

Non-PEL IEP Designee Administrator Checklist

This checklist is a resource for administrators to use when requesting a registered nurse (RN) without a Professional Educator License (PEL) to participate as school support personnel in the health evaluation of students being considered for special education. The Medical Review process is described in 23 Illinois Administrative Code 226.160. The purpose of the review is to determine if any known or unknown medical or health issues may be present and impacting the student's ability to achieve academic success.

A district or cooperative that has actively recruited but has not been successful in hiring a school nurse who holds a PEL may hire an RN who has at least a bachelor's degree in nursing, education, or a related field, or an advanced practice nurse, or physician (personnel qualified to conduct component 23 Illinois Administrative Code 226.160 (a)(1-4) of a Medical Review) and may refer that individual to begin the process for obtaining a designation for Medical Review.

Please keep these documents on file at the local level and be able to provide them to ISBE upon request.

<input type="checkbox"/>	Post position advertisement for school support personnel (school nurse) with a PEL.	23 IL Administrative Code 226.160 (c) (2) (A)	
<input type="checkbox"/>	Job description of the RN includes providing educational evaluation and instructional judgment for students being evaluated or reevaluated for special education services.	Qualifications of Personnel 23 IL Administrative Code 226.160 (a)	
<input type="checkbox"/>	Registered nurse confirms meeting the minimum educational requirements of at least a bachelor's degree in 1) nursing, 2) education, or 3) related field. [Please confirm eligibility of the field in No. 3 with ISBE school nurse consultant(s)].	23 IL Administrative Code 226.160 (b) (2) (C)	
<input type="checkbox"/>	Registered nurse confirms does not currently hold or did not previously hold PEL in school nursing.	23 IL Administrative Code 226.160 (b) (2) (C) & 225 ILCS 65/Art.60	
<input type="checkbox"/>	Verified RN licensure for this nurse is valid (not expired, revoked, or otherwise hindered) through Illinois Department of Financial and Professional Regulation and is registered in current name, or has paperwork supporting difference	225 ILCS 65/Art.60	

	of names (marriage license or divorce decree).		
	Administrator submits request to ISBE school nurse consultant(s) for a nurse to complete Individualized Education Program (IEP) Medical Review.	ISBE School Health webpage under blue bar labeled "Training Opportunities"	
	Request participation in the online course titled Registered Nurses in Special Education Course sponsored by ISBE.	Upcoming dates will be posted on ISBE'S School Health webpage .	
	Request for the nurse to complete School Nurse Content Exam #236. (registration fees apply)	Register through Illinois Licensure Testing System .	
	Course <i>or</i> Content Exam #236 successfully completed.	Submit ISBE form 34-46a .	