

**LICENSING & ENDORSEMENT****STATEMENT OF PURPOSE:**

The Vermont Agency of Education grants licensing endorsements of school nurse or associate school nurse status to qualified Registered Nurses.

**AUTHORIZATION/LEGAL REFERENCES:**

16 V.S.A. Chapter 51 – Professional Educators

<http://legislature.vermont.gov/statutes/chapter/16/051>

STATE BOARD RULE 2000 EDUCATION QUALITY STANDARDS: CVR 22-000-003 (2015)

[http://education.vermont.gov/documents/EDU-FinalEQS\\_AsAdopted.pdf](http://education.vermont.gov/documents/EDU-FinalEQS_AsAdopted.pdf) (page 4-5)

26 V.S.A. Chapter 28 § 1571 and § 1584 - Nurse Practice Act

<http://legislature.vermont.gov/statutes/chapter/26/028>

School Nurse and Associate School Nurse Licensing Regulation 5440-65 and 65A

[http://education.vermont.gov/documents/educ\\_5100\\_licensing\\_regulations.pdf](http://education.vermont.gov/documents/educ_5100_licensing_regulations.pdf) page 8

School Nurse and Associate School Nurse Endorsements

[http://education.vermont.gov/documents/EDU-Rule-5440\\_Supplement\\_A\\_Licensing\\_Endorsements.pdf#page=120](http://education.vermont.gov/documents/EDU-Rule-5440_Supplement_A_Licensing_Endorsements.pdf#page=120)

Vermont Standards Board for Professional Educators (2014)

Guidelines for Developing Successful Educator Mentoring Programs

[http://education.vermont.gov/documents/EDU-VSBPE\\_Policy\\_Manual.pdf](http://education.vermont.gov/documents/EDU-VSBPE_Policy_Manual.pdf) page 60

**SCHOOL NURSE AND ASSOCIATE SCHOOL NURSE LICENSING REQUIREMENT:**

- Maintain current Vermont Registered Nurse license.
- Maintain current Vermont Agency of Education license with appropriate endorsement.

**RECOMMENDED SCHOOL NURSE, ASSOCIATE SCHOOL NURSE ROLES:**

All nurses new to school nursing should follow their school administration's system for establishing a mentor for the first 1-2 years.

Mentoring shall be a component of each supervisory union's needs-based professional learning system. The superintendent or their designee shall determine the specifics of each mentoring program in their school(s) in accordance with the guidelines approved by the State Board of Education, Vermont Standards Board for Professional Educators, and state law addressing mentoring for educators. (EQS, pg., 13)

**RESOURCES:**

Vermont Department of Education, Licensing

<http://education.vermont.gov/new/html/maincert.html>

On-line initial licensing:

[http://education.vermont.gov/documents/EDU-Initial\\_License\\_Application\\_Online.pdf](http://education.vermont.gov/documents/EDU-Initial_License_Application_Online.pdf)

Paper process: (Not available after March 6, 2015) [Application Packet for Initial Vermont](#)

[Educator License](#)

Tutorials for Online Licensing:

<http://education.vermont.gov/licensing/online-licensing/tutorials>

Vermont Testing Requirements:

<http://education.vermont.gov/licensing/become-an-educator/testing-requirements>

Vermont Standards Board for Professional Educators

VSBPE – Policy Manual

[http://education.vermont.gov/documents/EDU-VSBPE\\_Policy\\_Manual.pdf](http://education.vermont.gov/documents/EDU-VSBPE_Policy_Manual.pdf)

Vermont State Board of Nursing – <https://www.sec.state.vt.us/professional-regulation/professions/nursing.aspx>

The Praxis Series: Teacher Licensure and Certification

<http://www.ets.org/portal/site/ets/menuitem.fab2360b1645a1de9b3a0779f1751509/?vgnnextoid=48c05ee3d74f4010VqnVCM10000022f95190RCRD&WT.ac=Praxis+Brochure+and+Front+Door>

Vermont Nurses In Partnership, Inc.

A non-profit organization whose mission is to support nurse mentoring, coaching and best clinical practices. <http://www.vnip.org/>

Vermont State School Nurses Association

Mentoring for School Nurses: <http://www.vssna.org/>

**Sample Policies, procedures, forms;**

School Nurse Licensing information sheet

Frequently Asked Questions by School, and Associate School Nurses

Transcript Review: many resources at: <http://education.vermont.gov/licensing/licensed-educators/transcript-review>

Worksheet for School Nurses:

[http://education.vermont.gov/documents/EDU-Licensing\\_Endorsement\\_School\\_Nurse.pdf](http://education.vermont.gov/documents/EDU-Licensing_Endorsement_School_Nurse.pdf)

Worksheet for Associate School Nurse:

[http://education.vermont.gov/documents/EDU-Licensing\\_Endorsement\\_Associate\\_School\\_Nurse.pdf](http://education.vermont.gov/documents/EDU-Licensing_Endorsement_Associate_School_Nurse.pdf)

## SCHOOL NURSE LICENSING INFORMATION SHEET

### Application Checklist:

#### License Type(s) Term Fee

Level I or Apprenticeship 3 years

\$200.00 includes:

- \* \$50.00 Non-refundable application processing fee
- \* \$50.00 fee per year per license term

Level II or Retired 5 years

\$300.00 includes:

- \* \$50.00 Non-refundable application processing fee
- \* \$50.00 fee per year per license term

Provisional 2 years

\$150.00 includes:

- \* \$50.00 Non-refundable application processing fee
- \* \$50.00 fee per year per license term

Emergency 1 year

\$100.00 includes:

- \* \$50.00 Non-refundable application processing fee
- \* \$50.00 fee per year per license term

License terms were changed with the Vermont Standards Board for Professional Educators Rule changes beginning July 1, 2015.

Legal Forms – **You must click the following links to access these forms.** Download, complete and return with your application.

Legal Form- *Disclosure statement and explanation of disclosures as needed:*

[http://education.vermont.gov/documents/EDU-Licensing\\_Disclosure\\_Form.pdf](http://education.vermont.gov/documents/EDU-Licensing_Disclosure_Form.pdf)

Legal Form- *Mandatory "Good Standing" Declaration:*

[http://education.vermont.gov/documents/EDU-Licensing\\_Mandatory\\_Good\\_Standing\\_Form.pdf](http://education.vermont.gov/documents/EDU-Licensing_Mandatory_Good_Standing_Form.pdf)

Legal Form- *Oath notarized:* [http://education.vermont.gov/documents/EDU-Licensing\\_Oath\\_Affirmation\\_Form.pdf](http://education.vermont.gov/documents/EDU-Licensing_Oath_Affirmation_Form.pdf)

[http://education.vermont.gov/documents/EDU-Licensing\\_Oath\\_Affirmation\\_Form.pdf](http://education.vermont.gov/documents/EDU-Licensing_Oath_Affirmation_Form.pdf)

Legal Form- *Consent for Release of Registry Information:*

[http://education.vermont.gov/documents/EDU-Licensing\\_Registry\\_Consent\\_Form.pdf](http://education.vermont.gov/documents/EDU-Licensing_Registry_Consent_Form.pdf)

*Criminal Background Check:* [http://education.vermont.gov/documents/EDU-Licensing\\_Criminal\\_Record\\_Check\\_Instructions.pdf](http://education.vermont.gov/documents/EDU-Licensing_Criminal_Record_Check_Instructions.pdf)

[http://education.vermont.gov/documents/EDU-Licensing\\_Criminal\\_Record\\_Check\\_Instructions.pdf](http://education.vermont.gov/documents/EDU-Licensing_Criminal_Record_Check_Instructions.pdf)

Resume

Verification of Testing Requirements: FAQ: [http://education.vermont.gov/documents/EDU-Licensing\\_FAQ\\_Testing.pdf](http://education.vermont.gov/documents/EDU-Licensing_FAQ_Testing.pdf)

Praxis CORE test OR Praxis I (or one of the approved alternatives) has been taken, and

Praxis II if required for endorsement being sought.

OR

Authentication of 3 years teaching in the last 7 years for at least part time under a valid

educator license, and

- Valid non-conditional license from another state.
- Official College Transcripts
- Documentation of any credentials that are required by the endorsement sought.
  - Current Certification in CPR / AED / First Aid?

Mail complete application to: Office of Licensing, Vermont Agency of Education, 219 N. Main St., Suite 402, Barre, VT 05641

Application processing:

- Applications will be reviewed in date order once accepted
- Applications will be processed within 30 days of receipt
- If an application remains 'under review' for more than 60 days, a '30-day' close letter will be sent.
- Pending applications will be closed after 90 days.

**[Exceptions to this policy are at the discretion of the Agency]**

## Frequently Asked Questions:

1. Why must a school nurse or associate school nurse hold an educator's license in addition to the VT Registered Nurse license?

The Vermont Legislature empowers the Vermont Standards Board for Professional Educators and the state Agency of Education to determine licensure standards and requirements for Vermont Public Schools to assure high caliber professionals and high quality public educational programs for Vermont students (16 V.S.A. § 1691-1964)

All professionals [16 V.S.A. § 1691a (10) (2014)] are held to the same high standards of safety (background checks), educational background verification (transcript), and basic competencies (Core Praxis tests).

School professionals, when hired are eligible to be placed on the master teachers' contract with commensurate benefits to their colleagues with similar qualifications.

Vermont recognizes that the pre-K-12 public educational work setting is unique from other professional work places. Professionals in this setting are responsible for having command of their specific specialty practice in addition to the educational setting to which they are assigned.

2. Why must a school nurse or associate school nurse take the Core Praxis tests when they already have their RN license?

A passing score on the Core Praxis test documents your academic skills in reading, writing and mathematics (<http://www.ets.org/praxis/about>). Please see this link for possible exceptions of other exams taken prior to August 31, 2014:  
[http://education.vermont.gov/documents/EDU-Licensing\\_FAQ\\_Testing.pdf](http://education.vermont.gov/documents/EDU-Licensing_FAQ_Testing.pdf)

In addition, school nurses or associate school nurses collaborate with other school personnel to promote health education and a healthy living environment for students and staff, as well as working with other school personnel to remove health-related barriers to the learning of individual students.

3. Some of the Praxis information says that I have to have graduated from a four year bachelor's degree. Can/do I still take the test if I am applying to be an Associate School Nurse?

Yes, you can still take the Core Praxis tests if you do not have a four year degree and you do need a passing score to become an Associate School Nurse as a graduate of a diploma or AD school of nursing. (See Educator Endorsements)

4. Are school nurses or associate school nurses the only pre-licensed professionals who must hold an additional license to practice in schools?

In addition to school nurses and associate school nurses, the following professionals must hold other licenses (in addition to pre-employment experience, clinical hours, internships, etc.):

- Applicants for Provisional Career Technical Education endorsements must have an Associate's Degree, or its equivalent, but are exempt from the baccalaureate Degree requirement.
- Applicants for a Provisional Educational Speech Language Pathologist endorsement must hold a current Vermont clinical SLP license.
- Applicants for Provisional Junior ROTC Instructor endorsements must hold the Department of Defense certification as a junior ROTC instructor and are exempt from the baccalaureate degree requirement.
- Applicants for Provisional Driver and Traffic Safety Education endorsement must demonstrate coursework equivalent to Vermont's Driver Education I and II and meet the Additional Requirements for the endorsement.
- Applicants for a Provisional School Psychologist endorsement must hold a current Vermont Clinical Psychologist license or be a currently Nationally Certified School Psychologist (NCSP) through the National Association for School Psychologists (NASP).

For more information please see the **complete:** [Rules Governing the Licensing of Educators and the Preparation of Educational Professionals 12/26/14](#)

#### 4. What is HQT and how does it relate to school and associate school nurses?

A highly qualified teacher (HQT) is a category for educators who provide direct instruction in core subjects: <http://education.vermont.gov/licensing/professional-standards/hqt> . (2015)