Steps to Certification & Licensure as an AGACNP-BC or ACNPC-AG

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 all required clinical hours
2. Completion of all degree requirements per your specialty program guide
3. Submission of the validation of education form for the testing agency (if applicable) & unofficial transcript 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 for licensure

Completion of All Clinical Management Courses

The student must complete all clinical management courses and all required clinical hours in order to be eligible to register for the national board exam. 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 after the official last day of finals. The Specialty Coordinator can not sign any educational verification forms for the board exam until the grades have posted.

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. Note: The ANCC testing agency may permit students to sit for the board exam before the degree has posted, but they will not release the results of the exam to the state board of nursing until the degree has posted (verified by official transcripts sent to the testing agency).

Completion & Submission of the Certification Agency Form

For the American Nurses Credentialing Center (ANCC—for AGACNP-BC), the application may be downloaded as a PDF from their website. The student must complete the application, including the sections on coursework. A template with the CON-specific information already filled out is linked on the N693a course site in D2L. Forms must be typed, not handwritten. Once completed, the student must submit the form electronically (email) to the specialty coordinator for verification. Students must also include the state in which they are applying for licensure in the email. Please also include an unofficial transcript to verify the completed coursework. Once the specialty coordinator has verified the completion of coursework 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 (ACNPC-AG). AACN requires completion of an Educational Eligibility Form (EEF). Students should request that the link to this form be sent to the specialty coordinator. AACN will send the link directly to the specialty coordinator for verification of education which is done in an online portal. Please allow 5 additional business days for this process to be completed by College faculty and staff. The AACN requires that your degree has posted before you may register for the exam.
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 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 send it directly to the national certification examination organization. Note: If the student intends to sit for the board exam before their degree has posted, they may send unofficial transcript to the testing agency. Once their DNP degree posts, they will need to send an official transcript to the testing agency before the agency will release the exam results to the state board of nursing for licensure.

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.

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, confirming 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.

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 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/licenses-and-certifications/apply-for-a-license

Students seeking licensure outside of Arizona may need the college to verify completion of the degree. Students will need to 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. Every state has rules and regulations that may differ to some extent. 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 for Acute Care

- American Nurses Credentialing Center (ANCC): http://www.nursecredentialing.org/
- American Association of Critical Care Nurses Certification Corporation (AACN): http://www.aacn.org/

Specialty Coordinator Contact Information: Dr. Heather Carlisle hlc@email.arizona.edu