

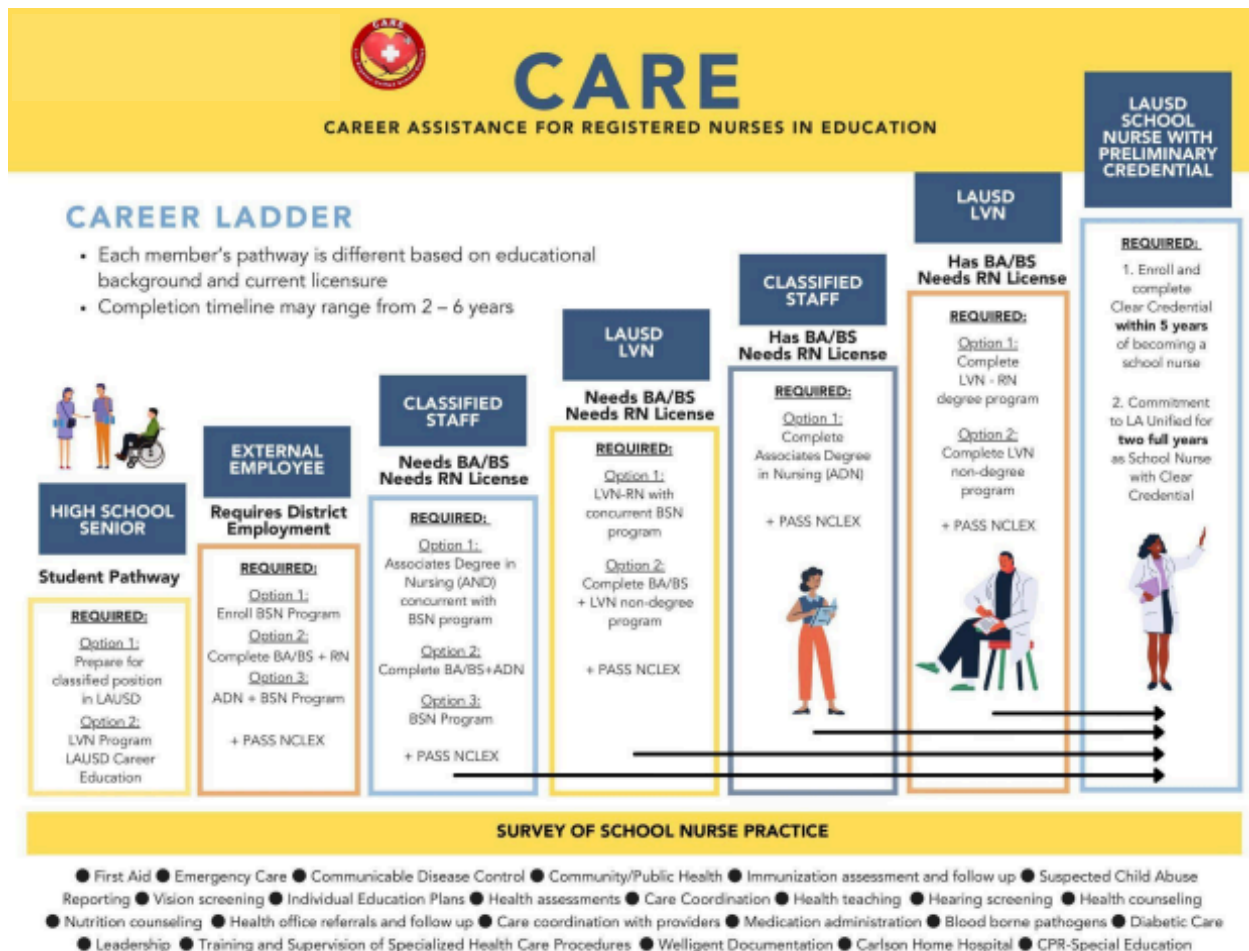
## CARE Policy Guide

### OVERVIEW

Career Assistance for Registered Nurses in Education (CARE) career ladder provides individualized support, mentoring, and financial assistance to classified employees seeking a career in school nursing. Program participants commit to working in LAUSD for two full academic years as a fully credentialed school nurse after assistance through the CARE program.

### CARE PATHWAYS

The pathway to become a credentialed school nurse is unique for each member and is based on his or her educational background and current licensure. Illustrated below are potential points of entry to the various pathways to become a credentialed school nurse. The foundation of the pathway are surveys of school nursing practice, which includes a series of activities designed to expose the member to the field of school nursing and school nurse standards.



## THE CARE CAREER LADDER

CARE members are supported through individualized mentorship and professional guidance as they progress through a series of educational benchmarks and licensure requirements. It is expected that members make steady progress in climbing the CARE ladder. Members are advised on the myriad of pre-licensure nursing programs approved by the California Board of Registered Nursing; however, the member is responsible for choosing, applying, and completing a nursing program of their choice. LAUSD does not have an affiliation agreement with any pre-licensure nursing program which guarantees admission for CARE members.



### CARE Career Ladder

STEP	Educational Benchmarks	Testing Requirements	School Nurse Survey Experiences
<b>5</b>	Completion of School Nurse Credential Program Approximately 12-16 units	None- Credential Verification- CTC	New School Nurse Orientation completed upon hire
Date Completed:			
<b>4</b>	Completion of Baccalaureate Degree- Any Subject	None- Award Verification	School Nurse Survey #4
Date Completed:			
<b>3</b>	Completion of Nursing Program Approximately 30-40 units	NCLEX- RN examination	School Nurse Survey #3
Date Completed:			
<b>2</b>	Nursing Program Application and Acceptance	TEAS or HESI entrance examination	School Nurse Survey #2
Date Completed:			
<b>1</b>	Completion of Nursing Program Pre-Requisites Approximately 30- 40 units	Initial Pathway Planning Meeting Policy Guide and Online profile	School Nurse Survey #1
Date Completed:			

### Surveys of School Nurse Practice

*“School nurses strengthen and facilitate the educational process by improving and protecting the health status of children and by identification and assistance in the removal or modification of health-related barriers to learning in individual children. The major focus of school health services is the prevention of illness and disability and the early detection and correction of health problems. The school nurse is specially prepared and uniquely qualified in preventive health, health assessment, and referral procedures.” California Education Code 49426*

School nursing is a specialized practice of professional nursing that advances students' well-being, academic success, and lifelong achievement and health. Surveys of School Nurse Practice are activities designed to provide members exposure to school nursing mandates per the CA Education Code and School Nurse Standards by the Commission on Teacher Credentialing.

<https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/svc-nurse-handbook-pdf>

Completing the Surveys of School Nursing Practice helps provide a more comprehensive understanding of school nursing, generate enthusiasm for the specialty, and facilitate understanding of a school nurse's practical daily experience and responsibilities:

CARE Survey 1: [Scope and Standard of Practice of School Nursing](#)

CARE Survey 2: [School Nurse Mandates](#)

CARE Survey 3: [School Nurse Standards](#)

CARE Survey 4: [School Nurse Observation and Reflection](#)

## MEMBER BENEFITS

### A. FINANCIAL ASSISTANCE

Members in good standing may receive up to \$8,000 per LAUSD academic/fiscal year (July 1 to June 30) for educationally related or RN licensure related expenses. To be eligible for reimbursement, coursework must be completed with grades posted or expenses incurred between July 1 through June 30 of each academic/fiscal year. Coursework that begins in the spring/summer and ends after July 1st, is eligible for reimbursement in the next academic/fiscal year. Reimbursements are deducted from the \$8,000 allowance as funds are dispersed each academic/fiscal year. Unused funds do not roll over to the following academic/fiscal year. Requests for reimbursement must be submitted within three (3) months of the purchase or completion of a course/examination.

#### Tuition Reimbursement

To qualify for tuition reimbursement, coursework must be completed at a regionally accredited college or university or at a pre-licensure nursing program approved by the California Board of Registered Nursing. Coursework must be degree or licensure applicable and must be completed with a grade “C” or better. Courses taken for a Pass (P) or Credit (CR) are also acceptable. To be eligible for reimbursement, coursework must be completed with grades posted or expenses incurred between July 1 through June 30 of each academic/fiscal year. Coursework that begins in the spring/summer and ends after July 1st, is eligible for reimbursement in the next academic/fiscal year.

#### Qualifying Expenses

Education or Credential Expenses	Examples of Required Documentation
Tuition	<ul style="list-style-type: none"> <li>● Proof of course enrollment</li> <li>● Course syllabus with list of required supplies/materials</li> <li>● Itemized receipts showing proof of payment</li> <li>● Transcripts</li> <li>● CTC payment receipts</li> <li>● Proof of purchase</li> </ul> <p>*Reimbursements may be taxable. Consult a tax professional for additional information.</p>
Textbooks (rentals and ebooks are accepted), Course Supplies and Equipment	
Materials and Lab fees	
Technology	
Non-Tuition University Fees	
Parking Permit, Public Transportation, Metro Pass	
Nursing Uniform and Equipment	
RN Licensure Fees	
Test Preparation and Test Registration Fees	
Fingerprinting/LiveScan	
<a href="#">Foreign Transcript Evaluation</a> (must use a Commission approved vendor and must include course detailed description)	
Professional Organization Fees and Conference Fees	

## **A. FINANCIAL ASSISTANCE (CONTINUED)**

Financial Assistance is provided as reimbursement for out-of-pocket or direct pay expenses, including expenditures paid through a student loan. Expenses covered by a scholarship, grant or fee waiver are not reimbursable. Approved reimbursement funds are paid through the member's pay warrant. Please allow 6-8 weeks for processing and disbursement. Members who take an approved leave of absence may request reimbursement for expenses incurred during the leave of absence upon returning to active status

Requests for reimbursements are made by submitting the appropriate reimbursement request form along with all required documentation within 3 months of grade posting or expenditure.

[CARE Reimbursement Request Form](#)

## **B. MENTORING**

1. CARE Mentors will meet with admitted members to create an Individualized Mentorship Plan (IMP) to become a credentialed school nurse.
2. The IMP will create educational goals, credential benchmarks, and School Nurse Survey assignments.
3. CARE member progress will be monitored and updated annually through the IMP.

## **C. HIRING ASSISTANCE**

1. CARE members, after receipt of an RN license and bachelor's degree, will receive hiring assistance in the form of individual guidance through the certificated eligibility process.
2. CARE members must complete the certificated full-time pre-employment eligibility process to accept an offer of a full-time contracted position with the district
3. CARE participation is not a guarantee of eligibility and is not a guarantee or an offer of a school nurse position with LAUSD.

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## MEMBER RESPONSIBILITIES

Members are expected to maintain good standing with the CARE Program to access member benefits. Members are considered to be in good standing when (they):

- A. Maintain employment with LAUSD in a qualifying job classification
- B. Maintain a minimum GPA of 2.5 or the GPA required for continuous enrollment in a nursing program
- C. Make steady progress towards a bachelors degree/ and or RN license as determined by the educational and licensure benchmarks goals
- D. Completion of a Survey of School Nurse Practice on an annual basis
- E. Receive the endorsement of your principal or nursing administrator on an annual basis. If on an approved leave of absence from the District to pursue a program of study in an institution of higher learning, a yearly endorsement will be requested from an individual from that program of study as determined by your CARE mentor
- F. Maintain regular attendance by meeting the District attendance goal of a 96% or above attendance rate
- G. Meet with a CARE mentor once yearly to review your Individualized Mentorship plan, which is used to track and document your progress towards your goals
- H. Make a commitment to work for LAUSD as a full-time school nurse with a clear School Nurse Services Credential for two full academic years after being promoted to a school nurse position
- I. Attend Career Ladder professional development and events as required.

## CARE COMMITMENT

- A. CARE members who receive support and financial assistance through the CARE program are required to serve LAUSD students in a school nurse position for two full academic years after receipt of a clear School Nurse Services Credential.
- B. Members who do not meet the annual requirements of the program or do not complete the work commitment, will be required to repay LAUSD for all financial assistance received throughout the program.
- C. If LAUSD does not deem the CARE member eligible for employment or does not have a position to offer them, the member is not required to reimburse the District for funds received during membership in the CARE program.
- D. CARE members who take an approved leave of absence or resign to complete their licensure program may defer repayment by providing proof of enrollment in the nursing program if the commitment is resumed upon re-employment.

**CARE Member Agreement**

I have read and understand the Career Assistance for Registered Nurses in Education (CARE) Program requirements and member responsibilities as set forth in the CARE Policy Guide.

**By initialing below, I agree to the following:**

- \_\_\_\_\_ Maintain active employment with LAUSD in a qualifying job classification
- \_\_\_\_\_ Attend a yearly Individualized Mentorship Plan (IMP) meeting
- \_\_\_\_\_ Complete one Survey of School Nurse Practice per academic year
- \_\_\_\_\_ Obtain a yearly principal or administrative supervisor endorsement
- \_\_\_\_\_ Maintain the District attendance goal of a 96% attendance rate
- \_\_\_\_\_ Make steady progress towards academic/licensure goals as outlined in my IMP
- \_\_\_\_\_ Work in a certificated full-time School Nurse position within LAUSD for two (2) full academic years after receipt of a Clear School Nurse Services Credential

**I also understand that if I do not, for any reason:**

- **Fulfill my responsibilities to remain an active CARE member**
- **Complete the requirements for a School Nurse position in a timely manner**
- **Work in a certificated full-time School Nurse position within LAUSD for two (2) full academic years after receipt of a Clear School Nurse Services Credential**

**I will be required to repay the Los Angeles Unified School District the full amount of financial assistance received through this program.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Date