



# Samuel Merritt University

## Public Health Nurse Certification – “Request For Transcript”

*\*Important: If you are applying for PHN Certification, you must have your **RN license** and be officially graduated from Samuel Merritt University with **degree posted** to your student record\**

1. Apply online through the Board of Registered Nursing (BRN) website:  
<https://www.rn.ca.gov/applicants/ad-pract.shtml#phn> (Scroll to section “Public Health Nurse” at the bottom of the page and select “Apply Now”)
2. On the online PHN application, see below information for completing the Verification of Child Abuse/Neglect Prevention Training section:

<u>ABSN/BSN</u>	<u>ELMSN</u>
NURSG 128 – Healthy Aging 2 hours	NURSG 556/556L – Nursing Care of Pediatric... 4 hours
NURSG 158 – Nursing Care of Infants... 4 hours	NURSG 570 – Community Health 7 hours
NURSG 170 – Community Health 6 hours	

<u>RN-BSN</u>
NURSG 475 – Community health (theory) and NURSG 475L (90 clinical hours)

3. i. Complete section A of Request for Transcript Form and forward form to [registrar2@samuelmerritt.edu](mailto:registrar2@samuelmerritt.edu) for processing of section B  
Link to Request for Transcript Form: <https://www.rn.ca.gov/pdfs/applicants/phn-instruct.pdf>  
ii. Place a request for official transcript through the Registrar’s Office webpage of the SMU website:  
<https://www.samuelmerritt.edu/discover/student-experience/student-affairs/registrars-office>  
Please be sure to select the eTranscript, not paper, option. The recipient email address for the BRN is [BRN.APRN.eTranscripts@dca.ca.gov](mailto:BRN.APRN.eTranscripts@dca.ca.gov)
4. The Registrar’s Office will email your completed **Request for Transcript Form** to the BRN at the following email address:

[BRN.APRN.eDocs@dca.ca.gov](mailto:BRN.APRN.eDocs@dca.ca.gov)

We will also send you an email confirmation when your form has been submitted. Please allow 4-8 weeks for the BRN to process your application. You can monitor processing times on the BRN Processing Times webpage: <https://www.rn.ca.gov/times.shtml>.

### Office of the Registrar

3100 Telegraph Avenue, Oakland, CA 94609 | [samuelmerritt.edu](http://samuelmerritt.edu)  
P: 510-879-9200