



SCHOOL OF NURSING  
PUBLIC Health Nurse Certificate Application Instructions  
for Nursing Alumni

**Public Health Nurse Certificate**

Section 2818(a) of the Business and Professions Code requires that in order to be employed as a public health nurse or use the term “public health nurse” in California, an individual must possess a valid California Public Health Nurse (PHN) Certificate.

The CSUS BS in Nursing Program curriculum is approved by the California Board of Registered Nursing to prepare eligible applicants for certification in public health nursing in California. Certification is granted by the Board of Nursing (BRN) after completion of curriculum and application to the Board.

Admission into programs leading to licensure, credentialing, or certification eligibility does not guarantee that students will obtain a license, credential, or certification. Licensure, credentialing, or certification requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time.

You must be a CSUS BSN alumni in order for us to process the PHN certification process on your behalf. For RN to BSN alumni who graduated after Fall 2017, you must have completed both NURS 174 and NURS 174C, totaling 6 units.

Here are the links with instructions to better assist you with this process.

[Instructions on how to apply for your PHN are below, as well as the request for transcript form you will need to submit to the School of Nursing](#)

## California State University, Sacramento PHN Certificate

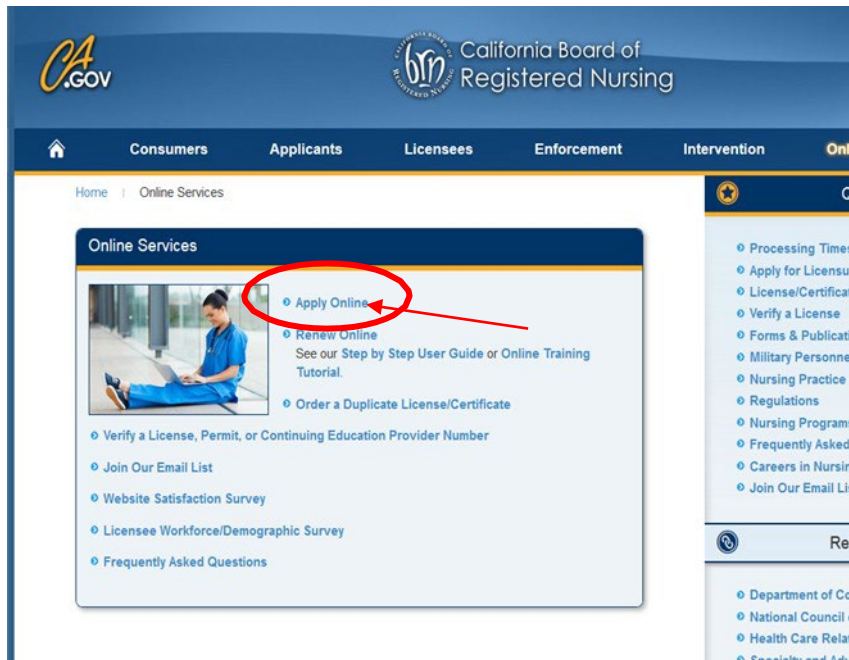
Please note: You must wait until your degree is posted by the University to apply for your PHN certificate.

Once your degree is posted you should complete the following process:

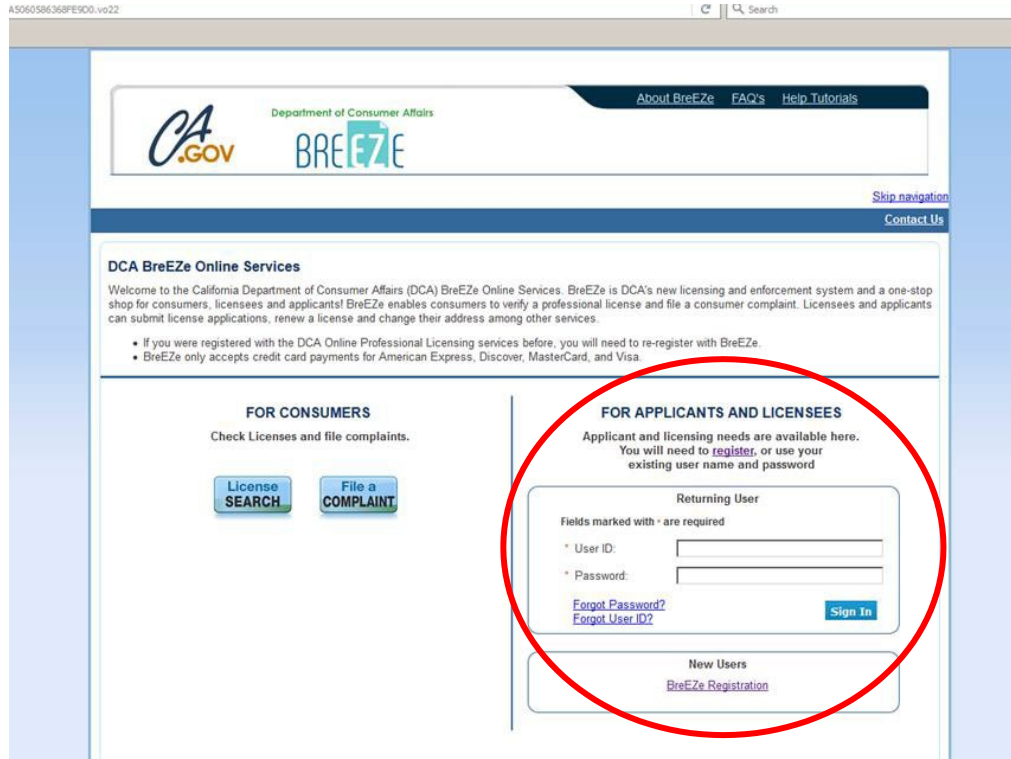
1. Apply for your PHN Certificate on the Board of Registered Nursing (BRN) website, <http://www.rn.ca.gov/>. Once you are on their website follow these steps:
  - a. From the home page go to “Online Services”



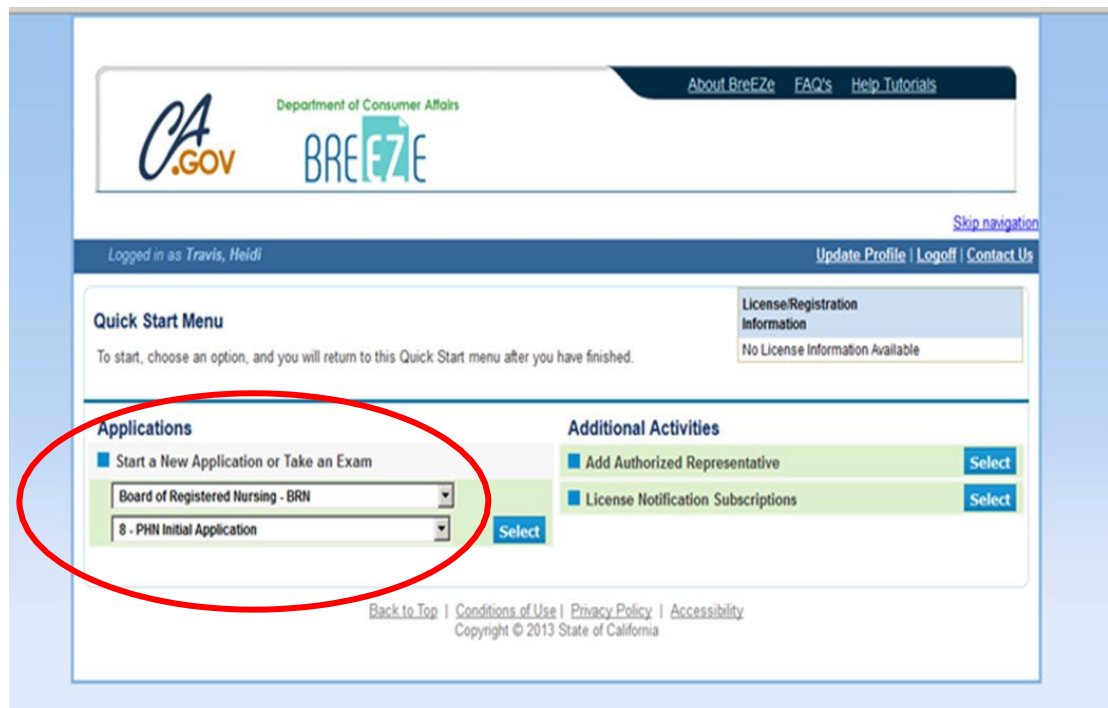
- b. After you click on online services then click on “Apply Online”



c. After you click on apply online it will take you to the BREEZE account where you will need to sign in if you are a returning user, or if you are not you will need to register for a new account.



d. 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"



2. While filling out your PHN application when you get to the portion about the child abuse/Neglect prevention hours, put the hours below that applies to you:
  - Traditional BSN 30 hours in N144 Community Health & 5 hours in N138 Pediatrics = 35 total hours.
  - RN to BSN 30 hours in N174 Community Health or N174C after Fall 2017

On the Application it will ask you to submit a certificate for the child abuse/Neglect prevention hours, ignore this portion. When I upload your transcript the courses you listed will show proof of this.

- If needed for all programs Sacramento State's provider number = 17663
3. After you complete the online process you will then need to submit the REQUEST FOR TRANSCRIPT PUBLIC HEALTH NURSE CERTIFICATION form to Sacramento State School of Nursing. (Page 8 of the paper application; also available at the end of these instructions).
    - Don't forget to sign the form before you submit it or it will be returned.
    - Request for Transcript Form is located on the last page of this document.
  4. Submit the signed form to the School of Nursing. You may scan and email the signed form (**PDF only**) to Ashley Reynolds at [a.reynolds@csus.edu](mailto:a.reynolds@csus.edu), or provide it to the Nursing Receptionist in Folsom Hall in an envelope addressed to Ashley Reynolds M/S 6096, or you can mail the signed Request for Transcript form to the following address:

Sac State School of Nursing  
Attn: Ashley Reynolds MS 6096  
6000 J. Street  
Sacramento, CA 95819
  5. After the School of Nursing receives the Request for Transcript Form, it along with your Sacramento State unofficial transcript, will be uploaded to the BRN website. (Please note: your degree must be posted before the forms can be uploaded or the BRN will reject it.
  6. If you have any questions, please email Ashley Reynolds at [a.reynolds@csus.edu](mailto:a.reynolds@csus.edu).



BOARD OF REGISTERED NURSING
PO Box 944210, Sacramento, CA 94244-2100
P (916) 322-3350 F (916) 574-8637 | www.rn.ca.gov
Louise R. Bailey, MEd, RN, Executive Officer

REQUEST FOR TRANSCRIPT
PUBLIC HEALTH NURSE CERTIFICATION

A. TO BE COMPLETED BY APPLICANT

Send this form to your baccalaureate, entry-level masters or master's school of nursing. If you need to contact more than one school, this form may be reproduced. Transcripts must include all completed course work and reflect the degree awarded and date conferred. An official transcript must come directly from the school of nursing to the Board of Registered Nursing. Transcripts are not accepted from applicants.

NAME: Last First Middle Previous Names (Including Maiden):

ADDRESS: Street City State Zip Code

SOCIAL SECURITY NUMBER or INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER: BIRTHDATE: Month Day Year TELEPHONE NUMBER: Home: ( ) Work: ( )

NAME OF BSN/ELM/MSN NURSING SCHOOL: YEARS ATTENDED: to

LOCATION: City State (Country) YEAR GRADUATED:

SIGNATURE OF APPLICANT: DATE:

B. TO BE COMPLETED BY THE SCHOOL OF NURSING

The above applicant has applied for Public Health Nurse Certification in California. Please supply the following information and attach an official transcript.

ENTRANCE DATE: DATE DEGREE AWARDED: TYPE OF DEGREE AWARDED:

OUT-OF-STATE GRADUATES ONLY

Is this school NLN accredited? Yes No If yes, when:

Is this school CCNE accredited? Yes No If yes, when:

Was the school accredited at the time of applicant's graduation? Yes No

SIGNATURE OF SCHOOL OFFICIAL: TELEPHONE: ( )

NAME & TITLE: DATE: