

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 for the exam.
- Look for an email confirming receipt of your application order, and be sure to check your spam box.

Step 2: Order your transcript(s)*

- All final, official transcripts must be sent directly to PNCB from the registrar's office of the educational institution or a transcript service such as the National Student Clearinghouse or Parchment. You must contact your school's registrar's office and request the final transcript.
- Your transcript must document completion of all requirements for a nursing master's or doctoral degree with a concentration in pediatric primary care or dual primary/acute care as a nurse practitioner. The transcript must also include the degree awarded and date, the role (nurse practitioner) and population focus (pediatric primary care or pediatric dual primary/acute care), and completion of advanced physiology/pathophysiology, advanced pharmacology and advanced health assessment.
- An exception is made to the requirement for final transcript **only** if the following circumstances exist:
 - All other exam eligibility requirements have been met,
 - All didactic courses and clinical hours for the PNP program track are completed,
 - All grades are posted AND
 - The terminal degree or certificate will not be conferred for a period exceeding 30 days after graduation **or**
 - The candidate is enrolled in a DNP program with the final year devoted to a project and will not graduate until project completion.

For candidates completing a post-graduate PNP program: You must submit your official post-graduate transcript and a final, official transcript from the academic institution you attended to earn your master's in nursing.

For candidates completing a post-master's PNP DNP program: You must submit your official post-master's DNP program transcript and a final, official transcript from the academic institution you attended to earn your master's in nursing.

For candidates earning a master's 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 can contact us to learn more about this requirement.

See our website for detailed information or email: exam@pncb.org

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 We wish you success on your upcoming exam! 