

**NATIONAL BOARD FOR CERTIFICATION
OF SCHOOL NURSES**



POLICY AND PROCEDURE
MANUAL

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MISSION, VISION AND PURPOSE

NBCSN's mission is to advance the health and learning of students, and wellness of the school community, through a rigorous national certification process for school nurses.

NBCSN's vision is that a nationally certified school nurse will safeguard the health of every student so as to optimize learning and promote healthy communities.

The purposes of 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 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;
3. promote continued professional growth in the practice of school nursing;
4. assist in the enhancement and communication of knowledge concerning professional testing and competency assessment of school nurses, and;
5. perform such other functions as may be deemed consistent with the foregoing.

NBCSN is an independent organization; however, 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

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, 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 first granted accreditation by the American Board of Nursing Specialties (ABNS) in May 2008. Accreditation status is granted for five years.

NON-DISCRIMINATION

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

GOVERNANCE

A Board consisting of seven (7) individuals who are active NCSNs current members of NASN, and actively employed in school health services upon their initiation to the Board shall manage the affairs of this corporation. An individual, who is not a registered nurse and who has no familial or employment relationship to any past or present Board member, will also be appointed to serve as a voting member of the Board of Directors, representing the public as a consumer of school health services. A designee of

NASN shall serve as a non-voting member of the Board and a designee of NBCSN shall serve as a liaison to the NASN Board of Directors. All Board members' terms commence on January 1 following appointment to the Board.
of the Board.

Appointment of Board Members

The Board will engage in active succession planning through its state liaison and committee programs, marketing and other activities to identify, mentor, recruit, nominate and appoint qualified candidates who have the requisite leadership skills to serve on the Board.

Qualifications

1. NCSN applicants must be:
 - a. NCSN certified on appointment and throughout tenure
 - b. Actively employed in school health services (e.g., clinician, practitioner, educator, administrator)
 - c. Members of NASN
2. All members must demonstrate:
 - a. Leadership, collaboration and management skills.
 - b. Commitment to the school-nursing specialty and to professional certification as a means to promote desired student outcomes.
 - c. Understanding of issues related to certification from a global perspective.
 - d. Effective experience serving as a volunteer leader at a national, regional, or local level of any organization.
 - e. Ability to actively contribute to the work of the Board.
3. Additional qualifications for Public Member:
 - a. Views specialty nursing certification as a means for public protection.
 - b. May have previously served as a public member of other boards.
 - c. Knowledge of schools desirable
 - d. May not be or ever have been:
 - i. a nurse or other healthcare professional;
 - ii. a current or past employee of the certifying organization, the related specialty membership organization, or a testing vendor.
4. Competencies required for all Board Members (based on Hay/McBer Model):
 - a. Conceptual thinking
 - b. Customer service orientation
 - c. Flexibility
 - d. Information seeking
 - e. Initiative
 - f. Integrity
 - g. Interpersonal understanding
 - h. Organizational commitment
 - i. Relationship building
 - j. Teamwork and cooperation

Application Requirements: (see also Appointments Process, Step One below)

1. A brief one-page letter explaining why you would like to serve on the NBCSN Board and highlighting any unique skills you would bring to the organization.
2. Current vitae (resume) – two-page limit - with description of activities relevant to leadership, management, certification, test development, and other accomplishments.
3. One letter of recommendation from a colleague or supervisor who has served with you in a leadership or management capacity, such as a state school nurse organization or another not-for-profit organization, or in the course of your employment.
4. Writing sample.
5. Completed application form

Appointment Process

1. **Step One:** A Committee of the Board, appointed by the President, reviews all candidate applications, rates each candidate on a *Candidate Rating Form*, and makes an initial selection of potential candidates based on the ratings. The initial selection of candidates is based on:
 - a. Professional credentials, including NCSN (except that the public member may not be a nurse)
 - b. Current employment in school health services (except public member)
 - c. Membership in NASN (except public member)
 - d. Demonstrated leadership, collaboration, and management skills
 - e. Effective leadership as a volunteer on a community or professional board
 - f. Diversity
 - g. Expertise and specific skill set(s) identified as priority needs by the Board at the time of appointment, in such areas as:
 - examination development and psychometrics
 - fiscal accountability, finance and budgets
 - public relations and marketing, including social networking
 - legal issues, contracts
 - h. Other skills/expertise
 - i. Desirable for Public Member: knowledge of school settings, and pupil support services or special education.
2. **Step Two:** The Committee interviews the selected candidate(s) by telephone conference call or in person and may recommend one or more of the candidates for review at the Step Three level.
 - a. The Committee interviewers use a standard interview format and the same set of questions for each candidate
 - b. The interviewers rate the candidates with the *Candidate Interview Form*.
3. **Step Three:** For those candidates qualifying for consideration following Steps One and Two, the Executive Director obtains telephone references from the candidates' employers and from the current president of a local, state or national volunteer board on which the candidate was an officer or other leader (e.g., the candidate's state organization of school nurses). The Executive Director (or other Board member appointed by the President) completes the Telephone Interview Forms (Employer and State Organization President) for each candidate.

4. **Step Four:** Candidates, who appear eligible for Board membership following review at Steps 1-3, are considered by the full Board and voted on for appointment or nomination to the Board.
 - a. Nomination to the Board means that, by majority vote of the Board, the candidate is determined as eligible for appointment to the Board for up to one year after nomination, subject to a brief review (see Step 5). Nomination to the Board is based on the skill set and competencies of the candidate and ensures that the candidate will be given priority consideration for appointment to the Board should a vacancy occur within a year following nomination.
 - b. Appointment to the Board means that, by majority vote of the Board, the candidate is offered a position on the Board to be filled within three months of the vote of the Board. Appointments to the Board shall be based on the fit between the current needs of the Board and skill set and competencies of the candidate(s). No appointments shall be made for positions that will not be vacant within three months of the vote to appoint.
5. **Step Five** (for nominated candidates): When a vacancy on the Board occurs or will occur in the next three months, the Board will conduct an abbreviated review of any previously nominated candidate(s). An abbreviated review may include:
 - a. Brief re-interview to ascertain any changes in the candidate's availability or interest, employer's support, change in employer, skill set and competencies;
 - b. An additional telephone reference, if requested by the Committee;
 - c. Other relevant information that has come to the attention of the Board since nomination of the candidate.

Meetings

The Board shall meet in person at least once each year and may hold additional meetings. All notification of meetings shall be issued to members of the Board thirty (30) days prior to the date of the meeting unless such notice is waived by a quorum.

An additional meeting to approve the previous business meeting's minutes will be conducted. Minutes from each board meeting will be distributed within one month. Approval of minutes will occur within one month of distribution based on a call to meeting by the NBCSN President.

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 NBCSN.
3. Monitor and evaluate the programs and certification procedures designed to implement the established goals and objectives.
4. Review and approve applications for recertification.
5. Approve the annual budget and supervise other financial affairs as necessary.
6. Review and revise the Bylaws and the Policies and Procedures as needed, at least every three (3) years to ensure they reflect current practice.
7. Select and perform annual reviews of the professional testing firm and approve the contract arrangements for the implementation of the certification process.
8. Participate in the development and maintenance of the certification process.
9. 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. Be eligible to hold any office of the Board, with the exception of President.

Officers

There shall be four officers of the corporation: President, Vice President, Secretary, and 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 Treasurer shall be elected in odd numbered years and the Vice President and Secretary in even numbered years. Officers are eligible for re-election for a two year term, provided their Board eligibility on 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 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 testing firm and the management company administrative staff as necessary;
8. act as liaison with 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. delegate as appropriate, other responsibilities to the Board members;
14. 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. collaborate with the Executive Director and the management company administrative staff to maintain a current state liaison list;
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 the annual caucus of liaisons and professional development activities for liaisons, as determined; and,
9. assume such other duties as designated by the President or the Board.

The Secretary shall:

1. record, maintain and distribute to Board members for approval minutes of NBCSN's meetings;
2. review the NBCSN website at least biannually, or as needed, to identify the need for updates and revisions;
3. form committee to review the By-Laws and Policies and Procedures, as needed, and make recommendations for revisions to the Board for approval; and,
4. assume other responsibilities as assigned by the president.

The Treasurer shall:

1. monitor the general financial affairs, including investments;
2. prepare an annual budget for Board review and approval at the annual meeting ;
3. facilitate audit of all financial accounts every 5 years and at other times when requested by NBCSN;
4. review monthly financial reports from the management company;
5. approve the management company's monthly invoice for payment;
6. approve expenditures over \$5,000;
7. chair the Finance Committee; and,
8. assume other responsibilities as assigned by the president.

Standing Committees and Task Forces

Standing Committees

NBCSN shall have two Standing Committees: a Finance Committee and an Examination Committee.

1. Finance Committee Responsibilities
 - a. Review current budget performance as needed.
 - b. Review quarterly financial statements and investment performance reports and make recommendations regarding investments.
 - c. Review the annual budget (drafted and proposed by the Treasurer) for the upcoming fiscal year and make revisions (as needed) before presenting it to the Board for approval at the annual meeting.
 - d. Interface electronically, via conference call(s), and/or face to face before the annual meeting to finalize the proposed budget and investment recommendations.
 - e. Present the recommended annual budget to voting board members for approval each year during the annual meeting.
2. Finance Committee Chair (Treasurer) Responsibilities
 - a. Preside at all finance committee meetings.
 - b. Prepare and forward written reports of all meetings and communications to board members.
 - c. Work with the NBCSN President, Executive Director, and management company on strategic investment strategies as needed.
 - d. Consult and monitor with the President and Executive Director on all major expenditures for NBCSN throughout the year.
 - e. Consult annually with the President, Executive Director, and investment counselor regarding investments.
 - f. Throughout the calendar year, review the budget with the President and Executive Director and share this information with voting members of the Board.
3. Examination Committee Responsibilities (to be developed)
4. Examination Committee Chair Responsibilities (to be developed)

Other Committees, Special Committees and Task Forces

From time to time, the NBCSN President may appoint individuals, including board members, state liaisons and other NCSNs to serve on committees or task forces. The purpose, time frame and expected outcomes of a committee or task force shall be spelled out at the time it is established. 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 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:

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 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 the NBCSN Vice President by April 15.
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. The Vice President may remove liaisons who fail to fulfill the responsibilities of the position from the liaison roster.

Guidelines for Liaison Support to Promote Certification

1. Attendance at State School Nurse Conference:
 - a. NBCSN will provide a banner and items such as NCSN ribbons and print materials for distribution as promotional purposes at state and regional meetings
 - b. NBCSN will provide 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. NBCSN will award an honorarium of \$100 for providing and attending the NBCSN booth during scheduled vendor/exhibit times
 - i. All NBCSN materials, including the banner and unused promotional items must be returned in a timely manner before payment of the honorarium will be made

- ii. Before the honorarium will be sent, liaisons are required to submit documentation related to vendor's fees and exhibit attendance to NBCSN no later than 45 days after the date of the school nurse event.
 - iii. Late requests (beyond 60 days) for honorariums must be submitted to the NBCSN Vice President for determination of payment.
 - iv. No other expenses such as travel, lodging, meals, conference registration and supplies will be reimbursed.
2. Provision of a Liaison Tool Kit to be given to Liaison upon appointment as State Liaison.
 - a. Included are a:
 - i. Tabbed portfolio
 - ii. Welcome letter
 - iii. Policy & Procedure
 - iv. Liaison contact sheet
 - v. State listing of NCSNs
 - vi. Other items as determined

CERTIFICATION EXAMINATION

The Certification Examination for School Nurses is prepared by NBCSN in consultation with a professional testing organization using well recognized methods to develop a valid and reliable measure of school nursing knowledge. Certified school nurses validate the examination questions. Test data and exam content are reviewed and analyzed annually. 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

Role Delineation

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 skills, professional attitudes and knowledge needed to function as a school nurse.

Examination Development

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 expert must be currently practicing 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 the 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 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 statement similar to the one that board members sign (in Appendix) that ensures the integrity of the examination.

The Board works with a testing firm for its examination development. A specialist from the testing firm, relying on the test content outline and weighting, assembles 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 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 the 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 answer is correct or considered the best. 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 mid-summer. This method of delivery provides candidates the flexibility to schedule their appointment in keeping with their schedules. Candidates may also reschedule their testing appointment within the two week window, as needed.

Item Selection and Examination Validity

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. 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.

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

NBCSN strives to insure that issues of bias and sensitivity are addressed in its exams and recertification procedures related to characteristics that have no bearing on the competencies being measured such as ethnic background, race, color, religion, gender, national origin, political affiliation, marital status, sexual orientation, age, disability, economic status and any other concerns unrelated to ability. This policy shall be published on its website and in its examination and recertification brochures.

The Board accomplishes this by:

1. Selecting the persons who conduct item reviews to represent a broad spectrum of the profession and holding item review workshops in various geographic locations around the country
2. Using content experts to review new examination questions to ensure that each question is clear, succinct, appropriate, and free from bias.
3. Selecting the persons who review each new examination to represent a broad spectrum of the profession and various geographic locations to ensure that the questions and overall examination are reviewed with sensitivity and free from bias.

4. Reviewing statistics from every examination, at least annually, including the responses to questions on gender, ethnicity, and geographic location, to ensure that the overall examination is free from bias.
5. Reviewing client feedback and complaints from each examination, at least annually, related to examination procedures, testing environment, and examination questions.
6. Reviewing the testing company's biannual report on applications for recertification for potential issues related to sensitivity or bias.
7. Considering sensitivity and potential bias in developing and revising NBCSN's published materials.

If a concern is identified, it becomes an action item to be addressed by the Board at that time or a task force is assigned to address the issue or problem.

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. NBCSN shall revise its examinations as needed to be in compliance with changes in the *Standards for Education and Psychological Testing*, the Accreditation Board for Specialty Nursing Certification standards, or in any of the Federal requirements.

Eligibility

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

1. Submit a copy of their license as a registered nurse (RN) in one of the United States.
 2. Submit an academic transcript or proof of current certification, demonstrating attainment of one of the following:
 - a. A bachelor's degree or higher in nursing or the equivalent in other countries OR
 - b. A bachelor's degree or higher in a health-related field relevant to school nursing, including or in addition to a total of six (6) credits for undergraduate or graduate courses in any combination of the following subjects:
 - i. Management of primary health care problems of children and/ or adolescents
 - ii. Health assessment of children and/or adolescents
 - iii. Public health/community health/epidemiology

OR

 - c. Current certification by NBCSN as an NCSN.
3. Meet the clinical practice requirements of a minimum of 1,000 hours that have been worked within the three years prior to taking the test. 1000 hours is roughly equivalent to the hours worked by a full time school nurse who works at least 6 hours/day for a school year of 180 days. Clinical practice requirements and individual readiness are addressed below.
4. Complete the online application to take the certification examination for school nurses.
5. Pay the required fee.

Additional eligibility requirements:

1. 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.
2. Registered nurses enrolled in Masters Programs (RN-MSN) that do not confer bachelor's degrees may apply to take the NCSN Examination upon completion of the graduate program.
3. 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, such as those with memberships in the National Association of Credential Evaluation Services (NACES).

Clinical Practice Requirements for Certification

Eligible 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.

1. **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 or their families where there is continuing professional responsibility and accountability for the outcomes of these actions.
2. **Indirect clinical practice** in school nursing is defined as involvement that:
 - a. 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;
 - b. entails continuing professional responsibility and accountability for the outcomes of the involvement.

Not eligible as clinical practice in school nursing includes:

- a. substitute nursing in a school, except as a full time substitute working consecutive days for the required clinical practice hours;
- b. one-to-one nursing as the nurse's sole responsibility within a school;
- c. employment in the direct sales, marketing or distribution of school nursing-related products or services in pharmaceutical, technology or other school health-related industries;
- d. community health screenings;
- e. work in a camp setting;
- f. and jobs unrelated to school nursing.

Eligibility versus readiness to take the exam

Eligibility to take the exam and an individual's readiness to take the exam are not the same. Some school nurses may be prepared to take the exam after 1000 hours of acceptable clinical practice (*roughly equivalent to the hours worked by a full time school nurse in a 180-day school year*), while others may require many more hours of experience and preparation. Factors that may affect an individual's readiness include:

- level of education
- formal coursework in school nursing and education systems
- nursing experience prior to school nursing (e.g., child and adolescent primary care and public health versus adult inpatient nursing)
- exposure to child health in age ranges outside of school assignment
- continuing education
- supervision by a school nurse administrator
- on the job reference materials
- formal or informal mentoring
- professional development and professional leadership provided within the school district and state.

Review of Applications for Eligibility

1. All application materials are submitted to the management company whose staff then enters the applicant demographic information into the database.
2. Trained management company staff, according to the written criteria provided by NBCSN, reviews all applications for examination; Experience, education and licensure are the major criteria used for review, along with a completed application.
3. The Executive Director ensures that management company staff involved with credential review and review of eligibility to take the examination have the knowledge and skill required, in accordance with written guidelines, to review essential documents, establish a candidate's credentials and eligibility to take the examination, and, when indicated, refer to the President or Executive Director a candidate whose documents, credentials or eligibility are unclear.
4. If there are questions about eligibility for examination, the trained management company staff member contacts the NBCSN President or Executive Director for directions on how to proceed with the application.
5. The President or Executive Director reviews findings with the referring staff member, and with the Board if appropriate.
6. The NBCSN President, in consultation with the Board, will make all final decisions regarding eligibility.
7. The Executive Director monitors the subcontractor responsibilities in this process through communications with the staff and the appropriate supervisor, providing orientation, review of procedures when indicated, and a random audit of examination applications each year to determine adherence to the correct procedures. The Board will determine the number of applications audited annually.

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 firm 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 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

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

ADA Accommodations

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, cameras, or electronic devices are allowed in the examination room. Candidates should only bring photo identification and a writing instrument to the examination site. Any other materials 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 that 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 the Testing Company within 30 days of receipt of exam results. The Testing Company will investigate all claims and issues and notify the NBCSN President of the candidate complaint and inquiry results. The NBCSN President will direct the Testing Company regarding the appropriate action or resolution, based on the results of the investigation, and status of the certification application process. The Testing Company will notify the candidate and take any other steps required to resolve future technical or operational problems of a similar nature.

On an annual basis, the President or Executive Director will review reports received by the Testing Company and NBCSN during the past year and current Testing Company procedures to ensure ongoing maintenance of standardized testing conditions and appropriate handling of test irregularities. Any concerns identified will be brought to the attention of the Board at the fall/winter business meeting for further review and action, as indicated.

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 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 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 through no fault of the candidate, 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 trademark (NCSN™) after their names and will receive certificates from NBCSN. Only those who pass the examination and maintain their credential through the current recertification process will be permitted to use the registered trademark. No "grandfathering" of the credential is permitted.

There is **no** retired status or inactive status for NCSNs. School Nurses 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, or
3. misrepresentation of certification status.

NBCSN is the governing body to which notification of a suspected misrepresentation of the credential or noncompliance with licensing requirements should be made. Should 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. In the case of revocation, the NBCSN President will notify the employer and state liaison of any change in the NCSN status of an individual.

ONLINE PRACTICE TEST POLICY AND PROCEDURES

The Online Practice Test

1. The Online Practice Test for School Nurses (hereinafter Practice Test) will consist of a maximum of 75 questions of the objective multiple-choice type. The Practice Test will be given online on an ongoing basis.
2. The purpose of the Practice Test is to allow participants to:
 - a. experience taking a computerized exam,
 - b. review content similar to that included in certification examination for school nurses, and

- c. learn more about question format, style, and level of difficulty.
- 3. The Practice Test will include questions from the same content areas as used in the Certification Examination.
- 4. Participants will be provided with the following information:
 - a. Performance on the Practice Test may differ from actual performance on the certification examination.
 - b. There is no guarantee that taking this practice test will help the participant pass the certification examination.
 - c. Participation in the Practice Test is not required as a prerequisite to taking the certification examination.
 - d. Achievement on the Practice Test does not insure success (or failure) on the certification examination.
- 5. In no case shall participants be told that they have “passed” or “failed” the Practice Test.
- 6. Upon completion of the practice test, the participant will receive an instant score report showing test performance in each of the content areas.

NBCSN Responsibilities for the Online Practice Test

NBCSN will perform the following functions at its expense:

- 1. Review the practice test at least every three years and release test questions from the existing item bank as needed.
- 2. Permanently retire from use on the NBCSN examination for certification any test question released for use in the online Practice Test system.
- 3. Provide the testing firm with specifications for the Practice Test including the number of items to be included in each content area.
- 4. Provide final review of the Practice Test before it is released to the testing firm for use in the online Practice Test system.
- 5. Determine on an every three-year basis the User fee to be charged participants, based on the testing firm’s administrative expenses and NBCSN development expenses. This determination is to coincide with the three-year contract term of the testing firm fee.
- 6. Approve any refunds to be issued to participants.
- 7. Provide information about the Practice Test to potential participants.

The Testing Firm Responsibilities for the Online Practice Test

The Testing Firm will perform the following functions at its expense:

- 1. Consult with NBCSN on the management of the Practice Test with particular emphasis on test items, general design, analysis and operations of the Practice Test program.
- 2. Prepare for review by NBCSN representatives at least every three years the draft of a new Practice Test, using only test questions released by NBCSN for the Practice Test system.
- 3. Import the NBCSN approved Practice Test draft to the online Practice Test system.
- 4. Manage credit card fees from participants to allow authorization to take the Practice Test.
- 5. Make available information about the Practice Test in the NBCSN Handbook for Candidates and on the NBCSN website.
- 6. Secure the Practice Test to disable electronic copying or screen capturing of test questions and graphics.
- 7. Determine the total and content area scores for each participant according to standards established by NBCSN and have results ready for participants to print upon completion of the Practice Test.
- 8. Hold all items used in the Practice Test as NBCSN property to be used solely for NBCSN programs.
- 9. Consult with NBCSN on professional, technical and administrative matters relevant to the development and administration of the Practice Test.

RECERTIFICATION

NCSNs are required to renew their certification in order to demonstrate that they have kept current with new practices, knowledge, standards, laws, 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.

It is the responsibility of the NCSN to maintain active/current address and contact information with the NBCSN administrator. Certified School Nurses are notified one (1) year and again six months prior to 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 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 regarding the revocation of the credential 90 days after the anniversary date, unless an extension has been granted by the President.

Clinical Practice Requirements for Recertification

Clinical Practice in school nursing means being 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. A minimum of 2,000 hours of clinical practice during the last five years, at least 750 of which must be in the prior three years must be met to recertify.

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 (i) 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 and (ii) 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; and jobs unrelated to school nursing.

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, such 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, such 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 issues or nursing practice.
2. Each individual academic credit, from an accredited institution of higher learning, will be considered as ten (10) contact hours for quarter courses or, fifteen (15) contact hours for semester courses.
3. Courses may be under-graduate or graduate level and a transcript of successful completion with a grade of C or better is required.
4. On-line academic courses 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 board reviewer.

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. Copies of program certificates must accompany the application.

Candidates will be notified within six (6) weeks of the receipt date of the application as to their recertification status. If the recertification 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 **any** 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, and
5. failure to submit the recertification fee.

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

The management company receives all applications, fees and documentation for recertification and distributes the documentation to members of the Board or a Committee of the Board for review. The Board or Committee members review the applications and documentation, and complete a recertification checklist form, which is to be returned to the management company within two (2) weeks.

Procedure for Review of Recertification Applications

1. Members of the Board or a Recertification Committee of the Board review the information provided by the candidate on the application to ensure eligibility:
 - a. 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.
 - b. applicant's RN license is current.
 - c. the courses listed by the candidate on the worksheet match the certificates provided.
 - d. the number of hours claimed for continuing education and academic credit are valid.
 - e. supporting alternate credits requested, such as submitted items for the exam, precepting student nurses, and/or authoring articles in peer reviewed journals or other professional publications meet eligibility criteria.
 - f. Total the credits claimed meet criteria.
2. If additional information or clarification is needed, the auditing Board or Committee member contacts 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 management company administrative staff should be notified when Board members have requested additional documentation or extended deadlines.
3. When there is a question about documents for recertification, or if interpretation or decision-making is required, Board or Committee member auditors should seek the advice of the President or Executive Director who may also consult other board members.
4. Once a Board or Committee member determines that the candidate has met the recertification criteria, the member notifies the management company administrative staff via email.
5. The management company administrative staff will send the new certificate to the candidate.
6. Individuals who are currently certified as of June 2011 are allowed to recertify using the requirements in existence during their recertification period. Individuals certified or recertified after June 2011 need to meet the new requirements.
7. The Executive Director ensures that management company staff involved with reviewing

applications for recertification has the requisite knowledge and skill required, in accordance with written guidelines, to ensure that applications are complete.

8. Issues with credential review are discussed at each board meeting.

Recertification Extensions and Late Fees

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 an NCSN have extenuating circumstances that 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:

1. documentation lists dates of active duty, and dates of return to school health employment, and
2. continuing education units are earned within a period of six (6) years since the date of the original examination or the last recertification date.

Additional extensions may be granted by the NBCSN President upon written request and a description of the circumstances.

Appeals for failed exams or denial of recertification

Individuals may appeal a denial of certification or 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 NBCSN shall be final.

FINANCIAL POLICIES

The Board of Directors 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 six (6) months of operating expenses 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 charged with investing funds of NBCSN shall be done in a prudent and fiscally responsible manner.

The investment official, acting in accordance with this written policy and the written direction of 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 Treasurer, in consultation with the President, Vice President, Finance Committee, and with the assistance of the testing firm's 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 testing firm's Administrative Services Director, the testing firm's Financial Administrator, and the NBCSN President, Executive Director, and 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

NBCSN shall hire a management company to act as its administrative staff. This company, along with the NBCSN Executive Director, will 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

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

Intellectual Property

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

Confidentiality

All NBCSN operations, methods, materials, documents, procedures, and proceedings relative to certification examinations are considered private, confidential, and proprietary information of the organization. All NBCSN certification examination information is to remain secure and confidential. All members of the Board shall sign an Ethics statement form (in Appendix) annually. All individuals participating on committees as subject matter experts, item writers, and item reviewers shall sign a similar statement (in Appendix).

Conflict of Interest

All members of NBCSN, its management company, and its testing firm staff shall avoid conflicts of interest and shall not profit personally from their affiliation with NBCSN, or favor the interests of themselves, relatives, friends, or other affiliated organizations over the interests of NBCSN. Should there be potential for a conflict of interest, the Board, its management company, or its testing firm 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. An Ethics statement form (in Appendix) will be signed annually.

Training Activities

Members of 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. To ensure compliance with this policy, NBCSN shall annually review current Policy and Procedures of its Testing Company for ensuring the security of all examination materials, and review any related complaints made to the Testing Company or NBCSN related to examination security.

Verification of Certification

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, and
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 management company's administrative staff of a change in their name or address or utilizes the software incorporated into the NBCSN Website for such purposes. 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 an NCSN who has been nominated by an 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.

A nominee must be an NCSN in good standing, and currently employed in the specialty area of school nursing. Current and prior members of the Board are not eligible for the award. 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.

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 NBCSN through activities which promote expertise in school nursing practice through certification.

Annual Reception

NBCSN may host a reception to honor and recognize the accomplishments of the NCSNs. The Executive Director will arrange the reception, with guidelines and funding provided by the Board.

TRAVEL AND EXPENSE GUIDELINES

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 NBCSN funds. Appropriate receipts must be submitted with all requests for reimbursement.

Reimbursement will be made for:

- a. transportation:
 - i. all regularly scheduled 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,
 - iii. automobile mileage reimbursement at the current IRS mileage rate, but not to exceed the cost of a round trip coach ticket.
 - iv. ground transportation (including tips) to and from the hotel or meeting site
 - v. parking fees or highway tolls
- b. lodging
 - i. lodging will be reimbursed at the single occupancy rate at the designated meeting hotel
 - ii. in cases when an NBCSN representative must arrange for lodging, reimbursement for reasonable room rates for the geographic region will be allowed
- c. meals
 - i. meals will be reimbursed up to a maximum of \$55 per day.
- d. communication

- i. telephone calls, faxes, and other means of communication on behalf of 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.