

NATIONAL BOARD FOR CERTIFICATION OF SCHOOL NURSES

POLICIES AND PROCEDURES MANUAL

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MISSION AND PURPOSE

The mission of the National Board for Certification of School Nurses, Inc. (NBCSN) is to promote the expertise of school nursing practice through certification of qualified school nurses and to assure a rigorous accreditation (credentialing) process.

The purposes of the NBCSN are to:

1. develop, administer, and evaluate a national certification process for school nurses
 - a. provide recognition to those individuals who meet the eligibility requirements of the NBCSN and pass the National Certification Examination for School Nurses by awarding the credential of National Certified School Nurse (NCSN)
 - b. establish and measure the level of knowledge required for certification in school nursing;
 - c. provide a standard of requisite knowledge required for certification, thereby assisting the employer, public, and members of the health professions in the assessment of school nurses;
2. develop and evaluate additional mechanisms for professional competency assessment in school nursing;
 - a. promote continued professional growth in the practice of school nursing;
3. assist in the enhancement and communication of knowledge concerning professional testing and competency assessment of school nurses, and;
4. perform such other functions as may be deemed consistent with the foregoing.

The NBCSN is an independent organization; however, the NBCSN works in collaboration with the National Association of School Nurses, Inc (NASN) and communication between the two organizations shall remain a priority.

SCHOOL NURSE CREDENTIAL

The NBCSN endorses the concept of voluntary national certification by examination for all school nurses. Professional certification in school nursing provides an ongoing, quality credentialing process for eligible school nurses. Certification represents a national standard of preparation, knowledge, and practice. To assist with this recognition, the NBCSN provides the opportunity for school nurses to set the standards for their specialty area through voluntary professional national certification.

ACCREDITATION PROCESS

In pursuing the goal to ensure a rigorous application and credentialing process, the NCSN® certification program sought application and was granted accreditation by the American Board of Nursing Specialties (ABNS) in May 2008. Accreditation status is granted for five years.

"ABNS is the standard setting body for specialty nursing certification programs and offers a very stringent and comprehensive accreditation process. NBCSN provided extensive documentation demonstrating that it has met the 18 ABNS standards of quality. Using the analogy that ABNS is to nursing certification organizations that JCAHO is to hospitals is apropos. This means that a nationally recognized accrediting body has determined that the NCSN® credential is based on a valid and reliable testing process and that the structures in place to administer the examinations meet and even exceed the standards of the certification industry from a legal, regulatory and association management perspective."

ABNS Accreditation Letter to NBCSN, May 2008

NON-DISCRIMINATION

It is the policy of the NBCSN, that the Board, and any agency with whom it contracts, not discriminate in employment or in application of its certification program on the basis of age, gender, race, religion, ethnic or national origin, sexual orientation, disability, veteran status, or marital status.

GOVERNANCE

The affairs of this corporation shall be managed by a Board consisting of seven (7) individuals who are active NCSNs, current members of the NASN. An individual, who is not a registered nurse and who has no familial or employment relationship to any past or present Board member, may also be appointed to serve as a voting member of the Board of Directors, representing the public as a consumer of school health services. Additionally, a designee of the NASN shall serve as a non-voting member of the Board of the NBCSN and a designee of the NBCSN shall serve as a non-voting member of the NASN Board of Directors. All Board members' terms commence on January 1 following appointment to the Board.

Appointment and Composition

When a vacancy of an NCSN member on the Board occurs, the NBCSN will accept applications from its active NCSNs. A vacancy in the "public member" position will be filled upon Board members seeking qualified applicants in the public sector. The Board will review all applications, bearing in mind that the Board needs to be representative in background, geographic distribution, and other demographic characteristics in order to best serve its stakeholders. Appointment of a candidate to the Board shall be made by a majority vote of the Board of the NBCSN.

Meetings

The Board shall meet in person at least once each year, and may hold additional meetings in person or by way of conference calls. All notification of meetings, including a meeting agenda, shall be issued to members of the Board no less than two weeks prior to the date of the meeting or conference call.

Duties and Responsibilities of Board of Directors

1. attend and participate in Board meetings and complete assigned activities in a timely manner
2. establish goals, objectives, programs, and certification/recertification procedures to accomplish the mission of the NBCSN
3. monitor and evaluate the programs and certification procedures designed to implement the established goals and objectives
4. approve the annual budget and supervise other financial affairs as necessary
5. review and revise the Bylaws and the Policies and Procedures as needed, at least every three (3) years to ensure they reflect current practice
6. select and perform annual reviews of the professional testing firm and approve the contract arrangements for the implementation of the certification process
7. participate in the development and maintenance of the certification process
8. market and promote NCSN certification

Duties and Responsibilities of Public (Consumer) Member of the Board of Directors

1. perform all the duties and responsibilities of the Board members described as above, with the exception of participation in item writing activities, item review of the proposed versions of the exam, or review of recertification applications
2. the Public Member shall be eligible to hold any office of the Board, with the exception of President

Officers

There shall be three officers of the corporation: President, Vice President and Secretary-Treasurer, who are elected from among the members of the Board for a two year term commencing on the January 1 following their election. The President and Secretary-Treasurer shall be elected in odd numbered years and the Vice President in even numbered years. Officers are eligible for re-election for a two year term, provided their Board eligibility on the NBCSN has not expired.

Duties and Responsibilities of Officers

The President shall:

1. preside at all meetings of the Board
2. schedule and convene meetings each year to conduct the business of the organization and call such other meetings as necessary according to the NBCSN bylaws
3. conduct orientation of new Board members prior to their first Board meeting
4. appoint Finance Committee, special committees and task forces as necessary, subject to approval of the Board of Directors
5. serve as an ex-officio member of all committees and task forces
6. represent the NBCSN at all official functions or meetings of other groups, or designate a representative
7. arrange communication and meetings with the professional testing firm and the administrative staff as necessary
8. act as liaison with the NASN and other professional associations
9. communicate with candidates and NCSNs concerning certification and recertification issues as needed
10. coordinate the review and approval of applications for recertification by continuing education
11. formally respond to all appeals regarding eligibility and recertification criteria and grant waivers if appropriate
12. review eligibility and other policy issues requested by the testing firm and recertification queries by Board members
13. grant (if warranted) a delay in the testing date upon written request of a candidate
14. delegate as appropriate, other responsibilities to the Board members
15. perform such other duties as may be requested or directed by the Board

The Vice President shall:

1. assume the duties of the President in the President's absence
2. complete the term of the President in the event the President is unable to complete his/her term
3. serve as NBCSN state liaison coordinator
4. solicit liaisons to represent NBCSN in all geographic areas
5. maintain a current state liaison list in coordination with designated NBCSN administrative staff
6. maintain communication with state liaisons to support and promote certification efforts within their states, and solicit reports and test questions
7. submit liaison activity reports to NBCSN newsletter editor for publication
8. coordinate annual caucus of liaisons
9. assume such other duties as designated by the President or the Board

The Secretary-Treasurer shall:

1. record and maintain minutes of the proceedings of all meetings
2. monitor the general financial affairs of the NBCSN
3. prepare the proposed annual budget in consultation with the President, Vice President, Finance Committee and administrative staff
4. facilitate financial audit and any periodic review as directed by the Board
5. review the Bylaws and Policies and Procedures annually and make recommendations for revision as necessary
6. perform such other duties as may be assigned by the President or the Board

Committees and Task Forces

From time to time the NBCSN President may appoint individuals to serve on a committee or task force. The purpose of the committee or task force shall be spelled out at the time it is established, along with expected outcomes. Members to serve on the committee or task force are selected in accordance with their credentials and expertise specific to the work of the committee or task force.

STATE LIAISON PROGRAM

The purpose of the NBCSN's state liaison program is to promote certification at the affiliate level. The role of a state liaison is to serve as a resource for information on certification, promote the value of the credential, and maintain communication between state school nurses and NBCSN.

State Liaison Qualifications:

In order to be considered as a state liaison to the NBCSN, the individual must:

1. be an active NCSN working in the state
2. demonstrate interest in promoting certification
3. commit to fulfill the responsibilities of a liaison
4. submit an application to the Vice President

State Liaison Responsibilities:

1. respond to all communication from the NBCSN in a timely manner
2. develop and implement activities to promote certification
3. promote and distribute information about certification at state and regional school nurse meetings
4. submit annual report of activities to NBCSN Vice President by May 31
5. complete online liaison training

State Liaison Application

1. NCSNs wishing to become a liaison must submit an application to the Vice President of NBCSN. The Vice President, in consultation with the President, shall approve all liaison appointments.
2. Appointments are for a two (2) year term, with re-appointment limited to two additional terms. No more than two (2) liaisons shall be appointed for each state. Liaisons who fail to fulfill the responsibilities of the position may be removed from the liaison roster by the Vice President.

Guidelines for Liaison Support to Promote Certification

1. Conference:
 - a. a display board, banner, and items as NCSN Ribbons and print materials for promotional purposes at state and regional meetings
 - b. up to \$150 per conference for non-profit vendor/exhibit space
 - i. exhibit space costing more than \$150 must be approved in advance by the Vice President
 - ii. all requests for the vendor/exhibit fee must be received at least 30 days prior to the date of the meeting
 - iii. vendor/Exhibit fees will be paid directly to the Conference Treasurer by the NBCSN Administrative Assistant
 - iv. request forms must be completed and sent to the NBCSN Administrative Assistant at PTC
 - c. an honorarium of \$100 for providing and attending the NBCSN booth during scheduled vendor/exhibit times
 - i. all NBCSN materials as, the banner and unused promotional items must be returned in a timely manner before payment of the honorarium will be made
 - ii. liaisons are required to submit documentation related to vendor's fees and exhibit attendance to NBCSN no later than 45 days of the date of the school nurse event before the honorarium will be sent
 - iii. late requests (beyond 60 days) for honorariums must be submitted to the NBCSN Vice President for determination of payment
 - iv. no other expenses will be reimbursed. This includes travel, lodging, and supplies

Should a liaison be unable to attend a state conference or regional meeting, a member of the NBCSN may perform that function. Reimbursement to the Board member will include reasonable travel expenses (transportation, hotel, and meals) for the day prior to and the day of the exhibit hours of the conference. Expense reimbursement vouchers, accompanied by a copy of the conference program, are to be submitted within 30 days of attendance at the conference in accordance with NBCSN expense reimbursement policies.

2. Tool Kit *(to be developed)*

CERTIFICATION EXAMINATION

The Certification Examination for School Nurses is prepared by the NBCSN in consultation with a professional testing organization using well recognized methods to develop a valid and reliable measure of school nursing knowledge. Examination questions are validated by certified school nurses. The examination covers the following content areas:

1. Health Appraisal
2. Health Problems and Nursing Management
3. Health Promotion/Disease Prevention
4. Special Health Issues
5. Professional Issues

Test data and exam content are reviewed and analyzed annually.

Role Delineation

The NBCSN shall conduct a role delineation study of school nurses no less frequently than every 10 years. The role delineation will be used to set the weighting of the exam content areas and to ensure that the examinations are current and are representative of the tasks and knowledge areas needed to perform as a school nurse.

Examination Development

The NBCSN determines the content of each certification examination through an ongoing process of evaluation. The Board relies on numerous subject matter experts for test development and validation. The subject matter experts must be in current practice as a school nurse, and hold the NCSN credential. Additionally, subject matter experts will be selected keeping in mind the various components of the test content outline in order to ensure that a broad representation of the profession is maintained with regard to number of years as a NCSN, geographic diversity, length of time in the profession, and school setting diversity. Subject matter experts continually provide updated items for the item bank based on current practices in the field of school nursing and assist in review and editing of submitted items. At least once a year, the Board schedules a formal item review of all newly submitted exam questions and a committee of subject matter experts is convened in a region selected by the President. The President of the NBCSN and two (2) members of the Board participate in all review sessions.

All subject matter experts who participate in item writing and item review activities sign a conflict of interest statement to ensure the integrity of the examination.

The Board works with the Professional Testing Corporation, 1350 Broadway, 17th Floor, New York, NY 10018 for its examination development. This begins with a specialist from

PTC, relying on the test content outline and weighting, assembling a draft of each form of the examination, taking into consideration the history of each item's use, past statistics, equivalency to past forms of the examination, and the comments of previous candidates to specific items. The examination is then reviewed for accuracy, relevancy, and validity by the NBCSN.

No form of an examination may remain in active use for more than one test period. Two separate versions of the exam are approved each year by Board, after review of content, individual test items, test item aggregated data, demographic data obtained from previous year's tests, and the establishment of the passing score. Each version of the exam is administered only once, unless the Board grants approval for an additional administration based on extenuating circumstances.

Question Format

All 250 questions on the examination are presented in a multiple-choice format, with four answers presented, only one of which is correct. Sample questions can be found in the [Handbook for Candidates](#).

Examination Format

The examination is administered in a computer-based format at hundreds of testing centers throughout the United States. A candidate may schedule an appointment to take the examination during a two-week window, established two times per year, once during the early spring and the second in the mid-summer. This method of delivery enables candidates to schedule their appointment in keeping with their schedules and religious requirements. Candidates may also reschedule their testing appointment within the two week window, as needed.

Item Selection and Examination Validity

The NBCSN is committed to maintaining the services of psychometricians to continuously monitor the testing program to ensure it is based on the highest quality of security and test development procedures.

The NBCSN shall maintain a list of the qualifications, identities, and demographic data of those persons who participate in item development, examination development, setting the passing score, and the statistical analyses of the test items and of the full examination.

The NBCSN shall ensure that all content of the examination is assessed in a reliable manner and that the validity of the examination is maintained. NBCSN shall maintain evidence of equivalence among examination forms.

Item Bias and Adherence to External Measurement Standards

The NBCSN shall endeavor to develop assessment tools free from bias due to characteristics that have no bearing on the competencies being measured and shall strive to ensure that such characteristics as ethnic background, race, color, religion, gender, national origin, political affiliation, marital status, sexual orientation, age, disability and any other concerns unrelated to ability to apply the required competencies will not create differences in candidate scores.

The NBCSN shall administer its certification program in accordance with standards established by the National Council on Measurement Education, the American Educational Research Association, the American Psychological Association, the US Equal Employment Opportunity Commission, and with full consideration of the Civil Rights Act of 1964 and the Americans with Disabilities Act. The NBCSN shall revise its examinations as needed to be in compliance with changes in the *Standards for Education and Psychological Testing* or in any of the Federal requirements.

Eligibility

School Nurses are eligible to take the certification examination if they:

1. are currently licensed as a Registered Nurse in the United States
2. have attained an educational level of at least a baccalaureate degree in nursing or other health field relevant to the specialty of school nursing, or hold a current certification by the NBCSN as a NCSN, or have been granted a waiver of eligibility requirements by NBCSN
 - a. Baccalaureate degrees must be granted from programs which are accredited by national, regional or state accrediting boards of higher education through the Council for Higher Education Accreditation, or listed as an accredited program by the U.S. Department of Education.
 - b. Registered nurses enrolled in Masters Programs (RN-MSN) which do not confer bachelor's degrees may apply to take the NCSN upon completion of the graduate program.
 - c. Candidates with foreign educational degrees must submit validated transcripts with both general academic and professional licensure evaluation reports from an accredited foreign educational credential evaluation service, as those with memberships in the National Association of Credential Evaluation Services (NACES).
 - d. Candidates with baccalaureate degrees in fields not related to health, but who hold graduate degrees in health related areas, may submit a letter requesting a waiver to the eligibility requirements to the NBCSN President.
 - e. A partial list of acceptable degrees is posted on the website and in the appendix of the Policies and Procedures.

3. are currently employed or contracted to provide school health services or school health related services
 - a. this includes school nurses, school nurse supervisors and/or administrators, school health services consultants, and school nurse educators
 - b. employment in school health services is defined as the full or part time (no less than .25 FTE) provision of school health services for compensation
 - c. three years of experience in school nursing practice is recommended
4. have previously worked in school nursing within the past three years,
5. have completed and filed the application for Certification Examination for School Nurses, including payment of the required fee

Requests for Waiver of Eligibility Requirements

1. Applicants not meeting the eligibility criteria may petition the NBCSN President by submitting a letter of Request for a Waiver with a detailed narrative related to the request.
2. Any documentation requested by the testing corporation staff or NBCSN will be at the applicant's expense.
3. All requests for waivers must include a transcript of the baccalaureate degree with all courses listed, a current resume, and a description of activities related to school health services. No letters of reference will be accepted.
4. Individuals will be notified by the NBCSN related to the status of their request within 30 days of receipt of all requested documentation.
5. Determination made by the President of the Board of Directors is final and may not be appealed.

Fees

The NBCSN shall annually review and set the fees for the examination and recertification, in accordance with their annual budgeting process.

ADA Accommodations

The NBCSN shall permit administration of its examinations only at sites that are accessible in accordance with the requirements of the Americans with Disabilities Act and shall make any other reasonable accommodation to ensure that otherwise eligible candidates are able to take its examination.

Closed Book Examination

All NBCSN examinations are closed book. No reference material, programmable calculators, computers, or cameras are allowed in the examination room. Candidates should only bring photo identification and a writing instrument to the examination site. Any other material must be left outside the examination room. Candidates are not allowed

to take any written material from the examination room. Candidates who violate these rules may be asked to leave the site and may be disqualified from the examination as well as any future examinations.

Testing Sites

NBCSN contracts through the Professional Testing Corporation (PTC) with a computerized based testing service. Individual testing sites may have additional security procedures in place beyond the restrictions listed above. Candidates must abide by the local procedures of these sites.

Technical and Operational Problems

The NBCSN shall endeavor to resolve any technical and operational examination administrations problems which occur during an examination. Test administrators and proctors shall be provided with materials addressing most commonplace situations and shall be provided with reporting forms to inform the NBCSN of any issues encountered and what, if any, resolution was provided.

Any adverse issue related to the exam procedure, proctors or testing site, which the candidate perceives has influenced the testing environment and affected the exam outcome, must be reported to PTC within 30 days of receipt of exam results. PTC will investigate all claims and issues and notify the NBCSN President of the candidate complaint and inquiry results. The NBCSN President will direct PTC to notify the candidate of the results of the investigation and status of certification application process.

Passing Score

The examinations are Pass or Fail only. The method used to set the passing score for the examinations is in accordance with standard criterion-referenced passing score standards. The members of the Board, who possess extensive knowledge about the current practice of school nursing in a variety of settings, set the passing score for each form of the examination. The passing score is set using generally accepted psychometric principles and methods to determine what constitutes a competent school nurse. Each candidate is measured against a standard of knowledge, not against the performance of other individuals taking the examination.

Statistical Analysis

After each form of the examination is administered, a statistical analysis is conducted of the candidates, the examination content, and the items on that form of the examination. Summary statistics include but are not limited to: frequency distributions by total scores, the number of first-time candidates and total candidates who attained each possible score, frequency distributions of the scores of all candidates on each content area of the

examination, standard deviations, and a reliability coefficient. A breakdown by demographic variables is also analyzed.

Reporting of Results

Within six weeks after the examination period ends, candidates will be notified in writing of their examination results. The total score and scores on the major content areas of the examination will be reported, whether the candidate passes or fails. No scores will be reported over the telephone or by e-mail. Scores are not sent to any individual other than the candidate. Candidates will not be permitted to review the total or any part of the submitted exam, including any individual items missed.

Retesting

On occasion, situations may arise in which an examination administration is disrupted or rendered invalid. Should such circumstances arise from no fault of the candidate, the NBCSN shall provide another opportunity for the candidate to take the examination, at no additional cost to the candidate. As each version of the examination is administered only once without Board approval, the candidate will be given the second version of the exam created for that year's administration.

Candidates who do not achieve a passing score on the examination will be permitted to retake the examination by submitting a new application, supporting documentation, and the examination fee. There is no limit to the number of times a candidate may take the examination, provided the candidate maintains eligibility under the current criteria.

Credential

Candidates who pass the Certification Examination for School Nurses are eligible to use the registered designation NCSN after their names and will receive certificates from the NBCSN. Only those who pass the examination and maintain their credential through the current recertification process will be permitted to use this designation. No "grandfathering" of the credential is permitted.

There is **no** retired Status or inactive Status for NCSN. NCSNs that no longer provide school health services or meet the current eligibility requirements for candidates will be required to cease using the NCSN credential at the end of their certification period.

Revocation

Certification may be revoked for any of the following reasons:

1. falsification of data on an application
2. revocation of licensure as a Registered Nurse

3. misrepresentation of certification status

The NBCSN is the governing body to which notification of a suspected misrepresentation of the credential or noncompliance with licensing requirements should be made. Should the NBCSN be notified of a suspected misrepresentation or noncompliance, the Board will conduct a thorough investigation into the allegations which may include asking for additional documentation from the certificant or interviewing individuals who may provide additional information into the situation. Upon a review of the underlying facts, the Board shall make a determination as to whether or not the certification is to be revoked or whether the individual shall have an opportunity to correct the situation within the next 30 days.

If it is determined that the certification is to be revoked, or if the certificant does not correct the situation within 30 days, the certificant will be notified and is to immediately cease using the designation NCSN and must return their certificate. The NBCSN President will notify the employer and state liaison of any change in the NCSN status of an individual.

RECERTIFICATION

NCSNs are required to renew their certification in order to demonstrate that they have kept current with new practices, methodologies, equipment, medications, and terminology in the specialty practice of school nursing. School nurse certification is granted for a period of five (5) years at which time the certificant must either retake and pass the Certification Examination for School Nurses or meet current recertification criteria through continuing education.

Certified School Nurses are notified one (1) year in advance of the expiration of their certification. Candidates for recertification must meet current eligibility requirements.

It is the responsibility of the candidate to maintain active/current address and contact information with the NBCSN. Deadlines missed due to forwarded or lost mail are the responsibility of the candidate. Late fees or denied recertification status and revocation of the NCSN credential may result from missed deadlines and failure to recertify in a timely manner.

The President may grant extensions for application and documentation for recertification, provided the certificant has submitted a request in writing, prior to the anniversary deadline of the initial certificate. Requests received within the 90 days past the anniversary deadline will incur a late fee of \$100 in addition to all recertification fees. No request will be granted past the 90 day anniversary date. The NBCSN office will notify the certificant re: the revocation of the credential 90 days after the anniversary date, unless an extension has been granted by the President.

Recertification Application

To apply for recertification through continuing education, 75 hours of continuing education (CE) related to school nursing practice must be reported. These hours of CE must be related to the practice of school nursing, sponsored by an approved national accrediting agency, and must have been completed during the five (5) years prior to the expiration date of the candidate's certification. The required fee payment must accompany the recertification application.

CE hours may be accumulated in any combination of the following:

Continuing Education Programs

1. All contact hours must be in subjects related to school health practice and be approved by a national accrediting agency, as the American Nurses Credentialing Center (ANCC), state departments of health and/or education, accredited universities or colleges, or physician continuing education programs. These may include workshops, seminars, professional development offerings, and state/national conferences. Online courses, teleconferences, and "webinars" are acceptable, provided they are approved by a national or state accrediting agency, as those listed above.
2. Single-offering courses, seminar, or workshops listed as twenty (20) hours or greater must be accompanied by a course outline or content agenda attached to the recertification application.
3. Conferences with multiple concurrent sessions must have each session attended identified on the certificate.
4. Basic computer technology courses (as Windows, Word, Excel, and PowerPoint), CPR/First Aid, Blood Borne Pathogens, and state certification courses in vision, hearing, Acanthosis nigricans and spinal screening, etc. are **not** acceptable. PALS/ACLS will be accepted only when taken for the first time. Any other course repeated annually will be accepted for credit only one time within the five year recertification period.
5. Orientation, district and campus staff development courses and workshops, and department or district committee meetings, unless approved by a national or state accrediting agency, are **not** acceptable.

Academic Credit Courses

1. Courses must be related to school health issue or school nursing practice.
2. Each individual academic credit, from an accredited institution of higher learning, will be considered as ten (10) CE hours.
3. Courses may be under-graduate or graduate level and a transcript of successful completion by the candidate may be requested.
4. On-line academic course will be accepted.

Candidates may be requested to demonstrate how the course content promotes expertise in school health or is relevant to the school nursing practice of the certificant. Individuals may be requested to provide additional information or documentation for the auditor.

All CE information must be listed on the Application for Recertification of School Nurses through Continuing Education and must include date, program title, CE provider or sponsor (i.e. approved national accrediting agency), and the number of CE hours awarded.

All documented offerings must be approved by a national or state accrediting agency. Certificates or course documentation must designate the name of the provider, the accrediting agency, the provider number if appropriate, and the number of hours of continuing education granted.

Candidates will be notified within six (6) weeks of the receipt date of the application as to their recertification status. If the recertifications criteria are have been met, a new five (5) year certificate (effective at the renewal date) will be issued.

Recertification by Continuing Education may be denied for and of the following reasons:

1. failure to meet criteria of 75 hours of continuing education
2. falsification or misrepresentation of CE information
3. failure to apply before the NCSN expiration date
4. failure to verify CE information by stated deadlines, when proper documentation is requested
5. failure to submit the recertification fee payment

Any NCSN who does not meet the CE recertification requirements or who fails to recertify by successfully passing the examination will be permitted to apply for the next regularly scheduled examination period. Certification will only be reinstated following successful completion of the examination.

Recertification Application Review

Professional Testing Corporation receives all applications, fees and documentation for recertification and distributes the documentation to members of the Board of Directors for review. The Board members review the applications and documentation, and complete a recertification checklist form, which is to be returned to PTC within two (2) weeks.

Procedure for Review of Recertification Applications:

1. review the information provided by the candidate on the application to ensure eligibility
2. verify the applicant's RN license as current

3. review the courses listed by the candidate on the worksheet and match the information to the certificates provided
4. validate the number of hours claimed for continuing education and academic credit
5. review any supporting alternate credits requested, as submitted items for the exam, preceptorship of student nurses, authorship in peer reviewed journals
6. total the credits claimed
7. if additional information or clarification is needed, contact the candidate to request the information or clarify the documentation provided
 - a. Board members may be flexible when requiring additional documentation and may extend the recertification deadline for a period not to exceed 30 days
 - b. The PTC staff should be notified when Board members have requested additional documentation or extended deadlines.
8. the President may also be consulted to discuss a recertification issue
9. Once the Board member determines that the candidate has met the recertification criteria, the PTC is notified via email. PTC will send the new certificate to the candidate.

Recertification Extensions and Late Fees

It is the responsibility of the NCSN to maintain active/current address and contact information with the NBCSN administrator.

Up to 90 days after the recertification date, a \$100 late fee will be assessed for processing recertification applications. After 90 days beyond the recertification date, the certification will be revoked and may only be re-instated by taking and passing the Certification Examination for School Nurses. Should a NCSN have extenuating circumstances which make it impossible to file the recertification application by the certification anniversary date, a request to the NBCSN President may be made in writing for an extension. The decision of the NBCSN President in such circumstances shall be final.

NCSNs serving on active military duty may extend the recertification period for up to an additional twelve (12) months past the end of active duty without incurring late fees or penalties, provided that:

- a. documentation lists dates of active duty, and dates of return to school health employment
- b. Continuing education units are earned within a period of six (6) years since the date of the original examination or the last recertification date
- c. Additional extension may be granted by the NBCSN President upon written request and a description of the circumstances.

APPEALS FOR FAILED EXAMS OR DENIAL OF RECERTIFICATION

An individual may appeal a failed exam due to the occurrence of technical problems, or a denial of recertification.

All appeals or challenges are to be submitted in writing, addressed to the NBCSN President, within 30 days of the denial or examination, citing all of the reasons for the appeal or challenge.

The NBCSN President shall issue a decision in writing within 30 days of receipt of the appeal or challenge. If dissatisfied with the determination, the individual may submit a written appeal to the Board within 30 days of the receipt of the President's decision. The Board shall issue a written decision within 30 days from receipt of the second appeal. The decision of the NBCSN shall be final.

FINANCIAL POLICIES

The Board of Directors of the NBCSN has a fiduciary responsibility to manage its funds in a responsible manner including ensuring adequate cash availability for operations, funding reserve accounts, maximizing the yield on short-term investments of idle cash, and maximizing the return on long term investment of funds. All cash and funds shall be managed to ensure maximum yield consistent with safety of the funds. The NBCSN portfolio shall be designed to attain a market-average rate of return or better, consistent with stability and safety of principal.

A minimum of one (1) year's operating expenses plus 10 percent shall always be kept in reserve.

Daily cash receipts and additional operating capital as needed shall be invested in vehicles that are highly liquid and available on a demand basis. Funds equal to three (3) months operating expenses should be maintained in these types of vehicles. Additional available funds shall be invested in longer term instruments.

The standard to be applied by those responsible for investing funds of NBCSN shall be the "Prudent Person Rule" which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The Prudent Person Rule shall be applied in the context of managing the overall portfolio."

The investment official, acting in accordance with this written policy and the written direction of the NBCSN, and exercising due diligence, shall not be held personally

responsible for a specific credit risk or market price change, provided that these deviations are reported immediately and appropriate action is taken to control adverse developments.

Annual Budget

An annual budget shall be prepared by the Secretary-Treasurer, in consultation with the President, Vice President, Finance Committee, and with the assistance of its Financial Administrator. The budget shall be presented to the Board for approval at least 30 days before the start of the fiscal year.

Signature Cards

Approved signers for the NBCSN accounts are the NBCSN Administrative Services Director, its Financial Administrator, and the NBCSN President and Secretary-Treasurer.

Annual Report

The Board shall be issued an annual report of its financial activities, including financial statements, investment income and portfolio information, and a copy of the most recent Annual Audit Report (less than five (5) years old).

MANAGEMENT OF OPERATIONS

The NBCSN shall hire a management company to act as its administrative staff and oversee the day to day operations of the organization. The management company will be selected from among the responses to a Request for Proposal process.

The Board will annually assess the performance of the management company and will issue written directives for any deficiencies or problems, giving the management company a reasonable period of time in which to correct such deficiencies or problems.

Additionally, the Board will conduct an annual audit of its own operations, including a self-evaluation of the Board and its ability to govern in the best interests of the organization and those it serves. A plan of corrective action will be developed for any identified areas of deficiency.

OPERATIONAL POLICIES

Customer Service

The NBCSN is aware of its responsibility to its candidates, certificants, and the public they serve. As such, the organization and its staff strive to maintain excellent customer service,

responding to inquiries and requests in a timely manner, and adhering to the deadlines set in these policies.

Intellectual Property

The examinations, certificates, logo, and any other emblems of the NBCSN and the name "National Board for Certification of School Nurses" are all the exclusive property of the NBCSN and may not be used in any way without the express prior written consent of the NBCSN.

Confidentiality

All NBCSN operations, methods, materials, documents, procedures, and proceedings relative to certification examinations are considered private, confidential, and proprietary information by the NBCSN. All NBCSN certification examination information is to remain secure and confidential. All members of the Board shall sign a Confidentiality Statement annually. All individuals participating on committees as subject matter experts, item writers, and item reviewers shall sign a statement of confidentiality.

Conflict of Interest

All members of the NBCSN and its staff shall avoid conflicts of interest and shall not profit personally from their affiliation with the NBCSN, or favor the interests of themselves, relatives, friends, or other affiliated organizations over the interests of the NBCSN. Should there be potential for a conflict of interest, the Board or staff member shall disclose such potential conflict and may be asked to either abstain from a discussion and vote on the matter, or in some circumstances may be asked to resign from the Board.

Training Activities

Members of the NBCSN are specifically prohibited from participating in, whether or not for profit, any training activities related to the materials in the NBCSN examination during their service on the Board and for a period of three (3) years thereafter. Training activities include teaching any course, program, or workshop or authoring materials specifically directed toward preparation for the NBCSN examination.

Members of Expert Committees, which review and develop test items are prohibited from disclosing any information related to specific items and training activities in which discussion about specific items may occur for a period of three years after the adjournment of the Expert Committee.

Examination Security

Maintaining the security of the NBCSN examination material is essential to upholding the integrity of the program. The NBCSN shall insist that its staff, vendors, test administrators, and proctors take all reasonable precautions to ensure that individual items, item banks, examinations, and candidate scores are and remain secure. The NBCSN shall ensure that no candidate sees the content of the examination before or after the examination is administered. The Policy and Procedures manual of the testing company shall spell out the specifics of the examination security measures.

Verification of Certification

The NBCSN shall provide verification of certification to all interested parties. There shall be a method of on-line verification on its website, however, verification can also be made by phone, written, or e-mail request to the administrative office. Verification information consists of:

1. acknowledgement of the individual's certification
2. identification of the certification date

NCSN Database

The NCSN database shall include, at minimum, the following information about each certificant: Name, Address, Test Date, Recertification Date, Examination Score, Certificate Number, and such other demographic information as the NBCSN wishes to maintain. The database shall be updated whenever an individual notifies the NBCSN administrative staff of a change in their name or address or utilizes the software incorporated into the NBCSN Website for such purposes.

The NBCSN does not sell or share the membership database with commercial vendors or individuals.

Awards

NBCSN provides public acknowledgement to individuals and groups that promote the mission and purpose of NBCSN through activities which promote school nursing certification. Certificates of Recognition will be presented at the NBCSN Annual Reception.

Recognition Award

A recognition award may be awarded to a NCSN who has been nominated by a NCSN for

1. promoting national school nurse certification at the national, state, or local level and
2. enhancing competency and expertise among school nurse professionals

Nominees must be a NCSN in good standing, and currently employed in the specialty area of school nursing. A letter of recommendation and documentation of the nominee's activities and achievements related to the above must accompany the nomination application.

A committee appointed by the NBCSN President will review all applications and recommend one candidate who the committee members believe most deserves to receive the award.

Current and prior members of the Board are not eligible for the award.

Liaison of the Year Award

The Vice President may recognize a state liaison who, based on submission of annual reports and completion of liaison responsibilities, effectively promotes certification on the state level.

President's Appreciation Award

The President may recognize an individual or group that has advanced the mission and purpose of the NBCSN through activities which promote expertise in school nursing practice through certification.

Annual Reception

The NBCSN may host a reception to honor and recognize the accomplishments of the NCSNs. The President may designate a Board member to arrange the reception, with guidelines and funding provided by the Board.

Travel and Expense Guidelines

The NBCSN will pay reasonable travel expenses for authorized representatives. Members of the Board will be reimbursed for expenses while on official business, or attending the annual meeting and other meetings of the Board. Representatives are expected to use discretion and good judgment in all matters involving the NBCSN funds. Appropriate receipts must be submitted with all requests for reimbursement.

1. Reimbursement will be made for:
 - a. transportation:
 - i. all regularly schedule forms of travel (airplane, train, bus, etc) and the use of a personal automobile
 - ii. only round trip coach airfare, using the most economical flight available at the time will be reimbursed

- iii. in the event a personal automobile is used, reimbursement will be made at the current IRS mileage rate, but not to exceed the cost of a round trip coach ticket
 - b. ground transportation (including tips) to and from the hotel or meeting site
 - c. parking fees or highway tolls
- 2. lodging
 - a. lodging will be reimbursed at the single occupancy rate at the designated meeting hotel
 - b. in cases when an NBCSN representative must arrange for lodging, reimbursement for reasonable room rates for the geographic region will be allowed
- 3. meals
 - a. meals will be reimbursed up to a maximum of \$55 per day
- 4. communication
 - a. telephone calls, faxes, and other means of communication on behalf of the NBCSN will be reimbursed, providing receipts accompany documentation validating NBCSN business

Submission

An NBCSN expense voucher, accompanied by original receipts, must be submitted within 30 days after the last day of travel. Vouchers postmarked 60 days after the last day of travel may incur a 25% deduction in reimbursement.

Appendix

Eligibility Criteria: List of Acceptable Degrees and Alternate Criteria for Non-Acceptable Degrees

Accepted Health Related Baccalaureate Degrees: Eligible to Take NCSN Exam

Arts: Natural Sciences: Biochemistry, Chemistry, and Human Ecology

Biology: Evolution-Behaviour, Human Biology, Microbiology, Cell Biology, Neurobiology

Communication Sciences and Disorders

Counseling

Education: Applied Learning and Development (Early Childhood through Grade 6, Special Education), Health Education, Health Promotion, Health and Physical Education

Geosciences: Environmental Sciences

Health Education, Community Health Education

Health Organization Management, Healthcare Administration

Human Development: Early Childhood, Child Development, Families and Personal Relationships, Families and Society,

Liberal Arts: Biochemistry, Biology, Chemistry, Human Ecology

Nursing Informatics

Nutrition: including Dietetics, Nutritional Sciences, International Nutrition

Occupational Therapy

Pharmacy: including Medicinal Chemistry, Pharmaceutics, Pharmacology and Toxicology, Pharmacotherapy

Physical Therapy

Psychology

Public Health

Social Work

Sociology

Eligibility Requirements (to take NCSN exam) for non-BSN or non-health related Baccalaureate degrees

The following must be submitted to the NBCSN Board, c/o President, for review and approval prior to submission of application to take the NCSN exam:

1. Baccalaureate Academic transcript
2. Transcript/course completion of a total of six (6) credits of graduate courses in any combination of the following subjects:
 - *management of primary health care problems of children and/adolescents,
 - *health assessment of children and/adolescents,
 - *public health/community health/epidemiology
3. Narrative related to experience in school nursing and demonstration of leadership in school health activities

RECERTIFICATION PROCEDURES

All NCSNs are required to renew their certification in order to demonstrate that they have kept current with new practices, methodologies, equipment, medications, and terminology in the specialty of school nursing. School Nurse certification is granted for a period of five (5) years at which time the certificant must either retake and pass the Certification Examination for School Nurses or meet current continuing education and recertification requirements.

Certified school nurses are notified one (1) year in advance of the expiration of their certification. Candidates for recertification must meet current eligibility requirements and submit appropriate documentation to demonstrate that criteria are met. These include:

- A copy of the applicant's current RN license.
- Current employment in school health or related services, as defined in the Handbook for Candidates
- Payment of required fees.

It is the responsibility of the candidate to maintain active/current address and contact information with NBCSN. Deadlines missed due to forwarded and lost mail are the responsibility of the candidate and may incur late fees or forfeited recertification status.

The President may grant extensions for application and documentation for recertification, ***provided*** the certificant has submitted a request in writing within 90 days past the anniversary deadline of the initial certificate. Requests received within the 90 days past the anniversary deadline will incur a late fee of \$100, in addition to all applicable recertification fees. No request for extension will be granted past the 90 day anniversary date. Certification will be revoked 90 days past the anniversary date and candidates must reapply for certification and meet all current eligibility requirements for the examination.

Recertification Application

To apply for recertification through continuing education, 75 hours of continuing education or approved credits related to school nursing practice must be documented. These activities must be related to the practice of school nursing, sponsored by an approved national or state accrediting agency, and must have been completed during the five years prior to the expiration date on the candidate's certification. The required fee must accompany the recertification application.

Continuing education (in school nursing) is defined as programs beyond basic nursing preparation that are designed to promote and enrich knowledge, improve skills, and develop attitudes for the enhancement of (school) nursing practice.

Continuing nursing education activities are assessed, planned, implemented, and evaluated in accordance with adult learning principles and professional education standards and ethics. The educational design process includes procedures for protecting

educational content from bias, providing learners appropriate information and documentation related to their participation, and maintaining records in a secure and confidential manner. (ANCC)

To count towards recertification renewal, a program must have been approved by one of the credentialing agencies (accredited providers) approved by the NBCSN. They must have met national or state predetermined criteria to approve programs and provide continuing education (CE). The Board recognizes the following credentialing agencies:

- Nursing specialty organizations listed below, or those accredited by the American Nurses Credentialing Center (ANCC), as
 - American Academy of Nurse Practitioners
 - American Association of Critical Care Nurses
 - American Association of Nurse Anesthetists
 - American College of Nurse Midwives
 - Emergency Nurses Association
 - National Association of School Nurses
 - National Association of Pediatric Nurse Associates and Practitioners
- Continuing Medical Education credentialing agencies
- Colleges and Universities accredited by state, regional and federal (as US Dept. of Education) accrediting boards
- State boards of nursing
- State departments of health and education whose programs have met the criteria for continuing education through accredited providers
- National accrediting agencies for licensed professional counselors and social workers

These organizations, in turn, approve other continuing education providers, as hospitals, state nursing associations, or online and commercial providers. All approved or accredited nursing programs are issued a number (provider number) which is part of the certificate of completion or attendance and must be included on the documents submitted for NCSN recertification.

Documentation of Approved Credits

- Continuing Education Credits
 - *All contact hours must be in subjects related to school health practice* and be approved by a national accrediting agency (as described above), state department of health or education, accredited universities or colleges, etc. These may include workshops, seminars, professional development offerings, and state/national conferences. Online courses, teleconferences, and “webinars” are acceptable, **provided** they are approved by a national or state accrediting agency.
 - Single-offering courses, seminars, workshops or conferences listed as twenty (20) hours or greater must be accompanied by a course outline or content agenda attached to the recertification application.

- For conferences with multiple concurrent sessions, each session attended must be identified individually on the certificate or agenda
- Self-paced or online CE programs are acceptable for credit if approved by one of the credentialing organizations recognized by the NBCSN
- Courses which are considered basic nursing preparation or staff development are not accepted. Activities **NOT ACCEPTABLE** for continuing education credit include:
 - Basic CPR, first aid, blood-borne pathogens training and other state certification and screening courses, as vision, hearing, Acanthosis Nigricans, spinal assessment, etc.
 - PALS, ATLS, ACLS will be accepted for credit only one time during the five year recertification period
 - Basic computer technology courses, as Windows, Word, Excel and PowerPoint, including computer training for district specific record keeping
 - In-service programs that provide specific information about the work setting's philosophy and procedures, including orientation to a work setting, department and district staff development courses, workshops and committee meetings—unless pre-approved by an accredited provider as described above
 - On the job training and equipment demonstration
 - Refresher courses designed to update knowledge
 - Courses that focus on self-improvement, changes in attitude, self-therapy, self-awareness
 - Personal weight loss, yoga or personal appearance, etc.
 - Economic courses for financial gain, as investments, retirement, preparing resumes and techniques for job interviews
 - Liberal art course in music, art, philosophy, etc, when unrelated to patient/client/student care
 - Courses for lay people
- Academic Credits
 - Academic courses must be taken within the framework of a curriculum that lead to an academic degree in nursing or any academic course relevant to nursing practice. An academic course taken for credit may be used to meet NBCSN requirements if a grade of "C" or better or "pass" on a pass/fail system is achieved.
 - Each individual academic credit, from an accredited institution of high learning will be considered as ten (10) contact hours

- A transcript of successful completion of each course must be submitted with recertification documentation
- On-line academic courses will be accepted from accredited institutions
- Prerequisite courses, such as mathematics, government, anatomy, physiology, languages, literature, etc. cannot be accepted to meet any part of the continuing education requirements for a registered nurse.
-
- Miscellaneous activities
 - The NBCSN recognizes and supports endeavors that promote and enhance the role of the certified school nurse and grants credits to non-academic or typical continuing education events.
 - The following is a list of acceptable activities, with the maximum credits to be granted, and a description of documentation requirements:

<u>Credits Earned</u>	<u>Activity</u>	<u>Documentation Required</u>
<p style="text-align: center;">5 <i>Limited to 5 credits per 5 year recertification period</i></p>	<p>Submission of 15 items for exam</p>	<p>1. Items should be submitted in a multiple choice format with the correct answer indicated. 2. References must be included 3. Items must be submitted with recertification application and become the property of NBCSN.</p>
<p style="text-align: center;">5 <i>Max. of 5 credits per year</i></p>	<p>Precepting Student Nurses</p>	<p>1. Course outline and student objectives 2. Letter of validation from School of Nursing faculty documenting each year and number of hours of preceptorship 3. Minimum of 50 hours/per semester for student clinical experience with school nurse</p>
<p style="text-align: center;">5 <i>Max. of 5 credits per year</i></p>	<p>Professional Activities</p>	<p>1. Officer position on national or state school nurse organizations or health related community boards 2. Documentation of position, as copy of programs, minutes, etc.</p>
<p>5</p>	<p>Participation in two-day NBCSN Item Review</p>	<p>1. Copy of certificate of attendance</p>

<p style="text-align: center;">5 <i>Limited to 25 credits per 5 year recertification period</i></p>	<p style="text-align: center;">Presentation of Professional Education topic</p>	<ol style="list-style-type: none"> 1. Program must provide accredited continuing education credits according to NBCSN guidelines 2. Copy of agenda or brochure listing faculty, topic, length of program and accreditation statement 3. Program must be a minimum of 1 hour (60 minutes) in length
<p style="text-align: center;">10 -</p>	<p style="text-align: center;">Original Article Published in Professional Journal -</p>	<ol style="list-style-type: none"> 1. Peer reviewed journal 2. Copy of table of contents, listing title of article, and Journal information, as date, volume, etc. 3. Credit is allowed for EACH article with a different topic area published within the 5 year recertification cycle

Applicants and candidates may be requested to demonstrate how the course content promotes expertise in school health or is relevant to the school nursing practice of the certificant. Individuals may be requested to provide additional information or documentation before credit will be granted.

The *Application for Recertification of School Nurses through Continuing Education* and copies of all certificates submitted for documentation must include the date, program title, accredited provider number, name of the accredited provider (NO Acronyms will be accepted), and the number of CE hours awarded.

Candidates will be notified within six (6) weeks of the receipt of the date of all documentation as to their recertification status. If the recertification criteria have been met, a new five (5) year certificate will be issued, effective from the renewal or anniversary date.

Summary of Recertification Procedure:

- Complete Application for Recertification by Continuing Education
- Submit:
 - Copy of current RN License
 - **Copies of all certificates**, with required information listed on each certificate
 - Documentation related to Miscellaneous Activities, if applicable
 - Required fees
- Mail to:
 - NBCSN: 1350 Broadway, 17th Floor—New York, NY 10018

Denial of Recertification

Recertification by Continuing Education may be denied for any of the following reasons:

1. Failure to meet criteria of 75 hours of continuing education or acceptable credits
2. Falsification or misrepresentation of continuing education information or any information required to meet eligibility criteria
3. Failure to apply before the NCSN anniversary date
4. Failure to provide continuing education or miscellaneous credit information by the deadline specified, when proper documentation or additional information is requested
5. Failure to submit the recertification fee payment, with late fees if required

Revocation of NCSN Credential

Failure to meet the criteria listed above will result in the immediate revocation of the NCSN credential at the anniversary deadline of the certification. Any NCSN who does not meet the continuing education recertification requirements or who fails to recertify by successfully passing the examination will be permitted to apply for the next regularly scheduled examination period. The candidate may NOT use the NCSN credential during the interim and certification will only be reinstated following the successful completion (passing score) of the examination.

Extensions and Late Fees

Up to ninety (90) days after the recertification deadline, a \$100 late fee will be assessed for processing recertification applications. After the 90 days, the NCSN credential will be revoked and may only be reinstated by taking and passing the Certification Examination for School Nurses. All *current* eligibility criteria must be met by candidates seeking reinstatement. Eligibility requirements are listed in the *Handbook for Candidates* or on the NBCSN website at www.nbcsn.org

Should a NCSN have extenuating circumstances which make it impossible to file the recertification application within one year from the anniversary date, a petition to the NBCSN President may be made in writing for reconsideration and reinstatement. The decision of the NBCSN President in reviewing such an appeal shall be final.

NCSNs serving on active military duty may extend the recertification period for up to twelve additional months (one year) past the end of active duty, without incurring late fees or penalties, provided that:

1. They provide documentation of active duty, with dates of return to employment in school health if appropriate
2. Continuing education units or credits total 75 units within a period of six (6) years since the date of the original examination or last recertification date, or within one year after return from active duty
3. A letter of request for extension should be addressed to the President of NBCSN, describing the situation, and included with the recertification application, fees, and continuing education documentation
4. Additional extension may be granted by the NBCSN President upon written request and a description of the circumstances

APPEALS

An individual may appeal a failed examination due to technical issues, or a denial of recertification.

Appeals related to technical issues incurred during the examination process should be immediately addressed to Professional Testing Corporation for investigation of testing center and computer issues. All other appeals or challenges are to be submitted in writing, addressed to the NBCSN President within 30 days of the denial or receipt of the examination results, citing all of the reasons for the appeal or challenge.

The NBCSN President shall issue a decision on the matter in writing within 30 days of the receipt of the appeal or challenge. The individual will then have an additional 30 days to submit a written appeal to the NBCSN. The Board shall issue a written decision within 30 days from the receipt of the appeal. The decision of the Board shall be final.

NATIONAL BOARD FOR CERTIFICATION OF SCHOOL NURSES

Guidelines for Collaboration with Other Entities

Involving Research, Data Sharing, and Network Access

Purpose: The purpose of these guidelines is to ensure that collaborative projects between the National Board for Certification of School Nurses (NBCSN) and other entities are:

1. consistent with NBCSN's mission and purpose; and
2. planned, implemented and evaluated in a manner that preserves the integrity and use of data belonging to the National Board for Certification of School Nurses (NBCSN), and appropriate access to and use of the NBCSN Network.

Introduction: The National Board for Certification of School Nurses, Inc. (NBCSN) is an independently incorporated organization established for the purpose of developing and implementing a national voluntary certification process for professional school nurses (the Nationally Certified School Nurse or NCSN certification process). NBCSN maintains a *collaborative relationship* with the National Association of School Nurses, Inc. (NASN) through the appointment of non-voting liaison representatives on each respective Board.

The NCSN certification process was accredited by the American Board of Nursing Specialties in May, 2008, and NBCSN is a *voting* member of the American Board of Nursing Specialties (ABNS). ABNS was created, in part, to provide uniformity in nursing certification and to increase public awareness of the value of professional nursing certification to the delivery of quality health care.

Increasingly, researchers from a wide range of disciplines, for example, public health, pediatrics, and behavioral health, are identifying schools as sites for research and student health records as invaluable sources of data relating to child and adolescent health. These researchers frequently approach state and national organizations that represent school nurses, such as NBCSN, for assistance with accessing school nurses, administrators, parents and students who may be willing to support or participate in their research projects. Furthermore, organizations that represent the profession of school nursing must engage in research and evaluation projects if they are to identify and promote best practices in school health and demonstrate meaningful outcomes of school nursing interventions for students who attend school with health, mental health and developmental challenges.

Collaboration in research endeavors related to school nursing and student health between NBCSN and other entities should be beneficial to all parties, provided certain conditions are met. The following guidelines are essential for this process.

Process: An entity interested in collaboration with NBCSN in a research or data-sharing project shall consult with the NBCSN Board of Directors (herein referred to as the "Board") prior to finalizing the project proposal and applying for funding in order to determine (a) the appropriateness of the collaboration with NBCSN and (b) NBCSN's interest in collaboration. To promote collaboration, it is strongly recommended that the entity involve NBCSN early in the process of developing a research study or other project that may involve data sharing or access to the NBCSN network.

Steps in the process for establishing a collaborative project include but are not limited to:

The Board will:

1. Review the study description to determine (a) consistency of the proposal with the mission and purposes of NBCSN, (b) quality of the proposal; and (c) feasibility of the collaboration.
2. Appoint a member of the Board to represent NBCSN on the research or project team. The appointed representative shall be charged with keeping NBCSN current on the project's progress and making recommendations to the Board as indicated.
3. Establish a fee for the Entity's access to and use of the NBCSN network. Factors to be considered in establishing the fee include the:
 - a. extent of NBCSN support required to ensure appropriate participation, e.g., grade level, geographic distribution, etc.,
 - b. extent of Board communication(s) with members required for the project,
 - c. travel and other expenses that will be incurred by the Board and its members, and
 - d. other expenses incurred by Board through its collaboration with a third party to the project, as applicable and defined in the MOA .
4. Maintain ownership of any data or other research findings, previously collected by NBCSN.
5. Establish and maintain joint ownership with the Entity of any data or other research findings that are the result of a collaborative agreement between the Board and that Entity.
6. Review, modify and approve the MOA drafted by the Entity that addresses the following areas: Purpose; Parties to the Agreement; General Understandings, Agreements and Requirements; Specific Understandings, Agreements and Requirements, including specific responsibilities of each party; Fees and Payment; Term and Termination; Modification; and Signatories.
7. Require that the MOA be included in the project proposal, application(s) for funding, and final report of the project.
8. Maintain the right to modify an MOA and suspend or terminate a project at any time based on reports and recommendations from the Board's representative on the research team, as well as discussion and investigation with the other entity.

The Entity will:

1. Include the appointed Board Member as a member of the research **or project** team.
2. Include the appointed Board Member in all phases of the study, from planning and grant proposal development through publication and presentation of outcomes. The latter stipulation requires that the appointed Board Member participate as an author of the research report when published, consistent with the Board member's participation in the project.
3. Budget for and pay in a timely fashion according to the MOA all fees charged and expenses incurred by the Board and its representative(s).
4. Budget for and pay in a timely fashion, fees charged and expenses incurred by another Entity required for the project, for example, Professional Testing Corporation, as stipulated in the MOA.
5. Acknowledge the NBCSN in publications, presentations, and reports related to the study: the statement, "The authors collaborated with the NBCSN in this study. NBCSN is a ... (an explanatory statement as written by the Board).
6. Draft a MOA that addresses the following areas: Purpose; Parties to the Agreement; General Understandings, Agreements and Requirements; Specific Understandings, Agreements and Requirements, including specific responsibilities of each party; Fees and Payment; Term and Termination; Modification; and Signatories. Submit the draft MOA to the Board and collaborate with the Board to finalize an MOA agreeable to all parties and obtain internal approval for the final written agreement.
7. Ensure that the MOA is included in the project proposal, application(s) for funding, and final report of the project.
8. Maintain the right to modify an MOA and suspend or terminate a project at any time based on concerns of the project team or Entity, as well as discussion and investigation with the Board.

Template Memorandum of Agreement (MOA)

MEMORANDUM OF AGREEMENT National Board for Certification of School Nurses And [Name Entity]

1. PURPOSE:

The purpose of this collaborative project is to...

II. PARTIES:

Parties to this MOA include the National Board for Certification of School Nurses and [Name Entity/Entities]

III. GENERAL UNDERSTANDINGS, AGREEMENTS AND REQUIREMENTS

Outlining general agreement to collaborate as partners, parameters for the collaboration, etc

- a. The Board will/requires...
- b. The Entity will/requires...
- c. Other

IV. SPECIFIC UNDERSTANDINGS, AGREEMENTS AND REQUIREMENTS

Outlining specific timelines of the collaboration and project, all data requested from NBCSN, limitations to use of the data, scope of the research and its expected outcomes, attribution to NBCSN, ownership of data, etc.

- a. The Board will/requires...
- b. The Entity will/requires...
- c. Other...

1. COST AND PAYMENT

Outlining the billing by and the amount and manner of reimbursement to be made to NBCSN.

- a. The Board will/requires...
- b. The Entity will/requires...
- c. Other...

VI. MODIFICATION

This MOA may be modified at any time by written consent of all parties involved.

VII. TERMS AND TERMINATION

This MOA is effective on [date of effectiveness] and is in effect until the project end date of [end date of the last projected activity in the implementation plan], or until otherwise modified.

- a. The Board may suspend or terminate...
- b. The Entity may suspend or terminate...

VIII. SIGNATORIES

The undersigned have read and agreed to collaborate in the proposed project and execute their responsibilities according to the terms of the MOA.

The undersigned hereby execute this Memorandum of Agreement on behalf of their agencies, instrumentalities, organizations, corporations or groups.

[Name of Authorized Official]
[President]
NBCSN
Date:

[Name of Authorized Official]
[Position of Authorized Official]
[Entity]
Date:

[Name of Authorized Official]
[Another? VP or The representative?]
NBCSN
Date:

[Name of Authorized Official]
[Position of Authorized Official]
[Entity]
Date:



**NATIONAL BOARD FOR
CERTIFICATION OF SCHOOL NURSES**

1350 Broadway, Suite 1705
New York, NY 10018
www.nbcnsn.com



Confidentiality and Non-Disclosure Statement

As a member of the National Board for Certification of School Nurses and/or a contributor to the development of the certification examination for School Nurses, I agree to the following:

To abide by the confidentiality and non-disclosure policy of the National Board for Certification of School Nurses;

To not disclose any information related to the certification examination for school nurses;

To not utilize knowledge gained to mentor or assist any candidate in their examination preparation, including development or involvement in test preparation courses during and for a period of three years after I no longer serve in the capacity listed below.

Agreed to by: _____

Printed Name: _____

Role: _____ Board member
_____ Item Review Committee
_____ Item Writer Workshop

Date: _____

The NCSN Certification program is accredited by the American Board of Nursing Specialties

NBCSN RECOGNITION CRITERIA SCORESHEET

Nominee: _____ State: _____

Nominees* for the annual recognition award must provide evidence of:

Active certification as NCSN	Yes	No	No Information
Current employment in the specialty area of school nursing	Yes	No	No Information
Activities/achievements that enhance competency in school nursing/school health services	Yes	No	No Information
Activities/achievements that promote certification	Yes	No	No Information

If all are yes, continue on with the rating scale. Nominees are not eligible for the award if they do not meet the above criteria.

Rating Scale: On the basis of 0-3, with 3 being the highest score, rate the following:

1. Promotes Certification at the national, state or local level through:				
a. Using creative recruitment activities	3	2	1	0
b. Mentoring other school nurses	3	2	1	0
c. Marketing the importance of certification	3	2	1	0
d. Establishing replicable programs or projects	3	2	1	0
e. Other: describe below evidence of other activities that merit recognition	3	2	1	0

2. Enhances competency of school nurses at the national, state or local level by:				
a. Actively sharing knowledge with others	3	2	1	0
b. Promoting the standards of school nursing practice	3	2	1	0
c. Mentoring other school nurses	3	2	1	0
d. Establishing replicable programs or projects	3	2	1	0
e. Providing leadership in school nursing research	3	2	1	0
f. Other: describe below evidence of other activities that merit recognition	3	2	1	0

Total Rating Score _____

3. A letter of recommendation with documentation is limited to four pages. Yes No

Director's signature

Date

- Past and current members of the Board of Directors are not eligible.



National Board for the Certification of School Nurses, Inc.



NCSN Recognition Award Nomination Form

The NCSN Recognition Award is presented to a NCSN who 1) has been nominated by a peer for enhancing competency in school nursing and 2) who has been instrumental in promoting national school nurse certification at the national, state and/or local levels. Nominees must be NCSNs in good standing and currently employed in school health related services. A letter of recommendation addressing the above criteria must be submitted with the application form below. Current Board members are not eligible for the Award.

The NBCSN Recognition Award is presented to individuals during the NCSN Reception during the annual NASN Conference.

Name of Nominee and Credentials: _____

Address: _____ City/State/Zip: _____

Telephone: (home) _____ (work) _____ (cell) _____

Title/position: _____ Email Address: _____

Employer: _____ City/State: _____

Summery of activities which enhance competency in school nursing and promote national certification:

A letter of recommendation (maximum of 4 pages) from a peer must accompany this form.

Nominated by: _____ Title: _____

Address: _____ City/State/Zip: _____

Telephone: (home) _____ (work) _____ (cell) _____

Nominations must be submitted by May 30th of the current year to be considered for the annual award. Questions? Contact NBCSN at 1-888-776-2481. Nominations may be submitted online c/o NBCSN President to dwagner@ptcny.com , faxed to 1-212-356-0678 or mailed to:

NBCSN
1350 Broadway, 17th Floor
New York, NY 10018

NBCSN Liaison of the Year SCORESHEET

Nominee: _____ State: _____

The following criteria will be used to determine award winners:

- | | | | | |
|----|---|-----|----|--|
| 1. | Active certification as NCSN | Yes | No | |
| 2. | Currently employed in school nursing or school related services | Yes | No | |

If all are yes, continue on with the rating scale. Nominees are not eligible for the award if they do not meet the above criteria.

Rating Scale:

On the basis of 0-3, with 3 being the highest score rate the following:

1.	Develops and implements activities to promote certification on the state level.				
	a. exhibits at state and regional conferences	3	2	1	0
	b. coordinates school nurse content review courses for NCSN applicants	3	2	1	0
	c. serves as presenter for school nurse certification review courses	3	2	1	0
	d. submits articles related to certification to state school nursing newsletters	3	2	1	0
	e. mentors school nurse certification applicants	3	2	1	0
2.	Activities and projects which promote certification demonstrate				
	a. creativity	3	2	1	0
	b. professionalism	3	2	1	0
	c. marketing	3	2	1	0
	d. replicability of programs and projects	3	2	1	0
3.	Other				
	a. submitted annual report for at least two consecutive years	3	2	1	0
	b. submitted items for item bank for at least two consecutive years	3	2	1	0
	c. submitted articles to NBCSN Newsletters at least one time in two years	3	2	1	0

Total Rating Score _____

- | | | | | |
|----|--|-----|----|--|
| 4. | A letter of recommendation, limited to one page. | Yes | No | |
|----|--|-----|----|--|

Current BOD members are not eligible.

Director's signature

Date

**NBCSN
Board Elections
Directors' Score Sheet**

Criteria (School Nurse Board members)	Yes/No	Rating (0-5: 1=low, 5=high)	Comments
Currently certified by NBCSN?			
Current Active member of NASN?			
Actively employed in School Health?			
Represents Geographical Location not currently represented on NBCSN Board?			
Represents School Nurse specialty area not currently represented on NBCSN Board?			
Represents institution of higher learning related to School Health?			
Experience on NASN Board of Directors?			
Leadership position/experience in NASN affiliate?			
Recent leadership in other capacities, as state school health committees, community boards?			
Application indicates capacity for active participation as Board member?			
Application indicates ability to actively contribute to work of the Board?			
Application demonstrates active support for Certification of School Nursing through submitting test questions, liaison role, etc.?			

Other

Total Score		
-------------	--	--



**NATIONAL BOARD FOR CERTIFICATION OF
SCHOOL NURSES**



BOARD SELF ASSESSMENT SURVEY

Date: _____

This simple tool is designed to help the Board identify areas for attention to its own development. Please circle the number that best reflects your opinion for each item.

Please rate your assessment of the Board of Directors' performance on a scale of 1—5:

1= NOT at All Confident 5= VERY Confident

How confident are you that as an effective governing body, the Board Monitors and evaluates the performance of the management company on a regular basis?

5 4 3 2 1

Ensures legal compliance with federal, state and local regulations?

5 4 3 2 1

3. Ensures that accreditation obligations are fulfilled?

5 4 3 2 1

4. Monitors financial performance and projections on a regular basis?

5 4 3 2 1

5. Has a strategic vision for the organization?

5 4 3 2 1

6. Has adopted a conflict of interest policy that is discussed regularly?

5 4 3 2 1

7. Currently has an appropriate range of expertise and diversity?

5 4 3 2 1

8. Regularly assesses its own work?

5 4 3 2 1

How confident are you that most or all board members Understand the mission and purpose of the organization?

5 4 3 2 1

Are adequately knowledgeable about the organization's programs?

5 4 3 2 1

3. Act as ambassadors on behalf of the organization and its constituencies?

5 4 3 2 1

4. Follow through on commitments they have made as board members?

5 4 3 2 1

5. Understand the role that volunteers play in the organization?

5 4 3 2 1

6. Understand the respective roles of the board and the management company?

5 4 3 2 1

7. Are appropriately involved in the board activities?

5 4 3 2 1

Please circle the number that best reflects your opinion for each item:

5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree

The mission statement reflects the essence of NCSN, is understood and followed by the Board

5 4 3 2 1



**NATIONAL BOARD FOR CERTIFICATION OF
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2. The size of our Board is appropriate for the work required.	5	4	3	2	1
3. The diversity within our Board is appropriate.	5	4	3	2	1
4. We do a good job in nominating, electing, and orienting new board members.	5	4	3	2	1
5. We do a good job evaluating and re-electing board members who should continue serving.	5	4	3	2	1
6. Board members are given complete and relevant background materials for meetings.	5	4	3	2	1
7. Board meeting agendas focus on important policy issues appropriate for the Board to discuss.	5	4	3	2	1
8. Attendance at board meetings is 75% or more on a regular basis.	5	4	3	2	1
9. The overall quality of current board members reflects the organization's needs.	5	4	3	2	1
10. The board and management company are clear on their respective roles, and the role of the staff.	5	4	3	2	1
11. The board does a good job in setting the management company's performance objectives related to results/outcomes.	5	4	3	2	1
The board conducts a performance review of the management company each year.	5	4	3	2	1
The management company is doing well in fulfilling the board's expectations.	5	4	3	2	1
The board contributes what is expected to the marketing efforts of the organization.	5	4	3	2	1
The board anticipates its leadership needs and seeks resources to become more effective.	5	4	3	2	1
The board has ownership in a good strategic plan to guide the organization for the next three years.	5	4	3	2	1
The chair of the board is exercising appropriate authority and leadership.	5	4	3	2	1
The board is knowledgeable about the organization's current programs and services.	5	4	3	2	1
The board thoroughly discusses the annual operating budget of the organization prior to approval.	5	4	3	2	1
The board receives understandable, accurate and timely financial reports on a regular basis.	5	4	3	2	1
The board has an adequate amount of liability insurance, as well as risk reduction/control policies and procedures in place.	5	4	3	2	1
Board members prepare for meetings and participate constructively.	5	4	3	2	1
There is a process for addressing ineffective or destructive or absentee board members.	5	4	3	2	1



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Please comment on the following questions:

What information –whether about the organization, professional certification, non-profit management or non-profit boards—would you like to get to help you become a better board member?

When you joined the board, did you have ideas on how you would help the organization that haven't happened? If so, what ideas?

What suggestions/questions do you have for the board chair or the management company about the board, your own role, or any other aspect of the organization?

What process would you suggest to allow greater input from individual board members into issues that you feel are not adequately addressed?

Time Commitment:

On the average, how much time do you give to this organization? _____ hours/month

For you, is this amount: _____about right _____ too much _____not enough

How much time are you willing to give? _____hours/month

What do you think is the critical concern of the Board at this time?