

**2017 Summer Institute for School Nursing
Registration Form**

General Information

First Name _____ Last Name _____ Degree _____

Address _____ City _____ State _____ Zip _____

Summer Email Address after June 15, 2017: _____

Verify Summer Email Address after June 15th _____

School Division: _____ (no abbreviations)

Private Schools: _____ Other: _____

Employment Status (*Select the option that best characterizes your position.*)

_____ School Nurse _____ School Nurse Coordinator _____ Supervisor of Health Services

____ Other: (please explain) _____

Campus Housing (*fill in all information as it applies*)

On-Campus housing includes **DOUBLE** occupancy room (suites of 4 people (2 rooms), sharing 1 bathroom)
Roommate requests are considered but must match on all participants' registration forms.

On-Campus Housing (assignment of room included in registration process) _____ Male _____ Female

Date of Arrival _____ Date of Departure _____

Roommate request: _____

Two night minimum stay required for on-campus housing. If staying less than 2 nights, there is a **\$20** fee.

Off-Campus Housing (Participant is responsible for arranging and payment of lodging)

Pre-Conference, Registration <i>(check session that applies)</i>	July 9th (pm) July 10 (am)	\$75
*You do not have to register for the July 11-13 conference to be eligible to attend a pre-conference session.		
<input type="checkbox"/> Fundamentals of School Nursing (new school nurse orientation)		
<input type="checkbox"/> Framework for School Nurse Coordinating Practices (new school nurse coordinators orientation)		

General Conference	July 10-12	In-state participants \$130 Out-of-state participants \$300 * (Out-of-state-only off-campus housing available)
<p>Seating in general and breakout sessions is available on a first-come, first-served basis, so you do not have to let us know which of these sessions you plan to attend. This practice allows all attendees an equal opportunity to attend the session(s) of their choice. Please note that seating is limited to the capacity of the meeting room and capacity varies for each session. All breakout sessions will be repeated.</p> <p>*Out-of-state participants who work in Virginia schools should register as in-state, and provide a letter verifying their employment on division letterhead with your registrations materials.</p>		

Post-Conference Registration	July 12 (pm) July 13 (am)	\$75
<i>Check track/session you plan to attend</i>		<p>You <u>must</u> be registered for the July 10--12 conference in order to be eligible to attend a post-conference session</p> <p>CONFIRMATION CODE:</p>
<input type="checkbox"/> Physical Assessment in the School Clinic – Registered Nurses Only <input type="checkbox"/> Youth Mental Health First Aid <input type="checkbox"/> (FLE) Sexual Education: The Basics <input type="checkbox"/> (FLE) Effective Family Life Education Teaching Strategies		
<p>*NOTE Regarding Post Conference Registration Confirmation Code: Limited Seating available</p> <ol style="list-style-type: none"> 1. Email your selected reservation track/session to: tracy.white@doe.virginia.gov 2. You will receive an email with the <i>confirmation code</i> for the post conference track you plan to attend. 3. Enter this confirmation code in the box to the right. When capacity is reached, this post conference registration will close. 4. If registration payment is not received by Friday, June 9, 2017 your name will be removed from the list. 5. The WELCOME packet you receive upon registration at Longwood will include a ticket for this post-conference track/session and will be collected during your time in this session. <p style="text-align: center;"><i>NO refunds will be given due to incorrect registration processes.</i></p>		

Total Fees:

Pre Conference Registration	\$75	
In-state Conference Registration	\$130	
Out-of-state Conference Registration	\$300	
Post Conference Registration	\$75	
Confirmation Code: _____		
Housing Fee for less than 2 nights stay	\$20	
<i>Your registration is not considered complete until payment is received in full.</i>	Total Fees:	

Office use: Account Code 95925 Tracy White, MA, BSN, RN; VDOE, Office of Student Health Services

Registration/Payment information to:	Mail to:
<p>Send two (2) copies of registration form with payment check or money order (no purchase orders) to:</p> <p>Make checks payable to: Treasurer of Virginia <i>Returned check fee: \$50</i></p>	<p style="text-align: center;">Virginia Department of Education Attn: Fiscal Services P.O. Box 2120 Richmond, VA 23218-2120</p>



Conference Confirmation Information will be emailed: June 28, 2017. If you have not received your conference information by Friday, June 30th, 2017 contact: Tracy.white@doe.virginia.gov

Contact hours offered by the Virginia Association of School Nurses

To be eligible for contact hours, participants must be a Virginia licensed nurse. Participants must sign in to the conference at check-in, attend the entire session and complete the online session evaluation for each session attended, and the general evaluation for the conference.

- Pre-Conference-6 contact hours
- General Conference: 9 contact hours
- Post Conference 6 contact hours
(Hours may vary slightly due to sessions attended)

The Virginia Association of School Nurses is an approved provider of continuing nursing education by the Virginia Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation

In order to receive contact hours you must:

1. Make cash payment of **\$ 20** to VASN, No checks/credit cards will be accepted)
2. Complete and turn in with your payment the *Contact Hour Worksheet*
3. Complete online conference evaluation tool sent via email link by August 30, 2017.
4. If all of the above requirements are met, a Certificate of Continuing Education will be generated electronically when you submit the evaluation. No exceptions or extensions will be granted.
5. Be sure to include a correct Summer email address on the Contact Hour Worksheet

Important Information about Longwood University

- **Access:** Longwood University is not a barrier free environment. Costs related to accommodations will be assumed by the participant and **MUST** be prearranged If you have any questions about access and/or accommodations, contact the Director of Disability Resources, at 434-395-2391
- **Tobacco-free policy campus effective June 1, 2008**
- **Internet Access:** Complimentary Shentell Wireless (residence halls), LancerNetVisitor (academic building)
- **The Longwood University Health and Fitness Center:** open for conference participants Monday and Tuesday evenings until 8:00 p.m. at no additional cost with SISN ID badge.
- There is a great deal of walking in hot/humid conditions to conference sessions. Interior spaces can be cool. *The SISN conference staff is not able to make accommodations on site.*