



## NURSING SERVICES GUIDELINE Professional Development

**Guideline:** Professional Development

**Effective Date:**

April 2026

**Responsibility:** Nursing Services  
Administration

**Initial Effective Date:**

April 2026

**Purpose of Guidelines:** To support professional development, clinical excellence, and advancement of nursing staff by providing financial assistance for approved specialty certifications and academic advancement.

**Definition:**

Professional development refers to activities that support the continued knowledge, skills, and advancement of nursing staff.

**Procedure:**

**(A) Certification Reimbursement**

1. Nursing staff may be eligible for reimbursement of certification examination costs for certification identified under the American Nurses Credentialing Center (ANCC)- Magnet- recognized accepted certification list
2. The list of approved certifications is maintained at: <https://www.nursingworld.org/organizational-programs/magnet/program-tools/accepted-certifications/>
3. Reimbursement is limited to:
  - a. Initial certification exam fees
  - b. Renewal of certification
4. Eligibility requirements include:
  - a. Employee must be in good standing
  - b. Certification must be relevant to the current role or specialty
  - c. Prior approval from nursing leadership

**(B) RN to BSN Scholarship Program**

1. Nursing Services provides a scholarship program to support registered nurses pursuing a Bachelor of Science in Nursing (BSN) at the University of Toledo

2. To access the website for the Nursing RN – BSN program  
<https://online.utoledo.edu/programs/nursing-rn-bsn/>
3. The program includes:
  - a. 100 % coverage of tuition
  - b. 100 % coverage of fees
4. The employee is responsible for:
  - a. Textbooks
  - b. Course materials
5. Resources:
  - a. Nursing Administration has a library with textbooks that may be borrowed

**(C) Tuition Waiver Program**

- a. Nursing staff are eligible to participate in an educational benefit for themselves, spouses, or dependents
- b. Reference Tuition Waiver Policy 3364-25-35
- c. To access the website for the Tuition Waiver  
<https://www.utoledo.edu/depts/hr/total-rewards/tuition-waiver/>

Approved by:  
*Kurt Kless, MSN, MBA, RN, NE-BC*  
*Chief Nursing Officer*

*Ken Fry, MBA, MSN, RN, NE-BC*  
*Assistant Chief Nursing Officer*

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