

## Form Completion Process

Every step of the way as you obtain certification, licensure, and credentialing, the academic institution (Regis) may be asked by agencies, employers, or other entities to verify your completion of a Master's program and that your program meets the specific state requirements. In order to help you after graduation regarding these requests, please follow these instructions.

## Instructions

Please print these instructions to have handy for after graduation.

- If you need to request a transcript or enrollment verification, please email the registrar's office at [registrar@regiscollege.edu](mailto:registrar@regiscollege.edu).
- For verification request and eligibility request please send the requesting agencies complete form (with all items completed, except for the signature area required by the school) to: [npccredentialing@regiscollege.edu](mailto:npccredentialing@regiscollege.edu).
  - Incomplete forms will be returned to the student to complete.
  - These forms will be verified by the records coordinator and signed off by the Assistant/Associate Dean once a week and returned to the student as well as sent to the required organization.
- Certification eligibility forms:
  - Some boards (not all) require Regis to sign off on eligibility to take the exam. PNCB does not require this.
- Some State BONs require Regis to verify completion of the program before granting APRN licensure in the state.
- Some state prescriptive authorizing entities require Regis to verify that the pharmacology classes meet their state requirements.
- Some employment entities (known as credentialing to be a provider) require Regis to verify completion of the program and that the privileges the NP is requesting at the employment site are aligned to the program they have completed at Regis.

Please keep these instructions handy and know that we wish you the best and please stay in touch.