

## PROGRAM DIRECTOR CHECKLIST FOR PREPARING 2012 NCE APPLICATION MATERIALS

Use this checklist to ensure that your graduates' application materials for the 2012 NCE are accepted and do not cause a **delay with eligibility** and testing or a **\$50 return fee for the program**. Only 2012 transcripts and forms will be accepted.

### Section I: Online Application

Did the applicant:

- Sign the certification statements or provide a note of explanation?
- Pay for the examination?

### Section II: Transcripts

Did the program director verify that:

- All transcripts from the same program are consistent — i.e., that they are all NBCRNA interactive forms or all computer-generated transcripts?
- Original transcripts are submitted, **not photocopies?**
- Mistakes are corrected according to the "Instructions for Preparing Transcripts"? **Correction tape or fluid changes are not allowed.**
- A notary or an inked (not embossed) school seal** appears on the front side of single page transcripts **and** on both pages of two-page transcripts?
- The transcript is signed by both the program director and the applicant?
- Current valid RN license information is recorded on the transcript?**
- All areas with required information (**in bold**) thoroughly document that the minimum requirements are met?
- Academic Record hours are recorded exactly like one of the samples on the "Instructions for Preparing Transcripts"?
- All numbers reported on the transcript are accurate and **achievable?**
- All areas with a preferred number [ ] are filled in and no cells are blank? On the Record of Clinical Experience page, a zero (0) must be recorded even if there was no activity.
- ACLS / PALS are **current at the time** of program completion?

### Section III: Authentication of Applicant Identity Form

Did the program director:

- Sign the Authentication of Applicant Identity Form?
- Type the applicant's name and AANA ID #?
- Attach the color passport or color digital photo taken within the previous 6 months to the form?

### Section IV: Submission of Materials

Did the program director:

- Electronically submit the official NBCRNA Transcript, Authentication of Applicant Identity Form, and any state board of nursing verification forms (if required) in PDF format via the Online Certification Portal?

OR

- Send the original official NBCRNA Transcript, Authentication of Applicant Identity Form, and any state board of nursing verification forms (if required) to the NBCRNA office?

**For transcripts submitted prior to the official completion date of the program**

### Section V: Program Completion Verification Form

Did the program director:

- Sign the program completion verification form?
- Have the verification form notarized or affixed with the school seal?
- Date the form in both areas ONLY on or after the completion date listed on the transcripts?**
- Send the original form to the NBCRNA?