



West Virginia DEPARTMENT OF
EDUCATION

Permits and Certifications for School Nurses

September 4, 2020

First Time Applicants

- Instructions for Submitting an Initial Application may be accessed at <http://wvde.wv.us/certification>.
- ALL first-time applicants must complete a fingerprint/background check.
- You will need first to apply for licensure to receive the required service code to complete the background check appointment

General Requirements

All applicants must meet the following criteria:

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

Initial Professional Student Support Certificate (Form 20S)

Valid for 3 Years

Total of 3 Options

Option 1 Requires:

- Bachelor's degree in nursing from an accredited institution of higher education.
- A valid WV RN license.
- Minimum GPA of 2.5.
- Successful completion of an accredited School Nurse Program

Initial Professional Student Support Certificate

Option 2 Requires:

- Master's Degree in nursing from an accredited institution of higher education with either a valid national certification in school nursing from the National Board for Certification of School Nurses, Inc.
- Minimum GPA of 3.0.
- A valid WV RN license.
- Must hold a valid national certification in school nursing from the National Board for Certification of School Nurses, Inc.

Initial Professional Student Support Certificate

Option 3 Requires:

- Master's degree in nursing from an accredited institution of higher education.
- A valid WV RN license.
- Minimum GPA of 3.0.
- Valid national certification in an area recognized by WVDE for School Nurse that includes, but is not limited to: school nurse practitioner, pediatric nurse practitioner, family nurse practitioner, clinical specialist in child and adolescent psychiatric and mental health nursing, and advanced nursing administration.

Professional Five-Year Student Support Certificate (Form 4S)

Requires:

- 6 Semester hours of WVDE E-learning (WVlearns), or an appropriate college/university coursework related to the public school program with a 3.0 or higher GPA.

OR

- Master's plus 30 Salary Classification

OR

- Age 60

AND

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

Renewal of Student Support Certificate (Form 4S)

Renewal Requires:

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

Course work must meet one or a combination of the following options:

1. Courses relevant to a MA in a curriculum related to the public school program (college/university courses).
2. Courses are related to the improvement of instruction and the applicant's current endorsement area.
3. Courses needed to qualify for an additional endorsement.
4. Credit is prescribed by the county as a result of an applicant's evaluation.

Renewal of Student Support Certificate (Form 4S)

OR

- MA+30 salary classification

OR

- Age 60

Permanent Professional Student Support Certificate (Form 4S)

Total of 3 Options

Option 1 Requires:

- Must hold or be eligible for the Professional Student Support Certificate valid for five years.
- Hold a Master's Degree related to the public school program.
- Complete five years of educational experience, including two within the specializations(s) for which the permanent certificate is requested.

Option 2 Requires:

Meet Qualifications for reciprocity per out of state certificate.

Permanent Professional Student Support Certificate

Option 3 Requires:

- Must hold or be eligible for the Professional Student Support Certificate valid for five years.
- Renew the Professional Student support valid for five years two times based on the following: 1) six semester hours of appropriate renewal credit reflecting a 3.0 GPA, or 2) a minimum of a master's plus 30 salary classification based on the awarding of a master's degree, or 3) age 60

First class/Full time Permit (Form 1/1A)

Valid for 1 Year

Requires:

- Minimum of an Associate's Degree in Nursing
- Minimum GPA of 2.5.
- A valid WV RN license
- Verification by the designated official at the institution of higher education through which the program is being completed that the applicant has completed 25% or six semester hours, whichever is greater, of the state approved program in the specialization(s) for which the permit is requested.
- Submission of the Professional Commitment verifying the applicant's enrollment in the state approved program.

First class/Full Time Permit (Form 1/1A)

Renewal Requires:

- An offer of employment must continue to be offered in an area of the county's critical personnel needs.
- Must complete six semester hours of required coursework from an accredited institution of higher education, reflecting a minimum 3.0 GPA.
- Submission of the Professional Commitment verifying the applicant's enrollment in the state-approved program.
- Exception for a School Nurse. A School Nurse who is employed on a First-Class/Full-Time Permit (refer to section 11.1.e) after July 1 is only required to have a minimum of three semester hours of coursework during the first year of the permit's issuance.

First Class/Full Time Permit (Form 1/1A)

- Employed in area of critical personnel need.
- *Must complete approved program within five years
- * First-Class/Full-Time Permit requires an offer of employment in a position where no other certified applicant has applied.

Long Term Substitute Permit (Form 2L)

Temporary Hire for more than 30 consecutive days

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

Substitute Permits

Renewal Requires:

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

OR

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