

# **Program Administrator's Guide** to Student Management

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# NEW COHORT ENROLLMENT PROGRAM INSTRUCTIONS

## Login

- Access the NBCRNA website: [www.NBCRNA.com](http://www.NBCRNA.com).
- Select the **LOGIN** button in the upper right corner of the screen.
- Login using your NBCRNA email address and password.
- From the welcome page select **New Cohort Enrollment**.  
Note: Before entering new cohort information make sure there is no pending cohort awaiting your approval and enrollment submission

## Add New Cohort

To begin select the green **ADD COHORT** button.

Here, your first step is to establish the general cohort information. Calendar icons and drop-down boxes are provided to facilitate data entry.

1. **Official Enrollment Date** - Enter the start date for this cohort.
2. **Official Completion Date** - Enter the completion date of the cohort.
3. **Length of Program** - Enter the COA approved length of program in months.
4. **Degree to be Awarded** - From the drop-down box select the degree.
5. **Post-Master's Certificate** - If a student receives a post-master's certificate indicate it here.
6. **Number of Students to Invite** - Enter the total number of NEW enrollees in this cohort (Do not include any currently enrolled student who may have changed their completion date to align with the new cohort).
7. **AANA Associate Member Payment Responsibility** - Indicate the payment responsibility to the student or program.
8. Use the **Submit** button to finalize the entries.

## Add and Invite Students

There are two options to enter new students. From the Student Enrollment summary page select the **ADD Students** button.

1. **Add Students Manually** - Enter the first name, last name, email address, last four digits of SSN, and date of birth individually for each student. Also, you can enter additional information, such as RN License information and clinical background, which is optional for the program.

**OR**

2. Select the **Download Import Template** button to download an excel file to use for bulk import students information:
  - Provide minimal data in the orange columns of the file: first name, last name, email address, phone number, date of birth, and last four digits of SSN. Also, you can enter additional information, such as RN License information and clinical background, which is optional for the program.
  - Upload the completed file to the system using the **Bulk Import Students** button.
3. Once you have added the students either manually or by bulk import, you will see the list of students. Click on the **Invite Students** button to invite students to complete the enrollment information. Students will receive an instructional email to complete the application and submit to the program for approval.

## Approve Student Information

Review and approve student(s) information.

1. As student(s) complete their information, they will appear on the list with "Student Submitted" status. A summary list is provided with a student's essential information at a glance, such as AANA Id, name, email, and license(s). You can also review student(s) full information by clicking **Review** icon. If all information is correct, you can approve by clicking **Approve** button or if you found missing/incorrect information for any student; you can send back to students by adding notes for fixing and clicking **Required Additional Information** button. Students will receive an email with the notes to correct the incorrect information.
2. You can bulk approve student(s) information at summary list. You can select **Approve** from bulk action dropdown and select students by using the "Select All" feature and then hit **Submit** button.  
Note: The list will auto filter upon selecting appropriate action from the dropdown.

## Submit Cohort Enrollment

In this last step before submitting cohort enrollment, review that all students show a status of "Completed" in the status column. If all students show "Completed," then click on **Complete Cohort Enrollment** button.

You have now completed the cohort enrollment and you should see all your new students in **Student Management**.

If Program is responsible for students AANA membership dues, then after Submitting Cohort Enrollment, the AANA will email you with instructions to complete your students "Associate Membership" dues payment. For assistance with Associate Membership, email [help@aana.com](mailto:help@aana.com).

If Student is responsible for AANA membership dues, then after Submitting Cohort Enrollment, the AANA will email them directly with instructions on how to complete their "Associate Membership" dues payment. For assistance with Associate Membership, email [help@aana.com](mailto:help@aana.com).

# CHANGE OF STUDENT STATUS

## Login

- Access the NBCRNA website: [www.NBCRNA.com](http://www.NBCRNA.com).
- Select the **LOGIN** button in the upper right corner of the screen.
- Login using your NBCRNA email address and password.
- From the welcome page select **Student Management**.

## Change of Student Status

If you need to change a student's status or program completion date, you can do this individually or change the completion date for your entire cohort.

### Individual Change

To change for an individual student in the **Edit Student Status** section (column) of the **Student List** section, click on the **Pencil** icon. Here, you will have the option to change program enrollment status or program completion date on the screen that appears.

### Cohort Change

Under the **Bulk Student Management Action** section, click on the Select **Action to Perform** dropdown list. Select the **Change Completion Date** button to edit completion date.

Changes occur in real time.

# SELF-EVALUATION EXAM (SEE)

## Login

- Access the NBCRNA website: [www.NBCRNA.com](http://www.NBCRNA.com).
- Select the **LOGIN** button in the upper right corner of the screen.
- Login using your NBCRNA email address and password.
- From the welcome page select **Student Management**.

## Create SEE Applications

SEE applications can be created for a group of students or individually. Under **Bulk Student Management Action** section, select **Create SEE Application** from the Select **Action to Perform** drop-down list.

- Choose who pays with the **Select Program or Student** drop-down menu.
- Choose at least one student to create the SEE application (Only students eligible to take a SEE exam will be listed).
- Students will be notified via email that a SEE application has been created for them with instructions on how to access the application.
- Application status changes to **Student Review**.

## Student Review

Student has received the SEE application email and can login to their NBCRNA account to access application.

- Student completes application including the upload of any supporting documentation when accommodations are requested and submits to NBCRNA for processing.  
Note: Payment is required before the student(s) can be made eligible to schedule or sit for the Self-Evaluation Examination (SEE).

## Exam Authorized

Upon NBCRNA review and approval of the submitted SEE application the student is now **Exam Authorized** and will be notified by email on how to schedule their exam directly with Pearson VUE.

- SEE exam authorizations are valid for 365 days or one day prior to the program completion date on file with NBCRNA, whichever comes first.
- Changes to program completion dates do not automatically update the student's exam authorization end date that is already in place. Students should notify the NBCRNA when an adjustment to the end date is needed.
- NBCRNA does not manage any scheduling or rescheduling of exam appointments.

# NATIONAL CERTIFICATION EXAM (NCE)

## Login

- Access the NBCRNA website: [www.NBCRNA.com](http://www.NBCRNA.com).
- Select the **LOGIN** button in the upper right corner of the screen.
- Login using your NBCRNA email address and password.
- From the welcome page select **Student Management**.

## Create NCE Application

- From **Bulk Student Management Action**, choose the **Select** action to perform option from the dropdown list.
  - Select Create **NCE Application**.  
Note: NCE applications are only available to students within 45 days of program completion date.
- Under **Payment Responsibility**, select either **Program** or **Student** from the list.
- You must select at least one student from the list.
  - You can select one, more than one, or you can select your entire cohort by checking the box.
  - Click the green **Create NCE Application** button.
  - Message will display in the top right-hand corner with the number of applications created.
  - Transcripts are now ready to be uploaded.

## Transcript Upload

- Scroll back up the page and select the green **Upload Transcript** button.
- Select applicable **Program Type** from drop down box.
- Follow page instructions to begin transcript upload process.
- Upload Tips are listed at the end of these instructions.
- Once transcripts have been uploaded successfully, return to **Student List** in **Student Management**.
- Applications are now ready for Initial Program Review.

## Initial Program Review

Program Administrators are responsible for providing and reviewing basic program, candidate, and payment information.

- Once the NCE application is created, and transcripts have been uploaded for intended students, click on the **Initial Program Review** link under **NCE Application** column.
  - Next, for each student, decide who will be responsible for **Candidate Photo**, Program or Student. If Program was selected to provide photo, upload and approve the candidate photo within the NCE application.
  - Click on the green **Next** button.
  - Here you will review and approve the **Academic and Clinical Experience** (transcript) information for each student.
  - Click on the green **Next** button to advance the application to the **Application Summary** page.
  - Review that each of the requirements have been met. If requirements have been met, click on the green **Submit to Candidate** button.
  - Application has now advanced to Student Review status.

## Student Review

Students have received email notification that an NCE application has been created for them with instructions on how to access the application.

Students review the following:

- **Confirm Legal Name.**
- **Academic and Clinical Experience** - Review program uploaded transcript.
- **Disclosure** - Attest to the statement.
- **RN License** - Provide RN license information.
- **SBON Notifications** - Decide and select if any additional SBONs are to be notified upon certification.
- **Candidate Photo** - Confirm or provide photo.
- **Accommodations** - Student decides if they are eligible for ADA accommodations. If yes, student will upload the required supporting documentation as outlined in the [NCE handbook](#).
- **Certification** - Student answers attestation questions and electronically signs application.
- Provide payment for NCE application, if student was selected to pay.
- After payment is made application goes back to program and is now in **Final Program Review** status.



## Final Program Review

Students have completed their applications, made payment (if student pay), and have submitted application back to program for final review and approval. Before submitting applications to NBCRNA for review, the program will need to:

- Review information provided by student within the NCE application.
- Confirm that application and candidate meet the requirements for graduation and eligibility to be considered for the National Certification Examination (NCE).
- Provide payment (if applicable).
- Approve and submit the NCE application to NBCRNA for staff review (**Only the Program Administrator or Program Director can Finalize Decision before approval and submission to NBCRNA**).
- Application has been submitted to NBCRNA and is in **NBCRNA Application Pending Review** status.

## NBCRNA Application Pending Review

In the NBCRNA Review state, we carefully review to ensure application and graduation requirements have been met. Upon completion of this review, graduates are notified by email and may schedule their exam directly with Pearson VUE.

# TRANSCRIPT FILE UPLOAD TIPS

- Match first and last names of students.
- Confirm AANA ID number.
- Remove all decimals (values should be rounded down).
- Populate the Academic record (including the Academic Total).
- Total Clinical Hours - some transcript services use a default value that overrides an individual calculation. Please review this value in the Excel file to verify that accurate numbers are reflected.
- Academic Specialties - Doctoral transcripts populate with a one (this checks the box on the transcript).
- APRN verifications - populate the five fields with a one (this checks the box on the transcript) for;
  - Graduate has received a separate course in: Advanced Health Assessment, Advanced Pharmacology, Physiology and Pathophysiology.
  - Graduate was educated in the: Nurse Anesthetist Role, Population Foci across the lifespan.
- ACLS and PALS – populate these columns with a one to verify that the expiration dates are valid through the end of the month of program completion.
- Export Excel file in .xlsx format.
- Numerical values should be saved as numbers not text.
- Whole numbers only (round down experiences).

# GENERATE REPORTS

## Login

- Access the NBCRNA website: [www.NBCRNA.com](http://www.NBCRNA.com).
- Select the **LOGIN** button in the upper right corner of the screen.
- Login using your NBCRNA email address and password.
- From the welcome page select **Student Management**.

## Generate Reports

With just a few clicks the ability to generate both student and program reports has never been easier.

- Under **Bulk Student Management Action** section, select **Generate Reports**.
- From the **Select Report** option on the drop-down menu, you can select:
  - NCE Application Summary.
  - NCE Interim Report.
  - SEE Interim Report.
  - Student Enrollment Summary.
  - Student Status Summary
- Application has now advanced to Student Review status.

Reports can be filtered by a specific date or a customized date range. You can also run the report by student name. Once you have selected at least one or more students from the list, you can hit the green **Generate Report** button. A PDF of the selected report will be downloaded for your review.