

Procedure for Education Verification Form Submissions

Below you will find the procedure for submitting your verification of educational preparation forms from certifying bodies. The forms are to be submitted to the Office of Admissions and Student Services (Suite 1200, New Addition to Carrington Hall). Forms will be accepted **prior** to graduation but cannot be completed until after your program completion or degree has been conferred. Please allow up to 15 working days from date of graduation (or the date you submit post-graduation) for processing.

Please use **only** the address information below on your form:

Master of Science in Nursing Program
UNC-Chapel Hill School of Nursing
CB# 7460, Chapel Hill, NC 27599-7460
919.966.3734

OR Post-Master of Science in Nursing Certificate Program
UNC-Chapel Hill School of Nursing,
CB# 7460, Chapel Hill, NC 27599-7460
919.966.3734

IF THE CERTIFYING BODIES REQUIRE AN OFFICIAL TRANSCRIPT, YOU MUST REQUEST THIS TRANSCRIPT THROUGH THE UNIVERSITY REGISTRAR'S OFFICE AT <http://regweb.unc.edu/students/transcripts.php>

ANCC (American Nurses Credentialing Center) <http://nursecredentialing.org/>

- ANCC now has two different ways an applicant can apply to take boards. The easiest and fastest way to apply is on-line. The student completes the on-line application and sends us the Validation of Advanced Practice Nursing Education Form. You complete the top portion of the form, Name, Address, Email, Social Security Number (optional), and the area of concentration completed.
 - Submit the form to Deannie Holt in OASS who will facilitate completion of the form by the SON and obtain the Program Director's signature.
 - The SON will email this form to agency.
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NCC (National Certification Corporation) [Form 1] <http://www.nccwebsite.org/>

- The following is to be completed by the **candidate**:
 - Name, Program attended, Exam to be taken, Type of program, Date of graduation (as denoted by The University)
 - Program directors must file a documentation of Educational Preparation for their program on the NCC website. There is no separate form for the candidate to have the program director complete. This form has been replaced by the online submission of information by the program director.
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PNCB (Pediatric Nursing Certification Board) [Pathway 1] <http://www.pncb.org/>

- This updated form is printable by the computer. The School of Nursing completes this and emails to agency.
 - The following is to be completed by the **candidate**: 1, 3, 4, and your name right above #10; We will complete all other sections.
 - Submit the form to Deannie Holt in OASS who will facilitate completion of the form by the SON and obtain the Program Director's signature.
 - The SON will email this form to agency.
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AANP (American Academy of Nurse Practitioners) <http://www.aanp.org/>

- The AANP application does not require the program director's signature, as the other forms do-- you can fill it out yourself completely and just send it in. *If you need any assistance with any of the information on the form, please feel free to contact Deannie Holt in OASS.*
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Diplomas

- Sunday, May 8, 2011 – After the University Commencement ceremony and until 2 pm, Professional diplomas may be picked up by graduates (with photo ID) at 3131 SASB North and will continue to be available at the University Registrar's Office during normal business hours through May 27. After this date, the diplomas will be mailed to the Permanent Address listed in ConnectCarolina.