



***New Jersey Office of the Attorney General***

Division of Consumer Affairs

New Jersey Board of Nursing

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[www.njconsumeraffairs.gov/nur/Pages/default.aspx](http://www.njconsumeraffairs.gov/nur/Pages/default.aspx)

**INSTRUCTIONS FOR ADVANCED PRACTICE NURSE CERTIFICATION IN N.J.**

Please read the following information carefully before completing an application for APN Certification.

If you previously held APN Certification in New Jersey, DO NOT complete this application. Please contact Naomi Monroe at the Board of Nursing.

1. Hold a current, active, and valid New Jersey license as a Registered Professional Nurse.
2. Request an application for APN Certification by submitting a request to: [apn@dca.lps.state.nj.us](mailto:apn@dca.lps.state.nj.us).
3. Complete the application. Answer ALL of the questions.
4. Sign the application in the presence of a notary public.
5. Attach a clear, full-face original passport photograph (2" x 2") of your head and shoulders taken within the past six months. Sign your name on the back of the picture. (Photocopies and selfies are not acceptable.)
6. If you are a U.S.-born citizen, please submit a copy of your birth certificate or U.S. passport.
7. If you are a naturalized U.S. citizen, please submit a copy of your U.S. passport or certificate of naturalization.
8. If you are a legal alien or other immigration status, please submit your USCIS immigration documents. (Submit a copy of both the front and the back of your card.)
9. Submit proof of a legal name change (i.e., marriage license, divorce decree, court order) if your name differs from that on your birth certificate.
10. Complete the Certification and Authorization form for a criminal history background check and submit a check in the amount of \$17.50 made payable to the **State of New Jersey** for a fingerprint archive request.
11. Submit criminal history documents (if applicable).
12. Arrange to have a transcript from your master's or doctoral program submitted **directly** to the Board.
13. Arrange to have proof of valid APN Certification within your specialty from your national credentialing agency submitted **directly** to the Board.

14. Provide written verification of licensure in good standing from the state in which you were originally licensed, or are currently licensed, and from every state in which you have ever been licensed. The verification must be forwarded **directly** to the New Jersey Board of Nursing from the applicable state board(s), if those state(s) are not listed on the NURSYS License Verification Form.
15. Submit proof of completion of six (6) contact hours of a pharmacology course related to C.D.S.
16. Submit Certificates of Completion of 30 continuing education credits in pharmacology, if you graduated from your master's/doctoral program more than five (5) years ago.
17. Submit the nonrefundable application fee in the amount of \$100.00, made payable to the **New Jersey Board of Nursing**, in the form of a check or money order.
18. You will receive a letter from the Board advising you of the initial certification fee due, either \$80.00 or \$160.00, based on the expiration date of your RN license.