

SCHOOL NURSE CERTIFICATION

Adopt Ed 504.07 to read as follows:

Ed 504.07 School Nurse I.

(a) An applicant for **school nurse I** shall be currently licensed in New Hampshire as a registered nurse as defined by RSA 326-B:2, X at the associate's degree level and have 3 years of clinical nursing experience under their own license in pediatric nursing or other related nursing areas, including, but not limited to public health, community health, family mental health, emergency and primary care nursing.

(b) The application procedures for certification shall be as follows:

(1) The candidate may obtain the necessary forms and information from the bureau of credentialing; and

(2) The candidate shall file the following materials and documents with the bureau of credentialing:

- a. Completed application form for school nurse I;
- b. An official transcript from a board of nursing approved registered nursing program;
- b. A copy of a valid New Hampshire issued license as a registered nurse; and
- c. An employment verification letter from current or previous employers which demonstrates 3 years of work experience required in Ed 504.07(a).

(c) A school nurse I shall obtain skills, competencies, and knowledge, through the completion of 45 school nurse related continuing education hours during the three year life of the certificate as outlined in Ed 512.07.

(d) A school nurse I shall be assigned a mentor certified as a school nurse II or III who shall:

1. Be listed as an available mentor by the bureau;
2. Be appointed by the superintendent;
2. Have at least 5 years of experience as a school nurse; and
3. Be assigned to mentor during the three years of the original certificate of the school nurse I to which they are assigned.

(e) A school nurse I certificate is valid for three years and can be renewed one time with verification of compliance with Ed 504.07(f).

(f) A school nurse I shall submit to the bureau 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.

Adopt Ed 504.08 to read as follows:

Ed 504.08 School Nurse II.

(a) School nurses employed on or before July 1, 2016 shall submit the following documentation for certification as a school nurse:

- (1) Completed application form for school nurse II;
- (2) Employment verification letter of a hire date as a school nurse on or before July 1, 2016; and
- (3) A copy of a valid New Hampshire issued license as a registered nurse.

(b) A school nurse II shall obtain skills, competencies, and knowledge, through the completion of 45 continuing education hours during the three year life of the certificate as outlined in Ed 512.07 and shall follow the renewal procedures outlined in Ed 509.

(c) A school nurse II with 5 years of school nurse experience shall be listed as an available mentor to a school nurse I as outlined in Ed 504.07(d).

Adopt Ed 504.09 to read as follows:

Ed 504.09 School Nurse III

(a) An applicant for school nurse III shall have completed a board of nursing approved registered nursing program at the bachelor's degree level or higher, be currently licensed in New Hampshire as a registered nurse as defined by RSA 326-B:2, X, and have 3 years current experience in pediatric nursing or other related nursing areas, including, but not limited to public health, community health, family mental health, emergency and primary care nursing

(b) A school nurse holding national certification (NCSN) or other state certification shall meet the requirements of school nurse III.

(c) The application procedures for certification shall be as follows:

(1) The candidate may obtain the necessary forms and information from the bureau of credentialing; and

(2) The candidate shall file the following materials and documents with the bureau of credentialing:

- a. Completed application form for school nurse III;
- b. Employment verification letters from a current or previous employer which outlines three years of work experience required in Ed 504.09(a);
- c. A copy of a valid New Hampshire issued license as a registered nurse at the bachelor's degree level or higher; and
- d. An official transcript from an accredited college or university showing the successful completion of a BSN or higher;

(d) A school nurse III shall obtain skills, competencies, and knowledge, through the completion of 45 continuing education hours during the three year life of the certificate as outlined in Ed 512.07 and shall follow the renewal procedures outlined in Ed 509.

(e) A school nurse III with 5 years of school nurse experience shall be listed as an available mentor to a school nurse I as outlined in Ed 504.07(d).

Readopt with amendment Ed 508.06, effective 6-15-13 (Doc #10362), to read as follows:

Ed 508.06 Fees. Fees shall be paid in accordance with the following requirements:

(a) All checks or money orders for bureau of credentialing applications shall be made payable to "Treasurer, State of New Hampshire."

(b) An application shall not be complete until all the application materials including the proper fee have been filed with the bureau.

(c) The required educator certification fees shall be in accordance with RSA 186:11,X(b), and the fee schedule set forth in Table 508-1 below, with the following fees reflecting the actual cost of the certification service listed:

Table 508-1 Educator Certification Bureau of Credentialing Fee Schedule

Certification Service Fee Charged Original Certificate, except for Master Teacher, or Paraprofessional \$130.00

School nurse I Original Certificate (up to 3 years) \$ 75.00

School Nurse II Original Certificate \$ 0.00 School

Nurse III Original Certificate and School Nurse II and III Renewal Certificate \$ 75.00

Renewal of Certificate, except Paraprofessional or school nurse I, II or III \$130.00

Additional Endorsement to a Certificate \$ 20.00 each Master Teacher Original Certificate—candidates who hold National level certification and are deemed to have satisfied the requirements of Ed

504.031(e)(1) and (3) \$250.00 Master Teacher Original Certificate—all other candidates \$800.00

Processing Fee for Alternative No. 3 \$300.00 Fee for Statement of Eligibility \$ 50.00

Permission to Employ \$ 50.00 Paraprofessional Original Certificate or Renewal of Certificate \$ 25.00

Alternative No. 4 Intern License (up to 3 years) \$130.00 Alternative No. 5 Intern License (up to 2 years)

\$130.00 Duplicate Credentials \$ 20.00 each Late Filing Fee \$ 50.00

SERVICE Initial Fee Renewal Fee Alternative 3B Processing Fee \$ 300.00 N/A Beginner Educator Certificate (BEC) \$ 130.00 \$ 130.00 Experienced Educator Certificate (EEC) \$ 130.00 \$ 130.00

Endorsement – Add to BEC or EEC

\$ 20.00 each endorsement

Intern License – Alternative 4 (up to 3 years) \$ 130.00 N/A Intern License – Alternative 5 (up to 2

years) \$ 130.00 N/A Master Teacher – National Level Certification \$ 250.00 \$ 250.00 Master

Teacher – All other candidates \$ 800.00 \$ 250.00 Paraprofessional I and II \$ 25.00 \$ 25.00

Permission to Employ \$ 50.00 N/A

Statement of Eligibility

\$ 50.00 each endorsement N/A

School Nurse I – 3 years with one time renewal option \$ 75.00 \$ 75.00

School Nurse II \$ 0.00 \$ 75.00 School

Nurse III \$ 75.00 \$ 75.00

Duplicate Certificate \$ 20.00 N/A

Late Filing Fee – Renewal of any certificate after 6/30 each year \$ 50.00 N/A

Readopt with amendment Ed 509.01, effective 6-15-13 (Doc. #10362), to read as follows:

Ed 509.01 Recommended Renewal; Process for Educators Currently Employed Under a Local NH Professional Development Master Plan.

(a) Educator credentials certificates, including school nurse II and III, shall be renewed every 3 years, unless a professional or life certificate was issued prior to 1976.

(b) In addition to compliance with the requirements of this section, the following shall be required for renewal:

(1) Documentation that the educator has met the requirements of Ed 509.03 and Ed 512.04, or Ed 504.08, 504.09 and 512.07 for school nurse; and

(2) Payment of the renewal fee.

(c) The bureau shall provide opportunity for electronic submission of the documentation required under Ed 509.03 to the superintendent for each school district, and/or school administrative unit or both.

(d) The superintendent for each school administrative unit shall verify that each educator whose teaching credentials require renewal has completed professional development as required in Ed 512.04. Verification shall include the name of the educator and the educator's area(s) of certification.

(e) It shall be the responsibility of the credential certificate holder to pay the appropriate fee in a timely manner to the bureau before the expiration of the educator's credential certificate.

(f) Verifications under (c) and (d) above shall be made and the fee under (e) above shall be paid no later than June 30 of the year in which the credential certificate is required to be renewed. Late filings shall be treated in accordance with Ed 509.04.

Readopt with amendment Ed 509.02, effective 6-15-13 (Doc. #10362), to read as follows:

Ed 509.02 Department of Education Renewal; Process for Educators Not Currently Employed Under a Local NH Professional Development Master Plan.

(a) Educator credentials certificates, including school nurse II and III shall be renewed every 3 years, unless a professional or life certificate was issued prior to 1976. School nurse I may renew one time after the first three years of the initial certification.

(b) In addition to compliance with the requirements of this section, the following shall be required for renewal:

(1) Documentation that the educator has met the requirements of Ed 509.03 and Ed 512.05, or Ed 504.08, 504.09 and 512.07 for school nurse; and

(2) Payment of the renewal fee.

(c) Any educator or school nurse not currently employed as a certified educator or school nurse in a New Hampshire public school or teaching in a New Hampshire private school with a valid New Hampshire credential may submit documentation electronically to the bureau or may apply for a renewal directly to:

Bureau of Credentialing

Division of Program Support

New Hampshire Department of Education

101 Pleasant Street

Concord, NH 03301-3860

(d) Any educator or school nurse not currently employed by a school district or school administrative unit in New Hampshire shall comply with Ed 512.05 or Ed 512.07(b) for school nurse, and:

- (1) Submit documentation electronically to the bureau of such compliance; or
- (2) Mail documentation directly to the bureau documenting such compliance.

(e) Educators not employed under the jurisdiction of a state approved local master plan for professional development shall submit the following to the bureau evidence of at least 75 hours of approved professional development activities during the 3-year period preceding the application for credential renewal.

(f) A development activity shall be approved by the bureau for purposes of (fe) above if it includes one or more of the activities listed in Ed 512.02(d)(10).

(g) An educator who holds valid credentials and is not employed in education for 3 or more years of service shall submit to the bureau evidence of satisfactory professional growth listed in Ed 509.03 or Ed 512.05 as a basis for renewal of his/her credential.

(h) The same provisions for timely filing shall be the responsibility of the educator pursuant to Ed 509.01.

Adopt Ed 512.07 to read as follows:

Ed 512.07 School Nurse. Requirements for school nurse I, II and III renewal certificates shall be as follows:

- (a) For those certified school nurses who are employed by an agency listed in Ed 512.01, a minimum of 45 school nurse related continuing education units shall be required; and
- (b) For those certified school nurses who are not employed by an agency listed in Ed 512.01, a minimum of 45 school nurse related continuing education units shall be required.

Appendix I

RULE STATUTE Ed 306.12 RSA 189:24; RSA 200:26-41; 20 U.S.C. § 1232g; 29 U.S.C. § 794 Ed 504.07 – 504.09 RSA 200:29 Ed 508.06 RSA 21-N:9, II(s); RSA 186:11, X(b); RSA 200:29 Ed 509.01 – 509.02 RSA 200:29, RSA 186:11, X(a) Ed 512.07 RSA 200:29; RSA 21-N:9, II(s)