PRIMARY CARE APP FELLOWSHIP

CREDENTIALING DOCUMENTS CHECKLIST

This checklist applies to applicants who graduated from a primary care APP program (FNP, AGPCNP, women's health NP, pediatric primary care NP, and psych-mental health NP) between April 1 and Dec. 31, 2024.

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 If you are accepted into the program and any of the following deadlines are not met, your offer may be rescinded.

#	Item required for submission	N.P. program graduation date between April 1, 2024 and Dec. 31, 2024	
		In-state programs	**Out-of-state programs**
1	National board certificate	Pass board exam by February 28[i]; wall certificate due May 10	Pass board exam by February 28[i]; wall certificate due May 10
2	California unrestricted R.N. license	Due May 10	Apply by May 10; due June 7
3	California nurse practitioner and furnishing number certificates	Apply by February 28[ii]; wall certificates due May 10	Apply by May 1; wall certificates due July 1
4	Current Basic Life Support (BLS) certificate	Due May 10	Due May 1
5	Schedule II controlled substance course completion		
6	N.P. Diploma		
7	FNP/AGNP transcript (official)		
8	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 1
9	National Provider Identifier (NPI) number with NP taxonomy	Due June 7	Due July 1
10	DEA license	Due July 1	
11	Completed and signed credentialing application and supplemental documents — provided by program		

---

[i] If offered an interview, you must verify that you have met this requirement.

[ii] If offered an interview, you must verify that you have met this requirement. The "Apply by February 28" requirement applies to candidates currently residing or working in California. All other applicants must apply for their California N.P. licenses and furnishing numbers by May 1.