



SCHOOL HEALTH PROGRAMS

Accredited by the Pennsylvania Department of Education



2025 – 2026 PROGRAM HANDBOOK

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FORWARD

This manual provides the student in the School Health Program with a guide to the School of Nursing policies and curriculum. The student should also reference the written policies and procedures in the most recent [Eastern University Graduate Catalog and Student Handbook](#).

This manual does not supersede or replace the Eastern University Graduate Catalog and Student Handbook. Additional information can be obtained by meeting with a School Health faculty advisor.

The University reserves the right to change its regulations, courses of study, and schedule of fees without previous notice.

ORGANIZATIONAL CHART: SCHOOL HEALTH PROGRAMS

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VISION, MISSION, AND STATEMENTS OF BELIEF

VISION STATEMENT

Eastern University School of Nursing empowers graduates to excel and flourish as nurse clinicians, leaders, educators, and catalysts of change within healthcare and education.

SCHOOL HEALTH PROGRAMS MISSION STATEMENT

The School Health programs prepare professional nurses for thoughtful and productive lives of Christian faith, leadership, education, and health service in diverse learning environments within school communities.

STATEMENTS OF BELIEF

The School of Nursing expands upon its mission by defining five statements of belief regarding the art and science of professional nursing, the learning experience, the human experience, health, and the environment. These fundamental beliefs provide a framework to support the vision and mission statements of the School of Nursing.

Art and Science of Professional Nursing

Ephesians 4:32 "Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you." (ESV)

Nursing is an art and a science. As an art, nurses serve human needs with compassionate care and respect for the dignity of life. As a science, nurses use evidence-based practice and theory to promote health and respond to the human condition of persons, families, and populations. Through the art and science of nursing, nurses are able to care for the biopsychosocial and spiritual needs of persons through a Christian worldview.

Learning Experience

Proverbs 2:6 "For the Lord gives wisdom, from his mouth comes knowledge and understanding." (ESV)

Learning is a highly personal experience that promotes self-direction and a commitment to life-long professional growth and development. The learner brings an identity formed from rich, unique life experiences that provides a foundational context for learning. The diversity of these experiences shapes the learners' education as well as the nurse educator-learner interaction, thus promoting the motivation and curiosity to learn through shared responsibility in active learning processes.

Human Experience

Psalms 139:13-14 "For you formed my inward parts; you knitted me together in my mother's womb. I praise you, for I am fearfully and wonderfully made. Wonderful are your works; my soul knows it well. (ESV)

Individuals are holistic beings with diverse experiences, perspectives, and values. Spirituality is at the core of the human being and influences all aspects of life, promoting a sense of wholeness to meet one's biopsychosocial and spiritual needs. As a dynamic being, an individual is interconnected with persons, families, and populations as well as the environment.

Health

Jeremiah 30: 17 "For I will restore health to you and your wounds I will heal..." (ESV)

A person in balance is a healthy person. Health, which includes physical, mental, social, and spiritual wellbeing, is

defined on a continuum and based on each person's health perspective. Therefore, health is not merely the absence of disease or illness.

Environment

Colossians 3:12 "Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience."

A healthy environment is a universal need and fundamental human right and is sustained through multidisciplinary collaboration. Environmental and social justice is a right of all populations and assumes that health disparities are not acceptable. The nurse promotes a healthy environment through respect for the diverse values, beliefs, cultures, and circumstances of patients and their families (American Nurses Association, 2007).

Reference:

American Nurses Association (2007). *ANA's principles of environmental health for nursing Practice with implementation strategies*. [PDF].



CERTIFICATION IN SCHOOL NURSE (PK-12) PROGRAM

LEARNING OUTCOMES

Upon successful completion of the courses required for certification, the student will meet the requirements for a Pennsylvania certificate as a Level I Educational Specialist-School Nurse.

LEARNING OBJECTIVES

1. Determine the parameters for providing school healthcare services as determined by legal and professional guidelines.
2. Demonstrate an understanding of the ethnic and cultural impact on the roles/functions of school health providers in managing conflict.
3. Identify the roles and standards of school nursing.
4. Identify effective communication techniques to use with parents/guardians, other agencies and the community at large to support the health and learning of all students.
5. Demonstrate the ability to plan, implement, and evaluate the care of the school-aged child based on theoretical and research-based evidence. **PENNSYLVANIA DEPARTMENT OF EDUCATION SPECIALIST POSITION DESCRIPTION: SCHOOL NURSE**

Revised 12/21/2017

PENNSYLVANIA DEPARTMENT OF EDUCATION SPECIALIST POSITION DESCRIPTION: SCHOOL NURSE

Revised 12/21/2017

1. Knowing the Content

The professional education program provides evidence that candidates for School Nurse certification have a Bachelor of Science or Bachelor of Arts degree, in any field, for certification purposes, a current license to practice as a Registered Nurse and have demonstrated their knowledge of and competence in providing for the health care needs of children and youth (PK-12). Pursuing a Bachelor of Science in Nursing may be in the best interest of a candidate who already possesses nursing credits from their licensing courses.

a. Providing information and services in school health-related areas including:

- promotion of health education and health practices
- assessment of community and school health needs
- physical and mental health assessment of children and youth
- development, management, and evaluation of the school health program
- prevention, identification, and control of communicable diseases

- counseling techniques, referral, and health care management of children and youth
- case management of health needs of children and youth
- competence in dealing with health related issues of diverse populations
- child and adolescent development
- educational psychology

b. Recognizing symptoms and consequences of safety and environmental factors including:

- child abuse
- substance abuse
- teenage pregnancy
- violence
- homelessness and poverty
- emergency response and crisis intervention planning
- safe and healthy school environment

c. Assessing, documenting and managing the health care needs of children and youth with disabilities in the least restrictive environment including:

- technological care
- nutrition
- medication
- participation in multidisciplinary meetings
- development of an individualized plan of health care

d. Regulatory, ethical and professional issues and responsibilities governing the provision of health care services in the schools including:

- Federal, state and local laws and regulations which impact children and youth
- Pennsylvania State Professional Nurse Law
- Pennsylvania school code and regulations
- American Nursing Association/National Association of School Nurses code of ethics, privacy and confidentiality
- child and parental rights

2. Performances

The professional education program provides evidence that each School Nurse certification candidates are assessed and demonstrate competence in the above content areas during participation in early field experiences and a required practicum. The early field experiences and practicum must be in diverse settings and educational levels while under the supervision of a certified school nurse.

3. Professionalism

The professional education program provides evidence that each School Nurse certification candidate demonstrates knowledge of and competencies in promoting professionalism in school and community settings including:

- Professional journals, organizations and other sources of professional development
- Integrity and ethical behavior, professional conduct as stated in Pennsylvania's Code of Professional Practice and Conduct for Educators; and local, state, and federal laws and

regulations

- Collaboration with other professionals
- Effective communication with parent/guardians, other agencies and the community at large to support learning by all students

Pennsylvania Department of Education (2017, December 21). *School nurse*. [PDF].

<https://www.education.pa.gov/Documents/Teachers-Administrators/Certification%20Preparation%20Programs/Specific%20Program%20Guidelines/SpecSchoolNurse.pdf>

CERTIFICATION IN SCHOOL NURSE (PK-12) PROGRAM CURRICULUM

Core Course Requirements:

Credit Hours:

NURS 566: Foundations of School Nurse Education*	3
NURS 508: Legally Mandated Responsibilities of the School Nurse	3
NURS 509: School Nurse and the Exceptional Child	3
NURS 530: School Nurse Clinical Practicum 100-hour field experience (Course completed last)	3
Total Credits	12

*Formerly NURS 566: Foundations of Nursing Education. Course change effective January 2026.

Note: External Agencies have authority to impose new student standards for certification before a student's program of study is completed. Once a student has completed their M.Ed. they are no longer eligible for financial aid to complete their certification. Students must carry six credits per semester to be eligible for financial aid.

Pennsylvania school nurse certification is valid in Pennsylvania only since school nursing services are governed on the state level and are, therefore, subject to state requirements. Many states have specific and/or unique state certification or licensing requirements related to additional preparation beyond RN licensing and/or undergraduate educational degrees. Please check with the National Association of School Nurses (NASN) affiliate in your area or your state school nurse consultant for specifics related to state requirements (NASN, 2018).

The initial certificate, Level I, is valid for a specific number of service years during which time the student must complete established requirements. Upon completion of those requirements, **Level I may be converted to a Level II certificate. If not converted, Level I lapses.** You cannot be employed in a Pennsylvania public school with a lapsed certificate. [See the PA DOH Level I and II requirements here.](#)

CERTIFICATE IN SCHOOL NURSE (CSN) COURSE DESCRIPTIONS

NURS 566: Foundations of School Nurse Education

3 online credits. Spring, SU I, SU II and Fall.

In this course, students will explore how people learn and how best to facilitate knowledge, information, and skills development. Relevant theories and determinants of learning are presented for students to research, discuss, and employ. Attention is given to the ethical and legal rights and responsibilities of nurses, educators, and learners.

NURS 509: School Nurse and the Exceptional Child

3 online credits. Spring, SU I, SU II and Fall.

This course is designed to give an awareness of the uniqueness of the role of the school nurse in meeting the needs of children with disabilities, chronic, and emotional conditions, as well as those students with developmental disabilities who are served under IDEA and other related legislation. The course is structured to prepare school nurses to function effectively on interdisciplinary, crisis intervention and individual education planning teams.

NURS 508: Legal Mandates of the School Nurse

3 online credits. Spring, SU I, Select SU II Sessions and Fall.

Legal and Mandated responsibilities of the School Nurse is designed to introduce to the new or prospective school nurse the fundamentals of U.S. law and how these laws affect educational change as well as the legal issues that specifically affect the certified school nurse. Emphasis will be placed on the school nurse's responsibility to enhance the student's ability to learn, and to appraise, protect, and promote the health of students and school personnel. The course will explore current legal issues in school health.

NURS 530: School Nurse Clinical Practicum

3 online credits. Spring and Fall only.

This course is designed for prospective school nurses. The focus is to acquaint the student with the role of the nurse as a member of the educational community. Emphasis is placed on the assessment, implementation, and evaluation of the health care needs of the school-aged population. It is structured to provide a forum for lecture and discussion as well as supervised field experience for the student to observe and participate in health care delivery in the school setting. The practicum consists of 100 hours of clinical experience which must be completed during the semester the student is enrolled in the course. The clinical experience should be divided equally among elementary, middle, and high schools with at least one component involving children with special needs. Required documents must be submitted before a student can begin the practicum. Students must have completed two of the four required courses before enrolling in NURS 530.

This course is completed after all the other CSN courses.

NURS 530: SCHOOL NURSE CLINICAL PRACTICUM GENERAL INFORMATION- IMPORTANT!

All students must thoroughly read the information regarding obtaining the state-required 100-hour practicum. Eastern University (EU)'s CSN program is an investment in student education, as well as in time and finances. EU requests that students clearly understand what is expected during the practicum semester.

Though a student will sign a criminal background waiver at the time of admission, the following related items are required **before** beginning the practicum: a complete criminal background check, Child Abuse Check, and FBI fingerprinting. Students with a positive criminal history must be aware that they may not be able to find practicum placement. Even if a practicum placement is secured and completed, the Pennsylvania Department of Education (PDE) may choose to not certify the student after a review of “good moral character”. Therefore, it is in the student’s best interest to consider this information and to take action to address any clearance issues now so as to not incur financial course debt that results in no certification.

All required practicum compliance documents must be submitted by July 15 for Fall semester or December 15 for Spring semester of the NURS 530 course. ALL students, even those employed by the district, must adhere to Eastern University rules as each student is viewed as a student of the University and not a district employee in the eyes of the state (Pennsylvania Department of Education). The following documents must be submitted and approved by CastleBranch, Eastern University School of Nursing’s designated document storage and review partner. Required documents include:

- PA criminal record, PA Child Abuse and FBI fingerprint clearances (purchased for an additional fee as noted in the course catalog and program handbook.
- A valid Pennsylvania RN license. A Compact License is not acceptable.
- A valid Pennsylvania Department of Health (DOH) approved CPR/BLS certification
- Tuberculosis screening
- Personal liability insurance with minimum coverage of \$1,000,000 per claim
- Proof of personal health insurance
- A signed HIPAA/FERPA confidentiality statement
- A signed acknowledgement page from the School Health Programs confirming that the handbook has been read and the student agrees to the requirements. Signing this form is proof that you have read the SH Handbook and understand all of the requirements that are necessary before the start of NURS 530.
- The school district Affiliation agreement signed by a district administrator as well as the student

Students who do not submit the required documents by the required dates of either July 15th for the Fall practicum or December 15th for the Spring practicum will be required to drop the course and enroll when the course is next

available.

NURS 530 includes a 100-hour practicum distributed as follows: 30 elementary school hours, 30 middle school hours, 30 high school hours, and 10 Special Education hours. These hours **must** be completed during the semester the student is registered for the course. **Practicum hours cannot be "grandfathered" in per the state and may only begin to accrue during the dates of the semester registered for NURS 530 and after the first week of the course is completed.**

A school district **administrator** must sign an [Affiliation Agreement](#) with Eastern University allowing practicum participation in their district. For students currently employed as RNs within a school district, the employing district must still sign an Affiliation Agreement with Eastern University allowing for practicum participation during employment. The district has the right to determine how they will allow students to accrue practicum hours as both a student and an employee. They have the right to develop their own rules and regulations on how employees will obtain practicum hours. School Districts with questions or concerns related to the Affiliation Agreement should be referred to Dr. Lisa Trask for additional information.

It is highly suggested that students set up their practicum with the district of their choice as soon as possible and while getting all required documents in order.

Practicum hours must be completed in a Pennsylvania school district under the preceptorship of a Pennsylvania certified school nurse (CSN). A CSN preceptor with a minimum of 3 years experience is required to oversee practicum hours regardless of employment status. Although a Level I CSN is acceptable, *a Level II CSN with at least 3 years' experience is preferred*. It is the student's responsibility to identify a CSN preceptor within their district of employment. Compensation for clinical practicum hours is at the discretion of the school district based on district policy and contracts. **Students may not complete clinical practicum hours on work time.**

Students must work with their CSN preceptor to be sure all hours on all K-12 levels are met while in clinical.

Students will need to have a CSN with them during the practicum; however, the district and preceptor must agree to oversee the practicum hours worked and to help students meet the practicum requirements. Students must have a working knowledge of IEPs, 504s, etc. and assist in completing the required state clinical logs as well as a final preceptor evaluation. The student will need to schedule their hours with the CSN preceptor.

Once all required CSN courses are satisfactorily completed, students will apply for official PK-12 School Nurse Certification via the ~~Pennsylvania~~ Department of Education (PDE). The current application fee is \$200 and is subject to change.

Please refer to the [Appendices for additional information and required documents for NURS 530: School Nurse Clinical Practicum](#).



SCHOOL HEALTH SUPERVISOR CERTIFICATION PROGRAM

This program will begin as a cohort each Fall semester only if there is adequate enrollment.

LEARNING OUTCOMES

Upon successful completion of the courses required for certification, the student will be eligible to sit for the Praxis Educational Leadership: Administration and Supervision (Test Code: 5411) exam and apply for a supervisor certification through the PA Department of Education.

LEARNING OBJECTIVES

1. Demonstrate an understanding of the role and function of the School Health Supervisor in negotiating and managing personnel conflicts.
2. Identify effective communication techniques to utilize with parents/guardians, agencies and the community at large to support the health and learning of students.
3. Identify the roles and standards of the School Health Supervisor in developing an effective school health program and participating in an interdisciplinary educational team.
4. Demonstrate integrity, ethics and professional conduct to the function of School Health Supervisor.

CURRICULUM

Core Course Requirements:

Credit Hours:

EDUC 607: Supervision of Instruction (for students enrolled prior to January 1,2023) OR	3
EDUC 588: Supervision of Instruction (for students enrolled after January 1, 2023)	
NURS 608: Seminar for Supervisors (60 hours of field experience)	3
EDUC 623: Curriculum Design	3
EDUC 624: School Law	3
EDUC 635: Research Design	3
NURS 614: Practicum for Supervisors 300-hour field experience (NURS 608 pre-requisite), (NURS 614 is the last class to be completed)	3

Total Credits

18

School Health Supervisors must pass the Educational Leadership: Administration and Supervision (Test Code 5411) to be eligible for supervisory certification. *External Agencies have the authority to impose new standards for certification before a student's program of study is completed.*

Additional eligibility requirements for the Pennsylvania School Health Supervisory Certification can be found [here](#).

SCHOOL HEALTH SUPERVISOR CERTIFICATE COURSE DESCRIPTIONS

EDUC 607: Supervision of Instruction (for students enrolled prior to January 1,2023) 3 online credits. Fall.
This course examines the concepts of supervision of instruction and personnel. Through lecture, discussion, and group activities, the student is introduced to the various models of supervision needed to improve a program through observation, communication of needs, conferencing, and providing in-service training. Students will be expected to write and relate several assignments.

EDUC 588: Supervision of Instruction (For students enrolled after January 1, 2023)
The student will develop an understanding of the role of a successful school leader in both curriculum development and instruction. Students will analyze how to support and cultivate a professional learning community where the principal is an instructional leader who sustains a culture of classroom teaching excellence. Topics covered include coaching, creating trust, cultivating healthy communication and supporting teachers as learners.

EDUC 623: Curriculum Design 3 online credits. Spring.
The major purpose of the course is to explore the principles and procedures of curriculum development and management along with special topics like auditing, alignment, and evaluation. Technical issues, trends, future directions, and curriculum designed for special needs will be included. Social, psychological, and philosophical foundations will be discussed.

EDUC 624: School Law 3 online credits. Summer I.

This course presents school law as it relates to agency control and structure, school organizations and their policies and procedures, school personnel and student rights. Implications of legal mandates, legal issues for public versus private schools and special needs students will be covered.

EDUC 635: Research Design 3 online credits. Spring and Fall. Possibly Summer II.
This graduate level course is designed to introduce students to fundamental concepts and methods of descriptive and inferential statistics as they apply to educational research. These fundamental statistics concepts include sampling, experimentation, variability, distribution, association, causation, estimation, confidence, hypothesis testing, regression and correlation, and t-tests. The course is also designed to introduce students to the knowledge base, processes, experiences, and skills involved in designing and conducting research studies in education and the social sciences. The course will provide a survey of quantitative, qualitative, and mixed research methods, as well as opportunities for students to critically examine educational research studies in general and language research studies in specific, employing a variety of such methods. Students will apply course content toward the conceptualization and completion of an empirical study on a selected topic. The course is designed as a laboratory experience, using multiple techniques and strategies of instruction. Students are expected to engage in extensive reading, research, class discussion, written reflection, and self-evaluation through dialogue, group projects, and field work.

NURS 608: Seminar for Supervisors (60 hours' field experience) 3 online credits. Fall.
This organizational management seminar was developed to aid the student in analyzing the role of the supervisor. The factors which affect organizational management and the school environment as well as working relationships will be discussed. State and local law and the function of the school board in policy determination which will affect the school program will be discussed. Students will have the opportunity to design a school program along with the staff development and the budget process necessary to support that instructional program.

EDUC 614: Practicum for Supervisors (300 hours' field experience)

3 online credits.

Spring. Prerequisite: NURS 608.

The student will spend a minimum of 300 hours working with a certificated supervisor under the supervision of a faculty member from Eastern University. A prescribed number of course assignments must be completed which include but are not limited to activities in program development, school nurse service improvement, policy determination, staff development, budgeting, and role analysis and program evaluation.

This course is to be the last course completed



MASTER OF EDUCATION IN SCHOOL HEALTH SERVICES PROGRAM

LEARNING OUTCOMES

The Master of Education (M.Ed.) in School Health Services readies the bachelor-prepared RN professional to effectively function in settings serving children and youth. Graduates of the program are prepared to serve as outstanding health professionals committed to meeting the needs of a diverse population and to their holistic development. This M.Ed. program has two tracks.

M.Ed. PROGRAM TRACKS:

- School Health Supervisor Certification
- School Nurse Certification.

LEARNING OBJECTIVES

1. Apply the standards of care and legal/ethical issues to school nurse practice through an environment that fosters engagement and motivation in education.
2. Assess the impact of a home environment on health and wellness.
3. Analyze national and international health initiatives that affect public health.
4. Apply a framework to nursing practice that incorporates equity, moral concepts, professional ethics, law, and respects diversity and inclusion of all people.

MASTER OF EDUCATION IN SCHOOL HEALTH SERVICES TRACKS

MASTER OF EDUCATION IN SCHOOL HEALTH SERVICES via SCHOOL HEALTH SUPERVISOR CERTIFICATION TRACK

CURRICULUM

The School Health Supervisor certification track of the M.Ed. in School Health Services requires the following course work for a total of 30 credits, 18 of which are specific for the School Health Supervisor certification. All courses are online.

- NURS 566 Foundations of School Nurse Education *course change effective January 2026
- NURS 561 (previously HSCI 560) Community and Environmental Health- runs in Fall only
- NURS 601 (previously HSCI 601) World Health Issues- runs in Summer I only
- Two 3-credit graduate course electives (EDU 500 or higher)

School Health Supervisor Concentration Course Requirements:

Please see p. 13 for additional requirements to be eligible for school health supervisory certification in PA.

EDUC 607: Introduction to Supervision (for students enrolled prior to January 1, 2023)
EDUC 588: Introduction to Supervision (for students enrolled after January 1, 2023)
EDUC 608: Seminar for the Supervisor (60 hours of field experience)
EDUC 614: Practicum for the Supervisor (300 hours of field experience)
EDUC 623: Curriculum Design
EDUC 624: School Law
EDUC 635: Research Design
See Course Catalog for semesters.

Students interested in the MASTER OF EDUCATION IN SCHOOL HEALTH SERVICES via SCHOOL HEALTH SUPERVISOR CERTIFICATION TRACK after completion of School Health Supervisor Program must apply through the Eastern University Admissions Department.

MASTER OF EDUCATION IN SCHOOL HEALTH SERVICES via SCHOOL NURSE CERTIFICATION TRACK CURRICULUM

Regardless of the chosen area of concentration, all students in this degree program take the following four core courses plus two electives, as shown, for a total of 18 credits. All courses are online.

- EDUC 635 Research Design- runs in Spring and Fall only
- NURS 561 (previously HSCI 560) Community and Environment Health-runs in Fall only
- NURS 601 (previously HSCI 601) World Health Issues-runs in Summer I only
- NURS 515 (previously HSCI 515) Curriculum and Health Education in Diverse Populations-runs in Spring only
- Two graduate Education Electives (EDUC 500 or greater)

School Nurse Certification Concentration Course Requirements:

NURS 566: Foundations of School Nurse Education	Spring, Summer I, Summer II, and Fall
NURS 508: Legal Mandated Responsibilities of the School Nurse	Spring, Summer I, Summer II, and Fall
NURS 509: School Nurse and the Exceptional Child	Spring, Summer I, Summer II, and Fall
NURS 530: School Nurse Clinical Practicum (100-Hour Experience)	Spring and Fall

Students planning to take NURS 530 must submit required documents prior to course. See Appendices A thru F

Students interested in the MASTER OF EDUCATION IN SCHOOL HEALTH SERVICES via SCHOOL NURSE CERTIFICATION TRACK after completion of the School Nurse Certification Program must apply through the Eastern University Admissions Department. Students are not to schedule courses in this program without first speaking to a representative in the EU Admissions Department.

M.Ed. IN SCHOOL HEALTH via SCHOOL NURSE CERTIFICATION TRACK COURSE DESCRIPTIONS

EDUC 635: Research Design

3 online credits.

See Course Catalog for Offerings

This graduate level course is designed to introduce students to the knowledge base, processes, experiences, and skills involved in designing and conducting research studies in education and the social sciences. The course will provide a survey of quantitative, qualitative and mixed research methods, as well as opportunities for students to critically examine research studies employing a variety of such methods. Students will apply course content toward the conceptualization and completion of an empirical study on a selected topic.

NURS 561 (previously HSCI 560): Community and Environmental Health

3 online credits. Fall ONLY.

This graduate course is designed to increase the student's knowledge and awareness of how community and environmental health issues impact the individual, the nation, and the world. The role of community and government organizations, community planning, environmental policies, and health care services will be explored as they relate to disease prevention and control. Disaster preparedness will be investigated. Mental and spiritual health, substance abuse, consumer and environmental issues will be examined.

NURS 601 (previously HSCI 601): World Health Issues

3 online credits. Summer I ONLY.

This course will explore global health problems that affect the developed and the developing world.

Understanding international health care needs and issues will better equip health care planners, educators and providers to deliver culturally competent care in diverse populations. Health, disease and wholeness will be examined in relationship to the culture and the biblical perspective. Specific diseases and their impact in various regions of the world will be studied with analysis of incidence, prevention, control and health program planning.

NURS 515 (previously HSCI 515): Curriculum and Health Education Diverse Populations

3 online credits. Spring ONLY.

This graduate level course is designed to increase the school health professional's knowledge of curriculum development in health education and promotion. Content will include an overview of health education, learning, and teaching strategies inclusive of the special population and the diverse learner. Course emphasis will be placed on cultural awareness and development towards cultural competency.

NURS 566: Foundations of School Nurse Education 3 online credits. Fall, Spring, Summer 1, Summer 2.

In this course, students will explore how people learn and how best to facilitate knowledge, information, and skills development. Relevant theories and determinants of learning are presented for students to research, discuss, and employ. Attention is given to the ethical and legal rights and responsibilities of nurses, educators, and learners.

NURS 508: Legal Mandated Responsibilities of the School Nurse

3 online credits. Fall, Spring, Summer 1, Summer 2.

Legal and Mandated responsibilities of the School Nurse are designed to introduce to the new or prospective school nurse the fundamentals of U.S. law and how these laws affect educational change as well as the legal issues that specifically affect the certified school nurse. Emphasis will be placed on the school nurse's responsibility to enhance the student's ability to learn, and to appraise, protect, and promote the health of students and school personnel. This online course will explore current legal issues in school health. Online. 3 credits. Spring and Fall only.

NURS 509: School Nurse and The Exceptional Child 3 online credits. Fall, Spring, Summer 1, Summer 2.

This course is designed to give an awareness of the uniqueness of the role of the school nurse in meeting the needs of children with disabilities, chronic, and emotional conditions, as well as those students with developmental disabilities who are served under IDEA and other related legislation. The course is structured to prepare school nurses to function effectively on interdisciplinary, crisis intervention and individual education planning teams.

NURS 530: School Nurse Clinical Practicum (100 hours' clinical experience)

3 online credits. Spring and Fall.

This course is designed for prospective school nurses. The focus is to acquaint the student with the role of the nurse as a member of the educational community. Emphasis is placed on the assessment, implementation, and evaluation of the health care needs of the school-aged population. It is structured to provide a forum for lecture and discussion online as well as supervised field experience for the student to observe and participate in health care delivery in the school setting. The practicum consists of 100 hours of clinical experience. The clinical experience should be divided equally among elementary, middle and high schools with at least one component involving children with special needs. Required documents must be submitted before a student can begin the practicum. Students must have completed two of the four required courses before enrolling in NURS 530.



PENNSYLVANIA CERTIFICATION REQUIREMENTS

PA CERTIFICATION REQUIREMENTS

SCHOOL HEALTH SUPERVISOR: SUPERVISORY CERTIFICATE

Type Code 76, Subject Code 1891 Supervisor: School Health Services PK-12

Applicants must fulfill the following requirements before being recommended for a PA certification in their certification area.

1. Five years of satisfactory professional experience as certified School Nurse
2. An existing GPA of 3.0
3. Successful completion of course requirements in their certification area
4. Successful completion of PRAXIS II test in supervision
5. Practicum taken in a school district under the supervision of a district supervisor with certification in supervision of the area of certification and a college representative

PA CERTIFICATION REQUIREMENTS

SCHOOL NURSE CERTIFICATION: EDUCATION SPECIALIST CERTIFICATE LEVEL I

Type Code 31, Subject Code 1890, School Nurse PK-12

Applicants must fulfill the following requirements before being recommended for a PA certification in their certification area.

1. Hold a PA RN license, valid and in good standing
2. Hold a conferred Bachelor Degree (BA or BS) - BSN preferred
3. Successfully complete course requirements in their certification area of the approved program of study
4. Complete a State-approved practicum experience, including a 100-hour supervised student (with a preceptor) experience
5. Provide an affirmation of successful completion or a recommendation from the certification officer at the college, university or educational entity on an application form designated by the Bureau or through the Teacher Information Management System (TIMS) for provisioned users in TIMS.
6. Hold a 3.0 Grade Point Average (GPA). A 3.0 overall cumulative GPA as noted on Bachelor's or Master's transcript is required for an initial certificate in Pennsylvania.
 - a. The cumulative GPA must be indicated on the college transcript.
 - b. If it is not indicated on the college transcript, the overall GPA may be supplied in a letter from the college or university for out-of-state applicants.
 - c. For applicants completing their program through a Pennsylvania entity approved to offer the program, the affirmation or verification should be completed through TIMS.
7. Meet all Pennsylvania requirements related to citizenship, moral, ethical and physical/mental fitness.



PROGRAM POLICIES

Submission of Criminal Background Waiver at Time of Admission

It is the responsibility of Eastern University's Certification Programs, which are credentialed by the Pennsylvania Department of Education (PDE), to fully disclose any limitations or restrictions students may face when seeking certification. Good Moral Character is required for all candidates seeking certification through the PA Department of Education (24 P.S. § 1209, 22 Pa. Code § 49.12.).

Students who have been convicted of a crime may not be deemed to have good moral character, thus resulting in PDE denial of certification. Additionally, students who have been convicted of a crime (in particular, a felony) may not be able to find a place to complete field, practicum, or student teaching placements, a requirement of many PDE-credentialed certifications.

Before starting a PDE credentialed Certification Program at EU, all students, regardless of the history indicated below, must provide the University with the following clearances as part of the required documents before any type of field experience:

1. ACT 34 (PA Request for Criminal Record Check)
2. ACT 151 (PA Child Abuse History Clearance)
3. ACT 114 FBI Federal Criminal History Record (requires fingerprinting)
4. Act 24 Arrest/Conviction Report and Certification Form (Student Teaching Eligibility)

Have you ever been convicted of a crime in the United States or any other country? (Please check one.)

NO___

YES___If yes, please provide a brief description of the incident below:

By signing this waiver, I have fully informed Eastern University about my criminal background. I understand that if I have a criminal history, I may not be able to obtain my PDE Certification. If I am convicted of a crime while enrolled at Eastern University, it is my responsibility to notify the program director immediately. I also understand that my responses to the above questions will not be used to determine admission into the certification program.

Print name

Student Signature_____

Date

Program enrolled_____

Please sign and submit this form along with your signed program of study to admissions.file@eastern.edu.

(Updated and approved 2/6/2019 JPJ EU)



ACADEMIC ADVISING AND GRADING POLICIES

Academic Advising:

Each student will be assigned to an academic advisor, who will develop a personalized Program of Study (POS) prior to acceptance to Eastern University. The advisor who develops your POS is your academic advisor. Keep this information for future reference. **It is the student's responsibility to follow the plan** and to contact his/her advisor or the Program Director with questions or concerns regarding fulfillment of the predetermined POS. The student may contact his/her advisor at any point for advice on any subject regarding curriculum, procedures, and methods leading to graduation.

Students should frequently check Brightspace and their Eastern University e- mail for messages. All students in the School Health program are advised by Lisa A. Trask, DNP, RN, CSN, Director of School Health Program. You may contact Dr. Lisa Trask at lisa.trask@eastern.edu.

A student must submit an Add/Drop form to drop a course. This form must be submitted to the Registrar by the semester drop deadline listed on the EU Academic Calendar or ~~financial responsibility~~ will incur. **Not attending a course does not drop you from a course. An instructor nor an advisor may not drop a student from a registered course.** I understand this is a student's responsibility.

Grading:

The minimum passing grade for all nursing (NURS) courses is a "B" or 83%. Any student who receives a grade below a B must repeat the course.

The minimum cumulative GPA for the school nurse and school nurse supervisory certification by the PDE is 3.0.

A A-	93-100 90-92	"A" grades represent: (1) superior understanding of course material and evidence of ability to analyze critically and synthesize creatively; (2) excellent techniques of scholarship in all projects; and (3) creativity, imagination, sound judgment, and intellectual curiosity in relating the course material to other areas of intellectual investigation.
B+ B B-	87-89 83-86 80-82	"B" grades represent: (1) evidence of ability to produce viable generalizations and insightful implications; (2) good techniques of scholarship in all projects; (3) sustained interest and the ability to communicate the ideas and concepts which are part of the subject matter of the course.
C+ C C-	77-79 75-76 70-74	"C" grades represent: (1) understanding of course material demonstrated by few errors in fact and judgment when discussing the materials; (2) fair techniques of scholarship; (3) satisfaction of the minimum related requirements for the course preparation, outside reading, and class participation. Bachelor students are required to retake core courses in which they earn a C-. Nevertheless, this grade may be assigned if appropriate.
F	Below 70	"F" grades represent: (1) a lack of understanding of the course material demonstrated by many errors in fact and judgment when discussing the material; (2) an inability to use sound techniques.

Grading Criteria for all papers:

A= student demonstrates critical and analytical thinking by integrating theories and experiences from various sources around a unifying theme; he/she appropriately cites authorities who inform his/her opinions (i.e., who provides his/her ideas credibility); there is a clear fulfillment of purpose and evidence of creative and new ideas, the introduction sets forth the thesis and the order of attack; the main body develops all major ideas and conclusions sum up or restate the main idea; clear transitions connect the parts, ideas, sentences, and paragraphs; the student has the freedom to disagree with tenets and theories but substantiates departures by sound and well-informed thought; there is an advanced command of the language; the writing is lively and has rhythm and flow; grammar and mechanics are flawless; there is clear integration of all parts of the assignment to make a whole.

B= student integrates his/her own and other's experiences and thoughts into generalizations; purpose (intent) and focus is relatively clear; there is an orderly progression of ideas, each developed and supported as necessary; topic sentences clearly point the way; surface errors are minimal and sentence structure is varied; new technical and theoretical language is used appropriately; clear attempt is made to test or apply new generalizations and learning.

C= student's thoughts reflect stereotypic views and involve other's work to only a limited degree; purpose and focus is not clear; neither is there clear and rational organization of major or minor points, or there is little original thinking; student simply reports in summary fashion what the materials have stated; there are surface grammatical errors, misspellings, and poor transitions; sentence structure is unvaried; technical vocabulary is missing; application shows few insights or learning

Grade Change Policy:

A grade awarded other than an "I" is final. Final grades will be changed when a clerical or a computational error has been determined. If the student believes there is an error, the student must report the alleged error in writing to the professor as soon as possible. If a grade change is warranted, the instructor must submit a change of grade request to the Registrar.

Extra Credit:

Grading is an act to measure learning, it is not a reward. Offering extra credit rewards effort without measuring learning. A poor grade is the result of lack of understanding of information and should be addressed in this manner. Extra credit is not offered as an option to boost grades in any School Health Classes.



PROGRAM POLICIES GRADE/EVALUATION ACTION APPEALS POLICY

Incomplete Policy:

The grade "I" is given when a student fails to complete course requirements because of extreme and unforeseen extenuating circumstances that may have affected academic performance. The "I" must be approved by the professor teaching the course. **In an effort to provide interim assessment during the incomplete period, the professor will provide a completion outline with a timeline of deliverables during the makeup period. This form must be signed by the professor and student before the end of the semester/session.** Students who receive an "I" grade may be ineligible to enroll in an upcoming semester until the Incomplete requirements are satisfied.

The incomplete is recorded at the end of the semester/session and must be removed within 120 days of completion of work. The "I" grade automatically becomes an "F" if the student does not complete course requirements and a change of grade is not submitted within the time frame stipulated above. In the case of persistent or additional extreme and unforeseen extenuating circumstances, an extension of the incomplete or a "W" (Withdrawn) grade may be authorized. An "Exception to Policy" form, available from the Office of the Registrar's Forms webpage, must be completed and submitted to the CHS Dean with documentation of the persistent or additional extreme and unforeseen extenuating circumstances. "W" grades will be awarded only for the course the student was passing at the time he/she became incapacitated. Courses carrying a grade of "W" receive no credit and are not counted as hours attempted.

Withdrawal and refund of tuition: Non-semester courses and residencies

Any student who wishes to drop or withdraw from all courses in the semester is required to notify the Office of the Registrar at (610) 341-5853 or registrar@eastern.edu. Notification will be sent from the Office of the Registrar to appropriate University offices, resulting in a calculation of any remaining balance, change in Title IV Federal Aid or Eastern University Aid, or a refund.

Withdrawal from all courses:

A student who receives Title IV federal financial aid and wishes to withdraw from all courses during an enrollment period must provide notification to the Office of the Registrar by phone at 610-341-5853 or email at registrar@eastern.edu. The change of enrollment status is processed by the Office of the Registrar will alert the Financial Aid Office to review the student's record. Students participating in the Federal Stafford Loan Program must complete a Loan Exit Interview online at www.studentloans.gov. **If a student withdraws without notification**, the last date of recorded class attendance or the mid-point of the semester will be used as the withdrawal date for financial aid reporting. A student who is receiving any type of financial assistance and drops a class or withdraws from a class (or classes) should contact the Financial Aid Office at 610-225-5102 or email at finaid@eastern.edu to learn how the change in enrollment status will affect financial aid eligibility.

Class Attendance:

Attendance at all class sessions is a critical element in the achievement of learning outcomes. **More than two absences in an accelerated course will result in failure of the course.** Class attendance for online courses is defined as an online presence demonstrated by active participation in all threaded discussions and virtual chats as required by the instructor. Failure to fulfill requirements within the parameter of each session will result in the student being marked absent.

Students are expected to attend all class sessions. Nevertheless, it is recognized that class absences are occasionally necessary for extenuating professional or personal reasons. A student is considered absent if they miss at least one quarter (one hour) of a class session. Students are permitted to have a maximum of two absences within one course. All absences must involve legitimate excuses, such as health problems, family emergencies, or extraordinary employment-related duties. The student should inform the instructor in writing or in person in advance of an anticipated absence. If, however, this is not possible, it is the responsibility of the student to personally communicate with the course instructor by email no later than twenty-four hours after the absence has occurred. Failure by the student to follow either of these options will result in zero points awarded for the class participation component for the class missed.

The student is required to fulfill all course assignments for the session missed and to submit all appropriate assignments to the instructor for review and grading within a time frame determined by the instructor.

Leave of Absence:

Eastern University understands that there are times when extenuating circumstances arise and a student may need to take a temporary leave of absence (LOA) from their studies for military reasons, jury duty, or for medical issues. Application for Leave of Absence must be made as soon as the student is aware of needing to take a LOA. One semester temporary LOA may be granted for extenuating circumstances. The student should be aware that the LOA may impact financial aid.

It is the responsibility of the student to contact the academic advisor to arrange for re-enrollment following the LOA. The academic advisor is listed in MyEastern. If unable to contact the academic advisor, contact

DNP, RN, CSN, School Health Program Coordinator at lisa.trask@eastern.edu

Readmission and Registration Policy:

Returning Students should contact their academic advisor. The academic advisor is listed in MyEastern. If you do not know your advisor, you may contact lisa.trask@eastern.edu for assistance to discuss readmission into the program and to plan a revised Program of Study (POS).

Students must [apply for readmission](#) through the Registrar's Office. The Program Director must approve the Application for Readmission before a new registration will be accepted.

Safe Clinical Practice:

Students who do not demonstrate safe clinical practice are subject to immediate dismissal from the program. Safe clinical practice is defined as follows:

- Performs nursing actions (procedures, medications, and other treatments), consistent with the following: ANA Standards of Practice and the State Nurse Practice Act.
- Takes nursing actions to correct, minimize, and/or prevent risk to patients.

- Avoids use of alcohol or other chemical substances producing impairment of clinical judgment or practice.

Written Assignments:

All written assignments are to be typed and presented in APA style as detailed in:

American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th edition). Washington, DC: American Psychological Association

Penalties and Procedures for Late Submissions:

- 10 points will be removed for late assignments.
- Any assignments submitted five days after the due date will be graded as zero (0).
- See DB rubric for late posts and responses grading.
- If a student fails to post on the discussion board when required for three weeks of a 15-week course, the student will receive a 0 for the incomplete assignments and the student will be asked to withdraw or fail the course with a grade of F.
- All assignments must be completed to pass the course. Written assignments, presentations, logs, or evaluations that are not completed will receive a 0 grade and the student will be asked to withdraw from the course or automatically fail the course with a grade of F.



ACADEMIC DISHONESTY POLICY AND PROCEDURES:

Refer to the [Student Conduct, Policies and Procedures section](#) of the website as well as the Academic Policy section of the most recent Graduate Catalog.

The student is responsible to become familiar with acceptable standards for research and documentation and to abide by them. Academic dishonesty includes but is not limited to:

- Plagiarism or presenting words, pictures, ideas, or artwork that are not your own, as if they were your own, in spoken, written, or visual form.
- Submitting a paper written by another student or another person as if it were your own.
- Submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor.
- Fabricating evidence or statistics that supposedly represent your original research.
- Cheating of any sort on tests, papers, projects, reports, and so forth.
- Falsification of any materials submitted for admission or grading purposes.

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Turnitin is a plagiarism prevention service, offered by [Brightspace](#). This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and importance of proper attribution of any borrowed content.

Each faculty member is required to send a record, together with all evidence of all cases of academic dishonesty, to the Academic Dean, who will forward the information to the Dean of Students.

Additional Academic Penalties for Academic Dishonesty

When academic honesty is violated, according to the definition adopted by the faculty and whatever additional definition the instructor has published to his/her students, the instructor may choose one of the following penalties according to his/her assessment of the severity of the infraction and any extenuating circumstances:

- Assign a grade of F or “zero” on the paper, project, or examination but allow resubmission, resulting in a maximum grade of C.
- Assign a grade of F or “zero” on the paper, project, or examination without the opportunity for re-submission.
- Assign a grade of F in the course.

In all cases the instructor will forward, in writing, evidence of the academic dishonesty and the academic penalty to the Faculty Representative in Administration.

Accommodations for Students with Disabilities Policy: Information for students with documented learning or physical disabilities can be found [on the website](#) or by contacting Eastern University’s Office

of Disability and Access (ODA) at 610-341-5837 or oda@eastern.edu.

Student Rights and Responsibilities (Appeals and Grievances): It is the student's responsibility to be knowledgeable about academic policies, curricula and services of the University, as stated in the Eastern University Graduate Catalog as well as this handbook. A student experiencing personal and/or academic difficulties should contact her/his program advisor at the earliest possible time to ensure appropriate interventions and remedies. For other **grievances or comments**, the student may submit a [Student Feedback Form](#) to the Associate Dean of the School of Nursing within 10 days of the grievance.

Statement of Diversity, Equity and Belonging:

Eastern University is a teaching and learning community that seeks, as a priority of the Christian faith, to engage and understand the full range of diverse human perspectives and experiences. To that end, we invite people with diverse backgrounds in terms of race, ethnicity, age, nationality, religion, culture, disability, socioeconomic status, sex, gender, and other unique identities to join and enjoy the benefits of our faith-based community.

Statement of Mandated Reporting/Title IX:

Eastern University is committed to providing a community in which all of its members feel safe and respected. To this end, please be aware that all teaching faculty of Eastern University are mandatory reporters. If you disclose or they observe sexual assault, sexual harassment, interpersonal violence, or stalking, or some other form of abuse, they are required to report this to Eastern University's Title IX Coordinator. Reports of sexual misconduct or criminal behavior can be reported via this link: www.eastern.edu/form/report-sexual-misconduct. For additional information, please contact Eastern University's Title IX Coordinator by emailing titleix@eastern.edu.



GRADUATION INFORMATION (M.Ed. degree students only)

The Masters of Education in School Health Services student must fulfill the requirements of their Program of Study (POS). A minimum of 30 credits is required to complete the degree. The maximum time frame for completing the degree requirements is seven and a half ($7 \frac{1}{2}$) years.

Degrees are conferred on the last day of May, August, and December. Transcripts and diplomas will reflect the last day of these months. A degree is conferred after a minimum of 30 credits and all requirements are fulfilled. Diplomas will be mailed by the Registrar's Office within 60 days following the degree date. Neither diplomas or transcripts will be released until the student has met all financial obligations to the University.

The student must submit a completed “Intent to Graduate/Graduation Application” to the Registrar’s Office and Program Director the session prior to the expected graduation date. This form is NOT required for certification but IS required for degrees. To access the form, log in to MyEastern with your student name and password. Go to the “Academic Profile” under the Self-Service menu. “Graduation Application” will be one of the choices under “Academic Profile.” It can also be found on the [Forms page](#) of the Registrar’s website.

Commencement ceremonies are held at the close of regular academic semester in May. Students having degrees conferred diplomas August 31, December 31 and May 31 would be participants in the May graduation ceremony. *(Participation in the ceremony celebrating the student’s graduation is encouraged, but optional. A student may not elect to participate in a ceremony for which he/she is not eligible).*



GENERAL INFORMATION AND SERVICES

School Health Policies - Transfer of Credit: Graduate credits, not to exceed six (6), taken at other accredited institutions prior to matriculation may be applied towards the School Health programs. The credits must have been taken within five (5) years prior to admission to the School Health Program, and a grade of “B” or better must have been earned. The request for transfer of credit **must be submitted in writing** prior to admission. All requests must be submitted for review by the Associate Dean. The **official** transcript and the syllabus for transfer of credit must be on file prior to acceptance of credits for transfer. After evaluation of the request by the Associate Dean, the student will be notified concerning acceptance of transfer credits. After acceptance into the School Health Program, it is expected all program credits must be earned at Eastern University.

All students admitted into the School Health program must be continuously enrolled during Fall, Spring, and Summer semesters until they have completed the requirements for their degrees.

Financial Aid Office: Located in the Janet Long Mall Cottage, the office is open Monday through Friday, 9:00 a.m. to 5:00 p.m.

Contact information is:

Phone: 610-225-5102 | Fax: 610-225-5651 | Email: finaid@eastern.edu

Online Grades: Grades are entered by the Registrar as they are received from faculty. Students can access their grades and academic records online. To access student grades and academic records: On the [main website](#), select the hamburger icon next to “Full Menu”.

Select MyEastern. Log in using your student username and password.

NOTE: Hard copies of grades will be mailed only upon request.

Mail your request to: Office of the Registrar, Eastern University, 1300 Eagle Road; St Davids, PA 19087.

The request may also be faxed to 610-341-1707. Grades will be mailed within one week of receipt of request.

Online Courses/Brightspace: Courses will be delivered entirely online. A level of technological competency and access to a computer are required to function effectively. Students become familiar with technological requirements and expectations for course work by reading the Disclosure of Online Learning Expectations prior to their first registration.

Eastern University uses the Brightspace platforms for the e-learning environment. The Brightspace system is easy to navigate and is specifically designed for online and hybrid learning. In order to access an Eastern University online course, your computer and internet service must meet minimum system requirements. For these requirements refer to [Academic Computing](#) on Eastern University’s website.

Accessing Brightspace

Go to Brightspace (www.eastern.brightspace.com) and enter your Username and Password.

Select “Login”. Your courses will appear under “My Courses”. If you need assistance, the [community Brightspace page](#) with answers to top questions and Brightspace contact information is listed on your login page.

Student Accounts Office: To obtain assistance with tuition payments and check cashing, visit the Student Accounts Office, phone 610-341-5831 or [visit their web page](#).

****Please note, it is the student’s responsibility to obtain the course books prior to the start of the course.***

Transcript Requests: To request an official transcript from Eastern University, visit the [Transcript Request Instructions](#) on the Registrar's website.

Please note: The University will withhold your transcript if your current bill is not paid.

Warner Memorial Library: Access all that the library has to offer by going to the library webpage. When visiting from the main Eastern website, select Academics from the toolbar and then "library" or [click here](#).

EMERGENCY AND WEATHER-RELATED ALERTS AND PROCEDURES

EU Emergency Alert System: Should an emergency occur on any Eastern University campus or site, a text message or email will be sent to registered community members with the location, the problem, and what to do to stay safe. The message will be brief and to the point. Additional information will be disseminated through an all-community email as soon as it is available. To learn more about this service and register as a recipient of this service, select "Emergency Information" located at the bottom of the main page of the EU website or [click here](#).

Inclement Weather Procedures: For school closing information, visit www.eastern.edu/school-closing.

Radio

Philadelphia area: If EU closes or delays classes in the Philadelphia area, a radio announcement will be made on [KYW News radio](#), 1060 AM. The EU school closing numbers are listed in Delaware County and are 496 for day and 2496 for evening classes.

Central Pa area: If EU closes or delays classes in the Central PA area, a radio announcement will be made on WARM 103 FM. Schools are listed alphabetically, by name, and according to the type of closure (full closing, delay of 2 hours, etc.).



STUDENT COMMUNICATIONS

E-MAIL: Eastern University gives each new student a University e-mail address upon matriculation into the program. A student will receive a username and password that will allow him/her to access Eastern University email, Brightspace, as well as the Intranet. The Intranet is an internet portal that students can access from a remote location using their login credentials. **ALL correspondence will occur through the Eastern email system and Brightspace.** Students are expected to familiarize themselves with Brightspace and check their Eastern email frequently for announcements and communication from the University, faculty, and students.

Brightspace: Important information regarding the program may also be found within your registered course Brightspace. A copy of this handbook is located there.

Nursing Connections Newsletter: The *Nursing Connections* magazine is published in spring and fall. Faculty and students are encouraged to read the publication to learn about policy changes, announcements, and other news within the School of Nursing. Students may submit news items to the School of Nursing by emailing nursing@eastern.edu. Access past issues of the *Nursing Connections* newsletter and magazine [here](#).

Student Comment: Students who would like to express their concerns to the nursing faculty regarding a program, policy, or other experience while in the School Health program (SHP), may use [this form](#) for administrative follow up and program review. The School of Nursing Associate Dean in collaboration with the SHP Director will review all student comments, and the student will be informed of any decisions post assessment.

Course Evaluations: Upon completion of each course students will receive online course evaluations via their Eastern Email. Students are encouraged to complete the evaluations to provide constructive feedback in determining any need for change and/or improvement.

Exit Interview: At the end of your program, you will be asked to complete an Exit Interview. The information obtained in this interview is used to help us improve our program and is required to maintain our CCNE accreditation.

Eastern University Academic Calendar: This 2022-2026 [Academic calendar](#) is available on EU's Registrar's webpage. Please be aware of dates for dropping and registering courses.



APPENDIX A: CASTLE BRANCH INSTRUCTIONS

Dear NURS 530: School Nurse Clinical Practicum Student,

Nursing 530: School Nurse Clinical Practicum is offered over a 15-week semester. It consists of classroom work via Brightspace as well as the fulfillment of a 100-hour clinical component. The practicum field experience is fulfilled at a school of your choice; public, private or charter school. The 100 hours must be divided as follows: 30 hours in elementary school, 30 hours in middle school, 30 hours in high school and 10 hours in special education. Your field experience must be completed by the conclusion of the course and the preceptor must be a Pennsylvania certified school nurse (CSN) with at least three years of experience. A Level II CSN is preferred.

All information and completed documents are required prior to the start of the course. Students are not permitted to begin NURS 530 until all of the information and documents have been received, reviewed and approved by Castle Branch, documentation monitoring agency.

A student must have completed two certification courses with a B or greater to enroll in NURS 530.

PRACTICUM COMPLIANCE

Eastern University utilizes CastleBranch to collect and review all practicum documents for students who complete clinical requirements as part of their course studies. The online service will secure, track, and manage your health requirements and official clearances while providing updates to you on their status. There is an additional fee for CastleBranch and it depends upon which package is purchased (choose your option carefully.)

You may upload documents as you have them completed. **Do not wait until you have all documents in hand to begin this process.** Review of documents is not instantaneous. The review may take several days to weeks depending on Castle Branch activity. **Please note that all insurances and certifications must remain valid without expiration through the entire practicum term.**

The deadline to have all documents uploaded and cleared is:

- **July 15, 11:59 PM without exception for FALL Practicum**
- **December 15, 11:59 PM without exception for SPRING practicum**

CASTLEBRANCH INSTRUCTIONS: HOW TO OPEN AN ACCOUNT

- Go to CastleBranch via this Eastern University student link:
[Eastern University - School Nurse Clinical Practicum \(castlebranch.com\)](https://castlebranch.com)

It is suggested that you use your Eastern University username and password when setting up your Castle Branch account so it is easier to remember.

- Select "Place Order"
Carefully review packages below to determine which one you will need.
- **SELECT PACKAGE (1 or 2)**
Package 1: **EW74**

I have not obtained my clearances within the past FIVE years. State Police clearance is included in the package cost and will show up in your profile. Directions on acquiring Child Abuse and FBI are provided by Castle Branch. **Once clearances are obtained you will upload these into your CB account.**

Package Cost: Per Castlebranch Pricing Policies

- Package 2: [EW74b](#)

I have obtained my State Police Results and all Clearances within the past FIVE years. Continue through the registration screens, then upload all required **EU documents**. You will receive confirmation from Castle Branch that all documents are approved or those that are incomplete and need to be resubmitted.

Package Cost: Per Castlebranch Pricing Policies

CastleBranch Help:

- [Account Support Video Tutorials](#)
- Castle Branch Student Assistance: 1-888-723-4263 for login or other account issues.

ABOUT NURS 530: SCHOOL NURSE PRACTICUM REQUIRED COURSE DOCUMENTS

- Documents are due PRIOR to the start of the practicum.
- Fall practicum student documents are due July 15 without exception.
- Spring practicum student documents are due December 15 without exception.
- All documents must be uploaded, received, reviewed and approved by Castle Branch before you may enter the school district.
- All insurances, licenses and certifications must remain valid without expiration through the entire practicum term.
- Submit Appendix E to your NUR 530 instructor once ALL required documents have been APPROVED by Castle Branch.

IMPORTANT:

- ALL EU students, regardless of employment status, must upload ALL required documents to CastleBranch by the stated deadlines.
- In the eyes of the State (PDE), you are viewed as a student of EU and not as a district employee during the practicum course. There are NO exceptions to this policy.

REQUIRED DOCUMENTS FOR NURS 530 PRACTICUM:

Must be uploaded, reviewed and approved by CastleBranch prior to semester deadlines.

CPR Certification The certification agency MUST be a PA Department of HEALTH-approved CPR/BLS provider.	● Upload your PA Department of Health-approved CPR/BLS provider certification. ● The front AND the back of the card must be submitted and the "Holder's Signature" line on the back of the card must be signed. Ecards are acceptable and do not require signature.
Proof of Health Insurance	One of the following must be uploaded: ● Current health insurance card (both sides must be uploaded) OR ● Proof of written coverage from insurance provider.
Proof of Professional Liability Insurance	● Submit proof of actual policy. ● Students must have a minimum of \$1,000,000 for approval.
HIPAA / FERPA Compliance Agreement Form	● Print, sign, date and upload the HIPAA / FERPA Compliance Agreement form. ● It must be signed and dated for approval.
Valid PA RN License	One of the following must be uploaded: ● A copy of a current PA RN license OR ● Verification of licensure through the State website.
School Health Program Handbook Acknowledgement Form	● Review the School Health Programs Student Handbook. ● Once you have read and understand it, complete the acknowledgement form and upload. ● The form MUST be signed and dated for approval.
Affiliation Agreement with School District	● Print, complete, obtain official signature, sign and upload the Cooperative Affiliation Agreement with the School District. ● This contract must be presented to the district Superintendent, Assistant Superintendent, Director of Pupil Services or Human Resource Supervisor for signature. ● Begin this early as it may require school board approval. ● The CSN preceptor cannot sign this agreement. ● For approval, the agreement MUST be signed and dated by all parties.
Tuberculosis (TB) Test	One of the following is required within 12 months of practicum: ● A one-step TB test OR ● A negative blood test (QuantiFERON Gold, T-spot, IGRA) OR ● If positive results, a clear chest x-ray WITH lab report (lab report is required.)
PA Clearances	● Fingerprint: PA Department of EDUCATION ● PA Child Abuse History Clearance DHS ● Package EW74 PA State Police Results

WHO TO CONTACT:

Contact CastleBranch with all questions or concerns regarding login or account issues at 1-888-723-4263.

Contact Natalie Garner, Coordinator of Practicum Experiences and Nursing Support, with any questions or concerns regarding practicum requirements at 1-610-341-5896 or via email at ngarner@eastern.edu.



APPENDIX B: COOPERATIVE SCHOOL NURSE PRACTICUM AFFILIATION AGREEMENT 2025-2026

This agreement is entered into by and between Eastern University and the _____
School District hereinafter referred to as the “cooperating school district.”

1.0 Scope of Agreement

This agreement sets forth the roles, responsibilities, and rights of personnel associated with the cooperating school district, personnel associated with Eastern University and of any student enrolled at the university, while such student is assigned as a School Nurse Practicum student in the cooperating school district. The assignment is for 100 clinical hours to be obtained during the semester the student is enrolled in the School Nurse Practicum Course.

2.0 Placement of School Nurse Practicum Student

- 2.1 The placement of the School Nurse practicum student shall be accomplished on a cooperative basis involving both Eastern University and the cooperating school district.
- 2.2 Placement shall be initiated by the student school nurse with the cooperating school district with assistance as needed from Eastern University’s Practicum Coordinator.
- 2.3 The request for placement may be accompanied by the name of a suggested preceptor recommended to university supervisors, if not by a School Nurse practicum student through employment.
- 2.4 The cooperating school district reserves the right to refuse placement of any given School Nurse practicum student; however, said decisions shall not be based on race, creed, color, sex, national origin, handicap, age, sexual orientation or veteran or marital status.
- 2.5 Cooperating school nurse preceptors must hold at least an Instructional I certification in the state of Pennsylvania and must have at least three years of experience as a PA Certified School Nurse. A Level II Instructional certification is preferred.
- 2.6 Cooperating school nurse preceptors will not be compensated by Eastern University.
- 2.7 Students may or may not be paid for clinical hours based on school district policy. This must be verified at the end of the semester on the Eastern University Practicum Verification Form by the Superintendent of the School District.
- 2.8 School health students enrolled in NURS 530 Clinical Practicum for the completion of the Certified School Nurse Certificate will complete Practicum hours paired and precepted by a qualified, seasoned, and certified school district nurse during the clinical time as part of the normal workday. The qualified, seasoned certified school nurse will act as a preceptor for the student.
- 2.9 The school health student in the clinical practicum is not working but rather shadowing and being accepted by the certified school nurse during the certified school nurses’ daily activities and interactions with students. The clinical experience is an experiential learning opportunity that provides the school health student with hands-on skill development, critical thinking, and problem-solving skills in the area of school health nursing.
- 2.10 The school health student in clinical practicum can be paid as a shadow and precepted opportunity but not as work hours.
- 2.11 At no time during these precepted or shadow events is the school health student in the practicum working or performing their normal nursing responsibilities. To create the best learning experience, it is important that the school health student’s work responsibilities are not present while they are learning

and in the clinical practicum.

3.0 Termination or Change of Assignment

- 3.1 Either the cooperating school district or the Supervisor of Nurses may terminate or change assignments of any of School Nurse practicum students. Prior to doing so, the party seeking termination or change shall make reasonable efforts to consult with all parties concerned regarding reasons for the termination or change in assignment.
- 3.2 This agreement may be terminated, and the provisions of this agreement may be altered, changed, or amended, by mutual consent of the parties hereto.

4.0 Supervision of School Nurse Practicum Student

- 1.0 Members of the University faculty will serve as collaborators with the preceptor of the School Nurse practicum student in conjunction with the cooperating employers who guide, direct, and assist in the evaluation of the student.
- 2.0 The School Nurse practicum student shall be subject to the rules and regulations of the cooperating school and to those established by the Supervisor of Nurses as well as the Code of Ethics of the profession. The School Nurse practicum student shall complete and submit all required clearances prior to placement.

5.0 Status and Legal Protection of School Nurse Practicum Student

- 1.0 The School Nurse practicum students shall have status and authority in accordance with the Pennsylvania Public School Code.
- 2.0 School Nurse practicum students actually engaged under the terms of this contract shall be entitled to the same protection under provisions of the Pennsylvania Public School Code as is afforded to officers and employees of the school district, during the time they are so assigned.
- 3.0 Eastern University agrees that School Nurse practicum students are obligated to comply with and abide by the policies, rules and regulations of the cooperating school district and nurse practicum students shall have all required clearances completed before placement.

6.0 Placement Duration

- 1.0 All required Eastern University practicum documentation must be submitted to the School Health Programs Department of Eastern University via CastleBranch before the student may begin.
- 2.0 The School Nurse practicum student shall have all required clearances completed prior to placement.
- 3.0 All required Eastern University practicum documentation must remain valid during the practicum. Theses include: Background Checks – Criminal Background Check, Child Abuse History Clearance, FBI Clearances; Current PA RN License; Current CPR/BLS Certification; TB testing and results; proof of Personal Health Insurance; and Professional Liability Insurance (purchased by student) with the limit of the policy being set at a minimum of \$1,000,000.00 per claim.

Cooperating School District Representative

Representative Signature _____

Printed Name _____

Title _____

Date Approved: _____

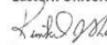
Eastern University Student:

Student Signature _____

Printed Student Name _____

Date: _____
Semester Enrolled in NURS 530: School Nurse
Practicum:
Fall _____ Spring _____

Eastern University Representative:


Representative Signature _____

Dr. Kimberly Sharp PhD, RN

Printed Name _____

Title Associate Dean _____

Date Approved: _____



APPENDIX C: NURS 530: School Nurse Practicum Handbook Acknowledgement Form

Dear NURS 530: School Nurse Clinical Practicum Student,
Please read the School Health Programs Student Handbook.

Once you have read the handbook:

1. Sign, date and upload this Handbook Acknowledgement form to Castle Branch.
2. It MUST be signed and dated for approval.
3. Submit this form to appropriate course drop box.
4. Reminder! All documents are due to CastleBranch before 11:59 p.m. on July 15 for Fall practicum and before 11:59 p.m. on December 15 for Spring practicum.

The online School Health Programs Student Handbook is located here:

https://www.eastern.edu/sites/default/files/inline-files/school_health_handbook.pdf

HANDBOOK ACKNOWLEDGEMENT

As a student of Eastern University, my signature below verifies that I have read, agree to, and subject myself to University policies and conduct:

Name (Print): _____

Signature: _____

Date: _____



APPENDIX D: SCHOOL HEALTH PROGRAMS HIPAA/FERPA CONFIDENTIALITY AGREEMENT

Eastern University student, *(printed student name)*,
acknowledges that, in fulfillment of clinical experience in the School Health Practicum program, students are required by law to assure that they will appropriately safeguard “Protected Health Information,” and the privacy of student health and educational records and will document such satisfactory assurances through a written agreement with Eastern University.

HIPAA Compliance 1: Student agrees to comply with all applicable provisions of HIPAA, including the privacy provisions, as such are implemented and revised from time-to-time. **Student further agrees** that it will (i) not use or further disclose Protected Health Information (“PHI”) obtained or accessible as a result of its performance under the Agreement other than as permitted or required by agreement or by law, (ii) use appropriate safeguards to prevent use or disclosure of such PHI except as permitted by the Agreement, (iii) report to Hospital any use or disclosure of PHI not provided for in the Agreement of which it becomes aware, (iv) ensure that any agents, including subcontractors, to whom it provides PHI, or who have access to PHI, **agree to the same restrictions and conditions that apply to Student with respect to such PHI**, (v) make available PHI to the individual who has a right of access under State and/or Federal law or regulation, (vi) make available PHI for amendment and incorporate any amendments to PHI, (vii) make available the information required to provide an accounting of disclosures, and (viii) make its internal practices, books, and records relating to the use and disclosure of PHI received or obtained from **Student** or created or received by **Student** available to the Secretary of the Department of Health and Human Services for determining Student’s compliance with Federal regulations.

1. Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitled F-Administrative Simplification, Sections 261, et seq., as amended and the implementing regulations including the Standards for Privacy of Individually Identifiable Health Information (45C.F.R. Parts 160 and 164) and other such regulations that may, from time to time, be promulgated thereunder. (Collectively referred to as “**HIPAA**”).

2. The Family Educational Rights and Privacy Act of 1974 (“**FERPA**”) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA Compliance 2: Student agrees to comply with all applicable provisions of FERPA, including the privacy provisions, as such are implemented and revised from time-to-time. U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “**FERPA**”). **Student further agrees** that (i) he/she understands that students have the right to expect that information about them will be kept confidential, (ii) that each student with whom you work has the right to expect that anything that happens to him or her will not be repeated to anyone other than authorized school district employees, as designated by the administrators at each school, (iii) that the **student further agrees** to not share otherwise confidential information with the designated official unless it is relevant to the student’s educational growth, safety, or wellbeing.

Immediate Termination for Cause. In the event that Student breaches any of the above provisions, or declines to implement any changes that are required or reasonably requested to ensure compliance with HIPAA and FERPA related laws and regulations, Eastern University may immediately terminate student's Clinical Practicum. **Effect of Termination.** At termination of Agreement, whether for cause or completion of clinical practicum, or for any reason, Eastern University will maintain all signed documents and reports regarding student's clinical practicum in Student's academic file.

Student's signature below assures that student will comply with applicable provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Family Educational Rights and Privacy Act of 1974 ("FERPA").

Student's name (Print): _____ Date: _____

Student's Signature: _____



APPENDIX E: REQUIRED DOCUMENTS CHECKLIST

Submit this form to your NUR 530 course assignment Dropbox in Brightspace once ALL required documents have been APPROVED by Castle Branch and your course opens.

Additionally, you will be required to submit a copy of your preceptor's PDE certification or indicate their PPID number within your Brightspace course once classes begin.

This form is NOT required to be submitted to Castle Branch. Submit to Brightspace course dropbox only.

Student Name: _____ EU Student ID #: _____ School District
of Practicum: _____ Date: _____
CSN Level I (Level II preferred) Preceptor Name: _____ CSN Preceptor
Title: _____
CSN Preceptor Email address and work phone: _____ CSN
Preceptor School Nurse Certificate Copy Attached: Yes _____ No _____
PPID #: _____

I confirm that the following practicum documents have been submitted and approved by Castle Branch.

Licenses/Insurances/Certifications:

_____ Current valid PA RN License

Current CPR Certification (must be a PA DOH recognized CPR Program for school nurses, linked here:

<https://www.health.pa.gov/topics/Documents/EMS/EMSIB%20201811%20State%20Recognized%20CPR%20Programs.pdf>

_Professional Liability Insurance (must be purchased regardless of employment status or you may not participate in the practicum). The limits of the policy shall be a minimum of \$1,000,000.00 per claim. This policy must remain in full force and effect for the duration of the practicum experience.

_Personal Health Insurance

_Proof of Immunization: Tuberculosis

Background Clearances:

_Criminal Background Check (PA PATCH)

_Child Abuse History Clearance

_____ FBI Clearances (They MUST designate "no record exists/no prior arrests". Do not submit proof of fingerprint only.)

Cooperating School District Agreement:

_____ School District Acceptance/Affiliation Agreement. This contract must be presented to the Superintendent, Assistant Superintendent, Director of Pupil Services or Human Resource Supervisor for approval and signature. Your CSN Preceptor cannot sign the agreement for you.

Student Confidentiality Contract/ Conduct Agreement and Handbook Review:

_____ Student signed confidentiality HIPAA/FERPA Agreement

_____ Student signed School Health Programs Handbook Acknowledgement Form



APPENDIX F: NUR 530: School Nurse Practicum Guidelines 100 hours

Pennsylvania Department of Education Requirements:

- A 12 to 14-week semester with online coursework.
- 100 hours of field experience working with a Pennsylvania Certified School Nurse, with at least 3 years' experience (Level II preferred).
- Practicum experience: 30 hours in elementary school, 30 hours in middle school, 30 hours in high school, and 10 hours in a special education setting.

Practicum Requirements:

- The School Nurse practicum student will experience 100 hours of clinical school health experiences shadowing a Certified School Nurse with at least 3 years' experience (Level II preferred).
- The School Nurse practicum student will preview the school district's policy and procedure manual during the first week of the practicum.
- The School Nurse practicum student will participate in the care of the school aged child under the guidance of the Certified School Nurse.
- The School Nurse practicum student will communicate with parents, faculty and school staff when appropriate under the guidance of the Certified School Nurse.
- The School Nurse practicum student will seek the following clinical experiences (district policy permitting):
 - An IEP meeting
 - A 504 service contract
 - SAP meeting
 - School Nurse department meeting
 - Faculty meeting
 - School health screenings
 - School physical examinations
- The School Nurse practicum student will keep a clinical log of their practicum experience. (see Content in your NURS 530 Brightspace for PDE guidelines and clinical log)
- The School Nurse practicum student will share all semester assignments with the Certified School Nurse preceptor.

Note: The School Nurse practicum student is required to abide by the PDE "Professional Code of Ethics" and NASNs Standards of School Nurse Practice at all times during the practicum.

Final Grade & Evaluation for the School Nurse Clinical Practicum

During the School Nurse practicum, the university supervisor will contact the Certified School Nurse preceptor mid-semester by email to conduct an evaluation of the School Nurse practicum student's experiences, competency and professional behavior. A written evaluation should be completed by the Certified School Nurse at the completion to the 100-hour practicum experience and or the semester (see Content for form in your NURS 530 Brightspace).

The Onsite Certified School Nurse Preceptor

The onsite Certified School Nurse Preceptor is responsible for precepting the School Nurse practicum student within the standards and professional practices of school nursing. Guidance of the school nurse preceptor is an important responsibility for the certified school nurse candidate. Eastern University values its School Nurse preceptors and wishes to thank all who undertake this responsibility. You are an important part of the school nurse candidate's professional responsibility.

Effective On-site Supervisor Guidelines:

- Acquaint the school nurse practicum student with the school district's policy, procedures, regulations and privileges.
- Arrange a tour of the facility.
- Permit an observation period.
- Plan a gradual involvement of the School Nurse Clinical Practicum Student.
- Inform the School Nurse Clinical Practicum Student of children with special needs and make recommendations as to how to provide care for the students.
- Provide time for guidance and feedback.
- Observe and evaluate the performance of the School Nurse Clinical Practicum Student.
- Communicate the assessment of progress to the School Nurse Clinical Practicum Student and the University supervisor.
- Acquaint the School Nurse Clinical Practicum Student with valuable resources.
- Share ideas, resources and materials.
- Accept the School Nurse Clinical Practicum Student as a colleague.

All practicum students are instructed that they are to follow the regulations of the school personnel and abide by Pennsylvania's Code of Professional Practice and Conduct for Educators as well the NASN Standards of School Nurse Practice.

If for any reason such as illness or an emergency, an absence is necessary; the absence should be reported to the Certified School Nurse preceptor and the University supervisor. At the end of the practicum the Certified School Nurse preceptor will be asked to complete an evaluation of the candidate. This evaluation often serves as a job recommendation for the practicum student and will be added to the student's file.

The School Nurse Practicum Student:

The following recommendations serve to identify the School Nurse Practicum Student's role and responsibilities:

- Observe the school organization and the role of the Certified School Nurse.
- Participate in school activities.
- Know and follow the school's policies, procedures, regulations and professional standards.
- Respect confidentiality and keep private all personal and confidential information concerning students and families.
- Be aware of individual differences and multicultural backgrounds and be prepared to deliver sensitive, quality healthcare.
- Develop professional relationships and strive for personal and professional growth.
- Give priority to your practicum experiences.

- Maintain the ethical standards of school nursing and the PDE Professional Practice and Conduct for Educators.
- Work in collaborative consultation with other professionals at the school or agency.
- Continuously evaluate your performance in order to discover your strengths and weaknesses.
- Keep a clinical log of your 100 hours of practicum experiences. Using the initials of students and school personnel to protect confidentiality.
- Pray daily for yourself, your students, and your Preceptor.

University Collaborator:

The University Collaborator is responsible for the following:

- Counseling the School Nurse practicum student if difficulties arise.
- Establishing and maintaining good relationships between the University and the School Nurse candidate.
- Helping the School Nurse Clinical Practicum Student to develop the theory, knowledge and skills required of a Certified School Nurse.
- Weekly online guidance with the School Nurse practicum student.
- Counseling with the onsite personnel with respect to the performance of the practicum student
- Assigning the final evaluation and grade for the course and practicum experience



APPENDIX G: TIMS INFORMATION TO APPLY FOR SCHOOL NURSE CERTIFICATE

The PA Department of Education (PDE) provides the Teacher Information Management System (TIMS) for all educator certification applications, including those for Certified School Nurses.

TIMS is used for:

- Applying for a new certificate
- Checking the status of a new or existing application
- Updating personal information, such as a name or address change
- Printing a copy of an existing certificate
- Monitoring continuing education (Act 48) status

More information about the TIMS System can be found at: [Teacher Information Management System TIMS | Department of Education | Commonwealth of Pennsylvania](#)

TIMS INFORMATION FOR NURS 530 AND GENERAL CSN QUESTIONS

Resources to help you apply for Certification thru the PDE TIMS system:

How do I submit my application to become certified? You will need to apply for certification via the PA Department of Education's TIMS System. *It is your responsibility to obtain certification.*

Step-by-Step Directions to Apply for Certificate.

[TIMS Help-User Guides | Department of Education | Commonwealth of Pennsylvania](#)

Other resources within the PDE website:

Questions about Clearances/Background Checks, Educator Misconduct, Continuing Education and Professional Development: [Department of Education | Commonwealth of Pennsylvania](#)

Refer to the new graduate certification resources PDF. [Department of Education | Commonwealth of Pennsylvania](#)

Please note: **THERE IS NO PRAXIS EXAM/TEST FOR THE P/K-12 SCHOOL NURSE!**

Codes CSN

- The Educational Specialist certificate is issued to a person whose primary responsibility shall be to render professional service other than classroom teaching.
 - Issued to School Nurses
 - [PDE- Educational Specialist: School Nurse](#)
 - [CSPG 80 School Nurse K 12 | Department of Education | Commonwealth of Pennsylvania](#)
- Educational Specialist Code 1890

Certification FAQ

- Certification Services
 - [Certification | Department of Education | Commonwealth of Pennsylvania](#)
- Level 1 to Level II Certification
 - [Level I to Level II | Department of Education | Commonwealth of Pennsylvania](#)
 - Cost of certification \$200 for Education Specialist Level I In-State –Program completed through a PA Approved Provider of 8/7/2019 Application Fees

Be sure to submit your PA RN License with your TIMS application. You cannot be certified without submission! Even if you are emergency certified, you must submit your PA RN License.

This is requested AFTER submitting Payment (Step 10) during Step 11, Submitting Documentation.

- You can obtain a printed PDF of your PA RN license from <https://www.pals.pa.gov/#/page/default>
 - Under Your Licenses, click on Verification/Certification of License
 - Click on: Search for Person/Facility License
 - Complete the dropdown menus:
 - Board/Commission: State Board of Nursing
 - License Type: Registered Nurse.
 - Enter your first and last name. Hit Search.
 - Click on your highlighted blue name near bottom of web page.
 - Click the printer icon. A PDF of your RN license will be generated.
 - Print

You will not be able to apply for certification until Eastern University issues your FINAL GPA. This is usually a week or so after the end of (undergraduate finals/final day) of the semester by the Registrar.

- Despite Professors submitting final grades, these will not appear on your transcript until the Registrar issues the grades.
- Students must have a cumulative 3.0 GPA to apply for certification.
 - Eastern University verifies your GPA when applications are reviewed.
- PDE contacts Eastern University to verify all applications.
- The University's TIMS Certification Officer verifies that all requirements have been met and confirms eligibility.
- PDE then issues the Certificate.
 - This process may take up to 12 weeks to complete.
 - You may follow the progress of your application in TIMS.
 - Eastern University does not issue certification; PDE does.

How do I obtain a copy of my certificate?PDE no longer issues hard copies of your certificate. You can print out an unofficial copy of your certificate from your TIMS dashboard.

Print your certificate directions:

[TIMS Help-User Guides | Department of Education | Commonwealth of Pennsylvania](#)

If you have questions about the certification process or your application, you must contact the PDE directly!

Certification Frequently Asked Questions

[Certification FAQs | Department of Education | Commonwealth of Pennsylvania](#) If you still have a question or need help contact

TIMS Certification Staff:

Available by phone Monday through Friday from 8am to 4pm. Call: 717-PA-TEACH (728-3224) or 717-787-3356

You can also email: ra-edcertquestions@pa.gov.

In your email, include the following (where applicable): Your name, PPID number/date of birth, Application ID, and a detailed description of your problem



APPENDIX H: REPORTING ACT 48 CREDITS AND PENNSYLVANIA'S PERMS SYSTEM

VERY IMPORTANT!

Act 48 of 1999 requires all Pennsylvania educators holding Pennsylvania public school certification (including Instructional I and II, Educational Specialist I and II, Administrative, Supervisory, Letters of Eligibility, and all vocational certificates) to participate in ongoing professional education.

Beginning July 1, 2000, Act 48 of 1999 requires persons holding Pennsylvania professional educator certification, **including Certified School Nurses**, to complete continuing education requirements every five years to maintain their certificate status as active, whether employed or not.

In other words, you, as Certified School Nurses, will no longer be required to accumulate CEUs as continuing education; you will now accumulate Act 48 credits. These credits will also be utilized as your continuing education credits for RN license renewal. You are required to complete the state-mandated Child Abuse training despite completing similar training with your school districts.

Once completed, please ensure your Act 48 credits are logged into the PERMS system. Please see the links below for information related to this. You were required to keep your own CEU records; however, for Act 48 credits, these must be logged into PERMS. Your completed credits at Eastern are eligible for Act 48 credits. The Course Reporting form is attached to this Appendix. Please complete this and forward it to the email on the form. Due to the large volume of requests, only 6 credits are eligible for submission over 5 years by the Eastern TIMS Coordinator. You can arrange for additional credits to be submitted by your employer if it is their policy to do so.

Resources:

PDE Act 48 and PERMS Homepage [Act 48 and PERMS | Department of Education | Commonwealth of Pennsylvania](#)

PDE General Act 48 FAQs [General Act 48 FAQ | Department of Education | Commonwealth of Pennsylvania](#)

Eastern University Act 48 Information Page [ACT 48 | Eastern University](#)

Eastern University Act 48 Course Reporting Form [Open Here](#)