Steps to Certification & Licensure as a Family Nurse Practitioner (FNP)

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, unofficial transcript, and Exxat report with total clinical hours to the FNP 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) 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 FNP 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, 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 FNP 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 FNP 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 FNP 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.

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.
**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 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.

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 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.

**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 an FNP. 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.

**Certification Websites**
- American Academy of Nurse Practitioners Certification Program (AANP): [http://www.aanpcert.org](http://www.aanpcert.org)

**FNP Specialty Coordinator Contact Information**
- Dr. Allen Prettyman – apretty@email.arizona.edu