

Documentation for National Board Certification of School Nurses

The Anchorage School District has approved the National Board for Certification of School Nurses (NBCSN) starting with the 2005-2006 school year. Evidence of the following requirements must be provided for the Anchorage School District to recognize the National Board for Certification of School Nurses.

1) Demonstrated Competencies

Completion of a practice requirement in school nursing met by:
Employment as a full-time school nurse for three years (4,230 hours) at one or more levels, elementary, middle, or high school
Part-time school nurses are eligible provided they have worked an equivalent of 4,230 hours in school nursing. The Human Resources Department can verify employment hours

2) National Exam

National certification through NBCSN validated standards based exam with passing scores in each of the five areas tested. Submit a copy of the certificate with effective dates. Certificate must be current to be eligible.

3) Continuing Education Hours

An applicant must have attained a minimum of 200 continuing education hours (CE) within the past five years. The five-year date will commence each year on June 1. Approvers of continuing education in nursing must accredit these hours through the American Credentialing Center Commission on Accreditation, as required by State of Alaska licensure renewal stipulations. The CEs must be specifically related to the promotion and delivery of safe and effective health care in school nursing practice. **College credits may not be substituted.** The Director of Health Services will verify that the CEs meet the requirements through signature on the source sheet below.

A cover sheet delineating these requirements with appropriate attachments is submitted to the Director of Human Resources, Certificated Staff. The Director will be responsible for forwarding the packets to the Health Services Supervisor for final approval and processing. The initial approval will be in effect as long as the certificate is current and the AEA contract recognizes National Board Certification. ***In order to continue receiving the bonus, a copy of a renewed certificate must be submitted to Human Resources.***

To ensure prompt processing your completed packet should be submitted to the Director of Human Resources by October 28th and no later than May 1st for the following school year.

Submitted by: _____ Date: _____

Documentation for National Board Certification of School Nurses

Employment is a minimum equivalency of three full-time years (4,230 hours). For instance, if you have been hired as a 0.5 nurse it would take six years to meet this requirement.

Yes ___ No ___

National Board Certification

A copy of the current National Board for Certification of School Nurses is attached

Yes ___ No ___

Accredited Continuing Education Hours taken within past five years (copies of certificates attached). Minimum of 200 hours required. If you have the required two hundred hours completed in the last three years and they are documented in MLP you may attach a copy of that electronic transcript from MLP and would not have to submit actual copies of the certificates.

Hours	Course Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	(Continue on back if needed)
_____	Total Hours submitted

Applicant verification that information provided is correct

_____ Date _____

Approval by Director of Health Services

_____ Date _____

Approval by Human Resources

_____ Date _____

Certificate Expires _____