NATIONAL BOARD FOR CERTIFICATION OF SCHOOL NURSES

POLICY AND PROCEDURE MANUAL

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION, VISION, AND PURPOSE</td>
<td>1</td>
</tr>
<tr>
<td>SCHOOL NURSE CREDENTIAL</td>
<td>1</td>
</tr>
<tr>
<td>ACCREDITATION PROCESS</td>
<td>1</td>
</tr>
<tr>
<td>NON-DISCRIMINATION</td>
<td>1</td>
</tr>
<tr>
<td>GOVERNANCE</td>
<td>2</td>
</tr>
<tr>
<td>Appointment of Board Members</td>
<td>2</td>
</tr>
<tr>
<td>Meetings</td>
<td>4</td>
</tr>
<tr>
<td>Duties and Responsibilities of Board of Directors</td>
<td>5</td>
</tr>
<tr>
<td>Duties and Responsibilities of Public (Consumer) Member of the Board of Directors</td>
<td>5</td>
</tr>
<tr>
<td>Officers</td>
<td>5</td>
</tr>
<tr>
<td>Duties and Responsibilities of Officers</td>
<td>5</td>
</tr>
<tr>
<td>Duties and Responsibilities of Executive Director</td>
<td>6</td>
</tr>
<tr>
<td>Standing Committees and Task Forces</td>
<td>7</td>
</tr>
<tr>
<td>STATE LIAISON PROGRAM</td>
<td>9</td>
</tr>
<tr>
<td>State Liaison Qualifications:</td>
<td>9</td>
</tr>
<tr>
<td>State Liaison Responsibilities:</td>
<td>9</td>
</tr>
<tr>
<td>State Liaison Application</td>
<td>9</td>
</tr>
<tr>
<td>Guidelines for Liaison Support to Promote Certification</td>
<td>9</td>
</tr>
<tr>
<td>CERTIFICATION EXAMINATION</td>
<td>10</td>
</tr>
<tr>
<td>Role Delineation</td>
<td>10</td>
</tr>
<tr>
<td>Examination Development</td>
<td>10</td>
</tr>
<tr>
<td>Question Format</td>
<td>11</td>
</tr>
<tr>
<td>Examination Format</td>
<td>11</td>
</tr>
<tr>
<td>Item Selection and Examination Validity</td>
<td>11</td>
</tr>
<tr>
<td>Content Validity Bias and Adherence to External Measurement Standards</td>
<td>12</td>
</tr>
<tr>
<td>Eligibility versus Readiness to Take the Exam</td>
<td>14</td>
</tr>
<tr>
<td>Review of Applications for Eligibility</td>
<td>14</td>
</tr>
<tr>
<td>Appeals of Eligibility Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Fees</td>
<td>15</td>
</tr>
<tr>
<td>American with Disabilities Act (ADA) Accommodations</td>
<td>15</td>
</tr>
<tr>
<td>Closed Book Examination</td>
<td>15</td>
</tr>
<tr>
<td>Testing Sites</td>
<td>16</td>
</tr>
<tr>
<td>Technical and Operational Problems</td>
<td>16</td>
</tr>
<tr>
<td>Passing Score</td>
<td>16</td>
</tr>
<tr>
<td>Statistical Analysis</td>
<td>16</td>
</tr>
<tr>
<td>Reporting of Results</td>
<td>16</td>
</tr>
<tr>
<td>Retesting</td>
<td>17</td>
</tr>
<tr>
<td>Credential</td>
<td>17</td>
</tr>
<tr>
<td>NCSN-Emeritus Credential</td>
<td>17</td>
</tr>
<tr>
<td>Revocation</td>
<td>18</td>
</tr>
<tr>
<td>ONLINE PRACTICE TEST POLICY AND PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>RECERTIFICATION</td>
<td>21</td>
</tr>
<tr>
<td>Continuing Education and Professional Activity Requirements for Recertification</td>
<td>22</td>
</tr>
<tr>
<td>Continuing Education Programs</td>
<td>22</td>
</tr>
<tr>
<td>Academic Credit Courses</td>
<td>24</td>
</tr>
<tr>
<td>Other Professional Activities</td>
<td>24</td>
</tr>
<tr>
<td>Recertification Application Review-Audit</td>
<td>26</td>
</tr>
<tr>
<td>Recertification Extensions and Late Fees</td>
<td>27</td>
</tr>
<tr>
<td>FINANCIAL POLICIES</td>
<td>28</td>
</tr>
<tr>
<td>Annual Budget</td>
<td>29</td>
</tr>
</tbody>
</table>
MISSION, VISION, AND PURPOSE

NBCSN’s mission is to advance the health and learning of students, and wellness of the school community, through a rigorous national certification process for school nurses.

NBCSN’s vision is that a nationally certified school nurse will safeguard the health of every student so as to optimize learning and promote healthy communities.

The purposes of NBCSN are to:
1. develop, administer, and evaluate a national certification process for school nurses
   a. Provide recognition to those individuals who meet the eligibility requirements of NBCSN and pass the National Certification Examination for School Nurses by awarding the credential of National Certified School Nurse (NCSN);
   b. Establish and measure the level of knowledge required for certification in school nursing;
   c. Provide a standard of requisite knowledge required for certification, thereby assisting the employer, public, and members of the health professions in the assessment of school nurses.
2. develop and evaluate additional mechanisms for professional competency assessment in school nursing;
3. promote continued professional growth in the practice of school nursing;
4. assist in the enhancement and communication of knowledge concerning professional testing and competency assessment of school nurses, and;
5. perform such other functions as may be deemed consistent with the foregoing.

NBCSN is an independent organization; however, NBCSN works in collaboration with the National Association of School Nurses, Inc (NASN) and communication between the two organizations shall remain a priority.

SCHOOL NURSE CREDENTIAL

NBCSN endorses the concept of voluntary national certification by examination for all school nurses. Professional certification in school nursing provides an ongoing, quality credentialing process for eligible school nurses. Certification represents a national standard of preparation, knowledge, and practice. To assist with this recognition, NBCSN provides the opportunity for school nurses to set the standards for their specialty area through voluntary professional national certification.

ACCREDITATION PROCESS

In pursuing the goal to ensure a rigorous application and credentialing process, the NCSN® certification program sought application and was first granted accreditation by the American Board of Nursing Specialties (ABNS) in May 2008. In 2009 ABNS created a separate and autonomous accreditation board, ABSNC Accreditation status is granted for five years.

The Board shall put aside $5000 every year in its annual budget towards the expenses related to reaccreditation.

NON-DISCRIMINATION

It is the policy of NBCSN, that the Board and any agency with whom it contracts, will not discriminate in employment or in application of its certification program based on age, gender, race, religion, ethnic or national origin, sexual orientation, disability, veteran status, or marital status.
GOVERNANCE

A Board consisting of eight (8) voting members and two (2) non-voting members shall manage the affairs of this corporation. Seven (7) voting members of the Board shall be active NCSNs who are actively employed in school health services upon their initiation to the Board. An individual, who is not a registered nurse and who has no familial or employment relationship to any past or present Board member, shall be appointed to serve as a voting member of the Board of Directors, representing the public as a consumer of school health services. A designee of NASN shall serve as a non-voting member of the Board. An Executive Director appointed at the sole discretion of the Board shall be a non-voting ex-officio member of the Board.

All terms of voting members of the Board shall commence on January 1 following appointment to the Board for a three-year term. A board member shall be eligible for one additional 3-year term.

The President of NBCSN or President’s designee shall serve as a liaison to the NASN Board of Directors.

Board Authority

The Board shall have sole authority to establish goals, objectives, programs, and certification procedures to accomplish the mission of NBCSN.

The Board shall:

1. Establish goals, objectives, programs, and certification procedures to accomplish the mission of NBCSN;
2. Monitor and evaluate the programs and certification procedures designed to implement the established goals and objectives;
3. Review applications and make recommendations for certification/recertification;
4. Ensure that the resources necessary for achievement of goals and responsibilities are available and used efficiently; and
5. Establish and maintain current policies and procedures for NBCSN.

NBCSN shall be the sole and exclusive owner of all right, title and interest in and to the certification materials, examination, and all items, examination forms, program materials, data, statistics, and any other materials, or work product owned, prepared, or developed or provided by NBCSN. NBCSN shall retain ownership over all candidate, certificant, and subject matter expert data. NBCSN shall be responsible for the development, administration, and evaluation of the examination. The Board shall be responsible for the investigation/management of testing irregularities and contingency plans. Eligibility requirements for certification and recertification shall be determined by the Board. NBCSN will work with the testing company in the process of setting passing scores. The Board shall oversee all aspects of the appeals process. The Board shall demonstrate fiscal responsibility and oversee all aspects of budget preparation, approval, and management. Fees shall be set by the Board and reviewed as needed.

Appointment of Board Members

The Board will engage in active succession planning through its state liaison and committee programs, marketing, and other activities to identify, mentor, recruit, nominate and appoint qualified candidates who have the requisite leadership skills to serve on the Board.

Qualifications

1. NCSN applicants must be:
   a. NCSN certified on appointment and throughout tenure
   b. Actively employed in school health services (e.g., clinician, practitioner, educator, administrator)
2. All members must demonstrate:
a. Leadership, collaboration, and management skills.
b. Commitment to the school-nursing specialty and to professional certification as a means to promote desired student outcomes.
c. Understanding of issues related to certification from a global perspective.
d. Effective experience serving as a volunteer leader at a national, regional, or local level of any organization.
e. Ability to actively contribute to the work of the Board.

3. Additional qualifications for Public Member:
   a. Views specialty nursing certification as a means for public protection.
   b. May have previously served as a public member of other boards.
   c. Knowledge of schools desirable
   d. May not be or ever have been:
      i. a nurse or other healthcare professional;
      ii. a current or past employee of the certifying organization, the related specialty membership organization, or a testing vendor.

4. Competencies required for all Board Members
   a. Conceptual thinking
   b. Customer service orientation
   c. Flexibility
   d. Information seeking
   e. Initiative
   f. Integrity
   g. Interpersonal understanding
   h. Organizational commitment
   i. Relationship building
   j. Teamwork and cooperation

Application Requirements: (see also Appointments Process, Step One below)

1. A brief one-page letter from the candidate explaining why s/he would like to serve on the NBCSN Board and highlighting any unique skills s/he would bring to the organization.
2. Current vitae (resume) – with description of activities relevant to leadership, management, certification, test development, service on a Board of a non-profit organization, and other accomplishments.
3. One letter of recommendation from a colleague or supervisor who has served with you in a leadership capacity, such as a state school nurse organization or another not-for-profit organization, or in the course of your employment.
4. Completed application form.

Appointment Process

1. Step One: A Succession Committee of the Board, appointed by the President, reviews all candidate applications, rates each candidate on a Candidate Rating Form, and makes an initial selection of potential candidates based on the ratings. The initial selection of candidates is based on:
   a. Professional credentials, including NCSN (except that the public member may not be a nurse)
   b. Current employment in school health services (except public member)
   c. Demonstrated leadership, collaboration, and management skills
   d. Effective leadership as a volunteer on a community or professional board
   e. Diversity
f. Expertise and specific skill set(s) identified as priority needs by the Board at the time of appointment, in such areas as:
   • examination development and psychometrics
   • fiscal accountability, finance, and budgets
   • public relations and marketing, including social networking
   • legal issues, contracts

g. Other skills/expertise

h. Desirable for Public Member: knowledge of school settings, and pupil support services or special education.

2. **Step Two**: The Committee interviews the selected candidate(s) by telephone conference call or in person and may recommend one or more of the candidates for review at the Step Three level.
   a. The Committee interviewers use a standard interview format and the same set of questions for each candidate.
   b. The interviewers rate the candidates with the **Candidate Interview Form**.

3. **Step Three**: For those candidates qualifying for consideration following Steps One and Two, the Executive Director obtains telephone references from the candidates’ employers and from the current president of a local, state, or national volunteer board on which the candidate was an officer or other leader (e.g., the candidate’s state organization of school nurses). The Executive Director (or other Board member appointed by the President) completes the telephone interview (Employer and State Organization President) for each candidate.

4. **Step Four**: Candidates, who appear eligible for Board membership following review at Steps 1-3, are considered by the full Board and voted on for appointment or nomination to the Board.
   a. Nomination to the Board means that, by majority vote of the Board, the candidate is determined as eligible for appointment to the Board for up to one year after nomination, subject to a brief review (see Step 5). Nomination to the Board is based on the skill set and competencies of the candidate and ensures that the candidate will be given priority consideration for appointment to the Board should a vacancy occur within a year following nomination.

   b. Appointment to the Board means that, by majority vote of the Board, the candidate is offered a position on the Board to be filled within three months of the vote of the Board. Appointments to the Board shall be based on the fit between the current needs of the Board and skill set and competencies of the candidate(s). No appointments shall be made for positions that will not be vacant within three months of the vote to appoint.

5. **Step Five** (for nominated candidates): When a vacancy on the Board occurs or will occur in the next three months, the Board will conduct an abbreviated review of any previously nominated candidate(s). An abbreviated review may include:
   a. Brief re-interview to ascertain any changes in the candidate’s availability or interest, employer’s support, change in employer, skill set and competencies;
   b. An additional telephone reference, if requested by the Committee;
   c. Other relevant information that has come to the attention of the Board since nomination of the candidate.

**Meetings**

The Board shall meet in person at least once each year and may hold additional meetings. All notification of meetings shall be issued to members of the Board thirty (30) days prior to the date of the meeting unless such notice is waived by a quorum. Monthly tele-meetings shall be scheduled on an annual basis by the President.

Minutes from each board meeting shall be distributed within one month. Approval of minutes will occur within one month of distribution based on a call to meeting by the NBCSN President.
Duties and Responsibilities of Board of Directors

1. Attend and participate in Board meetings and complete assigned activities in a timely manner.
2. Establish goals, objectives, programs, and certification/recertification procedures to accomplish the mission of NBCSN.
3. Monitor and evaluate the programs and certification procedures designed to implement the established goals and objectives.
4. Provide oversight of the initial application and recertification process. Approve the annual budget and supervise other financial affairs as necessary.
5. Review and revise the Bylaws and the Policies and Procedures as needed, at least every three (3) years to ensure they reflect current practice.
6. Hire and evaluate annually the Executive Director. Perform annual review of management company.
7. Participate in the development and maintenance of the certification process which may include item writing activities, item review of the proposed versions of the exam. Market and promote NCSN certification.

Duties and Responsibilities of Public (Consumer) Member of the Board of Directors

1. Perform all the duties and responsibilities of the Board members described as above, with the exception of participation in item writing activities, item review of the proposed versions of the exam, or review of recertification applications.
2. Be eligible to hold any office of the Board, with the exception of President or President-elect.

Officers

There shall be four officers of the corporation: President, President-elect, Secretary, and Treasurer who are elected from among the members of the Board. The President and President-elect shall each serve a one year term. The Treasurer and Secretary shall each serve a two-year term. The Secretary and Treasurer are eligible for re-election to one additional two-year term, provided their Board eligibility on NBCSN has not expired.

Duties and Responsibilities of Officers

The President shall:

1. schedule and convene meetings each year to conduct the business of the organization;
2. ensure development of and approve an agenda for each meeting of the board;
3. preside at all meetings of the Board and call such other meetings as necessary according to NBCSN bylaws;
4. mentor the President-Elect and delegate duties to the extent possible;
5. appoint committee chairs, special committees, and task forces as necessary, subject to approval of the Board of Directors;
6. serve as an ex-officio member of all committees and task forces;
7. represent the NBCSN at all official functions or meetings of other groups, including NASN, or designate the President-Elect, Executive Director, or other member of the Board;
8. initiate and participate in communications and meetings with Board members and appropriate representatives of the management and testing companies involving policy and strategic decision-making;
9. serve as last appeal regarding an extension of time for recertification;
10. respond to appeals submitted in writing to the President for denial of certification or recertification;
11. designate a recipient of the President’s Appreciation Award and approve recommendations for the NCSN of the Year and Liaison of the Year awards; and
12. perform such other duties as may be requested or directed by the Board.
13. Designate board members to serve on the succession committee.
14. Prepare annual budget with Treasurer for review at annual meeting and approval by board meeting in December.

**The President-Elect shall:**
1. expect to assume the position of President when it is indicated;
2. work collaboratively with the President to help govern the Board;
1. assume the duties of the President in the President’s absence;
2. complete the term of the President in the event the President is unable to complete his/her term; monitor for consistent progress of strategic goals. Serve as the chair of the succession committee and serve as an ex-officio member of all committees and task forces;
7. Respond to requests from the ED for collaboration in problem solving issues related to the annual audit of the management company’s processing of both exam and recertification applications, including the 100% audit of non-BSN applicants;
8. Respond to requests for assistance from the ED and staff, and provide direction regarding, questions related to eligibility, required documentation, a candidate’s credentials, or other related questions, and communicate a decision to the ED, staff member or candidate as indicated by the issue and circumstances;
9. review applications for the NCSN of the Year award and recommend to the President a recipient of the award; and
10. perform such other duties as may be requested or directed by the Board.

**The Secretary shall:**
1. record, maintain and distribute to Board members for approval minutes of NBCSN’s meetings;
2. in collaboration with the executive director, review the NBCSN website at least biannually, or as needed, to identify the need for updates and revisions;
3. form a committee to complete a general review of the By-Laws and Policies and Procedures every three years, and make recommendations for revisions to the Board for approval; and,
4. assume other responsibilities as assigned by the president.

**The Treasurer shall:**
1. monitor the general financial affairs, including investments;
2. collaborate with the management company staff to prepare an annual budget for Board review and approval at the annual meeting; Prepare annual budget with Treasurer for review at annual meeting and approval by board meeting in December,
3. facilitate audit of all financial accounts every 5 years and at other times when requested by the Board;
4. review monthly financial reports from the management company;
5. approve the management company’s monthly invoice for payment;
6. approve expenditures
7. chair the Finance Committee; and,
8. assume other responsibilities as assigned by the president.

**Duties and Responsibilities of Executive Director**

The Executive Director takes direction from the President of the Board and is responsible to provide leadership, planning and management services as follows:
1. Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
2. Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization and resources that may assist it in accomplishing its strategic plan.
3. Act as a professional advisor to the Board of Directors in relation to the business and activities of the organization.
4. Foster effective teamwork between the Board, the management company, and the Executive Director.
5. Act as a spokesperson for the organization as appropriate.
6. Conduct official correspondence on behalf of the Board as appropriate.
7. Respond to the ever-changing needs of the organization and assume responsibilities that come with these changes.
8. Develop, in collaboration with the President and other members of the Board, an annual operational plan that directs the activities of the Board, management company, and executive director towards achievement of its the strategic plan.
9. Collaborate and coordinate activities with the management company and the Board, to ensure that the operation of the organization meets the expectation of its stakeholders.
10. Serve as the primary communication link between the Board and the management company.
11. Review an annual audit report of the examination audit process from the management company.
12. Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; assist the Board in reviewing its Bylaws and Policy and Procedure Manual every two years; and recommend changes to the Bylaws and Policy and Procedure Manual as appropriate.
13. Finalize changes to the Bylaws and Policy and Procedure Manual when approved by the Board and maintain current copies in Dropbox.
14. Inform the Management company regarding all changes to the Bylaws and Policy and Procedure Manual, ensuring that changes are reflected in contents of the website and in staff handling of NBCSN business.
15. Organize, maintain, and update the contents of Dropbox and work with the management company to ensure a system for archiving NBCSN records, including minutes and written communications.
16. Ensure an annual review of website content in collaboration with Board members and the management company.
17. Provide support to the officers of the Board to assist them in carrying out the responsibilities of their jobs.
18. Provide support to the committee chairs to assist them in carrying out the responsibilities of their jobs.
19. Provide support to all Board members as needed and appropriate.
20. Serve as contact with accreditation agency for all required communications and reports, including the reaccreditation application.
21. Prepare annual budget with Treasurer for review at annual meeting and approval by board meeting in December.

**Standing Committees and Task Forces**

**Standing Committees**

NBCSN shall have four Standing Committees: A Finance Committee, Examination Committee, Outreach Committee, and Recertification Committee, and Succession Committee.

1. Finance Committee Responsibilities
   a. The Finance Committee will include President, President-Elect, Executive Director, Treasurer, and immediate past Treasurer, if available.
   b. Review current budget performance as needed.
   c. Review monthly financial statements.
d. Review the annual budget (drafted and proposed by the Treasurer) for the upcoming fiscal year and make revisions (as needed) before presenting it to the Board for approval at the December board meeting.

e. Interface electronically, via conference call(s), and/or face to face before the annual meeting to finalize the proposed budget and investment recommendations.

f. Present the recommended annual budget to voting board members for approval each year during the annual meeting.

2. Finance Committee Chair (Treasurer) Responsibilities
   a. Preside at all finance committee meetings.
   b. Prepare and forward written reports of all meetings and communications to board members.
   c. Work with the NBCSN President, Executive Director, and management company on strategic investment strategies as needed.
   d. Consult and monitor with the President and Executive Director on all major expenditures for NBCSN throughout the year.
   e. Consult annually with the President, Executive Director, and investment counselor regarding investments.
   f. Throughout the calendar year, review the budget with the President and Executive Director and share this information with voting members of the Board.

3. Examination Committee Responsibilities
   a. Review exam form performance as needed.
   b. Oversee subject matter experts (SMEs) volunteer selection process and procedures to ensure adequate diversity requirements.
   c. Select and present subject matter experts (SMEs) for all volunteer exam activities (item writing, item review, form review and problem item analysis) to the board for review and approval.
   d. Oversee process and procedure for subject matter experts SME evaluation.
   e. In consultation with the President, executive director and management company, present recommended examination activity and testing windows dates to the board for approval.

4. Examination Committee Chair Responsibilities
   a. Preside at all examination committee meetings.
   b. Prepare and forward written reports of all meetings and communications to board members.
   c. Throughout the calendar year, review strategic exam activities with the President and Executive Director and share this information with voting members of the Board.

5. Outreach Committee Responsibilities
   a. Coordination of Liaison program
      i. serve as NBCSN state liaison coordinator;
      ii. solicit liaisons to represent NBCSN in all geographic areas;
      iii. collaborate with the Executive Director and the management company administrative staff to maintain a current state liaison list;
      iv. maintain communication with state liaisons to support and promote certification efforts within their states;
      v. ensure that the annual liaison report is distributed, summarizing key points;
      vi. submit liaison activity reports to the Board;
      vii. coordinate the annual meeting of liaisons;
      viii. review candidates for the Liaison of the Year award and make recommendation to the President; and
      ix. assume such other duties as designated by the President or the Board
      3
   b. Marketing program
      i. periodic news blasts
ii. Support and direct Board in implementing its strategic communications plan.
iii. Other

6. Recertification Chair
   a. Oversee general recertification issues
   b. Assign certificant audits to audit committee members
   c. Follow-up with management staff and audit committee members in regard to current audits

7. Committee Responsibilities
   a. Perform audits as assigned by chair

**Other Committees, Special Committees, and Task Forces**
From time to time, the NBCSN President may appoint individuals, including board members, state liaisons and other NCSNs to serve on committees or task forces. The purpose, time frame and expected outcomes of a committee or task force shall be spelled out at the time it is established. Members to serve on the committee or task force are selected in accordance with their credentials and expertise specific to the work of the committee or task force.

**STATE LIAISON PROGRAM**
The purpose of NBCSN’s state liaison program is to promote certification at the affiliate level. The role of a state liaison is to serve as a resource for information on certification, promote the value of the credential, and maintain communication between state school nurses and NBCSN.

**State Liaison Qualifications:**
1. Be an active NCSN working in the state.
2. Demonstrate interest in promoting certification.
3. Commit to fulfill the responsibilities of a liaison.
4. Submit an application to the Outreach Committee Chair.

**State Liaison Responsibilities:**
1. Respond to all communication from NBCSN in a timely manner.
2. Develop and implement activities to promote certification.
3. Promote and distribute information about certification at state and regional school nurse meetings.
4. Submit annual report of activities to the NBCSN Outreach Committee Chair by April 15.
5. Complete online liaison training.

**State Liaison Application**
1. NCSNs wishing to become a liaison must submit an application to the Outreach Committee Chair of NBCSN. The Outreach Committee Chair in consultation with the President, shall approve all liaison appointments.
2. Appointments are for a two (2) year term, with re-appointment. No more than two (2) liaisons shall be appointed for each state. The Outreach Committee Chair may remove liaisons who fail to fulfill the responsibilities of the position from the liaison position.

**Guidelines for Liaison Support to Promote Certification**
1. Attendance at State School Nurse Conference:
   a. NBCSN will provide a banner and items such as NCSN ribbons and print materials for distribution as promotional purposes at state and regional meetings
   b. NBCSN will provide up to $150 per conference for non-profit vendor/exhibit space
      i. Exhibit space costing more than $150 must be approved in advance by the Outreach Committee Chair.
ii. All requests for the vendor/exhibit fee must be received at least 30 days prior to the date of the meeting.

iii. Vendor/Exhibit fees will be paid directly to the Conference Treasurer by the NBCSN Administrative Assistant.

iv. Request forms must be completed and sent to the NBCSN Administrative Assistant at CCI.

c. NBCSN will award an honorarium of $100 for providing and attending the NBCSN booth during scheduled vendor/exhibit times.

i. All NBCSN materials, including the tabletop display and unused promotional items must be returned in a timely manner before payment of the honorarium will be made.

ii. Before the honorarium will be sent, liaisons are required to submit documentation related to vendor’s fees and exhibit attendance to include a sign in sheet for visitors to the booth to NBCSN no later than 45 days after the date of the school nurse event.

iii. Late requests (beyond 60 days) for honorariums must be submitted to the NBCSN Outreach Committee Chair for determination of payment.

iv. No other expenses such as travel, lodging, meals, conference registration and supplies will be reimbursed.

2. Provision of an Electronic Liaison Tool Kit to be given to Liaison upon appointment as State Liaison.

a. Included are:

i. Presentation/Welcome letter

ii. Policy & Procedure

iii. Liaison contact sheet

iv. State listing of NCSNs

v. Other items as determined

CERTIFICATION EXAMINATION

The Certification Examination for School Nurses is prepared by NBCSN in consultation with a professional testing organization using industry methods and standards to develop a valid and reliable measure of school nursing knowledge. NCSN Subject matter experts (SMEs), in school nursing develop test items. A different group of SMEs will validate the examination questions. A psychometrician ensures that each form of the examination is comparable to others in terms of content and level of difficulty. Test data and exam content are reviewed and analyzed annually. The examination covers the following content areas:

1. Health Appraisal
2. Health Problems and Nursing Management
3. Health Promotion/Disease Prevention
4. Special Health Issues
5. Professional Issues

Role Delineation

NBCSN shall conduct a role delineation study of school nurses no less frequently than every 5-7 years. The role delineation will be used to set the weighting of the exam content areas and to ensure that the examinations are current and are representative of the skills, professional attitudes and knowledge needed to function as a school nurse.

Examination Development

NBCSN determines the content of each certification examination through an ongoing process of evaluation. The Board relies on numerous subject matter experts for test development and validation.
The subject matter expert must be currently practicing as a school nurse, and hold the NCSN credential. Additionally, subject matter experts will be selected keeping in mind the various components of the test content outline in order to ensure that a broad representation of the profession is maintained with regard to number of years as a NCSN, geographic diversity, length of time in the profession, and school setting diversity. Subject matter experts continually provide updated items for the item bank based on current practices in the field of school nursing and assist in the review and editing of submitted items. Generally, once a year, the Board schedules a formal item review of all newly submitted exam questions and a committee of subject matter experts is convened to perform the review. The Chair of the Exam Committee or designee and one additional member of the Board participate in item review sessions.

All subject matter experts who participate in item writing and item review activities sign an ethics statement similar to the one that board members sign to ensure confidentiality and integrity of the examination. Subject matter experts who participate in any portion of item writing and/or item review activities may not take the NBCSN examination nor recertify by exam for a period of 3 years following the last date in their role as subject matter expert for NBCSN.

The Board works with a testing firm for its examination development to ensure accuracy, relevancy, and validity. A specialist from the testing firm, relying on the test content outline, and weighting methods, assembles a draft of each form of the examination, taking into consideration the history of each item’s use, past statistics, equivalency to past forms of the examination, and the comments of previous candidates to specific items.

No form of an examination may remain in active use for more than one test period. Three separate versions of the exam are approved each year by the Board, after review of content, individual test items, test item aggregated data, demographic data obtained from previous year’s tests. The passing score will be established after each exam is administered and results reviewed. Each version of the exam is administered only once, unless the Board grants approval for an additional administration based on extenuating circumstances.

**Question Format**

All 200 questions on the examination are presented in a multiple-choice format, with four answers presented. Only one answer is correct or considered the best. Sample questions can be found in the Handbook for Candidates. 175 questions are items that have already been tested and contribute to the candidate’s score on the exam; 25 new items are included to test them for reliability and do not contribute to the candidate’s score.

**Examination Format**

The examination is administered in a computer-based format at hundreds of testing centers throughout the United States. A candidate may schedule an appointment to take the examination during a two or three-week window, established three times per year, first during the early spring, second in the summer, and third in the fall. This method of delivery provides candidates the flexibility to schedule their appointment in keeping with their schedules. Candidates may also reschedule their testing appointment within the two or three-week window, as needed.

**Item Selection and Examination Validity**

NBCSN is committed to maintaining the services of psychometricians to continuously monitor the testing program to ensure it is based on the highest quality of security and test development procedures. NBCSN shall maintain a list of the qualifications, identities, and demographic data of those persons who participate in item development, examination development, setting the passing score, and the statistical analyses of the test items and of the full examination.
NBCSN shall ensure that all content of the examination is assessed in a reliable manner and that the validity of the examination is maintained. NBCSN shall maintain evidence of equivalence among examination forms.

**Content Validity Bias and Adherence to External Measurement Standards**

NBCSN strives to ensure that issues of bias and sensitivity are addressed in its exams and recertification procedures related to characteristics that have no bearing on the competencies being measured such as ethnic background, race, color, religion, gender, national origin, political affiliation, marital status, sexual orientation, age, disability, economic status, and any other concerns unrelated to ability. This policy shall be published on the NBCSN website and in its examination and recertification brochures.

The Board accomplishes this by:

1. Selecting subject matter experts who conduct item reviews to represent a broad spectrum of the profession and holding item review workshops in various geographic locations around the country or remotely.
2. Using content experts to review new examination questions to ensure that each question is clear, succinct, appropriate, and free from bias.
3. Selecting subject matter experts who review each new examination to represent a broad spectrum of the profession and various geographic locations to ensure that the questions and overall examination are reviewed with sensitivity and free from bias.
4. Reviewing statistics from every examination, at least annually, including the responses to questions on gender, ethnicity, and geographic location, to ensure that the overall examination is free from bias.
5. Reviewing client feedback and complaints from each examination, at least annually, related to examination procedures, testing environment, and examination questions.
6. Reviewing the management company’s biannual report on applications for recertification for potential issues related to sensitivity or bias.
7. Considering sensitivity and potential bias in developing and revising NBCSN’s published materials

If a concern is identified, it becomes an action item to be addressed by the Board at that time or a task force is assigned to address the issue or problem.

NBCSN through the testing company shall administer its certification program in accordance with standards established by the National Council on Measurement Education, the American Educational Research Association, the American Psychological Association, the US Equal Employment Opportunity Commission, and with full consideration of the Civil Rights Act of 1964 and the Americans with Disabilities Act. NBCSN shall revise its examinations as needed to be in compliance with changes in the Standards for Education and Psychological Testing, standards of Accreditation Board for Specialty Nursing Certification, and federal requirements.

**Eligibility**

Certification represents a national standard of preparation, knowledge, and practice. School nursing is an independent practice requiring acute assessment skills. Therefore, NBCSN certifies only registered nurse (RN) candidates. NBCSN believes that educational preparation at the bachelors or higher degree provides the necessary foundation for a school nurse to achieve and maintain competence as an NCSN. RN’s who have a bachelors or higher degree in an area not related to school nursing may take additional coursework in defined areas in order to meet the eligibility requirement to be certified; this ensures that the candidate has the knowledge base in school health issues. Clinical experience in the field of school
nursing assists in preparing candidates to develop the knowledge and skills required to meet the standard of the NCSN credential.

School nurses are eligible to take the certification examination if they:

1. Submit a copy of their license as a registered nurse (RN) in one of the United States.
2. Submit an academic transcript or proof of current certification, demonstrating attainment of one of the following:
   a. A bachelor's degree or higher in nursing or the equivalent in other countries (Please note that as of January 1, 2020, a bachelor's degree or higher in nursing or the equivalent in other countries will be the requirement. The Exceptions listed below will no longer be accepted.) OR
   b. A bachelor's degree or higher in a health-related field relevant to school nursing, (see list of acceptable health degrees).
   c. Candidates with a bachelor's degree or higher in a non-nursing or non-health-related field must have a total of six (6) additional credits for undergraduate or graduate courses in any combination of the following subjects:
      i. Management of primary health care problems of children and/or adolescents
      ii. Health assessment of children and/or adolescents
      iii. Public health/community health/epidemiology OR
   d. Current certification by NBCSN as an NCSN.
3. Meet the clinical practice requirements of a minimum of 1,000 hours that have been worked within the three years prior to taking the test. 1000 hours is roughly equivalent to the hours worked by a full-time school nurse who works at least 6 hours/day for a school year of 180 days documented by a note on letterhead from your supervisor or district official. See below for more information about clinical practice requirements.
4. Complete the online application to take the certification examination for school nurses.
5. Pay the required fee.

Subject matter experts serving on exam development committees may not recertify by examination for a period of three years after the conclusion of their committee service. Subject matter experts who are granted the credential for participation in the development of a new credential may only recertify at the end of their initial certification period by successfully passing the certification exam.

Additional eligibility requirements:
1. Baccalaureate degrees must be granted from programs, which are accredited by national, regional, or state accrediting boards of higher education through the Council for Higher Education Accreditation, or listed as an accredited program by the U.S. Department of Education.
2. Registered nurses enrolled in Masters Programs (RN-MSN) that do not confer bachelor’s degrees may not apply to take the NCSN Examination until completion of the graduate program.
3. Candidates with foreign educational degrees must submit validated transcripts with both general academic and professional licensure evaluation reports from an accredited foreign educational credential evaluation service indicating the degree is equivalent to an accredited program in the United States, such as those with memberships in the National Association of Credential Evaluation Services (NACES). Clinical Practice Requirements for Certification

Eligible clinical practice in school nursing means actively employed or contracted to provide a direct or indirect professional contribution to the health and education of students and their families in public or private school settings.
4. **Direct clinical practice** in school nursing is defined as involvement in the nursing process in a school setting where the nursing actions and judgments are focused on a particular student, family, school community, or group of students or their families where there is continuing professional responsibility and accountability for the outcomes of these actions.

5. **Indirect clinical practice** in school nursing is defined as involvement that:
   a. includes clinical supervision of school nurses, education, and clinical supervision of baccalaureate/master's nursing students in school health, administration of school health services, research, consultation, or other engagement in the field of school nursing that contributes to the specialty's body of knowledge or enhances the quality of school nursing practice;
   b. entails continuing professional responsibility and accountability for the outcomes of the involvement. Compare with Handbook

6. **Not eligible as clinical practice** in school nursing includes:
   a. substitute nursing in a school, except as a full-time substitute working consecutive days for the required clinical practice hours;
   b. one-to-one nursing as the nurse’s sole responsibility within a school;
   c. employment in the direct sales, marketing or distribution of school nursing-related products or services in pharmaceutical, technology or other school health-related industries;
   d. community health screenings;
   e. work in a camp setting; and
   f. jobs unrelated to school nursing.

**Eligibility versus Readiness to Take the Exam**

Eligibility to take the exam and an individual’s readiness to take the exam are not the same. Some school nurses may be prepared to take the exam after 1000 hours of acceptable clinical practice *(roughly equivalent to the hours worked by a full-time school nurse in a 180-day school year)*, while others may require many more hours of experience and preparation. Factors that may affect an individual's readiness include:

- level of education
- formal coursework in school nursing and education systems
- nursing experience prior to school nursing (e.g., child and adolescent primary care and public health versus adult inpatient nursing)
- exposure to child health in age ranges outside of school assignment
- membership in professional associations
- continuing education
- supervision by a school nurse administrator
- on the job reference materials
- formal or informal mentoring
- professional development and professional leadership provided within the school district and state.

**Review of Applications for Eligibility**

4. All applications are completed through the online application system in which the applicants identify their credentials eligibility and attest to meeting the eligibility requirements. The online system identifies the eligibility requirements established by the Board and is operated by the management company.

5. A random audit of ten percent (10%) of all online applications shall be performed by management company staff who have the knowledge and skill required, in accordance with written guidelines, to request and review essential documents, and establish a candidate’s credentials and eligibility to
take the examination. Experience, education, and licensure are the major criteria used for review, along with a completed application.

6. The trained management company staff shall refer to the President-Elect or Executive Director the application of any candidate whose documents, credentials or eligibility are unclear, and request direction on how to proceed with the application.

7. In addition to the random 10% audit, management company staff shall refer to the President-Elect or Executive Director for review and audit every application of a candidate with a bachelor degree in a school health-related field rather than in nursing.

8. The President-Elect or Executive Director reviews findings with the referring staff member, and with the Board, if appropriate.

9. The Executive Director monitors the subcontractor responsibilities in this process through communications with the staff and the appropriate supervisor, providing orientation, review of procedures when indicated, and a random audit of examination applications each year to determine adherence to the correct procedures. The Board will determine the number of applications audited annually (currently 10%).

**Appeals of Eligibility Requirements**

1. Applicants who are found ineligible to sit for the exam but believe that they do meet eligibility requirements may petition the NBCSN President by submitting a letter of appeal with supporting documentation related to the request.

2. Any documentation requested by NBCSN members or management company staff will be at the applicant’s expense.

3. Appeals must include a transcript of the baccalaureate degree with all courses listed, a transcript of other courses taken, a current resume, and a description of activities related to school health services. No letters of reference shall be accepted.

4. Individuals will be notified by NBCSN regarding the status of their appeal within 30 days of receipt of all requested documentation.

5. The NBCSN President, in consultation with the Board, shall make all decisions on appeals regarding eligibility.

6. Determination made by the President of the Board is final.

**Fees**

NBCSN shall annually review and set the fees for the examination and for recertification, in accordance with the annual budgeting process, and shall increase examination fees at a minimum every other year. Considerations in determining when and how much to increase fees include changes in the cost of doing business and the relative percent of that cost incurred by producing the specific program (exam, reaccreditation).

**American with Disabilities Act (ADA) Accommodations**

NBCSN shall permit administration of its examinations only at sites that are accessible in accordance with the requirements of the Americans with Disabilities Act and shall make any other reasonable accommodation to ensure that otherwise eligible candidates are able to take its examination.

**Closed Book Examination**

All NBCSN examinations are closed book. No reference material, programmable calculators, computers, cameras, or electronic devices are allowed in the examination room. A simple calculator may be used. Candidates should bring photo identification to the examination site. Any other materials must be left outside the examination room. Candidates are not allowed to take any written material from the examination room. Candidates who violate these rules may be asked to leave the site and may be disqualified from the examination as well as any future examinations.
Testing Sites

NBCSN partners with a management company to provide a computerized testing service. Individual testing sites may have additional security procedures in place beyond the restrictions listed above. Candidates must abide by the local procedures of these sites.

Technical and Operational Problems

The NBCSN shall endeavor to resolve any technical and operational examination administration problems that occur during an examination. Test administrators and proctors shall be provided with materials addressing most commonplace situations and shall inform the NBCSN of any issues encountered and what, if any, resolution was provided. Any adverse issue related to the exam procedure, proctors or testing site, which the candidate perceives has influenced the testing environment and affected the exam outcome, must be reported to the Testing Company within 30 days of receipt of exam results. The Testing Company will investigate all claims and issues and notify the NBCSN President of the candidate complaint and inquiry results. The NBCSN President will direct the Testing Company regarding the appropriate action or resolution, based on the results of the investigation, and status of the certification application process. The Testing Company will notify the candidate and take any other steps required to resolve future technical or operational problems of a similar nature.

On an annual basis, the Executive Director will review reports received from the testing and management companies, as well as, current testing company procedures to ensure ongoing maintenance of standardized testing conditions and appropriate handling of test irregularities. Any concerns identified will be brought to the attention of the Board at the fall/winter business meeting for further review and action.

Passing Score

The examinations are Pass or Fail only. The method used to set the passing score for the examinations is in accordance with standard criterion-referenced passing score standards. The passing score is set using generally accepted psychometric principles and methods to determine what constitutes a competent school nurse. Each candidate is measured against a standard of knowledge, not against the performance of other individuals taking the examination.

Statistical Analysis

After each form of the examination is administered, a statistical analysis is conducted of the candidates, the examination content, and the items on that form of the examination. Summary statistics include but are not limited to: frequency distributions by total scores, the number of first-time candidates and total candidates who attained each possible score, frequency distributions of the scores of all candidates on each content area of the examination, standard deviations, and a reliability coefficient. A breakdown by demographic variables is also analyzed.

Reporting of Results

Within six weeks after the examination period ends, candidates will be notified in writing of their examination results. The total scaled score and competency levels in each domain of the examination will be reported, whether the candidate passes or fails. No scores will be reported over the telephone or by e-mail. Scores are not sent to any individual other than the candidate. Candidates will not be permitted to review the total or any part of submitted exam, including any individual items missed.

NBCSN will periodically publish aggregate certification data while maintaining candidate confidentiality. Published aggregate data will include the number of test takers, the pass/fail rate, the number of individuals recertified, and the total number of individuals currently certified. This data will be posted on the CCI website and available to the public. Aggregate results will only be made public for groups of 10 or more test takers. The rationale, per the advice of our testing vendor is that in groups of this size it would be difficult to ascertain the test score of any one individual.
Retesting
On occasion, situations may arise in which an examination administration is disrupted or rendered invalid. Should such circumstances arise through no fault of the candidate, NBCSN shall provide another opportunity for the candidate to take an alternate form of the examination, at no additional cost to the candidate.

Candidates who do not achieve a passing score on the examination will be permitted to retake the examination by submitting a new application, supporting documentation, and the examination fee. There is no limit to the number of times a candidate may take the examination, provided the candidate maintains eligibility under the current criteria.

Credential
Candidates who pass the Certification Examination for School Nurses are eligible to use the registered trademark (NCSN™) after their names and will receive certificates from NBCSN. Candidates are informed of the correct way to list their credentials in the letter notifying them that they have passed. Only those who pass the examination and maintain their credential through the current recertification process will be permitted to use the registered trademark. No “grandfathering” of the credential is permitted.

There is no inactive status for NCSNs. School nurses that no longer provide school health services or meet the current eligibility requirements for candidates will be required to cease using the NCSN credential at the end of their certification period.

School nurses who are retiring from professional practice in school nursing may apply for NCSN-Emeritus status in accordance with the policy and procedure below.

NCSN-Emeritus Credential

Policy
NBCSN offers Nationally Certified School Nurses (NCSNs) who are retiring from professional practice in school nursing the option to retain their credential in an emeritus capacity through the Nationally Certified School Nurse-Emeritus or NCSN-E credential.

Rationale
The Emeritus credential:
1. Recognizes candidates’ achievement and maintenance of the NCSN credential during their tenure in school nursing;
2. Acknowledges candidates’ years of service in school health; and
3. Allows NCSN-E’s to be considered for appointment to a task force or committee of NBCSN, with the exception of committees involved in the development of the NCSN examination.

Eligibility Requirements
The NCSN-E candidate must:
1. Be formally retired or retiring from school nursing practice within 6 months
2. Be currently certified and active as an NCSN at the time of retirement; and
3. Complete the online application by choosing “Emeritus” status rather than NCSN recertification, and submit the fee.

Procedure
1. Applicants must complete the online application PRIOR to the date of recertification. The NCSN-E designation is NOT available once an NCSN’s certification has lapsed.
2. Applicants must pay the one-time required fee of $95 with completion of the application.
3. An Emeritus Status certificate will be mailed to the qualified candidate within four to six weeks after the application and fee have been processed.
4. In recognition of their service to the NBCSN, past Board members are eligible for the Emeritus credential at no cost.

Re-Entry into School Nursing practice

11. 1. Should a NCSN-E re-enter the specialty practice of school nursing, he or she may no longer use the Emeritus designation.

2. The NCSN-E re-entering school nursing practice is no longer certified and may regain the NCSN credential by meeting the eligibility criteria in effect at that time, including payment of examination fees and achievement of a passing score on the NCSN examination.

Revocation
Certificants are required to continue to meet all applicable legal, ethical, and policy requirements of during the time that they hold the NCSN credentials. Disciplinary action, including sanctions of public or private reprimand, censure, or suspensions or revocation of certification, may be taken by NBCSN for failing to meet or otherwise violating these requirements. In addition, in the course of applying for certification or recertification, candidates and certificants are made aware of the basis for which certification can be revoked or other disciplinary action taken.

**NBCSN may deny, suspend, or revoke certification.** Certification can be denied, suspended or revoked for cause, including but not limited to:

1. failing to complete or provide evidence of completion of requirements for initial certification, certification renewal or reactivation of certification
2. failure to maintain required professional licensure
3. determination that initial certification or certification renewal was improperly granted or that certification was improperly reactivated
4. falsification or misstatement of information on any certification-related document
5. providing false or misleading information
6. misrepresentation regarding credentialing status
7. cheating or assisting others to cheat
8. causing, creating or participating in an examination irregularity
9. assisting others to wrongfully obtain initial certification or to renew or reactivate certification
10. failure to comply with the scope and standards of practice in an area in which the certification is held
11. misuse of or misrepresentation with respect to the NCSN credential
12. commission of a crime or gross negligence in the practice of nursing
13. violation of NBCSN policy or procedure
14. failure of audit processes
15. failure to comply with the American Nurses Association’s Code of Ethics for Nurses with Interpretive Statements
16. conduct unbecoming of the nursing profession.

Any individual may submit information to the organization alleging violation of one of the standards listed above. In certain cases, the organization may refer complaints to the applicable state licensing board or other legal enforcement authority. These procedures describe the process used to consider all complaints and take appropriate disciplinary action.
All reasonable measures to ensure that any materials regarding a complaint or disciplinary action process are kept confidential. Complaints must be submitted in writing to the organization at NBCSN, 2170 South Parker Road, Suite 120, Denver, Colorado 80231.

Only written complaints will be considered, but in its discretion NCSN may itself initiate complaints and investigate actions based on information obtained by or known to NCSN (for example, if a certificant has falsified application information or if NCSN learns of information from newspaper, internet, or other sources). All complaints must include the following:

A. The name and contact information of the person initiating the complaint
B. A statement of the individual's alleged misconduct
C. Reasons why that misconduct warrants disciplinary action
D. Supporting documentation, if available

NBCSN (and legal counsel, as appropriate) will investigate the complaint and seek additional information. If the response to the notification is considered by the Board of Appeals to be satisfactory and to adequately resolve the complaint, the matter will be considered closed and the complainant will be so notified. If the response is not considered satisfactory, NBCSN may request additional information.

NBCSN will consider the matter at a regularly scheduled or special meeting. Review of the matter will not be a trial-type proceeding, and rules of evidence, discovery, etc. will not apply; instead, the Board will review the written record, and may provide the individual alleged to have violated the policy an opportunity to appear in person or by telephone to make a presentation and allow the Board to ask questions. It is not expected that the individual will be represented by counsel at his or her appearance, although the Board may consult counsel at any time. The Board will deliberate and issue a decision and determine what disciplinary action, if any, is required.

Written notification stating the Board's decision, including the reasons for its decision, will be sent to the individual within thirty (30) days following the meeting at which the complaint was heard. The individual will have the opportunity to appeal the decision in accordance with the NCSN Appeals procedures.

If the decision is not appealed, and if appropriate, notice will also be sent to the individual who initiated the complaint. The Board may provide notice of the decision to relevant licensing boards. The Board may decide also to make the information about the decision available to the public, the individual's employer, or other persons with an interest in the matter.
ONLINE PRACTICE TEST POLICY AND PROCEDURES

The Online Practice Test(s)
1. The Online Practice Test for School Nurses (hereinafter Practice Test) will consist of a maximum of 75 questions of the objective multiple-choice type. The Practice Test will be offered online on an ongoing basis.
2. The purpose of the Practice Test is to allow participants to:
   a. experience taking a computerized exam,
   b. review content similar to that included in the certification examination for school nurses, and
   c. learn more about question format, style, and level of difficulty.
3. The Practice Test will include questions from the same content areas as used in the Certification Examination.
4. Participants will be provided with the following information:
   a. Performance on the Practice Test may differ from actual performance on the certification examination.
   b. There is no guarantee that taking this practice test will help the participant pass the certification examination.
   c. Participation in the Practice Test is not required as a prerequisite to taking the certification examination.
   d. Achievement on the Practice Test does not assure success (or failure) on the certification examination.
5. In no case shall participants be told that they have “passed” or “failed” the Practice Test.
6. Upon completion of the practice test, the participant will receive an instant score report showing test performance in each of the content areas.

NBCSN Responsibilities for the Online Practice Test
NBCSN will perform the following functions at its expense:
1. Review the practice test at least every three years, and release unused pretest questions from the existing item bank, or develop similar questions as needed.
2. Permanently retire from use on the NBCSN examination for certification any unused pre-test question released for use in the online Practice Test system.
3. Provide the management firm with specifications for the Practice Test including the number of items to be included in each content area.
4. Provide final review of the Practice Test before it is released to the management firm for use in the online Practice Test system.
5. Review during the annual budget planning process the practice test fee to be charged participants, based on the management firm’s administrative expenses for operating the system and NBCSN’s development expenses.
6. Provide information about the Practice Test to potential participants.

The Management Firm’s Responsibilities for the Online Practice Test
The management firm will perform the following functions at its expense:
1. Consult with NBCSN on the management of the Practice Test with particular emphasis on test items, general design, analysis, and operations of the program.
2. At least every three years, consult with NBCSN representatives for possible revisions to the practice test using only test questions released or developed by NBCSN for the Practice Test system.
3. Import the NBCSN approved Practice Test draft to the online Practice Test system.
4. Manage credit card fees from participants to take the Practice Test.
5. Make available information about the Practice Test in the NBCSN Handbook for Candidates
and on the NBCSN website.

6. Secure the Practice Test to disable electronic copying or screen capturing of test questions and graphics.

7. Determine the total and content area scores for each participant according to standards established by NBCSN and have results ready for participants to print upon completion of the Practice Test.

8. Hold all items used in the Practice Test as NBCSN property to be used solely for NBCSN programs.

9. Consult with NBCSN on professional, technical, and administrative matters relevant to the development and administration of the Practice Test.

**RECERTIFICATION**

NCSNs are required to renew their certification to demonstrate that they have remain current with new practices, knowledge, standards, laws, methodologies, equipment, medications, and terminology in the specialty practice of school nursing. School nurse certification is granted for a period of five (5) years at which time the NCSN must meet current eligibility requirements and either 1) retake and pass the Certification Examination for School Nurses or 2) meet current continuing education requirements. These requirements include:

- A copy of the applicant’s current RN license.
- Documentation of employment in school health or related services with a minimum of 2000 hours of clinical practice in the area of school nursing during the past five (5) years, at least 750 of which must be in the prior three (3) years, defined further below.
- Minimum of 75 credits of approved continuing education or professional activities.
- Payment of current required fees
- Certified School Nurses are notified by email one (1) year and again six (6) months prior to the expiration of their certification.

It is the responsibility of each NCSN to maintain an active/current email address, mailing address and phone contact information with NBCSN. Deadlines missed due to incorrect, blocked or otherwise incorrect email or mail are the responsibility of the NCSN and may incur late fees or forfeited recertification status.

The President-Elect may grant extensions for a recertification application, provided the NCSN has submitted a request in writing, PRIOR to the expiration date of the initial certificate. Requests received within the 90 days FOLLOWING the expiration date will incur a late fee of $100 in addition to all recertification fees. After 90 days, the NCSN credential will be revoked and a candidate may only be reinstated by taking and passing the Certification Examination for School Nurses. An extension does NOT extend the amount of time in which to complete continuing education requirements.

**Clinical Practice Requirements for Recertification**

**Clinical Practice** in school nursing means being actively employed or contracted to provide a direct or indirect professional contribution to the health and education of students and their families in public or private school settings. A minimum of 2,000 hours of clinical practice during the last five years, at least 750 of which must be in the prior three years must be met to recertify.

**Direct clinical practice** in school nursing is defined as involvement in the nursing process in a school setting where the nursing actions and judgments are focused on a particular student, family, school community, or group of students of their families where there is continuing professional responsibility and accountability for the outcomes of these actions.
**Indirect clinical practice** in school nursing is defined as involvement that (i) includes clinical supervision of school nurses, education and clinical supervision of baccalaureate/master's nursing students in school health, administration of school health services, research, consultation or other engagement in the field of school nursing that contributes to the specialty's body of knowledge or enhances the quality of school nursing practice and (ii) entails continuing professional responsibility and accountability for the outcomes of the involvement.

**Not eligible as clinical practice** in school nursing includes: substitute nursing in a school, except as a full time substitute working consecutive days to meet the requirement for clinical practice hours; one-to-one nursing as the nurse's sole responsibility within a school; employment in the direct sales, marketing or distribution of school nursing-related products or services in pharmaceutical, technology or other school health-related industries; community health screenings; work in a camp setting; and jobs unrelated to school nursing.

**Continuing Education and Professional Activity Requirements for Recertification**

To apply for recertification through continuing education, 75 continuing education credits related to school nursing practice must be completed. The 75 credits may include any combination of continuing education hours (CE), academic credit, or professional activity. CE credits must be related to the practice of school nursing, and must have been completed within a school; employment in the direct sales, marketing or distribution of school nursing-related products or services in pharmaceutical, technology or other school health-related industries; community health screenings; work in a camp setting; and jobs unrelated to school nursing.

CE hours may be accumulated in any combination of the following:

**Continuing Education Programs**

Continuing education (in school nursing) is defined as programs beyond basic nursing preparation that are designed to promote and enrich knowledge, improve skills, and develop attitudes for the enhancement of (school) nursing practice.

**Course Accreditation Requirements**

a. As recommended by American Nurses Credentialing Center (ANCC), to be eligible for NCSN recertification credit, the continuing nursing education activities provider must meet national or state predetermined criteria and at a minimum, document the program provider. Assessed, planned, implemented, and evaluated the program in accordance with adult learning principles and professional education standards and ethics.

b. Included procedures and documentation protecting educational content from bias,

c. Provided learners appropriate information and documentation related to their participation, and

d. Maintained records in a secure and confidential manner.

The Board recognizes the following credentialing agencies:

- Nursing specialty organizations listed below, or those accredited by the American Nurses Credentialing Center (ANCC), such as:
  - American Academy of Nurse Practitioners
  - American Association of Critical Care Nurses
American Association of Nurse Anesthetists
- American College of Nurse Midwives
- Emergency Nurses Association
- National Association of School Nurses
- National Association of Pediatric Nurse Associates and Practitioners
- Continuing medical education credentialing agencies (CME)
- Colleges and universities accredited by state, regional and federal (as US Dept. of Education) accrediting boards (granting academic credit). NOTE: AHECs (Area Health Education Centers) associated with universities, are NOT in and of themselves accredited providers. Each course provided by an AHEC must be an accredited course as listed within this section to qualify for recertification credit.
- State boards of nursing
- State departments of health and education whose programs have met the criteria for continuing education through accredited providers
- National accrediting agencies for licensed professional counselors and social workers

These organizations, in turn, approve other continuing education providers, as hospitals, state nursing associations, AHECs, or online and commercial providers

Recertification candidates may be requested to demonstrate how the course content promotes expertise in school health or is relevant to the school nursing practice of the candidate. Individuals may be requested to provide additional information or documentation before credit will be granted.

Candidates must maintain documentation of all certificates and, upon request or for audit purposes, submit for review. Each certificate must include the date, program title, approved provider number as applicable, name of the accredited provider (NO acronyms will be accepted), and the number of CE hours awarded.

**Course Accreditation Requirements**

All contact hours must be in subjects related to school health practice and be approved by a national accrediting agency, such as the American Nurses Credentialing Center (ANCC), state departments of health and/or education, accredited universities or colleges, or physician continuing education programs. These may include workshops, seminars, professional development offerings, and state/national conferences. Online courses, teleconferences, poster sessions, and “webinars” are acceptable, provided they are approved by a national or state accrediting agency, such as those listed above.

- Single-offering courses, seminar, or workshops listed as twenty (20) hours or greater must be accompanied by a course outline or content agenda attached to the recertification application.
- Conferences with multiple concurrent sessions must have each session attended identified on the certificate or an agenda.
- Self-paced or online CE programs are acceptable
- PALS, ATLS, ACLS, and Mental Health First Aid will be accepted for credit only one time each during the five-year recertification period. There must be a certificate of completion with credit hours.
- Courses which are considered basic nursing preparation or staff development are NOT accepted. Specific activities NOT ACCEPTABLE include:
  - Basic computer technology courses (as Windows, Word, Excel, and PowerPoint), including computer training for district specific record keeping/EHR,
  - CPR/First Aid, blood-borne Pathogens, and state certification or screening courses in vision, hearing, acanthosis nigricans and spinal screening, etc.
In-services and staff development programs that provide specific information about the work setting, philosophies and procedures, including orientation to a work setting, department and district staff development courses, workshops, and committee meetings-unless pre-approved by an accredited provider as described above.

- On-the-job training and equipment demonstration
- Refresher courses designed to update knowledge
- Courses that focus on self-improvement, changes in attitude, self-therapy, self-awareness, personal weight loss, yoga, or personal appearance, et.
- Economic course for financial gain, as investments, retirement, preparing resumes and techniques for job interviews
- Liberal art course in music, art, philosophy when unrelated to client/student care
- Courses for the lay public

**Academic Credit Courses**

1. Courses must be related to school health issues or nursing practice Including nursing courses taken within the framework of a curriculum leading to a degree in nursing.
2. Each individual academic credit, from an accredited institution of higher learning, will be considered as ten (10) contact hours for quarter courses or, fifteen (15) contact hours for semester courses.
3. Courses may be under-graduate or graduate level and a transcript of successful completion with a grade of C or better, or “pass” on a pass/fail system is required.
4. Online academic courses will be accepted.
5. Unacceptable academic courses include any prerequisite course, such as mathematics, government, anatomy, physiology, languages, literature, etc.

**Other Professional Activities**

NBCSN recognizes and supports endeavors that promote and enhance the role of the certified school nurse and grants credits for certain professional activities that meet the criteria described below:

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Activity</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participation in NBCSN Problem Item Analysis (PIN) call or other NBCSN activity (less than 5 hours in length)</td>
<td>Copy of certificate of participation.</td>
</tr>
<tr>
<td>5</td>
<td>Submission of 15 items for exam</td>
<td>Items should be submitted in a multiple-choice format with the correct answer indicated. References must be included. Items must be submitted with recertification application and become the property of NBCSN.</td>
</tr>
<tr>
<td>Max. of 5 credits per year</td>
<td>Precepting Student Nurses</td>
<td>Course outline and student objectives.</td>
</tr>
<tr>
<td>5</td>
<td>Max. of 5 credits per year (total of all categories) e.g. may be NASN Director for 2 years and NBCSN Audit Committee Member for 3 years for a total of 25 credits.</td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td></td>
</tr>
<tr>
<td>Leadership Activities</td>
<td>1. Officer/Director position for national or state school nurse organizations, including NBCSN OR 2. NBCSN Audit Committee Member OR 3. NBCSN Liaison</td>
<td></td>
</tr>
<tr>
<td>1 credit per year of membership</td>
<td>NASN membership</td>
<td></td>
</tr>
<tr>
<td>1 credit per year</td>
<td>Copy of membership card or other evidence for each year claimed.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Participation in NBCSN Item Review, Form/Exam Review, Pool Review, Item Writing Workshop or other NBCSN activity (generally at least 5 hrs. in length)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Limited to 25 credits per 5-year recertification period. Each course may only be used once per 5-year recertification period</td>
<td></td>
</tr>
<tr>
<td>Presentation (including poster) of Professional Education topic (CE or Academic)</td>
<td>1. Program must provide accredited continuing education credits according to NBCSN guidelines. 2. Academic class must be related to school nursing (population health/school health/pediatrics/etc.). 3. Course outline listing name of course, institution, faculty, student objectives, course credit, dates of course. Basic nursing classes are not acceptable. Must be outside regular school nurse or school nurse instructor clinical hours, must reflect new knowledge. 1 academic credit = 10 credits/quarter or 15 credits/semester.</td>
<td></td>
</tr>
</tbody>
</table>

Letter of validation from School of Nursing faculty documenting each year and number of hours of preceptorship. Minimum of 50 hours per semester for student clinical experience with school nurse.
| 10 | Original Article Published in Professional Journal | Peer reviewed journal. Copy of table of contents, listing title of article, and Journal information, as date, volume, etc. Credit is allowed for EACH article with a different topic area published within the 5-year recertification cycle. |
| 10 | Authoring Chapter in or Editing a School Nurse Related Text | Citation in current APA format. Credit is allowed for EACH chapter authored with a different topic area or EACH text edited within the 5-year recertification cycle. |

**Additional Recertification Information**

Candidates may be requested to demonstrate how the course content promotes expertise in school health or is relevant to the school nursing practice of the certificant. Individuals may be requested to provide additional information or documentation for the recertification audit.

Subject matter experts serving on exam development committees may not recertify by examination for a period of three years after the conclusion of their committee service. Subject matter experts who are granted the credential for participation in the development of a new credential may only recertify at the end of their initial certification period by successfully passing the certification exam.

**Recertification Application Review-Audit**

**Audits**

In order to ensure compliance, NBCSN performs audits on a percentage minimum of 10 percent of all recertification applications each year. The online system identifies applications for audit, both through a random selection and through predetermined “red flags” requiring review. Should recertification candidates be chosen for audit, they will be required to submit evidence of compliance with all recertification requirements, including certificates of attendance for continuing education and documentation of other professional activities as listed in the afore described grid.

- Each NCSN selected for audit will receive a notification e-mail with instructions. Documents MUST be submitted within the time frame listed in the instructions in order to complete the audit prior to NCSN expiration and avoid credential revocation.
- It is highly recommended candidates under audit submit the required documents digitally. Documents can be scanned or photographed with a digital camera, and attached to an e-mail.
- Alternately, the required documents can be faxed or sent hard copy via standard mail. If sending via mail hard copy, documents should NOT be stapled.
- NCSNs are requested NOT to include documents other than those specifically requested.
The management company will notify the Chair of the Recertification Committee of recertification applications identified for audit. The Chair will then assign the audits to members of the Recertification Committee for review. The review shall be completed using a recertification checklist form. Auditors submit completed audits to the Chair, who after confirming adequacy of the audit, notifies the management company of the audit results. The audit timeline is two weeks from the management company notifying the Chair of the identified audit to completion of the audit and Chair informing the management company.

1. Procedure for Review of Recertification Applications Members of the Recertification Committee review the information provided by the candidate on the application to ensure eligibility:
   a. A minimum of 2,000 hours of clinical practice in the area of school nursing during the past five years, at least 750 of which must be in the prior three years;
   b. Current RN license
      Courses listed by the candidate in the electronic database match the certificates provided;
      Courses claimed for continuing education and academic credit are valid and related to school nursing
      Other professional activity credits submitted, must include appropriate documentation; and
   c. Total credits submitted meet criteria and number at least 75.

2. If additional information or clarification is needed, the auditing Committee member contacts the Recertification Chair who then contacts management company to request the further information from the NCSN or to clarify the documentation provided.
   a. When requiring additional documentation, The Chair (or in consultation with the President-Elect) may extend the recertification deadline for a period not to exceed 30 days. The certification expiration date does not change.
   b. The management company administrative staff should be notified when Recertification Chair or President-Elect has extended the deadline.

3. When there is a question about documents for recertification, or if interpretation or decision-making is required, committee member auditors should seek the advice of the Recertification Chairperson. If resolution cannot be achieved, the Recertification Chairperson will refer issue to President-Elect or Executive Director, who may also consult other Board members.

4. Once a committee member determines that the candidate has met the recertification criteria, the member notifies the Recertification Committee Chairperson, who will inform appropriate management company staff.

5. The Recertification Chair is responsible to assign and track audits to ensure no one auditor is overburdened and the audits are completed correctly and timely.

6. The management company administrative staff will send the new certificate to the candidate.

7. The Executive Director and Chair of the Recertification Committee ensure that Committee members and management company staff involved with reviewing applications for recertification have the requisite knowledge and skill required, in accordance with written guidelines, to ensure that applications are complete and meet recertification eligibility requirements.

8. Issues with credential review may be discussed at board meetings, as required.

Recertification Extensions and Late Fees

Up to 90 days after the recertification date, a $100 late fee will be assessed for processing recertification applications. After 90 days beyond the recertification date, the certification will be revoked and may only be re-instated by taking and passing the Certification Examination for School Nurses. Should an NCSN have extenuating circumstances that make it impossible to file the recertification application by the certification anniversary date, a request to the NBCSN President-Elect may be made in writing for an extension. If the extension is denied, the applicant can appeal the decision to the NBCSN President who shall review the request and make a decision. The decision of the President shall be final.

NCSNs serving on active military duty may extend the recertification period for up to an additional twelve (12) months past the end of active duty without incurring late fees or penalties, provided that:
1. Documentation lists dates of active duty, and dates of return to school health employment, and
2. Continuing education units are earned within a period of six (6) years since the date of the
   original examination or the last recertification date
3. A letter of request for extension should be addressed to the President of NBCSN, describing the
   situation, and included with the recertification application, fees, and continuing education
   documentation.

Denial of Recertification and Appeals of Denial

Recertification by Continuing Education may be denied for any of the following reasons:

1. Failure to meet criteria of 75 hours of continuing education;
2. Falsification or misrepresentation of CE information;
3. Failure to apply before the NCSN expiration date;
4. Failure to verify CE information by stated deadlines, when proper documentation is requested
5. Failure to submit the recertification fee.

If recertification is denied, the recertification application fee will NOT be refunded. Any NCSN who does
not meet the CE recertification requirements or who fails to recertify by successfully passing the
examination will be permitted to apply for the next regularly scheduled examination period. Certification
will only be reinstated following successful completion of the examination.

Individuals may appeal a denial of certification or recertification. All appeals or challenges are to be
submitted in writing, addressed to the NBCSN President, within 30 days of the denial or examination,
citing the reasons for the appeal or challenge.

The NBCSN President shall issue a decision in writing within 30 days of receipt of the appeal or
challenge. If dissatisfied with the determination, the individual may submit a written appeal to the Board
within 30 days of the receipt of the President’s decision. The Board shall issue a written decision within
30 days from receipt of the second appeal. The decision of NBCSN shall be final.

Revocation of NCSN Credential

Failure to meet the criteria listed above will result in the immediate revocation of the NCSN credential at
the anniversary deadline of the certification. Any NCSN who does not meet the continuing education
recertification requirements or who fails to recertify by successfully passing the examination will be
permitted to apply for the next regularly scheduled examination period. The candidate may NOT use the
NCSN credential during the interim, and certification will only be reinstated following the successful
completion (passing score) of the examination.

FINANCIAL POLICIES

The Board of Directors has a fiduciary responsibility to manage its funds in a responsible manner
including ensuring adequate cash availability for operations, funding reserve accounts, maximizing the
yield on short-term investments of idle cash, and maximizing the return on long-term investment of funds.
All cash and funds shall be managed to ensure maximum yield consistent with safety of the funds. The
NBCSN portfolio shall be designed to attain a market-average rate of return or better, consistent with
stability and safety of principal. A minimum of six (6) months of operating expenses shall always be kept in reserve.

Daily cash receipts and additional operating capital as needed shall be invested in vehicles that are highly liquid and available on a demand basis. Funds equal to three (3) months operating expenses should be maintained in these types of vehicles. Additional available funds shall be invested in longer term instruments.

The standard to be applied by those charged with investing funds of NBCSN shall be done in a prudent and fiscally responsible manner.

The investment official, acting in accordance with this written policy and the written direction of NBCSN, and exercising due diligence, shall not be held personally responsible for a specific credit risk or market price change, provided that these deviations are reported immediately and appropriate action is taken to control adverse developments.

The board shall be provided monthly financial reports prepared by the management firm in order to monitor the financial status of the organization and make adjustments as needed.

Annual Budget
The Treasurer shall prepare an annual budget, in consultation with the Executive Director, President, President-Elect, Finance Committee, and with the assistance of the management firm’s financial administrator. The budget shall be presented to the Board 30 days prior to the annual fall meeting for discussion, and approval as appropriate, at the meeting. The annual budget must be approved by the Board no later than the December meeting of the Board (annual or telemetering).

Signature Cards
Approved signers for the NBCSN accounts are the management firm’s Operations Manager and Financial Administrator, and the NBCSN President, Executive Director, and Treasurer.

Annual Report
The Board shall be issued an annual report of its financial activities, including financial statements, investment income and portfolio information, and a copy of the most recent Annual Audit Report (less than five (5) years old).

MANAGEMENT OF OPERATIONS
NBCSN shall employ a management company to act as its administrative staff. This company, along with the NBCSN Executive Director, will oversee the day to day operations of the organization. In the event that the board determines a change should be made in the management company, a new management company will be selected from among the responses to a Request for Proposal process.

The Board will annually assess the performance of the management company and will issue written directives for any deficiencies or problems, giving the management company a reasonable period of time in which to correct such deficiencies or problems.
OPERATIONAL POLICIES

Customer Service
NBCSN is aware of its responsibility to its candidates, certificants, and the public they serve. As such, the organization and its staff strive to maintain excellent customer service by responding to inquiries and requests in a timely manner and by adhering to the deadlines set in these policies.

Intellectual Property
The examinations, certificates, logo, and any other emblems of NBCSN and the name “National Board for Certification of School Nurses” are all the exclusive property of NBCSN and may not be used in any way without the express prior written consent of NBCSN.

Confidentiality
All NBCSN operations, methods, materials, documents, procedures, and proceedings relative to certification examinations are considered private, confidential, and proprietary information of the organization. NBCSN certification examination information is to remain secure and confidential. The most current editions of these forms will be maintained by the Executive Director in the Forms review of the Dropbox and provided to the Management company for posting on the website.

NBCSN requires that all board and committee members, consultants, and staff sign a confidentiality statement prior to receiving any materials related to NCSN activities, as specified in this document. The certifying organization assures that confidential information about candidates and certificants is protected. The confidentiality statements will be maintained by the management company. Confidentiality is to be maintained throughout service with the management company, and for five years following that service. Files will be checked annually to determine that all appropriate confidentiality statements are on file.

Confidential material includes all applicant/candidate information except first name, last name, city, state and credential which are public information, Pass/fail rosters, individual exam scores, and candidate score reports, Job Analysis/Detailed Test Specifications (with the exception of the content outline which is published and available to candidates), Cut score studies, Test analysis reports and other test data, NBCSN committee files, NCSN Item bank, Examination/test draft and masters.

Certification designations are a matter of public record. The name, city and state of residence and current certification status of certificants are not considered confidential.

Current and former staff of NBCSN or its management company, directors and/or committee members may not discuss or share confidential information or materials with others (company staff, board, or committee members). Exam candidates agree to the confidentiality requirements by agreeing to the confidentiality statement.

Nothing in this policy shall prohibit NBCSN or its management company from complying with obligations it may have under state and federal law, legal process issued pursuant thereto or lawful orders of governmental authorities. CCI will release confidential information to state licensing boards upon an official written request from a licensing board.

Conflict of Interest
All members of NBCSN, its management company, and its testing firm staff shall avoid conflicts of interest and shall not profit personally from their affiliation with NBCSN, or favor the interests of
themselves, relatives, friends, or other affiliated organizations over the interests of NBCSN. Should there be potential for a conflict of interest, the Board, its management company, or its testing firm staff member shall disclose such potential conflict and may be asked to either abstain from a discussion and vote on the matter, or in some circumstances may be asked to resign from the Board. An Ethics statement form will be signed annually by all members of the Board.

**Educational Activities**

Members of NBCSN are specifically prohibited from participating in, whether or not for profit, any educational activities related to the materials in the NBCSN examination during their service on the Board and for a period of three (3) years thereafter. Educational activities include teaching any course, program, or workshop or authoring materials specifically directed toward preparation for the NBCSN examination.

Members of Subject Matter Expert Committees, which review and develop test items are prohibited from disclosing any information related to specific items and educational activities in which discussion about specific items may occur for a period of three years after the adjournment of the Subject Matter Expert Committee.

**Recruitment of Exam Development Volunteers**

Each year the test development partner and the Test Development Specialist determine test development needs for the upcoming year and select subject matter experts based on those needs. Candidates for item writing and other test development committees meet the following eligibility requirements at the time of application:

- must be currently engaged in the area of nursing practice for which the exam is being written,
- must hold an appropriate credential and/or meet current eligibility requirement for the examination.

Selection of committee members is a multi-step process. A call for volunteers is made from among all who meet the eligibility criteria outlined above. The staff at the management company responsible for certification programs and test development, with input from the NBCSN Board of Directors (who holds the NCSN), screen the list of applicants. This group then draws up a list of volunteers for consideration.

The list of candidates is summarized in a standardized table containing the diversity criteria outlined in the ABSNC Standards. The BOD has been briefed on the ABSNC diversity criteria and makes volunteer selections based on a review of those criteria.

Subject matter experts serving on exam development committees may not recertify by examination for a period of three years after the conclusion of their committee service.

**Examination Security**

Maintaining the security of the NBCSN examination material is essential to upholding the integrity of the program. The NBCSN shall insist that its staff, vendors, test administrators, and proctors take all reasonable precautions to ensure that individual items, item banks, examinations, and candidate scores are and remain secure. The NBCSN shall ensure that no candidate sees the content of the examination before or after the examination is administered. The Policy and Procedures manual of the testing
company shall spell out the specifics of the examination security measures. To ensure compliance with this policy, NBCSN shall annually review current Policy and Procedures of its Testing Company for ensuring the security of all examination materials, and review any related complaints made to the Testing Company or NBCSN related to examination security.

Only NBCSN employees and its management company, authorized contractors, and authorized volunteers who are directly involved with administration of the certification program may be granted access to confidential exam related materials. The test agency will maintain strict security procedures in all areas of exam development, administration, and management to include appropriate procedures for secure printing, storage, and document tracking, and will restrict access to confidential materials.

To safeguard the security of the NCSN exam, neither the exam forms nor final exam questions will be sent via any third-party delivery service (USPS, Federal Express, etc.) to volunteers or other non-authorized recipients, except for the following: mailing of materials to authorized recipients including approved proctors; test administration sites, and NCSN or management company staff. Authorized shipments will be sent only via shipping vendors with tracking mechanisms in place, such as Federal Express, UPS, etc. Receipt of shipments by authorized recipients will be confirmed by staff. Exam materials will be promptly returned to NBCSN or its management company.

Practice exams are developed by members, volunteers, or contractors who do not have access to exam materials. Those developing practice exams will not participate in test development activities. Once developed the practice exams will be checked against the current form of the certification examination to ensure that the certification examination is not compromised.

**Item Writer’s Committee**: The security of the items generated at the Item Writer’s Committee shall be the full responsibility of the testing agency.

**Item Review and Test Review Committee Meetings**: The item bank will be transported to and from the meeting by representatives of the testing agency, and will be secured by CCI staff each evening.

**Job Analysis and Test Specifications**: The job analysis and test specifications are printed by the testing agency and sent by certified mail to NBCSN or its management company staff. The following procedure applies to handling of those documents:

A. The testing agency will call to verify receipt of shipment by staff. Upon receipt of the documents, a label will be attached such as the following:

**CONFIDENTIAL**

This booklet is confidential. Its contents may not be disclosed for any reason to any person other than the one to whom it has been issued, unless authorized in writing by Competency & Credentialing Institute.

A. Each document will be numbered. The documents will be secured in locked certification files.

B. Any use of the documents must be authorized by CCI in writing. If authorized persons check any documents out, each document must be signed by those receiving it and signed in upon return.

C. The staff will maintain a log of document check-outs and returns, which will remain secured with the documents in the files.
Verification of Certification

NBCSN shall provide verification of certification to all interested parties. There shall be a method of online verification on its website, however, verification can also be made by phone, written, or e-mail request to the administrative office. Verification information consists of:

1. acknowledgement of the individual’s certification, and
2. identification of the certification date.

NCSN Database

The NCSN database shall include, at minimum, the following information about each certificant: Name, Address, Test Date, Recertification Date, Examination Score, Certificate Number, and such other demographic information as the NBCSN wishes to maintain. The database shall be updated whenever an individual notifies the management company’s administrative staff of a change in their name or address or utilizes the software incorporated into the NBCSN Website for such purposes. Certificants are responsible for updating demographic information as often as necessary to ensure that information is current. NBCSN does not sell or share the membership database with commercial vendors or individuals.

Quality Assurance

NBCSN recognizes that a quality assurance program is integral to a high level of customer service and to meet accreditation standards. To ensure consistency and to provide fair and equitable service to our customers it is necessary to have policies and procedures in place. An essential part of the quality assurance program will be the maintenance of policies and a mechanism to ensure that the policies in place are consistently followed. To that end these processes will be followed.

As a routine practice, NBCSN Board of Directors and a designated individual at the management company will monitor the consistent application of policies. Issues with the consistent application of policies will be evaluated for possible policy revisions. The Board of Directors, and a designated individual of the NBCSN management company will be responsible for the Quality Assurance Program. To provide further oversight of Quality Assurance processes, compliance reports will be shared with the Executive Director, NBCSN and management company staff on at least a quarterly basis at the regularly scheduled meetings. The board team will review and discuss findings and quality assurance processes at these meetings.

Suggestions for policy revisions are encouraged from board members and management company staff. The policy revision process will be managed by the Executive Director and board, working with the management company. The need for policy revisions may arise from but are not limited to the following sources:

- Systematic review of policies
- Inconsistencies in the application of policies.
- Recommendations from members of the Board of Directors or management company.
- Identified problems.
- Issues identified in process improvement activities.

The Board of Directors, assisted by the management company will review all policies at a minimum of every three years. Policy revisions which are identified will be summarized by staff and presented for review and approval by the Board of Directors.
All forms and documents posted on the website will be reviewed annually for consistency with approved policies. Any inconsistencies will be evaluated for possible policy revisions.

As part of their orientation process members of the NBCSN Board of Directors will be oriented to organizational policies. The need for updates and revisions to policies will be communicated to board members as they arise. Policy revisions will be approved by the Board of Directors.

 AWARDS
NBMSN provides public acknowledgement to individuals and groups that promote the mission and purpose of NBMSN through activities which promote school nursing certification. Certificates of Recognition will be presented at the NBMSN Annual Reception.

Recognition Award
A recognition award may be awarded to an NCSN who has been nominated by an NCSN for:

1. promoting national school nurse certification at the national, state, or local level, and
2. enhancing competency and expertise among school nurse professionals.

A nominee must be an NCSN in good standing, and currently employed in the specialty area of school nursing. Current and prior members of the Board are not eligible for the award. A letter of recommendation and documentation of the nominee’s activities and achievements related to the above must accompany the nomination application. Applications will be reviewed by the President Elect and a nomination made to the President.

Liaison of the Year Award
The Outreach Chair may recognize a state liaison who, based on submission of annual reports and completion of liaison responsibilities, effectively promotes certification on the state level. The Outreach Chair may make one nomination to the President annually.

President’s Appreciation Award
The President may recognize an individual or group that has advanced the mission and purpose of NBMSN through activities which promote expertise in school nursing practice through certification.

Annual Event
NBMSN may host an event to honor and recognize the accomplishments of the NCSNs. The Executive Director will collaborate with the management company staff to arrange the event, with guidelines and funding provided by the Board. If a specific event is not held, NBMSN will honor award recipients during the NASN Annual Conference.

Approval and Notification
All nominations for awards shall be approved by the Board at the April Meeting. The President will notify recipients of the award and plans for presentation at the Annual Event or NASN Annual Conference.

 TRAVEL AND EXPENSE GUIDELINES
NBMSN will pay reasonable travel expenses for authorized representatives. Members of the Board will be reimbursed for expenses while on official business, or attending the annual meeting and other
meetings of the Board. Representatives are expected to use discretion and good judgment in all matters involving NBCSN funds. Appropriate receipts must be submitted with all requests for reimbursement.

Reimbursement will be made for:

a. transportation:
   i. all regularly scheduled forms of travel (airplane, train, bus, etc.) and the use of a personal automobile,
   ii. only round-trip coach airfare, using the most economical flight available at the time,
   iii. automobile mileage reimbursement at the current IRS mileage rate, but not to exceed the cost of a round trip coach ticket.
   iv. ground transportation (including tips) to and from the hotel or meeting site
   v. parking fees or highway tolls
b. lodging
   i. lodging will be reimbursed at the single occupancy rate at the designated meeting hotel
   ii. in cases when an NBCSN representative must arrange for lodging, reimbursement for reasonable room rates for the geographic region will be allowed
c. meals
   i. meals will be reimbursed up to a maximum of $55 per day.
d. communication
   i. telephone calls, faxes, and other means of communication on behalf of NBCSN will be reimbursed, providing receipts accompany documentation validating NBCSN business.
e. internet access

Submission
An NBCSN expense voucher, accompanied by original receipts, must be submitted within 30 days after the last day of travel. Vouchers postmarked 60 days after the last day of travel may incur a 25% deduction in reimbursement.

Forms
Forms used in the course of business for NBCSN by Board members, Committee members, volunteers, and management staff shall be updated as needed and filed by the Executive Director in the Board’s Dropbox, Forms folder. The Executive Director and management company staff will collaborate to ensure that any forms posted on NBCSN’s website are up-to-date and consistent with those in the Dropbox.