

## The Post-Baccalaureate Certification: School Nursing Detail Sheet/Plan of Study

*The College of Professional & Continuing Education (CPCE) at Rowan University offers the Post-Baccalaureate Certification in School Nursing. The coursework and related field experiences are designed to build upon the baccalaureate-prepared registered nurse's varied educational and experiential foundation of previously acquired knowledge, skills, and attitudes for the enhancement of the nurse's professional performance in the school setting. A dual preparation in health and education best qualifies school nurses for preparation in the intraprofessional and interdisciplinary aspects of school health. Classes will be accelerated and mostly online which offers the fastest and most convenient route to your certification.*

### Overview of the Coursework

- 21 undergraduate credit hours (6 courses) in approximately 3 consecutive semesters
- This program is a hybrid of sorts. Coursework is online. The Practicum in School Nursing and the Internship in Health Teaching are fully performed in the field with limited face-to-face or web meetings required. Student field placements are arranged in consultation with the instructor and by the Office of Field Experiences in the College of Education. Many students are able to complete some of their placements in the school in which they are teaching/working if approved by the Office of Field Experiences.
- Complete listings of all courses, as well as course descriptions, are included in the Post-Baccalaureate Certification Course Description sheet, which is available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce). (Click on "Academic Services" and then the appropriate program).

### Program Entry Points

- Students may start the program in the following upcoming modules:
  - Summer 2010, online module 5 (the first 8 weeks) **(Ideal entry point)**
  - Summer 2010, online module 6 (the second 8 weeks)

### Course Sequence and Timeline

The Post-Baccalaureate Certification in School Nursing program is offered in an accelerated and hybrid format with a combination of 8-week online courses and 14-week field placement/web courses. Online modules will be 8 weeks with each week of work starting every Tuesday at 8 AM and ending every Monday at midnight Eastern Time. The 14-week modules will be almost entirely composed of placements in the field and any "meetings" required would be held in a web format. Including summer terms and depending upon when you begin, the Post-Baccalaureate Certification in School Nursing program (6 courses) can usually be completed within 3 semesters. If you begin your Certification program in the first part of Summer 2010, you may finish by the end of Spring 2011!

**Sample Course Sequence for Students Beginning the Program Summer 2009, Module 5 (the first 8 weeks)**

	Summer 2010	Fall 2010	Spring 2011
<b>Across 14 weeks</b> (See key for mode of delivery)		SNUR 92.444: Practicum in School Nursing (5 s.h.) ( <i>Pre-req: SNUR 92.466 and Co-req: SNUR 92.430</i> ) (♦follows the 14-Week Web Assisted calendar under the "Modified Schedule") +, #, **	SNUR 92.448: Health Teaching Methods for School Nursing Seminar (2 s.h.) ( <i>Pre-reqs: SNUR 92.430 &amp; SNUR 92.466 and co-req: SNUR 92.445</i> ) (♦follows the 14-Week Web Assisted calendar under the "Modified Schedule") #, **
			SNUR 92.445: Internship in Health Teaching for School Nursing (5 s.h.) ( <i>Pre-reqs: SNUR 92.430 &amp; SNUR 92.466 and Co-req: SNUR 92.448</i> ) (♦follows the 14-Week Web Assisted calendar under the "Modified Schedule") +, **
<b>Online 1<sup>st</sup> 8 Weeks</b>	SPED 08.407: School & Family Issues for Children with Ongoing Health Care Needs (3 s.h.) (♦follows the Online Module Schedule)	SNUR 92.430: Methods & Materials in Health Teaching for School Nurses (3 s.h.) ( <i>F-1</i> ) (♦follows the Online Module Schedule)	
<b>Online 2<sup>nd</sup> 8 Weeks</b>	SNUR 92.466: School Health Services (3 s.h.) (♦follows the Online Module Schedule)		

## Key to Course Sequence Chart:

**NOTE:** All courses are subject to run based upon meeting enrollment minimums.  
(s.h. = semester hours)  
(F-#) requires completion of specific foundation crs. (See "How to Apply" section of this document for more details).  
# this will be a web-assisted course

+This course has an additional fee

\*\* This course is either fully or mostly composed of field placements and if any meetings are required, they would be conducted via the web.

♦All CPCE registration schedules can be found at:  
[www.rowan.edu/cpceschedules](http://www.rowan.edu/cpceschedules).

Students are expected to follow the Personalized Course Sequence they are given. Personalized course sequences are determined with your CPCE Administrative Advisor during the admissions process. Only those who follow this sequence can be promised that all coursework will be offered in the timeline and format outlined above. It is important to know that a "missed class" may not be available to make up in a timely manner and may significantly delay the award of your degree/certification/program. If your enrollment plans change and you will fall out of sequence, you must notify both your CPCE Administrative Advisor and Academic Advisor as soon as possible.

## **Benefits of the Post-Baccalaureate Certification in School Nursing**

- The program is designed for the working adult who needs a part-time option but still wants the fastest route to their certification.
- The sequence is set for the entire length of the program and therefore, students will always know their schedule well in advance.
- The schedule allows students to take 2 courses and earn 6 credits each term, while still only focusing on one course at a time.
- If the outlined schedule is followed each term, students will meet the minimum credit hours required in order to be eligible for federal aid money.
- Tuition is competitive and all CPCE courses are discounted from regular Rowan rates.
- The online schedule is both flexible and convenient. The coursework is divided into 8, 1-week blocks that run from Tuesday to Monday. This gives online students the luxury of the weekend to complete additional course requirements/assignments.
- The interactive online program also provides students with ample opportunity for vital professional networking and ongoing support.
- The Practicum field experience provides students the opportunity to engage in a mentoring relationship with an experienced certified school nurse allowing for the opportunity to observe and participate in the various roles, functions and activities that are designed to provide consultative services and work as members of a multidisciplinary team to assist parents, students, administrators and staff to cope with various health issues that threaten the well being of children and their education.
- The Internship in Health Teaching field experience provides an opportunity to teach health in the classroom setting and utilize the NJ Core Curriculum Content Standards.
- A university supervisor will be available and visit the student in the field placement situations.
- The Certification program does not require a thesis.
- The Post-Baccalaureate Certification in School Nursing application process does not require the submission of any standardized tests.
- All CPCE students have access to Rowan on-campus and online student resources.
- CPCE students will have access to not only their Academic Advisor but also a special CPCE Administrative Advisor.

## **How to Apply**

CPCE Post-Baccalaureate Certification in School Nursing applicants will apply using the CPCE Graduate & Post-Bac Application Form. Forms are available from CPCE or to download from <http://www.rowan.edu/cpce>. When you submit your application, be sure to mark "CPCE Post-Bac in School Nursing and your term/module of entry" on any materials you submit.

### **Admissions Requirements for the Post-Baccalaureate Certification in School Nursing:**

#### Part A: Basic Admission Requirements

- ✓ Bachelor's degree from an accredited institution of higher learning.
- ✓ \$50 application fee
- ✓ CPCE Graduate & Post-Bac Application Form
- ✓ One official transcript from *all* colleges attended
- ✓ A resume showing evidence of nursing experience
- ✓ CPCE Foundation Course Completion Form (Be sure to attach all supporting materials including transcripts and syllabi, if possible).
- ✓ Minimum of 2.75 cumulative G.P.A.

#### Part B: Nursing Verification Requirements

- ✓ Licensure or eligibility to be licensed as a Registered Nurse (RN) in the State of New Jersey
  - Please submit a copy of your current RN license
    - (Eligibility means you are licensed in another state and currently working as an RN.)
  - OR
  - If you have not yet received your RN license, however, you have successfully passed the NCLEX examination and have recently graduated from a National League for Nursing Accrediting Commission (NLNAC) associate degree or diploma program, you may submit a copy of your official NCLEX letter verifying your passing scores while you are waiting for your official RN license.

### Part B: Nursing Verification Requirements Continued

- ✓ Please submit a copy of your current certificates in both the American Heart Association Cardio Pulmonary Resuscitation (CPR) and Adult, Child, Infant, and Automated External Defibrillator (AED).
- ✓ Please submit the CPCE Foundation Course Completion Form (Be sure to attach all supporting materials including transcripts and syllabi, if possible).
  - Eligible students should have completed the following set of five, 3-credit, undergraduate foundation courses:\* NURS 03.401: Community Health Nursing, PSY 09.210: Adolescent Development, NURS 03.303: Health Assessment, SPED 08.130: Human Exceptionality, and the equivalent to Human and Intercultural Relations (For example, ANTH 02.202: Cultural Anthropology, GEOG 06.102: Cultural Geography or SOC 08.230: Sociology of Minority Groups). (These foundation courses may be taken at any fully-accredited college or university or taken at Rowan University).
    - During the admissions process, the School Nursing Academic Advisor will determine foundation course equivalencies and how any unfinished undergraduate foundation courses can be scheduled concurrently with undergraduate enrollment.\* (Be sure to include within your School Nursing application package, the CPCE Foundation Course Completion Form that addresses how you have met the foundation course requirements).
    - If applicable, official notification of any unfinished foundation courses will be included in the student's official decision letter from Rowan University.
    - Listed below are a few additional details regarding foundation courses:
      - The Human Exceptionality class must be completed before taking SNUR 92.430: Methods & Materials in Health Teaching for School Nurses.
    - It is the student's responsibility to continue to coordinate with the School Nursing Academic Advisor regarding the successful and timely completion of all foundation courses.

*\* Please note: foundation courses may not be available in an online format through Rowan.*

### Part C: Practicum and Internship Requirements:

The following must be completed and submitted by the student to the School Nursing Academic Advisor prior to the completion of the SNUR 92.466: School Health Services:

- ✓ Disclosure Form
- ✓ Practicum Application
- ✓ Internship Application

### Application Deadlines

Due to the complicated nature of the admissions evaluation process, students are strongly encouraged to apply at least one full month before their desired entry point. However, applications are accepted and reviewed on a rolling basis up until 14 business days prior to the start of the next entry module. Applications must be complete by this deadline in order to receive a decision before the module begins. (If a decision has not yet been reached, it *may* be possible - depending upon the program - for students to begin the course as a non-matriculated student while the official admission process completes).

### Submit CPCE Application Materials to:

Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 856-256-5638.

Note: Please do not submit materials for CPCE programs to the Undergraduate Admissions Office or the Graduate School as this will delay processing.

CPCE Admissions is coordinated by Enrollment & Extension Services (Enrollment Team) at CPCE. Any questions you have about your CPCE application should be directed to 856-256-5435 or [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).

## **Health Immunization Requirements**

Students matriculated in this program are required to comply with Health Immunization Requirements of Rowan University. Please refer to the CPCE website for more information: <http://www.rowan.edu/colleges/cpce/forms.cfm>

## **Transfer Credit Policy**

- No transfer credit is accepted for the Post-Baccalaureate Certification: School Nursing Program.

## **CPCE Registration & Course Information**

CPCE students are Rowan students taking Rowan courses; however, you will often follow different administrative deadlines and processes. This is especially true for registration and course information as detailed below.

- **CPCE Registration Plan:** As a special service, The CPCE Enrollment Team manually registers all matriculated CPCE students for all of the CPCE courses that are required for their program. Registration will follow the Personalized Course Sequence (PCS) that all CPCE students receive from their CPCE Administrative Advisor during the admissions process. Proper CPCE registration is highly dependent upon a correct PCS; therefore, it is very important that you keep this document handy and follow it carefully throughout your academic program at Rowan. Further details and step-by-step instructions for how to trigger CPCE registration are included in the CPCE Student Guide & Agreement and the CPCE admission decision packet.

## CPCE Registration & Course Information Continued

- **CPCE Course Information & the Section Tally:** All CPCE course details such as start and end dates, meeting times and locations (if applicable), pre-reqs, as well as costs and texts can be found each term in the CPCE Course Section Tally located at [www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch).
  - Knowing how to navigate the Section Tally will help you find the information you need more quickly. For further instructions about how to locate details such as costs, texts, or pre-reqs for each CPCE course, please visit [www.rowan.edu/coursesearch](http://www.rowan.edu/coursesearch).
  - CPCE students should use the information in the Section Tally and not the Rowan Self Service site to make sure they have all necessary details about CPCE courses. (This is because CPCE course *details* do not appear properly in the Rowan Self Service site).
  - The Section Tally is also the tool to use if you are searching for additional classes you need to take outside of your CPCE program. Consult with your Academic Advisor for assistance.
  - **CPCE start and end dates** vary by course and often do not match the start and end dates for the official Rowan semesters. To be sure you always know when your CPCE course begins and ends, you should check the “Part of Term.” “Part of Term” is the 5<sup>th</sup> column appearing in the Section Tally and it identifies when a CPCE course begins and ends. (To find start and end dates for any future classes not yet listed in the Section Tally, click on the CPCE Part of Term in the header row of the CPCE Registration-Related Deadline Chart at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.)
- **CPCE Registration-Related Deadlines:** CPCE has its own set of registration, payment, and drop deadlines. Sometimes there are even different schedules/deadlines for *each* course.
  - Deadlines are organized according to the “Part of Term” in which the CPCE course occurs. CPCE classes may be offered within a number of special CPCE “Parts of Term.” “Part of Term” is the 5<sup>th</sup> column appearing in the Section Tally ([www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch)) and it identifies when a CPCE course begins and ends. By matching the “Part of Term” for your course from the Section Tally to the one listed in the CPCE Registration-Related Deadline Chart available at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines>, you will always be aware of the CPCE registration deadlines.
- **Changing CPCE Registration:**
  - If you need to drop or withdraw from a CPCE course, or change your registration in any way, please contact your CPCE Administrative Advisor or the CPCE Enrollment team right away at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu) to make sure this is handled properly and within appropriate deadlines. (Online dropping/adding is not possible with CPCE courses.)
  - A change to registration usually means a change to your PCS. Any time your Administrative Advisor changes your PCS a new one is sent to you, your Academic Advisor, and the CPCE Enrollment Team. Registration is then adjusted and a new registration confirmation email is sent to you. In this way, we all continue to work together to keep you on track for your educational goals.
  - **CPCE Information & Communication:** Many helpful handouts, including the CPCE Student Guide & Agreement, online or partner student expectations, and Rowan network and email instructions (Tech Guide) are available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce) under “Forms.”
    - Once a student is registered for a course/program, all official communication from Rowan University is sent only to the Rowan email; therefore, it is imperative that this is the email address you use and monitor daily as a CPCE student.

If you ever have any questions about CPCE registration, please contact your Administrative Advisor or the CPCE Enrollment Team at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).

## CPCE Costs

- To make our programs even more accessible, with rare exceptions, all CPCE courses are discounted from the regular Rowan rates!
- CPCE costs are assigned according to either the specific program or the course level and delivery type.
- For the most up-to-date information about costs and aid, please see the “CPCE Costs, Billing, & Payment Information” documents at [www.rowan.edu/colleges/cpce/forms/cfm](http://www.rowan.edu/colleges/cpce/forms/cfm).

## A Note about Financial Aid

For an undergraduate-level student (including post-baccalaureate) 6 credit hours per term is the minimum required to qualify for federal financial aid. For a graduate-level (or doctoral) student, 4.5 credit hours per term is the minimum. (These are both considered part-time status.) Financial aid is therefore not applicable for those terms in which the total number of credits for which a student is registered is fewer than 6 (for undergraduates) or 4.5 (for graduates). Check the chart in this Detail Sheet/Plan of Study and your Personalized Course Sequence (PCS) that you receive during admissions to determine in which terms you have enough credits to be eligible to receive federal aid. Most CPCE programs are set up such that matriculated CPCE students *will* meet the minimum credit hours required each term to qualify for federal financial aid, but there are a few exceptions.

Students are encouraged to apply for financial aid as soon as possible (even before receiving admission decisions) and in each year/term in which they will be eligible. If you wish to apply for financial aid, please visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) right away. Rowan’s code is 002609. Students should stay in touch with the Financial Aid Office at 856-256-4250, [financialaid@rowan.edu](mailto:financialaid@rowan.edu) to ensure proper and timely processing. CPCE students are Rowan students so the aid process is the same regardless of whether the class/program is accelerated, off-campus, online, or on-campus. **NOTE:** Aid cannot be packaged or applied to your account until you are officially matriculated into the program. Aid also cannot be retro-actively applied to a previous term. For more details about financial aid, please consult the CPCE Student Guide & Agreement and the CPCE Financial Aid Quick Guide which are available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce) under “Forms.

### **INTERESTED IN A CLASS BUT NOT THE WHOLE PROGRAM?**

Join the Rowan community as a non-matriculated student\* and get credit for just the class(es) that interest you!

The following courses for the Certification program are open to non-matriculants: School and Family Issues for Children with Ongoing Health Care Needs, School Health Services and Methods and Materials in Health Teaching for School Nurses (providing students have already completed the pre-req/foundation course: Human Exceptionality). In addition, you may browse and register for some of Rowan's many other course offerings\*\* by visiting the Rowan Section Tally at [http://banner.rowan.edu/reports/reports.pl?task=Section\\_Tally](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally). A CPCE course is easily identifiable in Rowan's official Section Tally by a letter that is included after every course section number. **To sign up for a course as a non-matriculant**, please contact the CPCE Administrative Advisor, using the contact information below. (Some courses may not be available to non-matriculated students.) Remember, CPCE has its own set of registration related deadlines. Please visit the website at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines> for the appropriate schedule and registration plan.\*\*\*

\*Usually limited to 9 credits total for graduates and 24 total (11/term) for undergraduates.

\*\* Provided necessary pre-requisites and/or restrictions are met.

\*\*\* No refunds are possible after the official CPCE drop period.

Please remember financial aid is not possible any term in which a student is a non-matriculated student.

### **Post-Baccalaureate Certification: School Nursing Contact Information**

#### **Amanda DeValerio**

CPCE Administrative Advisor

(Provides assistance from initial inquiry to matriculation)

Phone: 856-256-5123 Email: [devalerio@rowan.edu](mailto:devalerio@rowan.edu)

#### **Gina Gondos**

Academic Advisor

(Provides academic assistance after initial registration to graduation clearance)

Phone: 856-256-4792 Email: [Gondos@rowan.edu](mailto:Gondos@rowan.edu)

*The information in this document was updated 08/10/09.*