

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 all public schools. This endorsement does **not** authorize the holder to teach in areas related to health.

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 15 semester hour credits that include all 6 areas listed below. You will need to complete study in the following required areas:
 - a minimum of 6 credits in school nursing. (The study will include school health services, physical assessments, organization and administration of the school health program and clinical experience in a school nurse office.)
 - a course in health assessment
 - a course in special education or learning disabilities
 - a course in public health
 - a course in guidance and counseling
 - a course in school law including aspects of school nursing
 - study in airway management and the use of nebulizers and inhalers consistent with nationally recognized standards

All credits must appear on a regionally accredited 4-year college/university transcript. 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 15 credit minimum. This means that you may have to complete more than 15 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**

Online Certificate Information

- All information about certificates is now available online, including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Instructions to view this information can be found at www.state.nj.us/education/educators/license/tcis/instructions.pdf.
- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. Additionally, the move to electronic certificates will save costs associated with printing and mailing, as many of our neighboring states have discovered. **Therefore, as of May 15, 2015, paper certificates will no longer be issued.**

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.