



FREQUENTLY ASKED QUESTIONS

Q: What examinations are offered by AANPCP?

A: The Certification Program offers Adult, Gerontologic, and Family Nurse Practitioner tests

Q: What are the qualifications for the examination?

A: Certification is offered to graduates of approved Masters and Post Masters level adult, family, and gerontologic nurse practitioner program.

Q: What are the fees for the examination?

A: Computer Based	Members \$240	Nonmembers \$315
Recertification	Members \$120	Nonmembers \$195
Endorsement	Members \$120	Nonmembers \$195

Q: How can I pay to take the certification exam and/or any related fees?

A: We accept all Major Credit Cards, Money Orders, and Checks for payments. Please Note that as of November 1st, 2009, we will be charging a \$20 fee for all returned checks.

Q: Can my certification membership application and payment of dues to the AANP be included with my application to take the certification exam?

A: Yes. But they must be sent as two payments, one for the certification and one for the membership in the AANP.

Q: What is the difference between the AANP and The American Academy of Nurse Practitioners Certification Program?

A: The AANP is a membership organization. It is the only full service organization for nurse practitioner of all specialties. Information regarding the AANP may be found on the website at: www.aanp.org.

The American Academy of Nurse Practitioners Certification Program Incorporated (AANPCP) is a separately incorporated entity that certifies adult, family, and gerontologic nurse practitioners through national certification examinations in preparation for licensure and professional credentialing. Information regarding the AANPCP (Inc.) may be found on the AANPCP website at: www.aanpcertification.org.

Q: What is the process for approval of an application to sit?

A: When your application is received, it is reviewed for completeness. Once your file is complete it undergoes a professional review prior to approval to sit for the examination.

Q: What does a “complete” application mean?

A: A complete application includes the following:

- **Your complete name (as printed on your state issued ID) and address**
- **Copy of your RN license.**
- **Request for Program information and Program description sections filled out completely.**
- **Complete addresses (street number, city, state and zip) of clinical practice sites, specialty and preceptor’s full name and credentials.**
- **Official transcript of course work to date, and/or final transcript stating degree conferred and the date.**
- **Payment in full (including late fees if applicable).**

*****If the application is not filled out completely, you will receive a checklist via mail, or emails, indicating missing items that are needed. Occasionally it is necessary to send more than one checklist.***

Q: What is an official final transcript?

A: An original transcript with the registrar’s insignia that states the name of the degree and the date it was completed. Transcripts must arrive in a sealed envelope issued from the University registrar’s office.

Q: Can the transcript be sent directly from my school?

A: Yes. To save time, have your school send the transcript directly to AANPCP.

Q: May I enclose it with my application?

A: Yes, as long as it is in an envelope sealed by the registrar.

Q: What should I do about submitting my transcript if I have not completed my program at the time I submit my application?

A: You should submit an official transcript of your work to date so that the review of your application can be initiated. Candidates may only sit for an examination after they have completed their program. Scores cannot be released unless an official final transcript including date and completion of the program has been received.

Q: How will I know the status of my application and how will I know I have been approved to sit?

A: Unless you receive a checklist of missing items you may assume that your application is moving forward in the approval process. You will be contacted if additional information is required. Once you have been approved, you will receive a letter of approval and your

candidate handbook from the certification program. Then you will receive a separate letter from Professional Examination Service with an ID number and instructions to schedule your Exam. If you have not received a letter from PES within 14 days of receipt of your Academy approval, you should notify the Academy Certification Office immediately.

Q: When can I expect to receive my scores?

A: When you complete your examination a preliminary pass/fail will appear on your computer screen. Because it is a preliminary result, it will not be downloadable. Your scores will be mailed to you in three to four weeks, as long as all your materials are in place, to include an official final transcript and current nursing license.

Q: If I fail the exam, what is the waiting period to retake the examination?

A: You will receive a retake application and letter explaining the requirements to retake the examination when you receive your test results. In order to retake your examination you will be required to document completion of a minimum of 15 contact hours of continuing education applicable to your area of weakness. Once the requirement is completed you will be able to apply to take the examination. You may sit for the examination twice in the calendar year.

Q: Will my state board automatically be notified of the results of my exam?

A: State Boards will be notified of the results of your examination only if we receive a written request signed by you. A request may be made by completing the enclosed state board verification form* or completing the form provided to you by your state board. These requests may be mailed or faxed to the Certification office.

(* This form can also be downloaded and printed from our website.)

Q: Is there a fee to send verification to my state board?

A: There is no charge to provide verification to your state Board. However, all other requests must be accompanied by a \$20 processing fee. (Effective November 1st, 2009 the processing fee will increase to \$30)

Q: Is the AANP Certification Program certification nationally recognized by all states?

A: Yes, the examination is recognized by all states as well as by Medicare, Medicaid, the Veterans Administration, and private insurance companies.

Q: How do I notify you of name change?

A: All changes to your file must be accompanied by your signature. A request to change your name must be accompanied by legal documentation of the name change (i.e. marriage license, divorce decree, etc). You may fax, mail, or email to our office.

Q: How do I notify an address change?

A: You fax, mail, or email address changes to the certification office or email address.

Q: If my certificate or wallet card is lost or destroyed, how do I replace them?

A: In order to replace your certificate or wallet card you will need to submit a written request with your signature. You may fax or mail the request to our office (Effective November 1st, 2009 there will be a \$20 fee for request of replacement).

Q: What should I do if I require special testing accommodations?

A: In order to facilitate special needs, we work with our testing company to arrange the special accommodations. A licensed health care provider must provide documentation of special accommodations. Documentation must address the special circumstances and what is needed to facilitate the special need during the exam.

Q: How do I register for a specific testing date to take the examination?

A: Our testing company will send you a letter containing an ID number and instructions to set up your examination. At that time, you will select and schedule the date, location, and time for your examination according to the instructions in the letter.

Q: May I withdraw from taking the exam?

A: Yes, you may withdraw from the examination by submitting a written request to withdraw from the exam before making the appointment to take the exam. A refund less a \$120 processing fee will be sent to you at the end of the testing window.

Q: What if I decide I need to delay my testing to another window?

A: You must submit a written request to delay your examination before termination of your assigned testing window. This request can be faxed or mailed and must include the testing window you would like to sit, with your signature. There is no charge for moving to a subsequent testing window.