Permits and Certifications for School Nurses

Office of Professional Preparation
April 9, 2014

Note: This is an informational summary of requirements and does not supersede the authority of the most current version of WVBE Policy 5202 which may be accessed at http://wvde.state.wv.us/policies/. All forms require the recommendation of a county superintendent.
First Time Applicants

Instructions for Submitting an Initial Application may be accessed at http://wvde.state.wv.us/certification/forms/firstime.html

ALL first time applicants must complete a fingerprint/background check:

• Applicants may register and schedule a LiveScan appointment (electronic fingerprinting) OR

• Request fingerprint cards from the Office of Professional Preparation
General Requirements

All applicants must meet the following criteria:

1) A United States citizen, unless otherwise noted
2) Of good moral character
3) Physically, mentally and emotionally qualified to perform the duties to which s/he is assigned
4) Have attained the age of eighteen years on or before the first day of October of the year in which the license is issued. (Refer to W. Va. Code §18A-3-2a.)
5) Satisfactory Criminal Investigation Background / FBI checks
Initial Professional Student Support Certificate (Form 20S)

Valid for 3 Years
Total of 3 Options

Option 1 Requires:
• Bachelor’s degree in nursing from an accredited institution of higher education
• A valid WV RN license
• Minimum GPA of 2.0
• Successful completion of an accredited School Nurse Program
Initial Professional Student Support Certificate

Option 2 Requires:

• Master’s degree in nursing from an accredited institution of higher education
• Minimum GPA of 3.0
• A valid WV RN license
• Holds a valid national certification in school nursing from the National Board for Certification of School Nurses, Inc.
Option 3 Requires:

- Master’s degree in nursing from an accredited institution of higher education
- A valid WV RN license
- Minimum GPA of 3.0
- A valid national certification in an area recognized by WVDE for School Nurse that includes, but is not limited to: school nurse practitioner, pediatric nurse practitioner, family nurse practitioner, clinical specialist in community health nursing, clinical specialist in child and adolescent psychiatric and mental health nursing, and advanced nursing administration.
Professional Five-Year Student Support Certificate (Form 4)

Requires:

• 6 Semester hours of appropriate college/university coursework related to the public school program with a 3.0 or higher GPA.

OR

• M.A. plus 30 Salary Classification

OR

• Age 60

AND

• Two years of experience, one of which must be completed in West Virginia within one or a combination of the endorsements on the Initial Professional Student Support Certificate
Renewal Requires:

- 6 Semester hours of appropriate college/university coursework related to the public school program with a 3.0 or higher GPA.
  - The coursework must be: 1) relevant to a master’s degree in a curriculum related to the public school program; 2) related to improvement of instruction and the applicant’s current endorsement area(s); 3) needed to qualify for an additional endorsement; or 4) prescribed by the county as a result of an applicant’s evaluation

OR

- M.A. plus 30 Salary Classification

OR

- Age 60
Permanent Professional Student Support Certificate (Form 4)

Total of 3 Options

Option 1 Requires:
• Must hold or be eligible for the Professional Student Support Certificate valid for five years
• Hold a master’s degree related to the public school program
• Complete five years of educational experience including two within the specialization(s) for which the permanent certificate is requested

Option 2 Requires:
Meet Qualifications for reciprocity per an out of state certificate
Option 3 Requires:

• Must hold or be eligible for the Professional Student Support Certificate valid for five years

• Renew the Professional Student Support valid for five years two times based on: 1) six semester hours of appropriate renewal credit reflecting a 3.0 GPA; or 2) a minimum of a master’s plus 30 salary classification based on the awarding of a master’s degree; or 3) age 60.
First Class/Full Time Permit (Form 1/1A)

Valid for 1 Year

Requires:

- Minimum of an Associate’s Degree in Nursing
- Minimum GPA of 2.0
- A valid WV RN license
- Verification by the designated official at the institution of higher education through which the program is being completed that the applicant has completed 25% or six semester hours, whichever is greater, of the state approved program in the specialization(s) for which the permit is requested
- Submission of the Professional Commitment verifying the applicant’s enrollment in the state approved program
- Employed in area of critical personnel need

Must complete approved program within 5 years
First Class/Full Time Permit (Form 1/1A)

Renewal Requires:

• Offer of employment must continue to be offered in an area of the county’s critical personnel needs

• Completion of six semester hours of required coursework from an accredited institution of higher education reflecting a minimum 3.0 GPA

• Submission of the Professional Commitment verifying the applicant’s enrollment in the state approved program
Short Term Substitute Permits (Form 2S)

Temporary hire for less than 30 consecutive days

Requires:

• A minimum of an Associate’s Degree in Nursing with a 2.0 or higher GPA
• A valid WV RN license
• Completed at least 18 clock hours of training provided by or approved by the employing county
Long Term Substitute Permit (Form 2L)

Temporary hire for more than 30 consecutive days

- A minimum of an Associate’s Degree in Nursing with a 2.0 or higher GPA
- Coursework completed must include at least 12 semester hours in the specialization area of nursing with a GPA of 2.0 or higher for each class, verified by an official transcript
- A valid WV RN license
- Completed at least 18 clock hours of training provided by or approved by the employing county

Note: Individuals holding Long Term Substitute Permits may also Substitute Short Term.
Substitute Permits

Short Term and Long Term are both valid for 3 years

**Renewal** Requires:

- Successful completion of 12 clock hours of in-service training provided or authorized by the employing county

**OR**

- Successful completion of six semester hours of coursework from an accredited institution of higher education related to the public school program