

NBCRNA

Program Administrator's Guide to Student Management

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Student Enrollment Program Instructions

LOGIN

- Access the NBCRNA web site: www.NBCRNA.com.
- Use the red LOGIN button in the upper right corner of the screen or the LOGIN button located on the blue ribbon of the NBCRNA web site to access the application.
- Login using your email address and password.

STUDENT ENROLLMENTS

- From the Welcome page of the application, select **Student Enrollments**.
- Under **Program Information**, populate the following fields. (Fields marked with a red asterisk are required.) Calendar icons and drop down boxes are provided to facilitate data entry.
 - **Official Enrollment Date**
 - **Official Completion Date**
 - **Length of Program**
 - **Degree to be Awarded**
- If there is a **Post-Master's Certificate to be Awarded** in the cohort of new enrollees, use the drop down box and select **Certificate Type**.
- Enter the **Total Number of Student Enrollments** in the box provided.
- Under **Add Students**, copy and paste an email list of new enrollees. This list may be copied from an Excel file or an Outlook email address file.
- Click on the blue button to **Save and Invite**.

STUDENTS IN PROCESS

- New enrollees will receive an automatic email with a link from the NBCRNA inviting them to create an account and complete an enrollment form. A current RN license number and expiration date is required to complete the form. Completing the enrollment data from a mobile device increases the margin of error.
- Once the invitations have been sent the students will be listed under **Students In Process**.
 - Use **Resend Invite** if a student did not receive the first email. At times Yahoo, Gmail, and Hotmail accounts divert bulk messages to a spam or junk folder.
 - Use the **Remove** button if the email is incorrect. A corrected email can be added in the **Add Students** window, if needed.

STUDENTS PENDING REVIEW

- As students respond to the enrollment invitation, they will appear under **Students Pending Review**.
- Review for accuracy.
 - If a correction is required select the **Return to Student** button.
 - If the information is accurate select the **Approve Enrollment** button.

STUDENTS PENDING SUBMISSION

- As the students are approved, they move into **Students Pending Submission**.
- If a student followed the email link and created an account but did not complete the NBCRNA enrollment form, they will appear as **Incomplete**. Students designated as incomplete need to access their account and select **Student Enrollment** to complete the process.

SUBMIT ENROLLMENTS

- Once all of the students have completed the student enrollment, the Program Administrator completes the final step by selecting **Student Enrollments**.
- Scroll to the bottom of the page.
- Select **Submit Enrollments** (blue button thumbs up icon).
- Once this is completed, the NBCRNA will process your new student enrollments.

Change of Student Status

LOGIN

- Access the NBCRNA web site: www.NBCRNA.com.
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- Login using your email address and password.

STUDENT LIST

- From the Welcome page of the application select **Student List**.
- Under the Action to Perform, select **Change of Student Status**.
- A list of currently enrolled students will appear with a radio button next to their name.
 - Reduce the number of students listed using the **Filters** and select a Graduation Date.
 - Choose the student by populating the radio button next to the student's name.
 - At the bottom of the page click on the blue button labeled **Create**.

STATUS CHANGE

- Once created, the following page requires a **Status Change Type**.
- The drop down box offers the following options:
 1. Termination
 2. Dismissal
 3. Withdrawal
 4. Resignation
 5. Leave of Absence
 6. Program Completion Date Change
 7. *If a student is reentering your program after a withdrawal or dismissal please email certification@nbcna.com provide the student's name and expected completion date
- Use the calendar icon to select the **Effective Date**.
- Use the **Notes** field to include explanation for termination or dismissal as permitted by school policies.
- **Documentation:** Use the Upload feature to include a copy of the letter notifying the student of actions, if applicable.
- When completed, select the **Submit** button.
- If you would like to cancel without making changes, select the **Delete** button.
- Please allow the NBCRNA time to process this change.

Bulk Change of Program Completion Date

LOGIN

- Access the NBCRNA web site: www.NBCRNA.com.
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- Login using your email address and password.

BULK CHANGE OF PROGRAM COMPLETION DATE

- From the Welcome page of the application select **Student List**.
- Under the Action to Perform select **Bulk Change of Program Completion Date**.
- A list of currently enrolled students will appear with a radio button next to each name.
 - To reduce the list or select by Graduation date, use the **Filters** to select the Graduation Date that you would like to change. In this example, the terms Program Completion Date and Graduation Date are used interchangeably.
 - Choose the entire cohort of students by populating the radio button next to the word **Student** at the top of the list. This action populates the entire list. Confirm your choice at the bottom of the page, which is indicated by the **Number of Students: X (Y selected)**.
- At the bottom of the page, click on the blue button labeled **Create**.
- Once created, the following page requires a **Status Change Type**.
 - Program Completion Date Change is the only option.
 - **Expected Graduation Date** is a required field. Use the calendar icon to complete this step.
 - A field for **Notes** is available, if needed.
 - Select the Green **Submit** button when completed or the Red **Delete** button to start over.
 - Please allow the NBCRNA time to process this change.

Self-Evaluation Exam (SEE)

LOGIN

- Access the NBCRNA web site: www.NBCRNA.com.
- Use the red LOGIN button in the upper right corner of the screen or the LOGIN button located on the blue ribbon of the NBCRNA web site to access the application.
- Login using your email address and password.

SEE REQUESTS

- From the Welcome page of the application select **Student List**.
- Under the Action to Perform, select **Self-Evaluation Exam**.
- A list of currently enrolled students will appear with a radio button next to each name. SEE requests can be completed for a group of students or an individual student.
 - To select by Graduation date, use the **Filters** to select the Graduation Date of the cohort.
 - Choose the entire cohort of students, by populating the radio button next to the word **Student** at the top of the list. This action populates the entire list. Confirm your choice at the bottom of the page, which is indicated by the **Number of Students: X (Y selected)**.
 - An individual student can be selected by populating the radio button next to the name.
- **Responsibilities** indicate who is responsible for payment by populating the radio button next to Program or Student.
- At the bottom of the page, click on the blue button labeled **Create**.
- If the Program is responsible for payment, follow the directed link to a secure payment page and choose a payment option: by credit card (Visa, MC, Disc, or AMEX), Pay Pal, or Wire Transfer.
- If the student is responsible for payment, an email will be issued to each student, providing them with a link to a secure payment page. Student payment options are credit card (Visa, MC, Disc, or AMEX) or Pay Pal.
- Once payment is completed, please allow time for the NBCRNA to receive and process the request.
- An email eligibility will be issued to the student with instructions to schedule their exam with a Pearson VUE testing center.

National Certification Exam (NCE) Application

LOGIN

- Access the NBCRNA web site: www.NBCRNA.com.
- Use the red LOGIN button in the upper right corner of the screen or the LOGIN button located on the blue ribbon of the NBCRNA web site to access the application.
- Login using your email address and password.

CREATE APPLICATION

- From the Welcome page of the application, select **Student List**.
- Under the Action to Perform, select **NCE Application**.
- A list of currently enrolled students will appear with a radio button next to each name. NCE requests can be completed for a group of students or an individual student.
 - To select by Graduation date, use the **Filters** to select the Graduation Date of the cohort.
 - If the Graduation Date is not accurate, use the **Bulk Change of Program Completion Date** feature to update before completing the NCE Application process.
- Choose the entire cohort of students by populating the radio button next to the word **Student** at the top of the list. This action populates the entire list. Confirm your choice at the bottom of the page that indicates the **Number of Students: X (Y selected)**.
- An individual student can be selected by populating the radio button next to an individual's name.
- **Responsibilities** indicate who is responsible for specific actions.
 - For payment, select the radio button next to Program or Student.
 - For candidate photos, select the radio button next to Program or Student.
- At the bottom of the page, click on the blue button labeled **Create**.

ACADEMIC AND CLINICAL EXPERIENCES

- Select the **Academic and Clinical Experience** icon.
- Select the blue **Import Academic and Clinical Experience from File** button
 - **Choose File** to find the Excel file saved with this data.
An Excel file in an .xlsx or .xls format is preferred. The system will reject an Excel file saved in a HTML format. If your file is not accepted, save the file as an Excel Workbook in an .xlsx or .xls format and resubmit. If an Excel file is unavailable the option to manually enter the data is provided.

- Select the blue **Upload** button to begin the upload process that matches the file names to the candidate names selected.

The candidate names will turn green, indicating that this step was successfully completed.

If the names do not turn green, it is due to one of the following:

- The first and last names of the candidate do not exactly match what is on file with the NBCRNA. Make the correction in the Excel file or email the NBCRNA to make the correction in the candidate file. Repeat the upload process.
 - The number of selected candidates from the **Create Application** stage do not reconcile with the number of files in the Excel spreadsheet. Make the correction by calling the NBCRNA to deselect the candidate from the application process or if the Excel file has an additional name (usually from a student who has withdrawn from the program) delete the name from the Excel file and repeat the upload process.
- Once all of the names have turned green, the status will indicate that the records **Matched**. Select the blue **Update Selected** button. During this step, all of the academic and clinical experiences will flow into the NCE Application.
 - There will be two green buttons next to each candidate's name: **Edit Transcript** and **Review for Approval**.
 - Select **Review for Approval** to review and approve all of the imported data.
 - If all of the data are acceptable, populate the checkbox at the end of the document. The checkbox states *"I verify that the above academic and clinical experience records are accurate."* When completed, select the green **Submit** button. Please note that the ACLS and PALS requirement defaults to state "expires on or after Completion Month/Last Day of Month/Completion Year."
 - At the end of the document there is language to indicate that the Graduate has received a separate course in:
 1. Advanced Health Assessment
 2. Advanced Pharmacology
 3. Physiology and Pathophysiology

Graduate was educated in the:

1. Nurse anesthetist role
2. Population foci across the lifespan

The data can be confirmed/populated in the edit mode

- If the information needs to be corrected, select the green **Edit Transcript** button under **Academic and Clinical Experience** icon.
- Make any necessary corrections and select the green **Submit** button at the end of the document when finished. After the corrections are submitted, access the **Review for Approval** feature to officially accept the changes completed during the edit.

CANDIDATE PHOTOS

- If the program is responsible for providing the photo, select the **Candidate Photos** icon. Photos need to be uploaded for each selected candidate.
- Instructions state *“Please upload a color digital photo of the student for identification purposes. The photo must be a full face view without digital enhancements or altered to change their appearance in any way. The file must be a .jpg, .png, or gif.”*
 - Open the **Browse** feature and click on the file that matches the selected candidate.
 - Select the green **Upload** button the selected image will be displayed on the screen.
- Once displayed, there will be the option to **Change Image** or to confirm that the image has been **Reviewed for Approval**. The **Reviewed for Approval** checkbox states *“I verify that the above image is a color digital photo of the student that can be used for identification purposes. The photo is a full face view without digital enhancements or altered to change their appearance in any way.”*

CANDIDATE NCE APPLICATION CREATED EMAIL

- The following email will be generated to the selected NCE candidates: Dear Nurse Anesthesia Student,

Your program administrator has created your application for the National Certification Examination (NCE). Please click on the following URL to enter the NBCRNA website and create an account. Please make sure the contact information you provide is accurate, and your first and last name match the forms of identification that you plan to use at the NCE testing facility.

<http://portal.nbcna.com/create-account?id=<<PersonID>>&app=<<ID>>> Thank you,

NBCRNA

- The program can monitor the progress of the candidates by selecting **Candidate Photos** if the photo is supplied by the candidate the program can approve the images as they are submitted.

Or

- The program can monitor the progress of the candidates by selecting **Certification Review** and approve the responses as they are submitted.

NOTE: The **NCE Application** view defaults to **Create Application** the status will state “Info Needed” until the **Graduation Verification** step is completed.

Program Administrator NCE Approval Instructions

LOGIN

- Access the NBCRNA web site: www.NBCRNA.com.
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- Login using your email address and password.

NCE APPROVAL

- From the menu on the left, select **Student List**.
- Under Action to Perform, select **NCE Application**.
- The default screen will indicate "Info Needed" next to each name. This status will remain until the **Graduation Verification** is complete.
- If the candidate is responsible for payment, select the **Payment** bubble to determine where the candidates are in the application process.
- If payment has been submitted, the following steps can be completed:
 - Select the **Certification Review** bubble. Review each submission and select the green approve button to approve the information submitted. An option to Return to Student is also available.
 - Select the **Application Review** bubble to review the overall application. This step is your electronic signature on the NCE application.
 - On or after the date of graduation, complete the **Graduation Verification**. This is the final submission for the candidates.
- The NBCRNA will evaluate and review the applications and issue email eligibilities within 5 business days of receipt.

Run Reports

LOGIN

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- Login using your email address and password.

ACCESS RUN REPORTS

- From the Welcome page of the application, select **Student List**.
- Under the Action to Perform, select **Run Reports**.
- Use the drop down box to select the type of report:
 - NCE Application Summary
 - NCE Interim Report
 - SEE Interim Report
 - Student Enrollment Summary
 - Change of Student Status Summary
 - Transcript

NCE APPLICATION SUMMARY REPORT

- The NCE Application Summary is available after email eligibilities have been generated for your NCE candidates.
- Application information for each candidate is compressed into a 2-page document. The document includes the official completion date and the electronic signatures of the program and the candidate.
- These PDFs are available online for 18 months and should be saved and/or printed for your records. The COA requires that NCE materials submitted to the NBCRNA be retained by the program.

NCE INTERIM REPORT

- NCE score data are available for all exam administrations within the previous 5 years.
- Select all exam administrations by populating the box next to the word **Student** or use the filter option to select a custom date range. Select the box next to the word **Student** to select all exam administrations within that range.
- Scroll to the bottom of the page and select the blue **Run Report** button.
- A message stating, "This report may take a few minutes to generate..." followed by another message, "This report has finished it should automatically download. If not use this direct link."
- The Excel report has been downloaded to your computer.

SEE INTERIM REPORT

- SEE score data are available for all exam administrations within the previous 5 years.
- Select all exam administrations by populating the box next to the word **Student** or use the filter option to select a custom date range. Select the box next to the word **Student** to select all exam administrations within that range.
- Scroll to the bottom of the page and select the blue **Run Report** button.
- A message stating, "This report may take a few minutes to generate..." followed by another message, "This report has finished it should automatically download. If not use this direct link."
- The Excel report has been downloaded to your computer.

STUDENT ENROLLMENT SUMMARY

- Student Enrollment summary data are available for students for whom the enrollment process has been completed and records have been processed in the online enrollment system.
- Select **Student Enrollment Summary** to create a list of students who submitted information in this manner.
- Select all students by populating the box next to the word **Student**.
- Scroll to the bottom of the page and select the blue **Run Report** button.
- The completed **Student Enrollment** forms will appear.
- These PDFs can be saved and/or printed for your records.

CHANGE OF STUDENT STATUS SUMMARY

- Change of student status summary data is available after the status change has been processed by the NBCRNA.
- A record of changes are available by selecting the Change of Student Status Summary a list of students with status changes will appear.
- Select all students by population the box next to the word **Student** or select an individual student by populating the radio button next to their name.
- Scroll to the bottom of the page and select the blue **Run Report** button
- The completed **Change of Student Status** forms will appear
- These PDFs can be saved and/or printed for your records
- Note: Students who are on a Leave of Absence will appear on your roster with their original cohort unless a change of completion date is submitted.

TRANSCRIPT

- The NCE Transcript is available after email eligibilities have been generated for your NCE candidates
- Transcript information for each candidate is compressed into a two page document. The document includes the official completion date and the electronic signatures of the program and the candidate
- These PDFs are available online for eighteen months and may be saved and/or printed for your records. The COA requires that NCE materials submitted to the NBCRNA be retained by the program.