Public Health Nursing Certificate Application Instructions

Dear Nursing Alumni,

You may complete your PHN application online and request your official transcripts to be sent electronically directly to the BRN. Please still complete page 8 of the PHN application and email that to nursing@csumb.edu for processing.

Please note that you must wait until your degree post to your transcript before you may apply for your PHN certificate online. **(**review your unofficial transcript to check that your degree has posted prior to ordering your official transcript).

To apply online:
1. Go to California Board of Registered Nursing
2. Select Online Services
3. Select Apply Online
4. You will be at the login page to either sign in if you already have an account or create an account if you do not.
5. You will then go to select new application and choose from the drop-down menu
"Board of Registered Nursing - BRN" and on the next drop-down menu select "PHN Initial Application"
Follow the instructions to complete the online application.

If you choose to mail your completed Public Health Certificate Application directly to the BRN make sure to send your payment with your application (do not mail page 8 to the BRN). You may download the application from the BRN website following the link: https://www.rn.ca.gov/pdfs/applicants/phn-app.pdf
Please complete the top part of page 8, sign, date, and email it to nursing@csumb.edu for processing. This form will be signed by the Nursing Chair or Nursing Advisor and sent to the Registrar's office for confirmation and stamped with the official University seal. You will still need to place an order for your official transcript and have them sent electronically to the Board of Registered Nursing but **make sure that your degree is shown on the transcript (review your unofficial transcript to check that your degree has posted prior to ordering your official transcript).**

Reviewing Unofficial Transcripts: https://csumb.edu/cms/unofficial-transcripts
Ordering Official Transcript (Electronic): https://csumb.edu/planning/how-get-your-transcripts
Electronic transcripts must be sent to brn.etranscripts@dca.ca.gov.

Our office will mail the completed page 8 to the BRN to complete your application.

PHN Course Information below:

California Dept. of Social Service/ CSDS
CE Provider / School Name

Course Name: California Child Abuse Mandated Reporter Training

Course # No Course #

Number of Hours: 8