

Testing & Recertification Basics

How to Apply

Transcripts

Study Resources

State Board Verification

Recertification



PEDIATRIC NURSING
CERTIFICATION BOARD

Also see this new resource: [CPNP 101: The PNP Certification Process](#), an on demand webinar from PNCB hosted by the American Association of Colleges of Nursing.

1. Submit the online exam application with payment. Eligibility criteria is posted at www.pncb.org.

2. Arrange for supporting documents to be sent to PNCB.

- Transcripts must be final and sent directly from the registrar's office of the educational institution or by a transcript service (e.g., National Student Clearinghouse, Parchment). Electronic transcripts are accepted. See the [website](#) for mailing or email address.
- Transcripts must contain the role (NP) and program population focus.

3. Get prepared. Explore the exam content outline, PNCB's [practice tests](#), and more resources on the [CPNP-PC](#) or [CPNP-AC](#) webpages.

4. Watch for your eligibility notification. Once all required documents are approved by PNCB, your application is complete, and you'll be notified by email of exam eligibility. The email includes important instructions on how to schedule your exam with Prometric.

- Download your [candidate handbook](#) for policies on scheduling, extensions, what you can take into the testing center, and more.
- Schedule your exam shortly after receiving eligibility notification. You will schedule with Prometric, not PNCB.
- CPNP-PC candidates schedule to test within a 90-day eligibility window.
- CPNP-AC candidates schedule to test within a predetermined [testing window](#).

5. Complete the CPNP-PC exam on your scheduled date and time.

- In most cases, unofficial results are shown on-screen, and official exam results are emailed within 1 week of testing.

6. Board of nursing verification is automatically sent at no cost to up to 2 states you listed on your application. Additional state board verifications can be ordered in your portal for a fee.

7. Recertification is annual. You will enter annual recertification ("Recert") the next calendar year after passing your exam.

- Methods to maintain certification include continuing education, clinical practice, and completion of our accredited Pediatric Updates modules.
- You will document 15 completed contact hours or accepted equivalents each year on the application.
- Over a period of 7 years, you will complete 15 required pediatric pharmacology hours and 4 PNCB Pediatric Updates. Your portal's Recert Dashboard will help you track progress on these requirements.
- Clinical practice hours are not required but can count for a maximum of 10 contact hours.
- Learn more about important [CPNP-PC](#), [CPNP-AC](#), or [Dual CPNP-AC/PC](#) recertification requirements on the PNCB website.

We wish you success on your exam. If you have questions, please contact us at exam@pncb.org.