

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

TO AVOID DELAYS: After applying online, please submit **ALL** necessary documentation **together** in a **single packet** to the address below. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents. Please include your tracking number in all correspondence with our office.

**NJ Department of Education
Office of Certification and Induction
PO Box 500
Trenton, NJ 08625-0500**

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 is required.

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 and automated external defibrillators 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

NOTE: THIS DOCUMENT IS MADE IN ACCORDANCE WITH THE RULES CURRENTLY IN EFFECT. REQUIREMENTS, PASSING TEST SCORES, AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Online Certificate Information

- All information regarding applications and certifications is now available online, including certificate name, certificate ID number, date of issuance, and expiration date, if applicable. Instructions to view this information can be found [here](#).
- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. If you would like to view the status of your application, then please visit our [application status check](#).

You cannot complete the entire application process online. After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE in order to complete your application. Please put your tracking number on all documents that you send to our office.

**IF YOU HAVE MET THE ABOVE REQUIREMENTS,
THEN [CLICK HERE](#) TO APPLY ONLINE.**