



## **Guidelines for choosing professional development offerings paid for by CSHS funds**

The following guidelines should serve as guidance for school nurse leaders and individual school nurses under the Model and Affiliate CSHS grants for choosing professional development offerings that will be paid for by CSHS grant funds. This guidance can be considered updated guidance from the CSHS Q & A developed after the CSHS Nurse Leader Orientation meeting in September, 2019. Funded districts may make decisions regarding professional development independently, providing the offering in question falls into one of the following categories:

- Grant funds can be used for registration fees for and travel to MDPH required meetings.
- Grant funds can be used for registration fees for and travel to any Boston University School Health Institute for Education and Leadership Development (SHIELD) trainings.
- Grant funds can be used for registration fees for and travel to any in-state professional development offered by high quality continuing education providers.

High quality continuing education providers are those that meet the standards set by the Massachusetts Board of Registration in Nursing (BORN)<sup>1</sup> AND the National Board for Certification of School Nurses (NBCSN)<sup>2</sup>. MDPH will allow grant funds to be used for registration and travel related to professional development presented or approved by the following organizations:

- National Association of School Nurses or other nursing specialty organizations accredited by the American Nurses Credentialing Center (ANCC).
- Continuing Medical Education credentialing agencies.
- Colleges and Universities accredited by state, regional and federal (as U.S. Department of Education) accrediting boards.
- Massachusetts Board of Registration in Nursing (BORN).
- Massachusetts Department of Public Health (MDPH).
- Massachusetts Department of Elementary and Secondary Education (DESE).

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<sup>1</sup> <https://www.mass.gov/regulations/244-CMR-500-continuing-education>

<sup>2</sup> <https://www.nbcsn.org/ncsn/recertification/procedures/>



- Authoritative federal entities (example: FDA, CDC).

Additionally, organizations such as hospitals and state nursing associations may work with accredited providers to provide continuing education programs and should note the provider/accreditation name on certificates. ALL certificates of attendance must include the name of the approved accreditation or certification body.

Additional considerations:

- If a desired program/topic area is offered by BU SHIELD, then BU SHIELD will be the preferred provider, unless otherwise approved by MDPH.
- Contact hours must be offered and all contact hours must be in subjects related to school health practice and should be consistent with MDPH contract objectives.
- Offerings must be a planned program of learning that includes written objectives which describe expected outcomes, and a program evaluation that allows participants to provide feedback on the program.
- Online courses and webinars are acceptable if approved by one of the credentialing organizations recognized in this document.
- Courses which are considered basic nursing preparation are not acceptable (i.e. CPR and First Aid). The exception is if these courses are to be delivered to non-licensed staff for the purpose of increasing capacity for emergency preparedness in the school setting.
- MDPH may request, at any time, for the grantee to demonstrate how the course content promotes expertise in school health, is relevant to the practice of school nursing, and is consistent with MDPH contract objectives.

For additional questions or further clarification of contract and budget related issues, please contact Juliet Berk at [juliet.berk1@state.ma.us](mailto:juliet.berk1@state.ma.us).