

Primary Care CPNP[®] Exam Application Checklist

For New Graduates

Step 1: Apply online at www.pncb.org

- *This creates a place in our database to receive and begin reviewing your supporting documents as they arrive. If transcripts and other materials arrive before you submit your application, we hold these documents until you apply to make your intent to take the exam known. You may also use a paper application, but online is faster.*
- *Look for an email confirming receipt of your application order, and be sure to check your spam box.*

Step 2: Order your final transcript(s)

- *Official transcript must document completion of masters or doctorate in nursing.*
- *Must be mailed or emailed to the PNCB directly from your school's registrar's office and must note specific date the master's or doctoral degree was earned. Transcripts issued to students will not be accepted or returned.*
- ***Postmasters PNP Program graduates:*** *In addition to the above, submit an official transcript from the academic institution you attended to earn your postmasters PNP certificate. This transcript must attest to completion of all postmasters PNP coursework and must be mailed or emailed directly from the registrar's office to the PNCB.*
- ***For candidates earning a masters outside of the US:*** *The PNCB requires information documenting the process used by PNP program faculty to determine the equivalency of a non-US based or foreign transcript to a nationally accredited US master's or doctorate level nurse practitioner education. Candidates and PNP Program faculty may contact us to learn more about this requirement.*

Step 3: Arrange for Documentation of Education Form to be completed and sent

- *Share this form available on our website at www.pncb.org with designated faculty signers. This form must come directly from your institution via email or mail.*

 **Good luck on your upcoming exam!** 