

Welcome to School Nursing!

All Registered Nurses interested in school nursing are encouraged to take the online School Nurse Orientation. This training is available to nurses who are seeking school nurse positions, currently working as school nurses, or looking to refresh their school nursing competencies and knowledge.

Completion of the online School Nurse Orientation is a requirement to obtain a Vermont Agency of Education (AOE) license with an endorsement as either a Licensed School Nurse or Associate School Nurse.

The Vermont Department of Health (VDH) has partnered with the AOE in the licensing process for School Nurses or Associate School Nurses. VDH creates and maintains the online School Nurse Orientation modules, which are hosted by the University of Massachusetts (UMASS).

Initial Licensing Process for School Nurses and Associate School Nurses (via Transcript Review)

School Nurse and Associate School Nurse candidates do **not** need to meet the requirements of Sections 5233 and 5235 of the AOE's [Rules Governing the Licensing of Educators and Preparation of Educational Professionals](#).

Candidates are also **exempt from the Praxis Core testing requirements** for initial licensure.

Step 1: Complete the Online School Nurse Orientation

- The orientation consists of 20 learning modules and a final test.
- To create your account and enroll, visit: <https://vtschoolnurse.org/>
- After registering in UMASS's system, confirm your registration via the link in the automated confirmation email (check your spam/junk folder if needed). The registration is good for a 12-month period.
- You may work at your own pace through the 20 units. Each unit highlights quiz content to prepare you for the final assessment.
- Use the [Standards of Practice: School Health Services](#) manual as a reference.
- Upon passing the quiz, you'll receive a certificate of completion.

Step 2: Create an Account in the Vermont Licensing System for Educators (VLSE)

- Visit: [VERMONT Licensure](#)
- For FAQs and tutorials visit: [Tutorials and FAQs | Agency of Education \(vermont.gov\)](#)

Step 3: Upload Required Documents

You will need to upload the following to your application for Transcript Review

- Completed **Endorsement Competency worksheet** for either the [School Nurse](#) or [Associate School Nurse](#). (use your transcript and orientation modules to complete this).
- **Official transcripts** showing your nursing degree with stamped confirmation of the degree.
 - School Nurse endorsement requires a BSN or higher from a nationally accredited four-year nursing program.

- Associate School Nurse endorsement requires an Associate Degree or Diploma from a National League for Nursing- accredited nursing program (no BSN required).
- **Course Syllabus or descriptions** for each course listed on the worksheet.
- **Valid CPR/AED certification.**
- **Current Vermont RN license.**
- **Online School Nurse Orientation completion certificate.**
- **ICS 100 completion certificate.**
 - This FEMA course introduced the Incident Command System used in emergency response. It is recommended for all school nurses and should be refreshed every 3 years. Access it here: <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>
- **Resume** documenting a minimum of 6,000 hours of nursing experience (roughly equivalent to 2.5 years of full-time employment at 40 hours/week employment).

Steps 4-8: Finalize Your Application

- 4.) Once your Transcript Review is complete, the Licensing Specialist will notify you via email. If all competencies are met, you'll receive instructions to move on to fingerprinting.
- 5.) Complete the **Initial Application** and pay the final processing fee.
- 6.) Submit your **fingerprint-supported criminal record check** receipt via VLSE. More info: [CRIMINAL RECORD CHECK PROCESS FOR EDUCATORS \(vermont.gov\)](#).
- 7.) After submitting your fingerprinting receipt, you will be issued a **Letter of Eligibility**. This document can be used for employment and indicates that you've met all licensure requirements, pending results of the background check.
- 8.) Once the background check is complete and approved by the Vermont Crime Information Center, your license will be finalized and issued.

Need Help?

- **Licensing & Transcript Review Questions:**
Email the AOE licensing team at aoe.licensinginfo@vermont.gov.
- **School Nursing Practice, Public Health Support, and Local Resources:**
Contact the [Vermont Department of Health School Liaisons](#), through your nearest Office of Local Health.
- **Professional Community & Support:**
Visit the [Vermont State School Nurses' Association](#) for professional resources, continuing education, and best practices.