

**SHEPHERD UNIVERSITY**

**Department of Nursing Education**

**School Nurse Certification Program**

**Specialization Handbook**

**2006-2007**

## School Nurse Certification Program

The School Nurse Certification Program is designed for RNs with a Bachelor of Science in Nursing (BSN) and for students in the Shepherd University BSN Program who desire to complete a program of study leading to State of West Virginia certification as a School Nurse.

### Registration to School Nurse Certification Program

1. Apply to Shepherd University as a special, non-degree seeking student (RNs only)
2. Submit School Nurse Certification Registration Form to Department of Nursing Education (Appendix D)
3. Submit a Health Data Sheet, including current immunization, PPD, CPR certification (American Heart Association), to the Department of Nursing Education.
4. Present evidence of a current WV RN license to the Department of Nursing Education.
5. Submit letter of reference attesting to candidates' suitability for school nursing.

### Curriculum for School Nurse Certification

1. Completion of a BSN from an NLNAC accredited or CCNE accredited program or currently enrolled in the BSN program at Shepherd University
2. Completion of the following courses:

	<b>CREDITS</b>
EDUC 200 – Foundation of Education.....	3
NURS 440 – School Nurse Seminar.....	3

### Progression

Before enrollment in NURS 440:

1. Achieve a passing score on the Praxis I (PPST) test in the areas of reading, writing, and mathematics (or obtain certification of exemption).
2. Fulfill requirements for Juncture 1 & 2 Review.

### PPST

- a. Registration Bulletin for the PPST tests is available in the Shepherd University Department of Education (DOE) office in Knutti Hall (Room 108).
- b. PPST is given 6 times per year at Shepherd University. Dates are listed in the PPST Registration Bulletin.
- c. Student mails application as directed in the PPST Registration Bulletin. Be sure to list Shepherd University as score recipient.
- d. Cliffs Praxis I: PPST Preparation Guide may be purchased at the University bookstore to prepare for exam.

**Exemption from PPST Testing**

A student with a minimum recentered ACT score of 26, or recentered SAT of 1125, or scores prior to 1998 of ACT 25/SAT 1035, or with a master’s degree is not required to take the PPST tests. The DOE (Knutti Hall, Room 108) will certify ACT or SAT exemptions.

**Juncture Review**

The School Nurse Certification Program follows the guidelines for the Teacher Education Program as established by the Shepherd University DOE. Students apply for Juncture Review as follows:

	<b>JUNCTURE 1</b>	<b>JUNCTURE 2</b>	<b>JUNCTURE 3</b>
<b>RNs with BSN</b>	<ul style="list-style-type: none"> <li>• Admission to the School Nurse Certification Program and NURS 440</li> <li>• Apply for Juncture 1 and Juncture 2 review concurrently</li> </ul>	<ul style="list-style-type: none"> <li>• Combined with Juncture 1</li> </ul>	<ul style="list-style-type: none"> <li>• RNs with a valid RN license will be certified by the State after successful completion of NURS 440</li> </ul>
<b>BSN STUDENTS</b>	<ul style="list-style-type: none"> <li>• Admission to the School Nurse Certification Program</li> </ul>	<ul style="list-style-type: none"> <li>• Admission to NURS 440 – School Nurse Seminar</li> <li>• Apply for Juncture 2 review while enrolled in NURS 411/413 and NURS 415/417</li> </ul>	<ul style="list-style-type: none"> <li>• BSNs will be certified by the State after graduation and success on the NCLEX-RN</li> <li>• A valid license as a Registered Nurse in West Virginia is required</li> </ul>

The Juncture Review process is outlined in Appendix A (RNs) and Appendix B (BSN students). Juncture Review forms are located in Appendix D.

**RNs with SNCP Course Credits from other Programs**

Transferred Credit will be evaluated for use in the SNCP based on the premise that the integrity and coherence of the SNCP must be maintained for all students. Upon review of transferred courses, the Shepherd University DOE Specialization Coordinator is authorized to require additional coursework/experiences or course substitutions if she or he judges the transferred courses deficient in addressing the content, theme, or goals and objectives of the specialization and the SNCP. It is the student’s responsibility to provide sufficient information about transferred course to permit informed judgment.

## **Attendance**

The student is expected to attend all seminars and scheduled practicums. In the event of a crisis preventing attendance, the appropriate faculty or preceptor must be notified.

## **Grading**

Grading for NURS 440 will be consistent with the grading scale for the Department of Nursing Education as follows:

93 – 100	=	A
86 – 92.9	=	B
78 – 85.9	=	C
70 – 77.9	=	D
69.9 – below	=	F

## **Grade Appeal**

The Department of Nursing Education complies with Shepherd University grade appeal policy as described in the Shepherd University Student Handbook.

## **Policies**

All policies listed in the Department of Nursing Education Policy Manual and the Shepherd University Catalog apply.

## **West Virginia Certification**

Candidates are recommended for West Virginia Certification by the Shepherd University Director of Teacher Education upon completion of:

1. Required courses with cumulative GPA of 2.5
2. Evidence of current license as a Registered Nurse in WV
3. Criminal background check completed within the last 3 months
4. Completion of required Juncture Reviews

## **National School Nurse Certification**

The eligibility criteria for National School Nurse Certification by the National Association of School Nurses are as follows:

1. Currently licensed as a Registered Nurse
2. Attainment of bachelor's degree or higher
3. 3 years of experience in school nursing practice
4. Passing the **Certification Examination for School Nurses**

**APPENDIX A**

**Juncture Review Process**

**RN with BSN**

**JUNCTURE 1 and 2 REVIEW**  
**(RN, Juncture 1 and 2 reviews combined)**

**1. Admission to Program**

**Timeframe:** submit forms at the beginning of the semester **before** planning to take NURS 440

- a. Student obtains application from the Department of Nursing Education, completes the form, and returns it to the Department of Nursing Education, Butcher Center. To be eligible for admission to the School Nurse Certification program the student must:
  - 1) have demonstrated prerequisite computer skills (e-mail, word processing, spreadsheet, and internet search). The student's advisor or the Shepherd University library can document competency.
  - 2) have as an official academic advisor a faculty member in the Department of Nursing Education.
  - 3) have achieved a passing score on the PPST<sup>1</sup> or provide official proof of exemption.
  - 4) have earned an overall GPA of 2.5 in the BSN nursing program.
  - 5) have no grade lower than a "C" in all nursing courses.
  - 6) submit a signed statement attesting that she or he has not been convicted of a felony or has been convicted of a felony or crime related to moral character (e.g., sexual abuse, physical abuse, child abuse, etc.) will be denied admission to the SNCP. Falsification of this information will result in dismissal from SNCP. If at any point in the SNCP a student is convicted of such a crime, she or he will be dismissed from the program.
- b. The student brings the application form to the DOE office (Knutti Hall, Room 108) to have the "Certification Analyst" verify the PPST score and GPA.
- c. The Specialization Coordinator/Advisor in the Department of Nursing Education reviews the application form to certify eligibility for admission to SNCP.
  - 1) reviews advising file and signs the back of the combined Juncture 1 and 2 application form as advisor and specialization coordinator.
  - 2) Solicits approval from Department of Nursing Education for candidate's admission to the SNCP.
  - 3) informs the Director of Teacher Education of Juncture 1 and 2 decision.
  - 4) documents Juncture 1 and 2 decision in the candidate's advising file.

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<sup>1</sup>PPST Exemptions: (1) ACT of 26 or above (25 prior to October 1989); (2) SAT of 1125 or above (1035 before April 1995) from a single test administration; (3) Master's Degree or higher from regionally accredited institution; or (4) has completed a West Virginia approved SCP. Proof of exemption must be provided in official documents to the DOE, one's advisor, and the Registrar.

Registration forms, information, and tutoring for the PPST may be obtained in Room 101 Knutti Hall. Because registration deadlines occur at least a month prior to test administration and because it takes at least 6 weeks for the testing service to report scores, students should plan carefully to ensure test scores are available when needed. Students are responsible for requesting that test scores be sent to the Shepherd College Department of Education.

- d. The Director of Teacher Education
  - 1) informs PEUC of the combined Juncture 1 and 2 decisions of the Specialization Coordinators; PEUC has the authority to review any Juncture decisions upon the request of two or more members within 2 weeks of date of notification.
  - 2) informs the candidate of the combined Juncture 1 and 2 status.
- e. If admission is Provisional Status, it is the responsibility of the candidate, if she/he continues to desire admission, to successfully address the reasons for Provisional Status and resubmit application.
- f. If admission is denied, the student is assigned to Non-Admit Status. The student is denied admission to School Nurse Seminar and is removed from the School Nurse Certification Program. If the student wishes to challenge the Non-Admit Status, she or he may initiate an appeal following established procedures.

## **JUNCTURE 3 REVIEW (RN and BSN Students)**

### **Certification**

***Timeframe:*** submit forms at the beginning of the semester enrolled in NURS 440

- a. To be eligible for certification review the student must:
  - 1) have a valid West Virginia RN license (BSN students provide the Department of Education with a copy of RN license)
  - 2) have completed all coursework applied toward the SCP (average 2.5 in nursing courses plus NURS 440 and EDUC 200). (See Appendix C for a complete nursing course list).
  - 3) have Full Status in SCP
  - 4) have a grade of at least “C” in NURS 440 – School Nurse Seminar
  - 5) have a grade of at least “C” in EUC 200 – Foundation of Education
  - 6) have a GPA in NURS 440 – School Nurse Seminar either have 2.0 or 3.0
  - 7) have submitted the required application for School Nurse Certification and fees for certification to the Certification Analyst (fee applies for certification by West Virginia Department of Education)
  - 8) have had a criminal background check within past 3 months
  
- b. To be recommended for certification the Director of Teacher Education:
  - 1) documents completion of review criteria
  - 2) attests the following:

“To the best of my knowledge the applicant is of good moral character and physically, mentally, and emotionally qualified to perform the duties of a school nurse; and is not the subject of any criminal conviction or currently pending charged felonies or misdemeanors which would show a lack of good moral character.”

**APPENDIX B**

**Juncture Review Process**

**BSN Students**

## JUNCTURE 1 REVIEW (BSN Students)

### Admission to Program

- a. Student obtains application form for admission from the Department of Nursing Education, completes the form, and returns it to the Department of Nursing Education, Butcher Center. To be eligible for admission to the School Nurse Certification Program the student must:
  - 1) have as an official academic advisor a faculty member in the Department of Nursing Education.
  - 2) have completed EDUC 200 – Foundations of American Education with a grade of at least “C”
  - 3) have achieved a passing score on the PPST<sup>1</sup> or provide official proof of exemption.
  - 4) have earned an overall GPA of 2.5
  - 5) submit a signed statement attesting that she or he has not been convicted of a felony or crime related to moral character as established by West Virginia Code. A student who has been convicted of a felony or crime related to moral character (e.g., sexual abuse, physical abuse, child abuse, etc. ) will be denied admission to the SNCP. Falsification of this information will result in dismissal from SNCP. If at any point in the SNCP a student is convicted of such a crime, she or he will be dismissed from the program.
  - 6) normally, Juncture 1 requires applicants to have demonstrated prerequisite computer skills (e-mail, word processing, spreadsheet, and internet search). This requirement will be deferred to Juncture 2.
- b. The student brings the application form to the Department of Education office (Knutti Hall, Room 108) to have the Certification Analyst verify the PPST score.
- c. The student brings the application to the School Nurse Advisor in the Department of Nursing Education after verification from the Certification Analyst.
- d. Once eligibility requirements have been met, the School Nurse Advisor
  - 1) reviews advising file and signs the back of the Juncture 1 application form as advisor and specialization coordinator
  - 2) solicits approval from Department of Nursing Education for candidate’s admission to the SNCP
  - 3) informs the Director of Teacher Education of Juncture 1 decisions
  - 4) documents Juncture 1 decision in the candidate’s advising file.

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<sup>1</sup>PPST Exemptions: (1) ACT of 26 or above (25 prior to October 1989); (2) SAT of 1125 or above (1035 before April 1995) from a single test administration; (3) Master’s Degree or higher from regionally accredited institution; or (4) has completed a West Virginia approved SCP. Proof of exemption must be provided in official documents to the DOE, one’s advisor, and the Registrar.

Registration forms, information, and tutoring for the PPST may be obtained in Room 101 Knutti Hall. Because registration deadlines occur at least a month prior to test administration and because it takes at least 6 weeks for the testing service to report scores, students should plan carefully to ensure test scores are available when needed. Students are responsible for requesting that test scores be sent to the Shepherd College Department of Education.

- e. The Director of Teacher Education
  - 1) informs PEUC of the Juncture 1 decisions of the Specialization Coordinators; PEUC has the authority to review any Juncture 1 decisions upon the request of two or more members within 2 weeks of date of notification
  - 2) informs the candidate of the Juncture 1 status.
- f. If admission is Provisional Status, it is the responsibility of the candidate, if she or he continues to desire admission, to successfully address the reasons for Provisional Status and resubmit application.
- g. If admission is denied, the student is assigned to Non-Admit Status. If the student wishes to challenge the Non-Admit Status, established appeal procedures must be followed.

## **JUNCTURE 2 REVIEW (BSN Students)**

### **Admission to School Nurse Seminar**

**Timeframe:** submit forms at the beginning of the semester **before** planning to take NURS 440

- a. To be eligible for review for admission to NURS 440 – School Nurse Seminar, the student must:
  - 1) have passed Retention Juncture 1 Review
  - 2) have demonstrated prerequisite computer skills (e-mail, word processing, spreadsheet, and internet search).
  - 3) have the required GPA of 2.5 minimum in nursing major (see Appendix C for complete nursing course list)
  - 4) have no grade lower than a “C” in all nursing course
  - 5) have met all requirements as specified in the Specialization Handbook
  - 6) continue free of conviction for felony or any charge involving moral character
  
- b. The Specialization Coordinator/Advisor
  - 1) reviews advising file
  - 2) certifies eligibility for the School Nurse Seminar
  - 3) solicits approval from the Department for review of applicant for School Nurse Seminar
  - 4) informs the Director of Teacher Education of Juncture 2 decisions
  - 5) documents Juncture 2 decision in the candidate’s advising file
  
- c. The Director of Teacher Education
  - 1) informs the PEU of the Juncture 2 decisions of the Specialization Coordinators; PEU has the authority to review any Juncture 2 decisions upon the request of two or more members within 2 weeks of date of notification
  - 2) informs the candidate of Juncture 2 status
  
- d. If admission to School Nurse Seminar is denied, the student is dismissed from the School Nurse Certification Program. If the student wishes to challenge the Removed Status, she or he may initiate an appeal following established procedures.

## **JUNCTURE 3 REVIEW (RN and BSN Students)**

### **Certification**

***Timeframe:*** submit forms at the beginning of the semester enrolled in NURS 440

- c. To be eligible for certification review the student must:
- 1) have a valid West Virginia RN license (BSN students provide the Department of Education with a copy of RN license)
  - 2) have completed all coursework applied toward the SCP (average 2.5 in nursing courses plus NURS 440 and EDUC 200). (See Appendix C for a complete nursing course list).
  - 3) have Full Status in SCP
  - 4) have a grade of at least “C” in NURS 440 – School Nurse Seminar
  - 5) have a grade of at least “C” in EUC 200 – Foundation of Education
  - 6) have a GPA in NURS 440 – School Nurse Seminar either have 2.0 or 3.0
  - 7) have submitted the required application for School Nurse Certification and fees for certification to the Certification Analyst (fee applies for certification by West Virginia Department of Education)
  - 8) have had a criminal background check within past 3 months
- d. To be recommended for certification the Director of Teacher Education:
- 3) documents completion of review criteria
  - 4) attests the following:  
  
“To the best of my knowledge the applicant is of good moral character and physically, mentally, and emotionally qualified to perform the duties of a school nurse; and is not the subject of any criminal conviction or currently pending charged felonies or misdemeanors which would show a lack of good moral character.”

## **APPENDIX C**

# **Juncture Review Policies and Procedures**

**PROFESSIONAL STUDIES COURSE  
SCHOOL NURSE CERTIFICATION PROGRAM**

**SCHOOL NURSE  
CERTIFICATION**

**BSN COURSES\*  
Shepherd University Students Only**

EDUC 200 Foundation of Education	NURS 311 Intro to Health Care
NURS 440 School Nurse Seminar	NURS 313 Health Assessment NURS 315 Clinical
	NURS 320 Mental Health Psych Care NURS 322 Clinical
	NURS 324 Research
	NURS 326 Essentials of Clin. Pharm/Patho
	NURS 411 Community Health Care NURS 413 Clinical
	NURS 415 Health Care of Children & Family NURS 417 Clinical
	NURS 419 Health Care of Women NURS 421 Clinical
	NURS 422 Health Care of the Adult Gerontology NURS 424 Clinical
	NURS 426 Health Care of Adult w/Complex Problems NURS 428 Clinical
	NURS 434 Management & Issues in Health Care NUR 436 Senior Capstone Seminar

Required courses with cumulative GPA of 2.5

**\* These courses are *not* required for RNs who graduated from other NLNAC accredited or CCNE accredited programs**

## SELECTION AND RETENTION STATUS CATEGORIES

### Status Categories

#### Full Status

Defining Condition: In compliance with all requirements

#### Provisional Status

Defining Conditions:

- a. Juncture 1 Review: student is currently “in progress” in course(s) required to meet eligibility requirements.
- b. Juncture 2 Review: student is in Full Status and is currently “in progress” in course(s) required to meet eligibility requirements.

Restriction:

- a. Provisional Status resulting from “in progress” condition: If final grade is satisfactory, Full Status is automatically conferred.

#### Non-Admit Status

Defining Condition:

- a. The student is eligible for Juncture 1 Review and has applied for review, but has failed to pass Juncture 1 Review.

Restriction:

- a. The student may not enroll in further School Certification Program courses until the Non-Admit Status is removed.

#### Probationary Status

Defining Condition:

- a. Student has been in Full Status but has not maintained GPA requirements in Education Studies or overall.

Restrictions:

- a. Student must consult with her or his advisor to plan for removing deficiencies.
- b. At the completion of the probationary semester (the one following the semester during which an adequate GPA was not maintained), the student must initiate an Advisor review of his or her status if the deficiency has been successfully addressed. Unless the Probationary status is removed at the end of the semester, the student may not enroll in School Certification Program courses.

**Removed Status**

Defining Conditions:

Student has been admitted but subsequently has failed to meet the following retention requirements:

- a. The minimum GPA requirement in Education Studies or overall has not been met for 2 consecutive semesters.
- b. The student has been convicted of a felony or any crime related to moral character or has falsified the statement denying conviction.
- c. The student has met eligibility requirements for Juncture 3 but has not passed review.

Restriction:

Student may not enroll in Professional Studies courses.

## **APPEAL POLICY AND PROCEDURES**

A. There are 3 review junctures as students progress through the School Nurse Certification Program:

- |               |   |
|---------------|---|
| 1. Juncture 1 | Admission to the School Nurse Certification Program |
| 2. Juncture 2 | Admission to NURS 440                               |
| 3. Juncture 3 | Certification                                       |

B. Student Appeal – A student may appeal under the following conditions:

1. A failed review at any Juncture
2. Removal from the School Nurse Certification Program for deficiencies

C. Procedure for Appeal:

1. The student must inform the Director of the Teacher Education (DTE) in writing of the intent to appeal 10 academic days after formal notification of status.
2. The DTE will form an Appeal Panel consisting of 4 PEU Council members and 1 non-PEUC member. The DTE will chair the Appeal Panel which will meet no more than 15 and no less than 10 academic days after receipt of the student's written intent to appeal. The student will be informed of the scheduled hearing within 3 academic days.
3. At least 4 days prior to the scheduled hearing, the student must submit in written form to the secretary of the DOE, the basis for the appeal. The secretary will then duplicate and send to all members of the appeal panel this and all other relevant documentation for review.
4. The student must be present at the appeal to present and support the appeal and respond to questions from the appeal panel members.
5. The student will leave the room after presenting the appeal and responding to questions.
6. The DTE will inform the student in writing the decision of the Appeal Panel.
7. If the student wishes to appeal this decision, procedures specified in the University Student Handbook must be followed.

# **APPENDIX D**

## **Forms**

**SHEPHERD UNIVERSITY DEPARTMENT OF NURSING EDUCATION**  
**SCHOOL NURSE CERTIFICATION PROGRAM REGISTRATION**

**RN** \_\_\_\_\_ **BSN Student** \_\_\_\_\_ **Date Received:** \_\_\_\_\_  
**Name** \_\_\_\_\_ **SSN#** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
 \_\_\_\_\_ **E-mail** \_\_\_\_\_

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**RN**  
 Date BSN Received \_\_\_\_\_ Institution Granting BSN \_\_\_\_\_  
 RN License # \_\_\_\_\_ State in which Licensed \_\_\_\_\_  
 Immunization Record on file \_\_\_\_\_ CPR Expiration Date \_\_\_\_\_  
 Letter of Reference \_\_\_\_\_

**BSN Student**  
 Date of anticipated graduation \_\_\_\_\_  
 Courses remaining in BSN Program \_\_\_\_\_

**Curriculum Plan**

<u>Course</u>	<u>Anticipated enrollment</u>	<u>Completed</u>	<u>Grade</u>
EDUC 200	_____	_____	_____
NURS 440	_____	_____	_____

**Clinical Practicum**  
 School \_\_\_\_\_  
 Preceptor \_\_\_\_\_

**PPST**  
 Date taken: \_\_\_\_\_ Scores: Reading \_\_\_\_\_ Writing \_\_\_\_\_ Math \_\_\_\_\_

**Criminal Background Check**  
 Date \_\_\_\_\_

**Cumulative GPA** \_\_\_\_\_

**JUNCTURE 1**  
**APPLICATION TO THE SCHOOL NURSE CERTIFICATION PROGRAM**  
**BSN Students**

Name (Print) \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
Last First MI

Permanent Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_ Zip \_\_\_\_\_

School Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_ Zip \_\_\_\_\_

Advisor's name \_\_\_\_\_ Year of catalog you entered Shepherd \_\_\_\_\_

If transfer student, entered Shepherd: Semester/year \_\_\_\_\_ from (institution) \_\_\_\_\_

1. Have you passed the PPST or provided proof of exemption? Yes \_\_\_

2. a. Is your overall GPA 2.5 or above? (must have a completed minimum of 3 hours) Yes \_\_\_

b. Transfer students: Shepherd University GPA \_\_\_\_\_ (must have completed at least 3 hours at Shepherd University with a 2.5 GPA) Yes \_\_\_

3. Have you demonstrated computer competency? Yes \_\_\_  
 or list the computer course in which you are currently enrolled, and check "In Progress" \_\_\_\_\_ In Progress \_\_\_

4. Have you made a grade of "C" or better in:

	Grade:	Equivalent transfer course:	Grade		
EDUC 200 Foundations of Educ.	_____	_____	_____	Yes	___
ENGL 102 or 103 Written English	_____	_____	_____	Yes	___
COMM 202 Fund/Speech	_____	_____	_____	Yes	___

5. Have you ever been convicted of or are you currently under indictment for a felony? Yes\_ No\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applicants with course(s) "In progress" and meeting all other requirements will be assigned "Provisional Status." Upon satisfactory completion of course(s), applicant will be reassigned and notified of change to "Full Status."**

**COMPLETE SIDE 1 – RETURN TO KNUTTI HALL, ROOM 108**

**TO BE COMPLETED BY CERTIFICATION ANALYST:**

(Located in the Department of Education Office, Knutti Hall, Room 108)

Required PPST scores effective Sep. 1, 1999

Reading \_\_\_\_\_  
*Reading 174/321*

Writing \_\_\_\_\_  
*Writing 172/318*

Math \_\_\_\_\_  
*Math 172/317*

PPST exemptions include a terminal degree or:

ACT Score: \_\_\_\_\_ month/year: \_\_\_\_\_ SAT Score: \_\_\_\_\_ month/year: \_\_\_\_\_  
*Composite ACT 26 (25 prior to Oct. 1989) SAT 1125 (1035 prior to April 1995)*

\_\_\_\_\_ Overall CPA on minimum of 24 credit hours

\_\_\_\_\_ Transfer Students: Shepherd University GPA on minimum of 9 credits taken at Shepherd University

\_\_\_\_\_ Students with degree, seeking certification only: Shepherd University GPA on minimum of 9 credit hours taken at Shepherd University

\_\_\_\_\_  
*Certification Analyst Signature/Date*

**TO BE COMPLETED BY ADVISOR:**

- Health Date Sheet current Yes \_\_\_ No \_\_\_
- Letter of Reference Yes \_\_\_ No \_\_\_
- Have all eligibility requirements been met, including general requirements and those unique to your Specialization? In Progress \_\_\_ Yes \_\_\_ No \_\_\_  
If not, what is lacking? \_\_\_\_\_
- Do the qualitative evaluations indicate this student belongs in School Nursing Certification program? Yes \_\_\_ No \_\_\_ Unsure \_\_\_

Advisor recommendations for Juncture 1 is:

\_\_\_\_\_ Full Status      \_\_\_\_\_ Provisional Status      \_\_\_\_\_ Non-Admit Status

\_\_\_\_\_  
*Advisor Signature/Date*

**TO BE COMPLETED BY SPECIALIZATION COORDINATOR:**

Departmental Review \_\_\_\_\_ (Specialization Coord. takes application to respective department).

Specialization Coordinator recommendation:

\_\_\_\_\_ Full Status      \_\_\_\_\_ Provisional Status      \_\_\_\_\_ Non-Admit Status

\_\_\_\_\_  
*Specialization Coordinator Signature/Date*

**TO BE COMPLETED BY DIRECTOR OF TEACHER EDUCATION PROGRAM:**

Director of Teacher Education recommendation for Juncture 1 is:

\_\_\_\_\_ Full Status      \_\_\_\_\_ Provisional Status      \_\_\_\_\_ Non-Admit Status

\_\_\_\_\_  
*Director of Teacher Education Signature/Date*

Information distributed to PEU(C) on \_\_\_\_\_

**JUNCTURE 2**  
**(BSN Students only)**  
**APPLICATION FOR ADMISSION TO SCHOOL NURSE SEMINAR**

Name (Print) \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
Last First MI

Permanent Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_ Zip \_\_\_\_\_

School Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_ Zip \_\_\_\_\_

Advisor's name \_\_\_\_\_

**TO BE COMPLETED BY STUDENT:**

1. Do you currently hold "Full Status" in the School Nurse Certification Program? Yes \_\_\_
2. Do you have the required 2.5 minimum GPA in  
 Nurs 411 \_\_\_ Nurs 413 \_\_\_ Nurs 415 \_\_\_ Nurs 417 \_\_\_  
 Overall GPA \_\_\_\_\_ (*include all college work*) In Progress \_\_\_
3. Have you demonstrated computer competency to your advisor?  
 or list the computer course in which you are currently enrolled, and check "In  
 Progress" \_\_\_\_\_ Yes \_\_\_  
 In Progress \_\_\_
4. If you are currently enrolled in a course required for Juncture 2 eligibility, list  
 courses and check "In Progress" \_\_\_\_\_ In Progress \_\_\_
5. Have you ever been convicted of or are you currently under indictment for a  
 felony? Yes\_ No\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applicants with course(s) "In progress" and meeting all other requirements will be assigned "Provisional Status." Upon satisfactory completion of course(s), applicant will be reassigned and notified of change to "Full Status."**

**STUDENT: COMPLETE SIDE 1, RETURN FORM TO 108 KNUTTI**

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**TO BE COMPLETED BY CERTIFICATION ANALYST:**

(located in the Department of Education Office, Knutti Hall, Room 108)

- GPAs are correctly reported on front of this application Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
*Certification Analyst Signature/Date*

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**TO BE COMPLETED BY ADVISOR:**

- Health Date Sheet current Yes \_\_\_ No \_\_\_
- Computer skills met/demonstrated, or course in progress In Progress \_\_\_ Yes \_\_\_ No \_\_\_
- Nursing Education courses/hours specified in Specialization Handbook completed or in progress \_\_\_\_\_ In Progress \_\_\_ Yes \_\_\_ No \_\_\_
- Qualitative Evaluations support retention Yes \_\_\_ No \_\_\_
- All Specialization requirements have been met or are in progress. In Progress \_\_\_ Yes \_\_\_ No \_\_\_

Advisor recommendations for Juncture 2 Retention is:

- \_\_\_\_\_ Full Status to Student Teaching
- \_\_\_\_\_ Provisional Status \_\_\_\_\_
- \_\_\_\_\_ Denied admission to Student Teaching

\_\_\_\_\_  
*Advisor Signature/Date*

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**TO BE COMPLETED BY SPECIALIZATION COORDINATOR:**

Departmental Review \_\_\_\_\_ (Specialization Coord. takes application to respective department).

Specialization Coordinator Juncture 2 Retention recommendation:

- \_\_\_\_\_ Student should remain at Full Status
- \_\_\_\_\_ Provisional Status
- \_\_\_\_\_ Student should be removed from School Certification Program

\_\_\_\_\_  
*Specialization Coordinator Signature/Date*

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**TO BE COMPLETED BY DIRECTOR OF TEACHER EDUCATION:**

Director of Teacher Education Program recommendation for Juncture 2 Retention is:

- \_\_\_\_\_ Student should remain at Full Status
- \_\_\_\_\_ Provisional Status
- \_\_\_\_\_ Student should be removed from School Certification Program

\_\_\_\_\_  
*Director of Teacher Education Signature/Date*

Distributed to PEU(C) on \_\_\_\_\_