



Steps to Certification & Licensure as a Pediatric Nurse Practitioner (PNP)

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 your unofficial transcript, and Exxat report with total clinical hours to the PNP 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

1. Completion of All Required Courses

The student must complete all required courses including DNP project and all required clinical hours. The final grade for the last clinical management course (NURS 693a Clinical Residency) must be awarded.

2. 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.

3. Submission of your unofficial transcript, and Exxat report with total clinical hours to the PNP specialty coordinator

4. Completion & Submission of the Certification Agency Form

All applications for the PNP certification exam are now online and students can apply after they have completed all their required courses, required clinical hours and have a **final, official transcript**. The website link to the Pediatric Nursing Certification Board (PNCB) is included here. The PNCB is the only certification exam for PNPs.

The PNCB has very specific requirements for applying to the certification exam. Please review the website to ensure that you are ready to sit for the exam. You may not sit for the exam until you have a **final, official transcript**.

[PNCB steps to certification](#)

5. Ordering Transcripts

The College of Nursing cannot request transcripts on behalf of the student. Students must order their own 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 and the second copy must go to the Pediatric Nursing Certification Board (PNCB).

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 6 weeks after the conclusion of the semester. This window does not include university closure periods.**

6. Request for Testing

Once the application is submitted, the student must request that the Pediatric Nursing Certification Board (PNCB) 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.

7. State Boards of Nursing & APRN Licensure

The student must apply to the Board of Nursing for APRN licensure in the state in which the student plans to practice as a PNP. The [National Council of State Boards of Nursing](#) has links to every State Board of Nursing.

[The Arizona Board of Nursing](#) (AZBN) 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.

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.

8. Additional Information

Certification Website

Pediatric Nursing Certification Board (PNCB) [CPNP-PC Exam Eligibility](#)

Students seeking licensure outside of Arizona may need the college to verify completion of the degree. Students will need to supply OSSCE (CON-OSA-ADVANCED@email.arizona.edu) 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.

PNP Specialty Coordinator Contact Information

Dr. Gloanna Peek – gpeek@email.arizona.edu

OSSCE (CON-OSA-ADVANCED@email.arizona.edu)