THE SCHOOL DISTRICT OF
PHILADELPHIA

Emergency Permit for School Nurses

Congratulations! Thank you for considering working as a School Nurse at the School District of Philadelphia (SDP).

The Pennsylvania Department of Education (PDE) requires all School Nurses to hold a valid and active certified as a School Nurse. SDP requests an emergency permit to fill a position when we are unable to find a certified educator holding a valid and active certificate.

If you are being considered for a School Nurse position and are not currently a Certified School Nurse, it is because we believe you have the skill and attributes to be successful in the position, and would like to hire you while you pursue your School Nurse certification.

We will be able to hire you and issue you an Emergency Permit if you agree to enroll in a state-approved School Nurse certification program and complete the required number of credits as outlined below in your first year. [1]

- If hired between August 1 – November 30 = 6 program credits;
- If hired between December 1 – March 31 = 3 program credits;
- If hired between April 1 – July 31 = proof of program enrollment.

After your first academic year in the position, you will be eligible for a re-issuance of your emergency permit each academic year, and thus eligible to continue in your School Nurse role, if you show proof of **nine (9) certification program credits** at the conclusion of each academic year.

Applying for Emergency Permit
When you sign your offer letter to be a School Nurse, you agree to enroll in a state-approved School Nurse certification program and apply for an emergency permit.

1. You initiate and submit a permit request via the Teacher Information Management System (TIMS). See directions below for how to complete this application. We ask you to do this prior to submitting your returned offer letter
2. You are responsible for obtaining a copy of your valid and current PA professional nurse license, a requirement for your Emergency Permit application.
   a. If you are a Non-US Citizen or are Foreign Educated, you will also be required to submit the following documentation[2]:
      i. Permanent Resident Visa- green card (photocopy of front and back)

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[1]
https://www.education.pa.gov/Teachers%20-%20Administrators/Certifications/Certification%20Staffind%20Policies%20CSPGs/CSPG%2013.pdf, page 3
[2] https://www.education.pa.gov/Educators/Certification/PAEducators/Pages/Emergency-Permits.aspx

      ii.   Signed Declaration of Intent

      iii.   Foreign bachelor's equivalency submitted on foreign evaluation report (original or notarized copy)

3. At your final hiring session, you will complete the application process.
   a. Michelle Stokes, our Certification Specialist, will work with you to select the type of permit and subject area(s) through theTIMS dashboard, select the payment method, and submit the application. You are responsible for covering the $100 cost for the Emergency Permit.
   b. You will submit the documents listed on the TIMS cover sheet.
      i. Copy of your valid and current PA professional nurse license

Completing School Nurse Certification Program

When you sign your offer letter to be a School Nurse, you agree to enroll in a state-approved School Nurse certification program. PDE's list of approved School Nurse Certification Programs can be found on page 14 of their Approved Certification Programs List[3] and includes the following programs as of January 7, 2019:

- Bloomsburg University of Pa
- Cedar Crest College
- East Stroudsburg University of Pa
- Eastern Mennonite University/Lancaster
- Eastern University*
- Gannon University
- Immaculata University*
- La Roche College
- La Salle University*
- Millersville University of Pa
- Saint Joseph's University*
- Slippery Rock University of Pa
- University of Pittsburgh/Johnstown
- West Chester University of Pa*

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[3]
https://www.education.pa.gov/Documents/Teachers-Administrators/Certification%20Preparation%20Programs/Approved%20Certification%20Programs.pdf
*indicates a program located within 40 miles of Philadelphia

Below is a breakdown of local program costs for the 2018-19 school year:

School	Link	Estimated Cost[4]
Eastern University (online)[5]	https://www.eastern.edu/academics/graduate-programs/certification-school-nurse-k-12-online	12 credits $707 per credit hour (~$530.25 per credit hour with SDP discount) $8,484 ($6,363 with SDP discount)
Immaculata University	Cannot find information online at this time	
La Salle University	https://www.lasalle.edu/nursing-msn/post-baccalaureate-certificate-programs/school-nurse-certificate-program/	13 credits $925 per credit hour $12,025
Saint Joseph's University	Cannot find information online at this time	
West Chester University	https://catalog.wcupa.edu/graduate/health-sciences/nursing/school-nurse-certification/	14 credits $500 per credit (in-state resident) $750 per credit hour (out of state resident) $7,000-$10,500

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[4] We provide an estimated cost based on information on the school program's website as of January 2019. We strongly recommend that you always visit the school program's website for up to date information on tuition and fees associated with the full program.
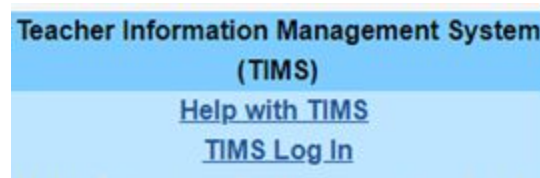
[5] SDP has a partnership with Eastern University offering a tuition discount- learn more here: https://www.philasd.org/benefits/home/tuition-discounts-and-educational-partners/

THE SCHOOL DISTRICT OF
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INSTRUCTIONS FOR ENTERING YOUR EMERGENCY PERMIT APPLICATION

1. If you are applying for emergency permit and you do not otherwise hold a Pennsylvania Instructional I or Instructional II certification in a different content area, start by ordering an official sealed bachelor's transcript that should be sent directly to you. Do not mail the transcript to the Pennsylvania Department of Education, the School District, or anyone but yourself, and <u>do not open the transcript.</u>
2. Then, complete the application for your emergency permit. Go to www.education.pa.gov
1. Along the top of the page, select → [EDUCATORS] and then click [CERTIFICATION]

1. Click on TIMS Log-In

Teacher Information Management System (TIMS)
Help with TIMS
TIMS Log In

1. Log in – enter your username and password or select 'Register' to create a new account
2. From your Home Page, click on "Emergency Permit Application"
3. Follow the prompts to submit your application.
    1. For step three – If "Philadelphia City SD" is not listed, click on "Add New Affiliations".
    2. Next, click on "Click here to search" and type in "Philadelphia City SD", then click on search. Find Philadelphia City SD and click select.
    3. For step four, click on the box next to Philadelphia City SD – right hand side of the page. Answer the questions for step 5 and then click on "Initiate Permit Request".
4. You will receive confirmation immediately once you submit your application. Include your generated PPID number on your offer letter that you return to the district.
5. You should also plan to obtain a $100 money order made out to the Commonwealth of Pennsylvania to cover the cost of the emergency permit.
6. The final steps of the emergency permit process will be completed once you meet with the Certification team at your final hiring session.
    1. **Please bring with you to your hiring session the official sealed bachelor's transcripts and a money order for $100 made out to the Commonwealth of Pennsylvania.**
7. If you successfully complete the hiring process and obtain an emergency permit for the 2018-19 school year, you can be reimbursed for the cost of your emergency certification. Please follow instructions that were sent to you with your offer letter.

NOTE: You will not be cleared to start and get your School District ID until you have cleared with the Certification Office and completed your emergency permit process.