



State of New Hampshire, Department of Education
Credentialing
101 Pleasant Street
Concord, N.H. 03301
Tel: 603-271-2409
Fax: 603-271-4134
cert.info@doe.nh.gov

School Nurse Certification

Effective 11/14/2017

In response to RSA 200:29 School Health Services (effective August 20, 2016), the State Board of Education has adopted rules for the certification and renewal of School Nurses (Ed 504.07, 504.08, 504.09, 512.07) and re-adopted with amendment rules Ed 306.12, 508.16, 509.01, and 509.02.

Initial Certification

Required for all School Nurse certifications:

- copy of registered nurse license
- application for School Nurse Certification
<https://www.education.nh.gov/certification/index.htm>

School Nurse I

- Official transcripts: Associate's Degree in Nursing (ADN)
- Employment Verification Letter: 3 years' clinical pediatric nursing experience or related work experience under a valid RN license
- \$75 application fee

School Nurse I certified nurses shall:

- be assigned a School Nurse II or III as a mentor for the first 3 years of certification*
- be able to renew a School Nurse I certification after one three year cycle. A School Nurse I shall submit to the Credentialing office a verification of enrollment in a board of nursing approved ADN to BSN program that shows a completion date on or before the expiration date of the school nurse I original or renewal certificate. At the end of the second three year cycle, a School Nurse I must meet the requirements of School Nurse III to remain certified.

School Nurse II (for candidates employed as a school nurse on or before July 1, 2016 only)

- employment verification letter of a hire date as a school nurse on or before July 1, 2016

School Nurse III

- Official Transcripts: Bachelor of Science in Nursing (BSN) degree or higher
- Employment Verification Letter: 3 years' clinical pediatric nursing experience or related work experience under a valid RN license
- \$75 application fee

OR

- Out of State education department certified nurses or NCSN (national) certified nurses must submit only a copy of these certifications for evaluation
- \$75 application fee

***School Nurse mentor requirements**

- hold a School Nurse II or III certification
- be appointed by the Superintendent
- have 5 years' experience as a school nurse
- please contact the Credentialing office for a list of eligible mentors

Renewal of School Nurse Certification

This information will be posted here by the Credentialing office as soon as available.

To submit documents:

Email: credentialing.docs@doe.nh.gov

Mail: address at top of this memo's first page in letterhead

Official transcripts need to be received in a sealed envelope or emailed directly by the institution.

Copies of licenses and experience letters can be mailed or emailed.

School Nurse II applications without fee can be mailed or emailed.

School Nurse I and III applications and fee must be mailed together.

For questions about School Nurse certification, please contact:

Amanda Phelps

amanda.phelps@doe.nh.gov

603-271-2408