

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, no later than 60 days prior to the expiration date, to demonstrate that criteria are met. These include:

- A copy of the applicant's current RN license.
- A minimum of 2,000 hours of clinical practice in the area of school nursing during the past five years, at least 750 of which must be in the prior three years.
- 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 (\$225). All fees are non-refundable. 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.

Clinical Practice Requirements for Certification

Clinical Practice in school nursing means actively employed or contracted to provide a *direct* or *indirect* professional contribution to the health and education of students and their families in public or private school settings.

Direct clinical practice in school nursing is defined as involvement in the nursing process in a school setting where the nursing actions and judgments are focused on a particular student, family, school community, or group of students of their families where there is continuing professional responsibility and accountability for the outcomes of these actions.

Indirect clinical practice in school nursing is defined as involvement that:

1. includes clinical supervision of school nurses, education and clinical supervision of baccalaureate/master's nursing students in school health, administration of school health services, research, consultation or other engagement in the field of school nursing that

contributes to the specialty's body of knowledge or enhances the quality of school nursing practice;

2. entails continuing professional responsibility and accountability for the outcomes of the involvement.

Not eligible as clinical practice in school nursing includes: substitute nursing in a school, except as a full time substitute working consecutive days for the required clinical practice hours; one-to-one nursing as the nurse's sole responsibility within a school; employment in the direct sales, marketing or distribution of school nursing-related products or services in pharmaceutical, technology or other school health-related industries; community health screenings; work in a camp setting; preceptorship/mentor; and jobs unrelated to school nursing.

Recertification Application

NCSN EXPIRATION MONTH	DEADLINE TO SUBMIT RECERTIFICATION MATERIALS
February / March	December 31
June	April 30
August	June 30

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 NCSN
 - 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:

Credits Earned	Activity	Documentation Required
<p style="text-align: center;">5 <i>Limited to 5 credits per 5 year recertification period</i></p>	<p style="text-align: center;">Submission of 15 items for exam</p>	<ol style="list-style-type: none"> 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 style="text-align: center;">5 <i>Max. of 5 credits per year</i></p>	<p style="text-align: center;">Precepting Student Nurses</p>	<ol style="list-style-type: none"> 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 style="text-align: center;">5 <i>Max. of 5 credits per year</i></p>	<p style="text-align: center;">Professional Activities</p>	<ol style="list-style-type: none"> 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 style="text-align: center;">5</p>	<p style="text-align: center;">Participation in two-day NBCSN Item Review</p>	<ol style="list-style-type: none"> 1. Copy of certificate of attendance
<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 of a minimum of 2,000 hours of clinical practice in the area of school nursing during the past five years, at least 750 of which must be in the prior three years
 - Documentation related to Miscellaneous Activities, if applicable
 - Required fees (checks made payable to NBCSN Recertification)
- Mail to:
 - NBCSN: 1350 Broadway, 17th Floor—New York, NY 10018
 - Mail no later than 60 days prior to expiration date

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
6. Failure to meet the clinical practice requirement

If recertification is denied, the recertification application fee will not be refunded.

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 Board of Directors. The Board of Directors shall issue a written decision within 30 days from the receipt of the appeal. The decision of the NBCSN Board of Directors shall be final.