AANP & ANCC certification

Complete forms on their website

AANP - [The American Academy of Nurse Practitioners Certification Board (aanpcert.org)](#)

ANCC - https://www.nursingworld.org/our-certifications/ (ANCC no longer requires the University to complete the form)

Both certification boards now require the student to download clinical case logs from each clinical course and submit them with the application and transcript. See how to retrieve a student's patient logs and hours in Exxat in the drop-down menu on the website.
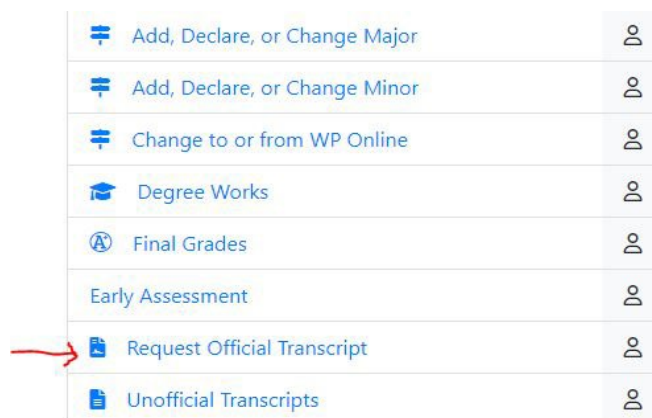
Official Transcript

The board of nursing requires an **official transcript**. William Paterson University requires **students** to **pay** a fee for an official transcript. Nursing **DOES NOT** send out transcripts.

We have three graduation dates for the **on-campus program: January 25** (fall), **May 25** (spring), and **August 30** (summer).

The **WP Online program** has six graduation dates: November 1 (fall-1), **January 25** (fall-2), **April 1** (spring-1), **May 25** (spring-2), and **July 31** (summer-1), **August 30** (summer-2).

To request an **official transcript** log onto **WP Connect**:

WP Connect - Student tab- My Degree – Request Official transcript.

Note: Official transcripts will not be available until **6 weeks after the graduation date** (degree conferral date). Please make sure to <mark>check off the degree posted</mark>. If this is not checked and it is completed before waiting 6 weeks after the graduation date, the transcript will be delivered without the correct information, and it will not be approved by the examination board. The student will then need to purchase another transcript. A student can sit for their exam if their transcript is not ready, however, the student will not receive their score until the official transcript is received by the certification board. Any questions regarding transcripts, see link https://www.wpunj.edu/centerss/records/.

> Please make your check or money order payable to "WPU".
>
> **Hold for (Check all that apply)**
> ___ Semester Grades – Processed 3 weeks after the last day of the semester
>
> ___ Grade Adjustment
>
> ___ Degree Posted – Processed 6 weeks after the last day of each semester

Students can sit for their exam if their program completion date is within 30 days of their graduation date (conferral date). Anything over 30 days will require a letter from the University. If you need a completion letter because the program completion date is more than 30 days from the graduation date, please email the director Dr. Cheryl Hollema, hollemac@wpunj.edu, and copy Jami Jennings, jenningsj3@wpunj.edu.

*If a student has passed their exam, they can only begin practicing once their official transcript is received by AANP/ANCC.