

 **NJCU**
*Center for Teacher
Preparation & Partnerships
Office of Certification*

TO: CANDIDATE READY FOR **SCHOOL NURSE** CERTIFICATE

FROM: DEAN, COLLEGE OF EDUCATION

RE: **APPLICATION PROCEDURE FOR CERTIFICATION**

If you have completed the academic requirements for the **School Nurse** certificate, please complete and submit the following:

- EDUCATIONAL ADVISEMENT AND CERTIFICATION FORM – **BLUE**
- NOTARIZED** APPLICATION FOR CERTIFICATION – **PURPLE**
- COPY OF NEW JERSEY CERTIFICATE (listed below)
 - Emergency School Nurse certificate or
 - Non-Instructional School Nurse certificate
- OFFICIAL TRANSCRIPTS FROM ALL INSTITUTIONS ATTENDED where relevant coursework/degree requirements for this license were completed.
 - Contact the Program Coordinator to determine which transcripts are needed.**NJCU TRANSCRIPTS ARE REQUESTED BY CERTIFICATION OFFICE**
- ATTACH THE PAYMENT RECEIPT – **Payment can be made Online –OR- payment can be made at THE NJCU BURSAR OFFICE – Hepburn 106 (201)- 200-3045). MAKE CHECK PAYABLE TO NJCU CERTIFICATION ACCT. WRITE YOUR ID NUMBER ON CHECK. *(checks are not accepted in this office)**
- ❖ INTERNATIONAL STUDENTS MUST INCLUDE A NOTARIZED
 1. AFFIDAVIT FOR INTENT TO BECOME A CITIZEN
 2. OATH TO SUPPORT THE INSTITUTIONS OF THE UNITED STATES.

Please submit all materials to: **Professor Lorraine Chewey, School Nurse Program Coordinator**
New Jersey City University
Department of Health Sciences, P-219
2039 Kennedy Blvd. ~ Jersey City, NJ 07305
Professor Chewey may be reached via e-mail at lchewey@njcu.edu or by phone at 201-200-2421.

Questions or comments about the application process should be forwarded to
Ms. Cynthia Vazquez, Certification Administrator
e-mail: ctppcert@njcu.edu, phone 201-200-2079