

2012 PROGRAM DIRECTOR INSTRUCTIONS FOR STUDENT ENROLLMENT FORMS

- » Register *all new students* within 30 days following the start of the program.
Only 2012 forms will be accepted for enrollment purposes.
- » Verify all information provided on the forms *before they are submitted* so records and reports produced by the NBCRNA are accurate.
- » **Student Enrollment Forms that are not typed, are incomplete, or are not the current form will not be processed, and a \$50 return fee will be charged.**

Important Notes:

1. All 2012 Student Enrollment Forms must be sent for the entire cohort by the program director, not separately by either the student or the program director.
 2. AANA Student Associate Membership Forms and fees must be submitted along with the Student Enrollment Forms.
 3. The 2012 Program Director Checklist must be submitted with these forms and fees.
- » **Section II must be completed and signed by all students.**
 - » **The program director must sign Section III in order for the form to be processed.**
 - » When all of the Student Enrollment Forms are processed, program directors will be sent a roster that shows the AANA ID numbers, street and e-mail addresses, and home phone numbers for the new students. Program directors will be asked to return a written confirmation that all of this information is correct.
 - » Notify the NBCRNA immediately when the status of any student changes. An interactive PDF of the Change of Student Status Form for completion date changes, terminations, dismissals, withdrawals, resignations or leaves of absence (LOAs) is available in the Special Resources section of the Certification page of the NBCRNA website.
For terminations or dismissals, the reasons for this action must be listed on the form and a copy of the letter notifying the student of this action must be attached. Providing this information is very important for the accuracy of NBCRNA records and future eligibility of students to apply for the National Certification Examination (NCE).