



Checklist - Prior to Mailing Application Packet

Please read & follow the steps carefully. Make a copy for your records of your completed application including all documents submitted. Incomplete applications will delay certification and may result in additional fees.

- ___ Completed application, including signed and dated Disclaimer
- ___ Application Payment
- ___ High School diploma for AP-BC Path 2 or 3)
- ___ College transcript (for AP-BC Path 1, AAP-BC Path 1 or 2 or AC-BC Path 1)
- ___ Work Experience documentation on company letterhead (name, positions held, total number of hours worked, responsibilities, dates of employment signed by Supervisor or Human Resources)
- ___ Continuing Education certificates (copies only)
- ___ Current National Certification certificate (AP-BC Path 4, AAP-BC Path 3 or AC-BC Path 3)
- ___ Consulting Experience documentation (for AC-BC)
- ___ APN Credentialing Center Exam certificate (copy only)

Credentialing Review Information

1. The office will email confirmation that the application was received.
2. Once approved, applicants may expect their certification documents within 6 weeks of receipt of application. If you have not received it within 6 weeks, please email or call to check the status.
3. If for any reason an application is not approved, applicants will be notified by email, phone or in writing with a request for correction. Applicants will have 90 days to submit missing documentation. After 90 days, you will need to re-apply should you want to proceed with credentialing.

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