

OHSU School of Nursing Requirements for Submission for NP OSBN certification
Graduate Programs c/o Hilary Holman-Kidd, SN-5S, RM 571, Portland, OR, 97239 503-418-2271

STUDENT RESPONSIBILITIES:

Students are required to take the following actions in support of their request for NP certification through the Oregon State Board of Nursing:

1. Maintain a portfolio with all pertinent information from your graduate program. This includes **all syllabi for courses taken, program of study, verification of approved course waivers, transcript updates, documentation of clinical hours, sites and preceptors, etc.** **Any variations from the program of study not documented by a course waiver or course transfer should include a letter of explanation from the student's advisor.**
2. Meet with advisor at least one term before you intend to graduate to review your program of study (POS) and transcript.
3. Obtain the basic certification packet from OSBN in April prior to graduation (**Oregon State Board of Nursing, 800 NE Oregon Street, Suite 465, Portland, OR 97232-2162 • 503-731-4745 • <http://www.osbn.state.or.us/>**).
4. Request to have final OHSU transcript sent to the OSBN from the OHSU registrar (OHSU Registrar • 503-494-7800).

Please Note:

- a. It is the student's responsibility to ensure they know and understand what the OSBN requirements are for NP certification from the beginning of their program in order to make sure they will meet those requirements as they progress through the program.
 - b. It is the student's responsibility to make sure all grades have been submitted prior to requesting the transcript be sent to the OSBN.
 - c. If some courses were taken at a baccalaureate level or at a master's level either for a Post Master's Certificate Option (PMCO), or from another graduate program or another school, make sure to include all transcripts with transferred or waived courses applied to your degree.
 - d. Include copies of official signed documentation for waived courses, transferred courses **and letters from advisor, where appropriate.**
5. Request to have a copy of the OHSU transcript sent to Hilary Holman-Kidd (see address above) in the SN Graduate Programs.
 6. Complete Section I of **Verification of Successful Completion of Advanced Practice Nursing Program** form from the OSBN basic certification packet.
 7. Submit the following items to Hilary Holman-Kidd (see address above) in SN Graduate Programs for review (*be sure to keep a copy*):
 - a. **Verification of Successful Completion of Advanced Practice Nursing** form (section I should be completed)
 - b. Copies of all signed waivers, signed course transfers and letters of explanation for variances in the program of study.
 - c. Copy of student's program of study
 - d. Copy of final OHSU transcript

OHSU GRADUATE PROGRAM RESPONSIBILITIES:

It is the program's responsibility to take the following actions in support of the student request for NP certification through the Oregon State Board of Nursing:

1. Will review the student's program of study, waivers where applicable, and transcripts.
2. Will complete section II of **Verification of Successful Completion of Advanced Practice Nursing** form utilizing above documentation.
3. Will obtain course descriptions from the current OHSU course catalog or the school of nursing curriculum master database, where appropriate, for all courses listed on the student's transcript.
4. Will submit POS, waivers, transcripts, course descriptions and Verification of Successful Completion form to faculty member responsible for certification requests for final review and signature.
5. The certifying faculty member will return signed packet to Hilary Holman-Kidd (see address above) in Graduate Programs.
6. Will make copies of packet for program records.
7. Will obtain official school seal from the registrar and submit completed packet to the OSBN.