

NJDOE Approved Clinic Agency Change Request Form for School Nursing Services

Instructions:

1. List the name of each nurse and complete the information in the relevant columns. All nurses are required to have a current license issued by the NJ Division of Consumer Affairs.
2. Within the “Services to Be “Provided” place an "X" in the appropriate columns (columns 2 and 3).
3. The tracking number may be found in the upper left-hand corner of the certificate below the Social Security number. If there is no tracking number, see below for instructions on obtaining the tracking number.
4. Submit copies of provider licenses or certificates.

Clinic/Agency Name:

Date:

Requester’s Name, phone number and email address:

Name of Service Provider*	Service: Nonpublic School Nurse (active RN License)	Service: Substitute School Nurse (Active RN License) NJDOE Standard Certificate	NJ Division of Consumer Affairs License Number and expiration Date	For Substitute School Nursing services, please attach copy of NJEd certificate or Substitute Certificate issued by the County Office or school district is located. Please visit the NJDOE website at: Certification and Induction: Substitute Credentials.

*If provider is being removed from agency, please write this next to the provider's name in column 1.