

**ADVANCED NP-PRACTICE CREDENTIALING DOCUMENTS CHECKLIST**

This checklist applies to applicants who graduated from a primary care NP program (FNP, AGPCNP, women’s health, pediatric primary care, psych-mental health) between April 1, 2023 and Dec. 31, 2023.

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 If you are accepted into the program and any of the following deadlines are not met, your offer may be rescinded.

		<b>N.P. program graduation date between April 1, 2023 and Dec. 31, 2023</b>	
<b>#</b>	<b>Item required for submission</b>	<b>In-state programs</b>	<b>Out-of-state programs</b>
1	National board certificate	Pass board exam by February 28 <sup>i</sup> ; wall certificate due May 1	Pass board exam by February 28 <sup>i</sup> ; wall certificate due May 1
2	California unrestricted R.N. license	Due May 1	Apply by May 1; due July 1
3	California nurse practitioner certificate	Apply by February 28 <sup>ii</sup> ; wall certificates due May 1	Apply by May 1; wall certificates due July 1
4	California nurse practitioner furnishing number certificate		
5	Current Basic Life Support (BLS) certificate	Due May 1	Due May 1
6	Schedule II controlled substance course completion		
7	Government issued photo identification (e.g. driver’s license)		
8	N.P. Diploma		
9	FNP/AGNP transcript (official)		
10	Credentialing account data including email addresses for three peer references (N.P., P.A., M.D. or D.O.) — form provided by program	Due June 1	Due June 1
11	National Provider Identifier (NPI) number with NP taxonomy	Due July 1	Due July 1
12	Updated curriculum vitae		
13	DEA license		
14	Completed and signed credentialing application and supplemental documents — provided by program		

<sup>i</sup> If offered an interview, you must verify that you have met this requirement.

<sup>ii</sup> If offered an interview, you must verify that you have met this requirement. The “Apply by February 28” requirement applies to candidates currently residing or working in California. All other applicants must apply for their California N.P. licenses and furnishing numbers by May 1.