

## PREPARING FOR ADVANCED PRACTICE CERTIFICATION

### STEP 1



The semester prior to graduation:  
**Student** completes Graduate School Form M-1.  
The College sends this to the Graduate School.

This is signed by the Dean, Graduate School. A copy of this is put in the student's College of Nursing Record.

### STEP 2



- 1) **Student** notifies their Emphasis Area Coordinator regarding certification plans.
- 2) **Student** requests Registrar to send final\* transcript to:
  - A) MO Board of Nursing, and
  - B) to themselves or the certifying organization AFTER graduation. Follow the directions of the certifying organization.
- 3) IF the certification agency is PNCB, student obtains application form from *the* PNP Emphasis Area Coordinator.

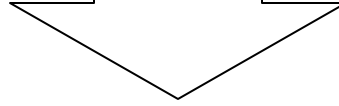
\* The final transcript will include all grades and the date of graduation

#### [Board of Nursing](#)

3605 Missouri Boulevard  
P.O. Box 656 Jefferson City, MO 65102-0656  
573.751.0681 Telephone  
573.751.0075 Fax  
800.735.2966 TTY  
800.735.2466 Voice Relay  
[nursing@pr.mo.gov](mailto:nursing@pr.mo.gov)  
<http://pr.mo.gov/nursing.asp>

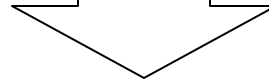
**STEP 3**

Graduate!



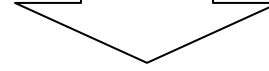
The College completes the appropriate paperwork and certifying agency instructions and sends these to the student.  
**Student** completes the application for certification and mails it to the certifying agency.

**STEP 4**



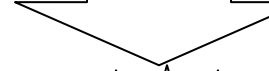
Registrar mails final transcripts 3-4 weeks following graduation.

**STEP 5**



Certifying agency sends permission to take the exam.  
**Student** applies for Advanced Practice Graduate status with Board of Nursing  
**Student** completes a test preparation course.

**STEP 6**



**Student** completes the certification exam and tells their emphasis area coordinator about their **SUCCESS** and their job

**BELOW ARE THE  
COMMON  
CERTIFYING  
AGENCIES AND  
THEIR CONTACT  
INFORMATION**

American Nurses  
Credentialing Center  
(ANCC) (FNP or ANP or  
PNP and others)  
PO Box 791333  
Baltimore, MD 21279-  
1333  
<http://www.ana.org/ancc/>  
*Director of Graduate  
Studies* completes Page  
4 and mails original and  
copy to **student** after  
graduation

American Academy of Nurse  
Practitioners (AANP) (ANP or  
FNP)  
[http://www.aanp.org/default.a  
sp](http://www.aanp.org/default.asp) **Student** completes  
application. No action is needed  
by *Director of Graduate Studies*

Pediatric Nursing Certification  
Board (PNCB)  
800 S Frederick, Suite 204  
Gaithersburg, MD 20877-4152  
(888)-641-2767  
[http://www.pncb.org/ptistore/control  
/index](http://www.pncb.org/ptistore/control/index)  
**Student** obtains form from *Director  
of Graduate Studies* signs and  
sends to *Director of Graduate  
Studies*. *Director of Graduate  
Studies* completes Documentation  
of PNP Education Form and mails  
directly to PNCB and mails **student**  
a copy after graduation

National Certification  
Corporation (NCC) (WHNP  
or NNP)  
PO Box 11082  
Chicago IL 60611-0082  
(312)9951-0207  
[http://www.nccnet.org/public/  
pages/index.cfm?pageid=1](http://www.nccnet.org/public/pages/index.cfm?pageid=1)

National League for Nursing  
(NLN) (Educator)  
Need academic preparation  
and 2 years academic  
experience.  
[http://www.nln.org/facultycertific  
ation/index.htm](http://www.nln.org/facultycertification/index.htm)