

Getting Certified As a CNP in New Mexico

1. Order 3 to 5 sealed copies of your official transcript from the Transcript service at your university. E-transcripts can also be sent to ANCC. Either way, make sure that a sealed transcript is sent to ANCC.
2. Take your exam as soon as possible. To do this apply online with the ANCC at: www.nursecredentialing.org (this is recommended) or send in your application to the ANCC (American Nurses Credentialing Center.) A fee for the exam is required when the application is submitted. If you are a member of the APNA (American Psychiatric Nurses Association) the initial fee is \$290 and the renewal fee is \$240. If you are a non-member the initial fee for the exam is \$395 and the renewal fee is \$350. If you have any questions the ANCC customer service line is 1-800-284-2378.
3. Make sure to have your University send a confirmation that you have completed the program to the ANCC.
4. The ANCC will then give you clearance to take the exam. To find out if you are eligible for clearance go to the ANCC website: www.nursecredentialing.org, and click on 'Certification' then 'Apply for Specialty' and last 'Eligibility.' This will give you a list of preferred eligibility dependent on your specialty. Once you have received clearance to test you then have a 90 day window, in which to schedule your exam. Remember that it is an 8 week process for the ANCC to evaluate all of your data and information in order to grant clearance. To check your clearance status you may call ANCC's customer service line: 1-800-284-2378.
5. Once you are ready to schedule your exam you may do so with Prometrics. The phone number to call for registration is 1-800-967-1100. Inquire about Prometrics locations in your area. For instance, there is a Prometrics location in Albuquerque located at 4121 Wyoming NE (505-296-0609) and one in Santa Fe located at 2538 Camino Entrada (505-473-9351.) Other locations in New Mexico are available, e.g. San Juan College in the Four Corners area. Consider out-of-state locations, such as El Paso, if testing dates are more convenient. To receive more information you can also go to Prometrics' website at www.prometric.com; here they offer several ways to communicate from online chatting to filling out online Q&A forms.
6. Now it's time to study! There are many options when it comes to studying. ANCC offers a list of study aids such as Test Content Outlines, Test Reference Lists, Sample Test Questions and Answers, Online Strategy Courses and study groups and seminars. This and much more can be found on the ANCC website www.nursecredentialing.org.

7. After completing your exam you will immediately know if you have passed. If you have passed, skip to step 10. If you have not passed you must re-take the exam. In order to re-take the exam ANCC charges a \$140 fee on top of special fees: \$240 for an APNA member and \$340 for a non-member. You may re-test after 60 days from the date of your last exam. Send your re-test application (found on website: www.nursecredentialing.org/retestpolicy.aspx) to ANCC along with above fees.
8. Request that ANCC send a proof of passing to your Board of Nursing.
9. Have your University send another confirmation of completion of the program to the Board of Nursing.
10. Fill out the Board of Nursing application which can be found on their website at www.bon.state.nm.us. There is also a \$100.00 fee with this application. For further questions call the BON at 505-841-8340 or fax at 505-841-8347.
11. Next send in your university transcripts to the Board of Nursing. Their address is 6301 Indian School Rd NE Suite 710 87110. The wait time after submitting your application to the BON is about 7 to 10 days. Your license will be available online at www.bon.state.nm.us.
12. Now go to the Board of Pharmacy website www.rid.state.nm.us/boards/pharmacy.aspx, print the application and turn in the required fee. The application fee is dependent on when it is submitted. A fee schedule will print out with your application. A formulary is not required at this time (2/2012), but you may elect to turn in a formulary. It is advisable to keep a formulary for your own resource and records. A sample formulary can be found on the American Association of Nurse Practitioners website: www.AANP.org or on the NM Nurse Practitioners website: www.nmnpc.org. However, the formulary is not required at this time.
13. Next go to the DEA (Drug Enforcement Agency) website www.dea.gov and with your New Mexico Pharmacy number and apply for your DEA Number. The fee for this is \$551 for 3 years. The wait time for your DEA license is about 4 to 6 weeks.
14. Once you have received your license you are now free to practice. Hopefully you have already been looking for a position and your prospective or current employer is helping you complete these steps.