Office of the Registrar
3100 Telegraph Ave.
Oakland, CA 94609
Registrar2@samuelmerritt.edu

***IMPORTANT: To apply for PHN Certification, you must have an active RN license and have officially graduated from Samuel Merritt University, with your degree posted to your student record. ***

STEPS TO APPLY FOR PHN

1. TO DO: Apply online
   a. Visit the Board of Registered Nursing (BRN) website
   b. Scroll to section "Public Health Nurse" at the bottom of the page
   c. Click to open the Public Health Nurse application instructions
   d. Select "Apply Now"
      i. Use the following information for the Verification of Child Abuse/Neglect Prevention Training section:

ABSN/BSN			ELMSN		
NURSG 128	Healthy Aging	2 hours	NURSG 570	Community Health Nursing	7 hours
NURSG 158	Nursing Care of Infants, Children and Youth Populations	4 hours	NURSG 556/556L	Nursing Care of Pediatric and Youth Populations	4 hours
NURSG 170	Community Health Nursing	6 hours			

RN-BSN		
NURSG 475 and NURSG 475L	Community/Public Health Nursing	90 clinical hours

2. TO DO: Complete the *Request for Transcript Public Health Nurse Certification*, located on page 7.
   a. Complete section A, including signature, and email to registrar2@samuelmerritt.edu
3. SMU: The SMU Registrar's Office team will complete Section B.
   a. We will email the completed form to the BRN and send you confirmation via email.
   b. Allow 4-8 weeks for the BRN to process your application. Monitor processing times on the BRN Processing Times webpage.
4. TO DO: Per the Application Requirements For Public Health Nurse (PHN) Certification, the BRN requires an official transcript from SMU.
   a. Request Official Transcript
   b. When ordering, you must select eTranscript. DO NOT select the paper option.
   c. Recipient email address = BRN.APRN.eTranscripts@dca.ca.gov