

# FAMILY NURSE PRACTITIONER POST-GRADUATE CERTIFICATE CHECKLIST

**Congratulations!** You've made an important decision to earn your Certificate. The steps outlined below will help you to complete Franklin University's graduate nursing programs admission process.

- APPLY FOR ADMISSION:** Complete the online application for graduate students at [franklin.edu/apply](https://franklin.edu/apply). Your application remains active for one year. If you have previously applied, please contact your admissions advisor or email [graduate.admissions@franklin.edu](mailto:graduate.admissions@franklin.edu). If you applied more than a year ago, but did not enroll, please complete a new application so your records can be updated.

There is a \$30 non-refundable application fee that must be paid online at the time of application. Franklin University alumni and current military service members, which include Active, Reserve and National Guard from any branch, are exempt from this fee.

- REQUEST TRANSCRIPTS:** Applicants for the FNP Certificate program must hold a Master of Science in Nursing (MSN) degree, a Ph.D. in Nursing, or a Doctor of Nursing Practice (DNP) degree. Please submit transcripts from the institution where you earned your highest-level nursing degree, as well as transcripts for any graduate-level coursework. To be considered official, all transcripts must arrive at Franklin from your previous institutions in the originally sealed envelope. You are responsible for any transcript fees. Transcripts should be sent directly to:

Franklin University Graduate Admissions Office  
201 S. Grant Ave.  
Columbus, OH 43215

Electronic transcripts should be emailed to:  
[transcripts@franklin.edu](mailto:transcripts@franklin.edu)

Admission to the FNP Certificate requires a final cumulative GPA of at least a 3.0 on a 4.0 scale. If you have a GPA lower than 3.0, you can petition for conditional enrollment by submitting an essay detailing other criteria that you believe should be considered to demonstrate your ability to be successful in the FNP Certificate program.

Conditional enrollment requires you to achieve a final grade of "B" (3.0 GPA) or better in the first graduate-level course of your program

- SUBMIT NURSING LICENSE INFORMATION:** [Complete this online form to submit your licensure information](#). Applicants must have a valid, active RN license in the U.S. or in a jurisdiction that is an associate member of the National Council of State Boards of Nursing (NCBSN). Applicants holding the equivalent of an RN licensure or certification outside the U.S. must submit a Credential Evaluation Services (CES) Academic Report from the Commission of Graduates of Foreign Nursing Schools (CGFNS).
- SUBMIT RÉSUMÉ:** Email your updated résumé to: [graduate.admissions@franklin.edu](mailto:graduate.admissions@franklin.edu).
- COMPLETE SUPPORT DOCUMENTATION:**
  1. Review the [MSN Program Handbook](#) and sign the [Acknowledgement](#).
  2. Submit the [Criminal History Disclosure](#).
  3. Sign the [CCNE acknowledgement](#).
- IDENTIFY FINANCING OPTIONS:** Financing your education can include options such as federal financial aid (Franklin's school code is 003046), employer tuition reimbursement, or various tuition benefits for military family members, educational partners or Community College Alliance faculty and staff. If you indicate that you will be using federal financial aid, you must submit the 2021/2022 FAFSA before you can be registered for your first-term courses