

	American Pediatric Surgical Nurses Association Inc. <i>Safety and Excellence in the Surgical Care of Children</i>	
	POLICY AND PROCEDURE	
PAGE: 1	REPLACES POLICY DATED: N/A	
EFFECTIVE DATE: July 1, 2019	APPROVED BY: APSNA BOD 2019-2020	
NEXT REVISION: July, 2021		
POLICY DESCRIPTION: Student Member Verification Process		
REVISED:	REVIEWED:	

STATEMENT OF POLICY: This policy provides guidelines for the process of student verification for those students applying for American Pediatric Surgical Nurses Association, Inc. (APSNA) student membership.

Purpose: APSNA has several membership categories. A student member is defined as, “A student who is engaged in a primary nursing degree program leading to eligibility for licensure as a registered professional nurse and who provides evidence of student status shall pay dues at a reduced rate. Student members have all of the rights and privileges of membership except the right to vote or hold office. The rights and privileges of all Nursing Student Members shall be equal.”

PROCEDURE:

- A. Student members will have a reduced membership fee.
- B. Candidates interested in student membership must upload the student verification document at the time of membership application.
- C. Evidence of student status will include dates for eligibility of membership before password is approved and payment made.
- D. Evidence of status include the following:
 1. Valid student identification card
 2. Unofficial Student transcript displaying currently enrolled classes
 3. Verification of Enrollment for current term
 4. Letter on official letterhead from Bursar
- E. The APSNA Management Company submits the documents for the Secretary or designated member verifying evidence of student status, for password release.