

**California State University, Bakersfield
Department of Nursing
School Nurse Health Services Credential Program**

EXIT EVALUATION

Once you have completed all requirements and coursework for the School Nurse Health Services Credential Program, an exit evaluation and interview is required. In order to complete this requirement, the Director will need:

- An appointment to complete the exit evaluation and interview.
- An official copy of all transcripts showing completion of coursework required for the MSN and credential program. Grades for your final coursework are generally not posted for 6-8 weeks after the end of the quarter. You may want to schedule an appointment with the Director the quarter following your last course.
- A copy of your RN license (with expiration date).
- A letter from your employer verifying a minimum of 2 years experience as a school nurse.

Upon completion of the exit evaluation, you will be provided with a copy to take to the School of Education Credential Analyst Carole Harden. The Credential Analyst will provide you with a professional Health Services Credential application and will assist you in completing this form. Your documents will be reviewed and she will notify you of any deficiencies. You will need to pay a fee and your documents will be sent to the Commission on Teacher Credentialing.

For distance learning students, send the required documents (transcripts, RN license and verification of employment) to the Director. An appointment will be made with you to conduct the exit evaluation and interview via telephone. Your paperwork will be returned to you, and you should contact the Credential Analyst who will send you an application. When completed, return it to the Credential Analyst who will contact you regarding any additional items that may be needed. All paperwork for the Professional Credential must go through the CSU, Bakersfield Credential Analyst's office.

The Commission on Teacher Credentialing has developed the California Professional Growth Manual for Multiple and Single Subject Credentials and Services and Specialist Credentials. The Credential Analyst will provide you with a copy. Please review this document carefully. Briefly, to renew a professional clear credential, the holder must complete a minimum of 150 clock hours of professional growth, fulfill a professional service requirement and submit a Professional Growth Plan and Record at five-year intervals. There are five steps to follow:

1. Obtain a professional growth advisor.
2. Plan your activities.
3. Complete your activities and keep records.
4. Complete the Professional Service requirement.
5. Renew your credential.

The School Nurse Health Services Credential Program Director is available to act as your professional growth advisor if you choose.

For further information, please contact:

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