

ADVANCED NP-PRACTICE CREDENTIALING DOCUMENTS CHECKLIST

California N.P. programs – Graduated between April 1, 2020, and Jan. 31, 2021

This checklist applies to applicants who graduated from an FNP or AGNP program located in California between April 1, 2020, and Jan. 31, 2021.

It is highly recommended that you plan well in advance to meet these deadlines. If you are accepted into the program and any of the following deadlines are not met, your offer may be rescinded.

If offered an interview

Within five days of an offer to interview, you must complete and sign a Status of Credentialing form (provided by the N.P. residency program) noting the date that you either obtained the following items or submitted applications to the appropriate agency. You cannot interview unless these requirements are complete.

- **National board certificate**
Given the lengthy board certification process, it is highly recommended that applicants apply and set a date for the exam no later than Jan.15. You must take and pass the certification exam prior to April 1.
- **California unrestricted R.N. license**
- **California nurse practitioner certificate**
- **California nurse practitioner furnishing number certificate**

Note: Applications to the CA Board of Registered Nursing (BRN) may be submitted for simultaneous processing but must be completed in the order listed above.

If accepted into the program

Within three days of submitting your letter of intent to join the program, you must submit copies of the following:

- N.P. Diploma
- National board certificate
- California unrestricted R.N. license
- California nurse practitioner (N.P.) certificate
If you have not yet obtained a California N.P. certificate, proof that a California N.P. certification application was submitted to the California BRN prior to March 1 is accepted.
- California nurse practitioner furnishing number certificate
If you have not yet obtained a furnishing number, proof that a furnishing number application was submitted to the California BRN prior to March 1, 2021 is accepted.
- Current Basic Life Support (BLS) certificate
- Schedule II Controlled Substance Course completion

By July 1, you must submit copies of the following or your offer could be rescinded

- California nurse practitioner certificate, unless previously submitted
- California nurse practitioner furnishing number certificate, unless previously submitted
- National Provider Identifier (NPI) number
- Government issued photo identification (e.g. driver's license)
- 30 CEUs or FNP/AGNP transcript (official or unofficial)
- Email addresses for three peer references (N.P., P.A., M.D. or D.O.)
- Other forms to be provided by the program

After you are hired, you must submit copies of the following

- Drug Enforcement Administration (DEA) license