

AANP & ANCC certification

Complete forms on their website

AANP - [The American Academy of Nurse Practitioners Certification Board \(aanpcert.org\)](http://aanpcert.org)

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

[ANCC Form](#) (this is the only form accepted. Older versions will not be accepted)

Students need to download clinical logs for both certification boards

- Students should download and save all of their clinical logs from each clinical course taken in Exxat once their program is finished
- See how to retrieve a student's patient logs and hours in Exxat in the drop-down menu on the Graduate Nursing website under graduation information.
- Students only have access to their WP email address one year after they have graduated. Students will not be able to access Exxat after one year of graduating because WP will inactivate the account

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.

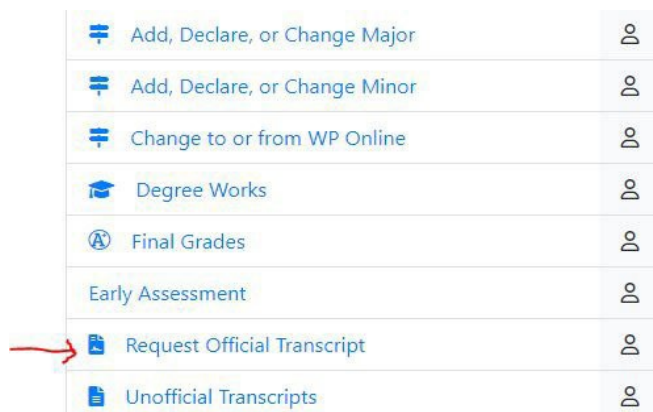
We have three graduation dates for the **on-campus program**: **January 25** (fall), **May 25** (spring), and **August 30** (summer).

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).

See link for **deadline dates** <https://www.wpunj.edu/registrar/graduation-information/>

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

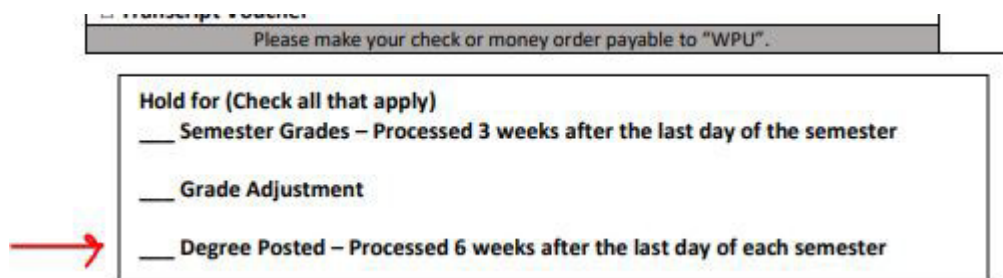
WP Connect - Student tab- My Degree – Request Official transcript.



	Add, Declare, or Change Major	
	Add, Declare, or Change Minor	
	Change to or from WP Online	
	Degree Works	
	Final Grades	
	Early Assessment	
	Request Official Transcript	
	Unofficial Transcripts	

Note: Official transcripts will not be available until **6 weeks after the graduation date** (degree conferral date). **Diplomas** will be mailed during this time.

Check off the degree posted. If this is not checked 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. 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 transcript is not ready, but the student will not receive their score until the official transcript is received by the certification board.

If the program completion date is within 30 days of the graduation date (conferral date) a completion letter is **NOT** needed. Anything over 30 days will require a letter from the University. If you need a completion letter, 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.

Pharmacology

Only for students applying to the NJ BON

- **DO NOT** complete the Integrated Pharmacology form. WP's pharmacology course is a separate course. WP does not complete this form.
- See [NJ BON](#) for more information