



Graduate Checklist



APPLYING WITH YOUR PRESENTING BOARD TO TAKE YOUR EXAM:

- Complete the application
- Pay the fee
- Submit your conferred transcript
- Wait for test eligibility notification
- Contact the testing site and book test appointment

CELEBRATE!!!



(Don't get carried away, there's still work to be done)

APPLYING WITH YOUR PRESENTING BOARD TO TAKE YOUR EXAM:

1. Go to State Board of Nursing

- Apply for your initial APRN State License
- Fill out the application
- Pay the fee and submit applicable paperwork to the state
(Make sure everything is filled out correctly- otherwise, delays will occur)
- Wait for your license to be upgraded with the state as an official APRN License
(Average: 2-3 weeks)

If you are moving, apply for the APRN license in your original state and then submit for reciprocity (Easier and quicker)

2. Apply for your NPI (if you do not have one)

- Apply for a P.O. Box or a virtual mailbox
(Why? This address is public and people are stalkers)

This is very easy to do! Do not pay someone to do this

Website: <https://nppes.cms.hhs.gov/#/>

- Create a new account and follow the prompts

It's free! You will usually have it within hours and if not, days.

3. DEA License

This is an individual decision. Some will choose to wait until your job pays for it and some will choose to pay for it themselves. You could wait to see if you will even need it for your position.

Website to Apply: https://www.deadiversion.usdoj.gov/online_forms_apps.html

-Use Form 225 (Click mid-level and follow the prompts- costs \$731 in 2021)

-Some states also require a secondary controlled substance license. Not all states do, so be sure to google for your state to see if you need this!