

**PRIMARY CARE APP FELLOWSHIP**  
**CREDENTIALING DOCUMENTS CHECKLIST**

This checklist applies to applicants who plan to graduate from a primary care APP program (FNP, AGPCNP, women’s health NP, pediatric primary care NP, and psych-mental health NP) between Jan. 1 and June 15, 2025.

It is highly recommended that you plan well in advance to meet these deadlines. If you are accepted into the program and any of the following deadlines are not met, your offer may be rescinded.

		<b>N.P. program graduation date between Jan. 1, 2025 and June 15, 2025</b>	
<b>#</b>	<b>Item required for submission</b>	<b>In-state programs</b>	<b>Out-of-state programs</b>
1	Credentialing account data including email addresses for three peer references (N.P., P.A., M.D. or D.O.) — form provided by program	Due June 7	Due June 7
2	National board certificate	Apply by June 15; pass board exam by July 22; wall certificate due Aug 15	Apply by June 1; pass board exam by June 15; wall certificate due July 1 <sup>i</sup>
3	California unrestricted R.N. license	Due June 15	Apply by July 1; due Aug 1
4	California nurse practitioner and furnishing number certificate certificates	Apply by June 15; wall certificates due Aug 9	Apply by July 1; wall certificates due Aug 1
5	Current Basic Life Support (BLS) certificate	Due June 15	Due June 15
6	Schedule II controlled substance course completion		
7	National Provider Identifier (NPI) number with N.P. taxonomy	Due July 31	Due July 31
8	N.P. Diploma	Due Aug 15	Due Aug 15
9	FNP/AGNP transcript (official)		
10	DEA license		
11	Completed and signed credentialing application and supplemental documents — provided by program		

<sup>i</sup> The California Board of Registered Nursing requires N.P.s who graduate from programs outside of California to first obtain their national board certification in order to apply for a California N.P. certificate and furnishing number. Given the board’s lengthy processing time, out-of-state applicants completing an FNP or AGNP program on or after Jan. 1 must apply to AANP or ANCC by June 1, pass the nationally board exam by June 15 and submit a complete application for California licensure by July 1. There may be insufficient time for applicants completing programs outside of California in late May or early June to complete these steps by the due dates listed. Please consider your specific situation carefully before applying.