

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

**Please print this page before you apply.**

The school nurse/non-instructional endorsement authorizes the holder to perform nursing services in public schools in grades preschool through 12. This endorsement does **not** authorize the holder to teach in areas related to health.

**OPTION 1**

To be eligible for the School nurse/Non-instructional Standard, the candidate **shall hold the appropriate master's degree** and complete **ONE** of the following:

1. An appropriate NCATE-approved educational services program in School Nursing at an out-of State college or university. **Please send in official transcripts with degree conferral and documentation that you completed an NCATE-approved program.**
2. Out-of-state candidates who have three years of successful full-time experience in the School Nursing field in another state under that state's standard certificate authorizing such service may be eligible for the standard NJ certificate. The candidate shall hold a currently valid standard certificate from that state in the appropriate field. The experience shall occur in the seven years immediately prior to the application for the New Jersey educational services certificate. **Please send in official transcripts, a copy of the out-of-state license, and an official letter on school letterhead from a school official validating 3 years of a fulltime experience under a valid out-of-State license. The letter should include dates of employment, assignment, and full-time or part-time status.**

**OPTION 2**

If you do NOT meet one of the requirements listed above in Option #1, you must complete all the requirements below.

To be eligible for the School Nurse/Non-Instructional Standard, you must complete all of the following:

**Bachelor's Degree Requirement**

- A bachelor's degree is required.

**NJ Registered Nurse License**

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

**CPR & AED Certificate(s)**

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

**Required Study**

- Currently, NJ requires at least 30 semester hour credits that include all 11 areas listed below. **You will need to complete study in the following required areas:**

- (1) a minimum of 6 credits in school nursing

The study must include school health services, physical assessments, organization and administration of the school health program and clinical experience in a school nurse office.

- (2) a course in child/adolescent growth and development (e.g. Child or Adolescent psychology)
- (3) a course in health assessment
- (4) a course in the fundamentals of substance abuse and dependency
- (5) a course in special education and/or learning disabilities
- (6) a course in public health
- (7) a course in human and intercultural relations – suggestions include: urban sociology, history of minority groups, inter-group relations, and urban/suburban/rural problems.
- (8) a course in guidance and counseling
- (9) a course in school law including aspects of school nursing

**Please provide OFFICIAL course descriptions from your college/university catalogue for courses that you believe cover the areas above.** The amount of credits needed to meet the required areas of study may exceed that of the required 21 credit minimum. This means that you may have to complete more than 21 credits in order to meet all required areas of study.

#### Fee Information

- The current cost of the certificate is \$95
- **No checks or money orders will be accepted**
- Please make the payment online at <http://www.nj.gov/education/educators/license/epay.htm>.
- **Please notify your examiner after payment has been made.**
- If you apply and are denied, you will be charged a fee of \$70.
- **All fees, including money left on file, are nonrefundable**

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

#### Applicant Checklist:

**You cannot complete the entire application process online.** After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE in order to complete your application. Please put your tracking number or Social Security number on all documents that you send to our office. For this particular certificate, you will need to send in the following:

- Oath of allegiance/verification of accuracy form. (Available here: <http://www.nj.gov/education/educators/license/forms/verify.pdf> )
- Official transcripts noting degree conferral and all other relevant transcripts. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents.
- NJ Registered Nurse License and CPR & AED Certificate(s). See above for details.
- Official course descriptions for Nursing courses. See above for details.
- Fee of \$95 paid online.