



Primary Care CPNP Exam Application Checklist

1	Create an account at www.pncb.org . Click Log in on the top toolbar, then click “New Customer? Click Here” to create your account. Or sign in to your existing account at www.pncb.org .
2	Complete, pay for, and submit your CPNP-AC Exam Application. To confirm completion, look for your email receipt. A successfully submitted exam application will be in the “Staff Review” submittal status.
3	Order your transcript(s) √ Transcripts must be sent directly from the registrar’s office of your educational institution(s) to PNCB or through a transcript service such as National Student Clearinghouse or Parchment. √ The transcript must include: <input type="checkbox"/> The Degree Awarded <input type="checkbox"/> The Date the Degree was Conferred <input type="checkbox"/> The Role and Population Focus <input type="checkbox"/> The 3Ps are Advanced Practice Physiology/Pathophysiology/Advanced Practice Pharmacology and Advanced Practice Health /Assessment. If earned in a separate advanced practice educational program, PNCB must receive transcripts from each program. √ Ask that your transcript be sent electronically to transcripts@pncb.org or sent to our mailing address.
4	Did, or are you, completing a post-graduate primary care PNP certificate? If so, PNCB must also receive an official transcript from your MSN program.
5	Did, or are you, completing a post-master primary care DNP program? If so, PNCB must also receive an official transcript from your MSN program.
6	Candidates earning a master’s outside of the US PNCB must ask their program directors to submit information to PNCB documenting the process used by the PNP program faculty to determine the equivalency of their non-US-based master’s program to an accredited US PNP program.
7	An exception to the requirement for a final transcript can be made if certain circumstances exist. Please review the information here for detailed instructions.

Best wishes for your upcoming certification exam!