

SCHOOL NURSE NON-INSTRUCTIONAL STANDARD CERTIFICATE (ENDORSEMENT CODE: 3010)

TO AVOID DELAYS: After applying online, please email any transcripts, letters, forms, copies of out-of-state certification or other required documents to certapplication@doe.nj.gov. Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.

The school nurse/non-instructional endorsement authorizes the holder to perform nursing services in all public schools. This endorsement does **not** authorize the holder to teach in areas related to health.

Bachelor's Degree Requirement

- A bachelor's degree from a regionally accredited college or university.

NJ Registered Nurse License

- A current New Jersey registered professional nurse license issued by the NJ State Board of Nursing is required. **You will need to present evidence of this license.** You may do so by submitting a copy of the license or presenting the license to a County Office of Education for verification.

CPR & AED Certificate(s)

- A current cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) certificate is required. **You will need to present evidence of this certificate.** You may do so by submitting a copy of the certificate(s).

Required Study

- 15 semester hour credits that include all 6 areas listed below:
 1. a minimum of 6 credits in school nursing:
The study must include school health services, physical assessments, organization and administration of the school health program and clinical experience in a school nurse office.
 2. a course in health assessment
 3. a course in special education or learning disabilities
 4. a course in public health
 5. a course in guidance/counseling
 6. a course in school law including aspects of school nursing

All credits must appear on a regionally accredited 4-year college/university transcript.

Please provide OFFICIAL course descriptions from your college/university catalogue for courses that you believe cover the areas above. The amount of credits needed to meet the required areas of study may exceed that of the required 15 credit minimum. This means that you may have to complete more than 15 credits in order to meet all required areas of study.

Fee Requirement

- No checks or money orders will be accepted
- Please make the payment online
- Please notify your examiner after payment has been made.
- If your application expires after six months, you will be charged a fee of \$70.
- All fees, including money left on file, are nonrefundable

You cannot complete the entire application process online. After applying online, please email all necessary documentation to certapplication@doe.nj.gov. Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.

If the above requirements have been met, then you may complete the online application in the Teacher Certification Information System (TCIS).