

ADVANCED NP-PRACTICE CREDENTIALING DOCUMENTS CHECKLIST

This checklist applies to applicants who plan to graduate from a primary care NP program (FNP, AGPCNP, women’s health, pediatric primary care, psych-mental health) between Jan. 1 and June 15, 2024.

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 If you are accepted into the program and any of the following deadlines are not met, your offer may be rescinded.

		N.P. program graduation date between Jan. 1, 2024 and June 15, 2024	
#	Item required for submission	In-state programs	Out-of-state programs
1	National board certificate	Apply by June 15; pass board exam by July 22; wall certificate due Aug 15	Apply by June 1; pass board exam by June 15; wall certificate due July 1 ⁱ
2	California unrestricted R.N. license	Due June 15	Apply by July 1; due Aug 23
3	California nurse practitioner certificate	Apply by June 15; wall certificates due Aug 23	Apply by July 1; wall certificates due Aug 23
4	California nurse practitioner furnishing number certificate		
5	Current Basic Life Support (BLS) certificate	Due June 15	Due June 15
6	Schedule II controlled substance course completion		
7	Government issued photo identification (e.g. driver’s license)		
8	N.P. Diploma	Due Aug 15	Due Aug 15
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 July 15	Due July 15
11	National Provider Identifier (NPI) number with N.P. taxonomy	Due Aug 15	Due Aug 15
12	Updated curriculum vitae		
13	DEA license		
14	Completed and signed credentialing application and supplemental documents — provided by program		

ⁱ The California Board of Registered Nursing requires N.P.s who graduate from programs outside of California to first obtain their national board certification in order to apply for a California N.P. certificate and furnishing number. Given the board’s lengthy processing time, out-of-state applicants completing an FNP or AGNP program on or after Jan. 1 must apply to AANP or ANCC by June 1, pass the nationally board exam by June 15 and submit a complete application for California licensure by July 1. There may be insufficient time for applicants completing programs outside of California in late May or early June to complete these steps by the due dates listed. Please consider your specific situation carefully before applying.