Date:

Dear ([Supervisor] [Principal] [Superintendent])

I would like to take the Nationally Certified School Nurse (NCSN) examination and am looking for funding to do so. The weighted NCSN examination ensures that the candidate who passes the exam demonstrates experience and superiority in the areas of health appraisal, health problems and nursing management, health promotion and disease prevention, special health issues, and professional issues, including research.

Passing the NCSN examination validates the school nurse’s ability to:

* To practice safely, independently, and proactively in the isolated **non-healthcare** environment of the school setting,
* To apply and integrate broad areas of nursing and scientific knowledge, public health principles, and legal parameters to school populations,
* To interact and provide leadership within the broader community to promote family-centered care,
* To work with school and community stakeholders to assess, plan and evaluate community interventions for the health problems of school populations, including emergency preparations,
* To advocate effectively in the school and community setting for the health and for the needs of all students, including those with physical and mental disabilities,
* To participate in research, revise, and initiate policies that reflect best practices, and
* To utilize resources to become knowledgeable about national standards of practice and emerging issues of concern for the health and welfare of students and staff within the educational arena.

After taking and passing the NCSN exam, certified school nurses are required to participate in 75 contact hours of school health-related continuing education in order to maintain the certification. This continuing education requirement assures that the school nurse remains current in their knowledge of the specialty practice of school nursing.

The cost of taking the NCSN exam is a small price for a school (district) to pay to assure that their school nurse has the expertise to care for the students and the school community responsively and effectively. A small price to know that the school nurse understands and can respond to the five domains of school nursing: health appraisal, health problems and nursing management, health promotion and disease prevention, special health issues, and professional issues.

I am requesting $XXX to compensate me for taking and passing the national exam.

[OR]

Did you know that schools or school districts (and perhaps even parent/teacher groups) might be able to fund vouchers for exams and/or study materials? It doesn’t hurt to ask.

Schools can purchase an exam voucher for $370. They are valid for one year. This would allow the district to prepay for the exam and should I no longer be in the district for any reason, the voucher would still belong to the district to assign to another school nurse. NBCSN Review Books and Practice Exams can be purchased with the voucher also. Please contact the NBCSN office at info@nbcsn.org to set this up.