

# NCSN

## RECERTIFICATION HANDBOOK



## Recertification Overview

	ELIGIBILITY REQUIREMENTS	FEEES
<b>RECERTIFICATION</b> (REQUIRED EVERY FIVE YEARS)	<b>BY CEUS</b> <ul style="list-style-type: none"> <li>CURRENT RN LICENSE</li> <li>PROOF OF 2,000 CLINICAL HOURS IN A SCHOOL SETTING OF WHICH 750 HOURS MUST BE WORKED IN THE LAST THREE YEARS</li> <li>DOCUMENTATION OF AT LEAST 75 NCPDS/CES</li> </ul>	<ul style="list-style-type: none"> <li>\$255</li> <li>\$100 LATE FEE APPLIED TO APPLICATIONS SUBMITTED AFTER THE RECERTIFICATION DUE DATE</li> </ul>
	<b>BY EXAM</b> <ul style="list-style-type: none"> <li>APPLY FOR THE NCSN EXAM</li> <li>SIT FOR AND PASS THE NCSN EXAM BEFORE YOUR RECERTIFICATION DUE DATE</li> </ul>	<ul style="list-style-type: none"> <li>\$370 EARLY BIRD RATE</li> <li>\$390 REGULAR RATE</li> <li>\$50 LATE FEE APPLIES TO ANY APPLICATION SUBMITTED AFTER THE APPLICATION DEADLINE</li> </ul>

### Quick Links:

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- [Recertification Requirements \*\*OVERVIEW\*\*](#)
  - [Acceptable NCPD/CE Education \*\*PROGRAMS\*\*](#)
  - [Acceptable NCPD/CE Education \*\*PROVIDERS\*\*](#)
  - [NOT Acceptable Continuing Education Programs](#)
  - [Acceptable NCPD/CE \*\*PROFESSIONAL ACTIVITIES\*\*](#)
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## GENERAL INFORMATION

### CERTIFICATION

The National Board for Certification of School Nurses, Inc. (NBCSN) endorses the concept of voluntary certification by examination for all school nurses. Certification is one part of a process called credentialing. It focuses specifically on the individual and is an indication of current competence in a specialized area of practice. Board certification in school nursing is highly valued and provides formal recognition of school nursing knowledge and competence. The Nationally Certified School Nurse (NCSN) credential is a personal commitment to higher standards that inspire credibility and confidence.

The American Board of Nursing Specialties (ABNS) granted the NCSN program initial accreditation in May of 2008 and was reaccredited every 5 years, most recently in 2023. ABNS is the standard-setting body for specialty nursing certification programs and offers a stringent and comprehensive accreditation process. NBCSN demonstrated that it meets the 18 ABNS standards of quality. This means that a nationally recognized accrediting body has determined the NCSN credential is based on a valid and reliable testing process and the structure in place to administer the examinations meet, and even exceed, the standards of the certification industry from a legal, regulatory and association management perspective.

Certification does not end with the successful completion of the examination. To keep the NCSN credential, NCSNs must, every five years, either document a minimum of continuing education credits in school health issues or, alternately, retake the examination. This demonstrates a commitment to continued competence.

### MISSION

The mission of the National Board for Certification of School Nurses, Inc. (NBCSN) is to advance the quality of school health services (school nurse practice) by providing a rigorous national credentialing process, to validate competency based on professional standards.

### VISION

The vision of NBCSN is to have national certification by NBCSN widely recognized and highly valued by providers, employers, and the public as the standard of excellence for school health services.

## PURPOSE

The purposes of the NBCSN are to:

1. Develop, administer, and evaluate a national certification process for school nurses that:
  - a. Provides recognition to those individuals who meet the eligibility requirements of the NBCSN and pass the National Certification Examination for School Nurses by awarding the credential of National Certified School Nurse (NCSN).
  - b. Establishes and measures the level of knowledge required for certification in school nursing.
  - c. Provides 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 competence 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.

## RESPONSIBILITY FOR NOTIFICATION OF ADDRESS CHANGE

It is the responsibility of the NCSN must keep his or her contact information up-to-date with NBCSN (address, telephone and email) in order to receive the reminder notices sent out in advance of a candidate's recertification date and to avoid an additional fee for submitting a late application. Missed deadlines because of forwarded and lost mail/email are your responsibility and may incur late fees or forfeited recertification status.

- NBCSN will notify you via email, one (1) year before the expiration of your certificate expires.
- **You will be charged a late fee of \$100** for recertification applications received within 90 days after your recertification date. This is **in addition** to the application fee. There are no refunds of fees. No request for an extension will be granted beyond 90 days after the recertification date. After the 90 days, your NCSN credential will be revoked, and you must retake the exam to re-obtain the NCSN credential.

## RECERTIFICATION

To maintain NCSN status, recertification by examination or continuing education is required every five years. Information about the requirements for recertification can be found on the NBCSN website at <https://www.nbcna.org/ncsn/recertification>.

All NCSNs, except NCSN-E's, 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.

[How to Complete the NCSN  
Recertification Application Video](#)

### Rationale for Recertification

ABSN defines Continuing competence as:

“The ongoing commitment of a registered nurse to integrate and apply the knowledge, skills, and judgment with the attitudes, values, and beliefs required to practice safely, effectively, and ethically in a designated role, patient population and/or setting.”

As an applicant is required to be a registered nurse to be certified, it follows that continual renewal of that license is required for recertification.

Continued employment in the practice of school nursing, school nurse administration, school nurse education, 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 continues to expand the school nurse's knowledge and improve the breadth and quality of services nationally certified school nurses provide.

Courses and professional activities are designed to enhance the school nurse's current knowledge and skills and to provide new knowledge and skills to help the school nurse provide the most appropriate, safe, and up-to-date care to the school community.

#### Reference

Spence, D., Wicks, T., Wojnakowski, M. and Plaus, K. (2021). Benchmarking study on continuing certification in healthcare and allied health fields: program variables, commonalities, and trends. *Journal for Nursing Regulation*, 12(2), 34-40.  
[https://www.nbcna.com/docs/default-source/research-files/benchmarking-study.pdf?sfvrsn=40eac920\\_2](https://www.nbcna.com/docs/default-source/research-files/benchmarking-study.pdf?sfvrsn=40eac920_2)

## RECERTIFICATION REQUIREMENTS

NCSNs have two options to recertify:

- By Nurse Continuing Professional Development (NCPDs)/CEs
- By Exam

### Recertify by NCPDs/CEs

Candidates for recertification must meet current eligibility requirements and submit appropriate documentation to demonstrate that criteria are met.

- A copy of the applicant's current RN license.
- Evidence of at least 75 NCPDs/CEUs
- Employment in school health or related services,
- a minimum of 2,000 hours of clinical practice in the area of school nursing during the past five (5) years, at least 750 of which must be in the prior three years, defined further below
- Payment of required fees.



## Recertify by Exam

Candidates for recertification must meet current eligibility requirements and submit appropriate documentation to demonstrate that criteria are met.

- A copy of the applicant's current RN license.
- Apply for the NCSN Examination.
- Sit for and pass the current NCSN examination PRIOR TO your certification end date.
- Payment of required fees.

## CLINICAL PRACTICE REQUIREMENTS FOR RECERTIFICATION

**Clinical Practice** in school nursing means employed or contracted (including self-employed) 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** includes:
  1. Clinical supervision of school nurses, education and clinical supervision of baccalaureate/master's nursing students in school health, including providing NCPD/CE *OR*
  2. 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
  3. Entails continuing professional responsibility and accountability for the outcomes of the involvement.

**Not eligible** as clinical practice in school nursing includes:

1. one-to-one nursing as the nurse's sole responsibility within a school;
2. employment in the direct sales, marketing or distribution of school nursing-related products or services in pharmaceutical services,
3. technology or other school health-related industries;
4. community health screenings;
5. work in a camp setting;
6. preceptorship/mentor and;
7. jobs unrelated to school nursing.



## NURSING CONTINUING PROFESSIONAL DEVELOPMENT

To apply for recertification by NCPD/CE, you must complete 75 units of documented school nursing practice professional education AND/OR activities which must be:

- related to the practice of school nursing,
- sponsored by an approved national or state accrediting agency (including NBCSN),
- completed during the five years prior to the expiration date on your certificate, and
- worth a minimum of 1 credit hour

NBCSN accepts a variety NCPD/CE programs and activities as eligible for recertification credit. For clarity and brevity, NBCSN differentiates them as follows:

Types of NCPD/CE:	Name	Abbreviation	Reporting unit
Traditional continuing education class	Continuing Education	CE	Contact Hour
Academic course	Academic Credit	AC	Credit
Membership in NASN, authorship of journal article, volunteering for NBCSN, board member for NASN or NBCSN (among others)	Professional Activity	PA	Varies ( <a href="#">see professional activities chart</a> )

While not required, NBCSN strongly encourages NCSNs include a variety of topics throughout the [exam domains](#) (content outline) when submitting hours of continuing education.

### *Continuing Education*

NCPD education programs (CE) are assessed, planned, implemented, and evaluated per adult learning principles and professional education standards and ethics. The educational design process includes procedures for protecting educational content from bias, supplying 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 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
- Authoritative federal entities, e.g., CDC, FDA

All certificates of attendance must include:

- Your name
- Name of the approved accreditation or certification body. (Organizations such as hospitals, state nursing associations etc., may work with approved/accredited providers to provide continuing education programs and should note the collaboration and the provider/accreditation name on certificates)
- Date of attendance
- Number of NCPD credits (CE)

## DOCUMENTATION OF APPROVED CREDITS

### Acceptable NCPD Continuing Education (CE) (non-academic)

**Related to School Health:** Program content must be related to school health practice and be approved by a national accrediting agency (as described above.) These may include workshops, seminars, professional development offerings, and state/national conferences.

**Online:** Online courses, teleconferences, and “webinars” are acceptable, provided they are approved by a national or state accrediting agency.

**Course Outline/Syllabus:** Single-offering courses, seminars, workshops, or conferences listed as six (6) hours or greater must be accompanied by a course outline or content agenda attached to the recertification application.

**Conferences:** For conferences with multiple concurrent sessions, each session attended must be named individually on the certificate or agenda. Total credit for the conference must be greater than 1 credit/hour but individual sessions may be less than hour. For example, poster sessions are often less than one hour, but may be added together for more than one hour with other sessions.

## Non-Acceptable CE Programs:

- 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.
    - Exception: PALS, ATLS, ACLS will be accepted for credit *only one time* during the five-year recertification period.
  - Basic computer technology courses, such 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 Course Work as NCPD/CE:

- Academic courses must be taken within the framework of a curriculum that leads 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.
- Academic courses related to earning an MSN (or an NBCSN approved MEd in School Nursing or School Health) DNP, or PhD in Nursing are eligible for academic credit.
- Online academic courses from accredited institutions are acceptable.
- 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.
- You must submit a transcript of successful completion of each course with your recertification documentation.
- Prerequisite courses, such as mathematics, government, anatomy, physiology, languages, literature, etc. will NOT be accepted.

## Miscellaneous Activities

NBCSN may ask you to show how the course content promotes expertise in school health or is relevant to the school nursing practice. You may need to supply additional information or documentation before credit will be granted.

## OTHER PROFESSIONAL ACTIVITIES FOR NCPD/CE CREDIT

Professional activities such as precepting students, presenting CE programs, writing professional nursing articles, volunteering for a NBCSN committee or project, and being a member of NASN all promote and enhance the professional expertise of the NCSN. The NBCSN recognizes and supports many endeavors that promote and enhance the role of the certified school nurse and grants credits for certain professional activities.

[Appendix 1](#) will help you with specific items, criteria, and credits granted for these professional qualifying activities. Upload these certificates or the documentation needed in your NCSN account.

## RECERTIFICATION EXTENSIONS AND LATE FEES

Up to 90 days after the recertification date, a \$100 late fee will be assessed for processing recertification applications. The certification will be revoked after 90 days and may only be reinstated by taking and passing the Certification Examination for School Nurses.

NCSNs who may have an extenuating circumstance (such as serving on active military duty, illness, etc.) may extend the recertification period for up to an additional twelve (12) months past the recertification date, or in the case of active military duty, the end of active duty, without incurring late fees or penalties, provided that:

1. documentation of extenuating circumstance or 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,
3. A letter of request for extension describing the situation should be addressed to the NBCSN Recertification Chair(s).

If the extension is denied, the applicant can appeal the decision to the NBCSN Appeals Committee who shall review the request and make a decision. The decision of the Appeals Committee shall be final.

## REVOCACTION OF CERTIFICATION

Certification may be revoked for any of the following reasons:

1. Falsification of an Application, credentials, or documentation pertaining thereof.
2. Revocation of current Registered Nurse license.
3. Misrepresentation of certification status.

**Any misrepresentation may be reported to the appropriate state board of nursing.**

NBCSN provides the appeal mechanism for challenging revocation of Board Certification. It is the responsibility of the individual to initiate this process by directing any questions, complaints or concerns in writing, to the President for Board consideration within 30 days of the incident.

## DENIAL OF RECERTIFICATION AND APPEALS OF DENIAL

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
5. Failure to submit the recertification fee

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

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

### TIMELINE FOR RECERTIFICATION APPEALS

- All appeals should be submitted to the NBCSN President within 30 days of the denial of recertification;
- Decisions regarding appeals shall be issued in writing within 20 days of the receipt of the appeal;
- The individual may submit a written appeal to the Board of Directors within 30 days of the receipt of the decision;
- The board shall issue a written decision within 30 days of the receipt of the second appeal.

## EMERITUS

The NCSN Emeritus Credential (NCSN-E) recognizes the service and commitment of retired NCSNs, as well as their achievement and maintenance of the NCSN credential prior to retirement.

When you retire from school nursing as an NCSN, you have the option to retain the credential through the **NCSN-Emeritus** credential.

### ***Requirements:***

- You must currently hold the NCSN credential in good standing.
- The NCSN emeritus credential is *not* available if your NCSN credential has lapsed or is not active.

### ***Applying For The NCSN-Emeritus Credential***

- Application for the Emeritus credential requires a **one-time fee of \$95**.
- [Log onto your NCSN account](#) and select the Emeritus option. Once your application and fee have been processed, information regarding your Emeritus credential certificate will be emailed to you within four to six weeks.
- The Emeritus credential does not expire or need to be renewed.

School nurses with the NCSN-E designation shall not use the NCSN-E designation in any clinical setting or in the context of any clinically related interaction, including clinical volunteer service.

[How to Complete the NCSN-E  
Application Video](#)

# APPENDICES

## APPENDIX 1: Nursing Continuing Professional Development-Professional Activities (non-CE)

Credits Earned	Activity	Documentation Required
1 Per activity participation <i>No maximum</i>	Participation in NBCSN Problem Item Analysis (PIN) call or other NBCSN activity (less than 5 hrs. in length)	1. Copy of certificate of participation
5 Per activity participation <i>Limited to 25/per 5-year cycle</i>	Participation in NBCSN Item Review, For/Exam review, Pool Review, Item Writing Workshop or other NBCSN activity (generally at least 5 hours in length).	1. Copy of certificate of participation.
5 Per leadership role  <i>Max. 5 credits/yr. AND 25/cycle</i>  <i>Points may be the same or different activities each year (e.g. NBCSN liaison for 3 yrs., then NASN Director for 2 years for a total of 25 points.</i>	<b>Leadership Activities</b>  1. Officer/Director position for national or state school nurse organization(s) OR  2. NBCSN Audit Committee member OR  3. NBCSN Liaison	1. <b>Officer</b> —documentation of position, such as copy of programs, minutes, etc.  2. <b>Audit</b> —perform at least 5 audits/year as confirmed by Recertification Chair. Copy of certification of participation is provided by NBCSN annually.  3. <b>Liaison</b> —copy of completed annual report AND report of participation at state or regional conference
1 Per year of membership  <i>Maximum 5 credits</i>	<b>NASN membership</b>	1. Copy of membership card or other evidence for each year claimed. Can be downloaded from NASN website account
5 Maximum 5 credits per year  <i>Minimum of 50 hrs. per semester for student clinical experience with school nurse (hours may include precepting multiple students over the course of a single semester)</i>	<b>Precepting Student Nurses</b>	1. Letter of validation from School of Nursing faculty documenting each year and number of hours of preceptorship
5 Per presentation  <i>Limited 25 credits/5-year cycle. Each course may only be used once 5-year recertification cycle.</i>	<b>Presentation (including poster) of Professional Education Topic (CE or Academic)</b>  Each course or poster presentation submitted must be of a unique topic.  <b>CE program:</b> must provide accredited CE credits that meet NBSN guidelines. CE program must be a minimum of 1 hour (60 min) in length.  <b>Academic Presentation:</b> must be related to school nursing (population health/school health/pediatrics/etc.)	1. CE Program: Copy of agenda or brochure listing faculty, topic, length of program and accreditation statement.  2. Academic Program: Syllabus listing name of course, institution, faculty, student objectives, course credit, dates of course. Basic nursing classes are not acceptable. Must be outside regular school nurse or school nurse instructor clinical hours. Must reflect new knowledge. Each course must be a unique topic.



Credits Earned	Activity	Documentation Required
<b>10</b> Per EACH article with a different topic published within the 5-year cycle.  <i>No maximum</i>	<b>Original Article</b> Published in Professional Journal	1. Copy of the published article OR complete citation
<b>2</b> Per review  <i>No maximum</i>	<b>Peer Reviewer Participation</b> for a professional journal or school nurse-related text.	1. Copy of email from the journal showing the review was submitted. The email should include the date of the review and the journal name.
<b>5</b> Per EACH board position per 5-year cycle.	<b>Participation as a member of a journal editorial board</b>	1. Copy of appointment letter or letter from the journal editor showing years of service during renewal cycle.
<b>10</b> Per chapter	<b>Authoring or Editing a Chapter</b> in a school nurse-related text.	1. Citation in current APA format  2. Credit is allowed for <b>EACH</b> chapter authored within a different topic area AND/OR <b>EACH</b> text edited within the 5-year cycle.

## **APPENDIX 2: Code of Conduct for Certified School Nurses (NCSN), Certifying School Nurses with NBCSN-Issued Credentials and Emeritus Credential (NCSN-E)**

### **PREAMBLE**

The National Board for Certification of School Nurses (NBCSN) endeavors to assure the public that nationally certified school nurses (NCSNs) meet professional standards of knowledge and skills. Additionally, NBCSN has established certain principles to ensure that the school nurses it certifies are upholding appropriate standards of professionalism and ethics in practice. The NBCSN's Code of Conduct for Certified School Nurses (NCSN), and Certifying School Nurses with NBCSN-Issued Credentials including Emeritus Designation (NCSN-E) outlines principles that all certifying school nurses and school nurses holding an NBCSN credential are expected to uphold. Failure to uphold these principles may be cause for disciplinary review.

Disciplinary actions taken at the conclusion of that review may include formal censures, fines, suspension, revocation of certification or eligibility for certification or NCSN-E designation and/or other actions deemed appropriate by NBCSN. Disciplinary actions may be reported to the applicable state licensing board or other legal enforcement authority, the federal government, the school nurse's employer or other interested parties, including individuals seeking information about the school nurse's NCSN certification or NCSN-E designation, as solely determined by the NBCSN and in compliance with NBCSN's information disclosure policy. This Code of Conduct represents some, though not necessarily all, of the behaviors that may initiate review under NBCSN's Policies and Procedures for NCSN Disciplinary Matters.

### **PRINCIPLES OF CONDUCT**

#### *Policies and Procedures for Disciplinary Procedures*

Certified or certifying school nurses shall protect the integrity of NBCSN-issued credentials and of the processes by which those credentials are earned and awarded. Certified or certifying school nurses and school nurses with the NCSN-E designation shall not engage in cheating or other dishonest behavior that violates exam security (including unauthorized reproducing, distributing, displaying, discussing, sharing or otherwise misusing test questions or any part of test questions) before, during or after an NBCSN examination.

- shall not engage in irregular behavior, as defined in NBCSN's Policies and Procedures for School Nurse Disciplinary Matters.
- shall not employ deceptive means, including submitting to the NBCSN any document or testimony that contains a misstatement of fact or omits a fact to obtain, attempt to obtain or assist others in obtaining or maintaining an NBCSN credential.
- shall not manufacture, modify, reproduce, distribute or use a fraudulent or otherwise unauthorized NBCSN certificate shall not falsely represent themselves in any way to be a Nationally Certified School Nurse (NCSN) or a NCSN-E or otherwise use or assist others in using fraudulent credentials, as set forth in in the NBCSN's Policies and Procedures for School Nurse Disciplinary Matters.
- shall promptly inform NBCSN when possessing knowledge or evidence that raises a substantial question of cheating on or misuse of questions from an NBCSN examination, fraudulent use of an NBCSN card, certificate or other document or misrepresentation of NBCSN certification status by a school nurse or any other individual.

Certified or certifying school nurses shall comply with all applicable laws, regulations and standards related to their professional role, including but not limited to those governing clinical practice. Certified or certifying school nurses:

- shall respect appropriate professional boundaries in their interactions with students and families, and others.
- shall avoid behavior that would pose a threat or potential threat to the health, well-being or safety of others apart from reasonable risks taken in a student's interest during the delivery of health care.
- shall not disclose student confidential information, publicly disclose information about a student that the school nurse learned as part of the school nurse's practice, nor disparage any student in a public setting, (including through social media) based on information observed or learned in the school nurse's practice.
- shall recognize and understand their professional and personal limitations.
- shall practice without impairment from substance abuse and shall practice without impairment from cognitive deficiency or mental illness that, even with appropriate reasonable accommodation, adversely affects their practice.
- shall maintain and demonstrate the ability to engage in nursing professional role activities appropriate to their education, experience, and position. shall behave in a manner that is lawful and ethical, and that upholds accepted standards of professional practice. must report to the NBCSN any adverse regulatory or credentialing action within 30 days of revocation, suspension, surrender, lapse, loss or denial of or any restrictions.
- imposed on a license, authorization, or credential to practice as a health care provider (including authorization to practice as an employee of the federal government or in a jurisdiction not requiring licensure), whether such adverse action is by decision, consent order, stipulation, or agreement.
- must report to NBCSN within 30 days convictions, guilty pleas or no contest pleas to felonies and certain misdemeanors, as described more fully in the Policies and Procedures for NCSN Disciplinary Matters.
- School nurses with the NCSN-E designation shall not use the NCSN-E designation in any clinical setting or in the context of any clinically-related interaction, including clinical volunteer service.

## APPENDIX 3: Checklist for Audit of Recertification

Please follow this checklist as you prepare for your recertification:

- Copy of current RN License
- 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. (A letter from a supervisor/school district on letterhead.) W2 or Check stub is *NOT* acceptable.
- Copies of all course certificates, with information listed below on *each* certificate:
  - Your ***name***
  - ***Number*** of credits per course
  - ***Name*** and ***date*** of program (must be related to School Nursing)
  - Name of ***credentialing organization*** approving the program
  - A ***syllabus*** or ***content outline*** for each course worth ***more than 20 credits***
  - Appropriate documentation requirements for any ***academic course*** work
- Documentation related to ***Miscellaneous Activities***, if applicable
- Required recertification fees.

Go to <http://www.nbcsn.org/recertification> to get details about qualifying courses, miscellaneous professional activities, and associated fees.

**NBCSN *strongly* recommends you include MORE than the 75 credits required, should one or more of your courses/activities not meet the requirements you will not need to submit more documentation.**

**If you are having difficulty logging in, please email [info@nbcsn.org](mailto:info@nbcsn.org) or call 1-833-276-0986 to ask for assistance.**



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