

# School Nurse

To be a school nurse, one must have: (1) successfully met the standards for the school services professional and the national standards for school nurse; (2) obtained a bachelor's degree from an approved school of nursing program; (3) obtained a registered nurse's license through the Indiana state board of nursing. One who holds this degree is eligible to serve as school nurse in pre-kindergarten through grade 12. The school nurse licensure is required for anyone serving as the school health services coordinator.

Once holding and working under an Initial Practitioner License for two years, one may obtain a practitioner's license when one has: (1) successfully met the standards for the school services professional and the national standards for school nurse; (2) obtained a bachelor's degree from an approved school of nursing program; (3) obtained a registered nurse's license through the Indiana state board of nursing.

## School Nurse:

- Bachelor's Degree in Nursing which will meet National Standards for School Nurse
- Registered Nurse's license through the Indiana State Board of Nursing/IPLA

## Step-by-Step:

- 1) Click on the [LVIS Portal Link](#).
- 2) "Create" Profile"
- 3) Fill out all the required fields and click "Create Profile."
- 4) Go to your personal e-mail and find the e-mail(s) LVIS just sent you. It will be from "System Administrator." If it ended up in your SPAM/JUNK e-mail folder, you need to add the e-mail address to your contact or safe senders list.
- 5) Click the link "Verify e-mail."
- 6) Log into your LVIS account.
- 7) Click "Add Application."
- 8) Select "Original"
- 9) Select "School Services"
- 10) Select "Original School Services"
- 11) Type in the School Services Area you wish to have on your license.
- 12) Click Next.

- 13) Click "Add Recommending Institution Entry. Select the state and type in the name of the college/university. Be sure add all institutions where you did your education coursework or program.
- 14) Click Next
- 15) Answer the questions. Upload required documentation, if requested. Click Next.
- 16) Upload the required documentation and optional documentation. Click "Next." Read the paragraphs below the required documentation for instructions on what to do if you don't have the required documents.
- 17) If you have everything completed, you will be able to "Submit Application." If not, you need to fix what is missing. Missing materials will be in **RED**.
- 18) Click the link to pay for all pending applications.
- 19) Mark the box under the "Pay?"
- 20) Fill out all the Billing information.
- 21) Click "Review Summary."
- 22) Click box under Refund Policy.
- 23) Click "Submit."