply for and receive (in most states) a temporary advanced practice license before taking the national certifying exam! For example, in Arizona, this process is described in the application: the student needs to (1) have the UA send a copy of the official transcript with the date and the degree conferred on it to the AZ BON and (2) have the national certification organization send verification to the AZ BON. Once the AZ BON has received those two documents, the student may receive a temporary advanced practice certificate allowing the student limited practice as an NP (the student will be unable to apply for prescriptive authority until receiving the regular APRN certificate).

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.

Certification Websites

American Academy of Nurse Practitioners Certification Program (AANP):
http://www.aanpcert.org
American Association of Critical Care Nurses Certification Corporation (ACNP):
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

Specialty Coordinator Contact Information

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<tr>
<th>Specialty</th>
<th>Name</th>
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<tbody>
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