



## GENERAL INSTRUCTIONS FOR APPLYING FOR NURSE PRACTITIONER (NP) CERTIFICATION

**IN ORDER TO FURNISH/PREScribe DRUGS IN CALIFORNIA AS A NURSE PRACTITIONER, YOU MUST HAVE A FURNISHING NUMBER. IF YOU WOULD LIKE TO APPLY FOR A FURNISHING NUMBER, YOU MUST SUBMIT BOTH THE NURSE PRACTITIONER AND NURSE PRACTITIONER FURNISHING APPLICATIONS**

### I. GENERAL APPLICATION GUIDANCE

Nurse Practitioner certification eligibility requires the possession of an active California registered nurse (RN) license per California Code of Regulations, Section 1482.

If you do not possess an active California RN license and have never applied for a California RN license, an Application for California RN Licensure by Endorsement must also be submitted. If you have had a permanent California RN license, you must either renew or reactivate the California RN license.

Nurse Practitioner application fee is an earned fee; therefore, when an applicant is found ineligible the application fee is not refunded. Processing times for certification may vary, depending on the receipt of documentation from academic programs, national organizations/associations or evaluators. Processing a Nurse Practitioner certification application indicating disciplinary action(s) may take longer. A pending application file is not a disclosable public record; therefore, an applicant must sign a release of information before the Board of Registered Nursing will release information relating to NP application to the public, including employers, relatives or other third parties. Once you are certified, your address of record must be disclosed to the public upon request.

## GENERAL INSTRUCTIONS – (continued)

### II. REPORTING PRIOR DISCIPLINE AGAINST LICENSES/CERTIFICATES

All disciplinary action against an applicant's nurse practitioner, registered nurse, practical nurse, vocational nurse or other health care related license or certificate must be reported.

**Failure to report prior disciplinary action is considered falsification of application and is grounds for denial of licensure/certification or revocation of license/certificate.**

When reporting prior disciplinary action, **applicants are required to provide a full written explanation of:** circumstances surrounding the disciplinary action(s) and the date of disciplinary action(s). For disciplinary proceedings against any license as a RN or any health-care related license; include copies of state board determinations/decisions, citations and letters of reprimand.

To make a determination in these cases, the Board considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation.

The burden of proof lies with the applicant to demonstrate acceptable documented evidence of rehabilitation. Examples of rehabilitation evidence include, but are not be limited to:

- Recent, dated letter from applicant describing the event and rehabilitative efforts or changes in life to prevent future problems or occurrences.
- Recent and signed letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, Support Group Facilitators or sponsors, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.
- Letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse.
- Submit copies of recent work evaluations.
- Proof of community work, schooling, self-improvement efforts.

All of the above items should be mailed **directly** to the Board by the individual(s) or agency who is providing information about the applicant. Have these items sent to the Board of Registered Nursing, Licensing Unit – Advanced Practice Certification (NP), P.O. Box 944210, Sacramento, CA 94244-2100.

**It is the responsibility of the applicant to provide sufficient rehabilitation evidence on a timely basis so that a certification determination can be made.**

**An applicant is also required to immediately report, in writing, to the Board any disciplinary action(s) which occur between the date the application was filed and the date that a California Nurse Practitioner certificate is issued. Failure to report this information is grounds for denial of licensure or revocation of license/certificate.**

NOTE: The application must be completed and signed by the applicant under the penalty of perjury.

## GENERAL INSTRUCTIONS – (continued)

### III. BOARD ADDRESS & WEB SITE INFORMATION

**Mailing** Address:           Advanced Practice Unit – NP Certification  
Board of Registered Nursing  
P.O. Box 944210  
Sacramento, CA 94244-2100

**Street** Address for overnight or in-person delivery:  
  
Advanced Practice Unit – NP Certification  
Board of Registered Nursing  
1747 N. Market Blvd., Suite 150  
Sacramento, CA 95834-1924

**Web Site:**                   [www.rn.ca.gov](http://www.rn.ca.gov)

### IV. CALIFORNIA NURSING PRACTICE ACT

California statutes and regulations pertaining to Registered Nurses/Nurse Practitioners may be obtained by accessing the Board of Registered Nursing web site at [www.rn.ca.gov](http://www.rn.ca.gov)

## REQUIRED DOCUMENTATION FOR NURSE PRACTITIONER (NP) CERTIFICATION

### **METHOD ONE**

#### ***California-Based Nurse Practitioner Education Program***

[www.rn.ca.gov/education/apprograms.shtml#np](http://www.rn.ca.gov/education/apprograms.shtml#np)

#### **Documentation submitted directly to the Board of Registered Nursing:**

1. Completed **Application for Nurse Practitioner (NP) Certification** and applicable fee.
2. Completed **Verification of Nurse Practitioner Academic Program form** submitted by the nurse practitioner academic program. (Page 3)
3. Official, sealed transcript showing evidence of date of graduation or post-graduation nurse practitioner program.

### **METHOD TWO**

#### ***Non-California Based Nurse Practitioner Education Program***

#### **Documentation submitted directly to the Board of Registered Nursing:**

1. Completed **Application for Nurse Practitioner (NP) Certification** and applicable fee.
2. Completed **Verification of Nurse Practitioner Academic Program form** submitted by the nurse practitioner academic program. (Page 3)
3. Completed **Verification of Nurse Practitioner Certification by National Organization/Association form** submitted by the respective organization. (Contact your Organization/Association regarding the process to submit an electronic verification to the Board (Page 4))  
(See below for a list of National Organizations/Associations)
4. Official, sealed transcript showing evidence of date of graduation or post-graduation nurse practitioner program.

### **METHOD THREE – EQUIVALENCY**

#### **Documentation submitted directly to the Board of Registered Nursing:**

1. Completed **Application for Nurse Practitioner (NP) Certification** and applicable fee.
2. Completed **Verification of Nurse Practitioner Academic Program form** submitted by the nurse practitioner academic program. (Page 3)
3. Completed **Verification of “Clinical Competency” as a Nurse Practitioner form** submitted by a **nurse practitioner**. (Page 5)
4. Completed **Verification of “Clinical Competency” as a Nurse Practitioner form** submitted by a **physician**. (Page 6)
5. Completed **Verification of “Clinical Experience” as a Nurse Practitioner form** submitted by the physician **and/or** nurse practitioner. (Page 7)
6. Official, sealed transcript showing evidence of date of graduation or post-graduation nurse practitioner program.
7. Curriculum and course descriptions for the completed academic program for the period of time attended.
8. The Board may request additional documents regarding your educational program.

The national organizations/associations listed below have met the certification requirements that are equivalent to the Board's standards for nurse practitioner certification:

- **American Academy of Nurse Practitioners Certification Board (AANPCB)**  
Capital Station, LBJ Building  
P.O. Box 12926, Austin, TX 78711-2926  
(855) 822-6727  
[www.aanpcert.org](http://www.aanpcert.org)
- **American Nurses Credentialing Center (ANCC)**  
8515 Georgia Ave., Suite 400, Silver Spring, MD 20910-3402  
(800) 284-2378  
[www.nursecredentialing.org](http://www.nursecredentialing.org)
- **Pediatric Nursing Certification Board (PNCB)**  
9605 Medical Center Drive, Suite 250, Rockville, MD 20850  
(888) 641-2767  
[www.pncb.org](http://www.pncb.org)
- **National Certification Corporation (NCC)**  
676 N. Michigan Ave, Suite 3600, Chicago, IL 60611  
(312) 951-0207  
[www.nccwebsite.org](http://www.nccwebsite.org)
- **American Association of Critical-Care Nurses (AACN)**  
101 Columbia, Aliso Viejo, CA 92656-4109  
(800) 899-2226  
[www.aacn.org](http://www.aacn.org)

## VIII. HONORABLY DISCHARGED MEMBERS OF THE U.S. ARMED FORCES RECEIVE EXPEDITED REVIEW

Notwithstanding any other law, on and after July 1, 2016, a board within the department shall expedite, and may assist, the initial licensure process for an applicant who supplies satisfactory evidence to the board that the applicant has served as an active duty member of the Armed Forces of the United States and was honorably discharged (Business and Professions Code section 115.4.).

If you would like to be considered for this expedited review and process, please provide the following documentation with your application:

### 1. Report of Separation form.

The report of separation form issued in most recent years is the **DD Form 214, Certificate of Release or Discharge from Active Duty**. Before January 1, 1950, several similar forms were used by the military services, including the WD AGO 53, WD AGO 55, WD AGO 53-55, NAVPERS 553, NAVMC 78PD and the NAVCG 553.

Information shown on the Report of Separation may include the service member's date and place of entry into active duty, date and place of release from active duty, last duty assignment and rank, military job specialty, military education, total creditable service, separation information, etc.