

INSTRUCTIONS FOR PREPARATION OF TRANSCRIPTS FOR 2012 NATIONAL CERTIFICATION EXAMINATION (NCE)

Please keep in mind when completing these documents that the NBCRNA Transcript of Student Record is an official document which is permanently retained by the NBCRNA and that will be sent, upon request, to state boards of nursing, employers and other interested parties.

Pay careful attention to ensure that all areas of the transcript are complete and accurate because:

- 1) the graduate cannot be made eligible to schedule an appointment to take the test unless the transcript is completed correctly; **and**
- 2) a \$50 fee will be assessed for transcripts returned for deficiencies or errors. Please contact Patricia Markway via e-mail at pmarkway@nbcna.com or certification@nbcna.com for assistance concerning completion of the transcript.

Submitting Transcripts

The following information applies to all transcripts submitted in **2012**.

1. The program director must submit the current, official NBCRNA Transcript of Student Record and all other necessary information to the NBCRNA office. **Official transcripts will not be accepted from a graduate.** (The current year appears on the front page of the transcript and on the Record of Clinical Experience in the lower left-hand corner.)
2. The transcript must document that the graduate has met the minimum academic and clinical requirements to complete a program accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA).
3. The timeframe for submission of transcripts to the NBCRNA is at the discretion of the program director. However, **all final transcripts are expected in the NBCRNA office within 30 days of program completion.** The completion date is the date that the graduate has finished the anesthesia program and all degree requirements, and there are no make-up days, hours, classes, comprehensive exams or thesis for which the student is responsible.

There are two options for submitting the final transcripts:

- » **Option 1.** A final transcript and all other necessary information can be submitted by the program director **after the graduate has completed the anesthesia program.**
- » **Option 2.** A final transcript and all other necessary information can be submitted **no more than 4 weeks before the completion date of the nurse anesthesia program.**

For Option 2, the program director submits the Program Completion Verification Form **on or after the graduate's official completion date** to verify that the students have officially completed the nurse anesthesia program. The Program Completion Verification Form can be sent by fax, but the original must be sent to the NBCRNA before the NCE results are released.

4. If Option 2 is selected and if the transcripts are submitted before the program completion date, the NBCRNA will not send eligibility notification until the Program Completion Verification Form is received in the NBCRNA office. This form must not be dated, signed and submitted prior to the official completion date listed on the transcript.

Computer-Generated Transcripts

If a program uses a computer-generated transcript, it **must** be an exact copy of the 2012 NBCRNA Transcript of Student Record. If the program director does not use the PDF file provided by the NBCRNA, they should remember to make changes in their computer file so the transcript matches the official NBCRNA Transcript of Student Record for the current year.

1. All information must match the official 2012 NBCRNA Transcript of Student Record; not just the dates for the current year.
2. **Minimum requirements in parentheses.** The parentheses that are used to designate the required minimums must be bold, adjacent to the number column, and lined up vertically where the student's numbers are recorded. (Use the official 2012 NBCRNA Transcript of Student Record as an example.)
3. If the program director chooses to mail the computer-generated transcript, it does not have to be printed back-to-back. Program directors can submit two (2) pages as long as each page contains the graduate's name, AANA ID #, **and** the school or notary seal. **Do not staple the two pages together.**

Demographic Data

1. **Name.** Be consistent in the use of names on official documents. Make sure the first and last name used on the application form and on the transcript are consistent. These must match the photo ID that the candidate will be using at the test center. Maiden names must be supplied on the application form for cross-referencing.
2. **Address.** All information concerning the NCE, including test results, will be sent to the mailing address on the application form unless the NBCRNA is notified otherwise.
3. **Birthdate** (month, day, year), **Social Security Number** and **AANA ID # are required.**
4. **School of Nursing.** Give the name of the basic nursing program completed **prior to** anesthesia school and the graduation date of that program.
5. **RN License Number, State of Licensure** and **Expiration Date are required** for a license that is active for 90 days following the completion date of the program.
6. **Program of Nurse Anesthesia.**
 - » Give the completion date and the length of the actual program in months.
 - » Indicate whether the anesthesia program was in a master's or doctoral framework and list both the degree awarded and the major.
 - » **The Post-Master's Certificate space must be completed; it cannot be left blank.** If a master's degree cannot be awarded — i.e., student already holds a master's — indicate that a post-master's certificate is awarded by checking "Yes" and provide the official name of the master's held. If no post-master's certificate is awarded, check "No."
7. **Signatures.** The program director and graduate must sign the transcript.
8. **Official School Seal** or **Notary Stamp** must appear on **each page** (not each side) of the transcript.

Academic Record

- The numbers for each of the content areas must show that the minimum academic requirements needed to complete the accredited nurse anesthesia program have been met.
- For Professional Aspects of Nurse Anesthesia Practice, Research and Clinical Correlative Conferences only one number is required. For Section 2, Section 3 and Section 4, the program director **must** provide the information **only** in either one of the two ways as illustrated:
 - » **Example 1.** Provide the number of hours for each category. For example, there should be one number for Anatomy, one number for Physiology and one number for Pathophysiology. In the space under hours and next to 135, enter the total number of hours (which in this case happens to be 180).

Because each category is required, a zero (0) or blank in a category is not allowed if you use this method.

- » **Example 2.** Provide the number of hours for the entire content area. For instance, there should be only one number for the entire content area of Anatomy, Physiology and Pathophysiology; only one number for Pharmacology of Anesthetic Agents and Adjuvant Drugs, Chemistry and Biochemistry and only one number for Basic and Advanced Principles of Anesthesia Practice, Physics, Equipment, Technology and Pain Management.

Because each category is required, a zero (0) in a category or numbers in a few cells is not allowed. If you use this method, the number must appear in the cell next to the total only.

EXAMPLE 1

Academic Record		
The minimum required hours appear in parentheses. No field can contain a zero.		Hours
1. Professional Aspects of Nurse Anesthesia Practice	(45)	50
2. Anatomy		60
Physiology		90
Pathophysiology		30
	(135)	180
3. Pharmacology of Anesthetic Agents and Adjuvant Drugs		45
Chemistry		45
Biochemistry		90
	(105)	180
4. Basic and Advanced Principles of Anesthesia Practice		45
Physics		15
Equipment		30
Technology		30
Pain Management		100
	(105)	220
5. Research	(30)	30
6. Clinical Correlative Conferences	(45)	45
	Total (465)	705

EXAMPLE 2

Academic Record		
The minimum required hours appear in parentheses. No field can contain a zero.		Hours
1. Professional Aspects of Nurse Anesthesia Practice	(45)	50
2. Anatomy		
Physiology		
Pathophysiology		
	(135)	180
3. Pharmacology of Anesthetic Agents and Adjuvant Drugs		
Chemistry		
Biochemistry		
	(105)	180
4. Basic and Advanced Principles of Anesthesia Practice		
Physics		
Equipment		
Technology		
Pain Management		
	(105)	220
5. Research	(30)	30
6. Clinical Correlative Conferences	(45)	45
	Total (465)	705

Clinical Experience Record

It is the program director's responsibility to ensure that all numbers reported are accurate and achievable.

1. The **minimum requirements** as indicated in the COA Standards and Guidelines are listed in **bold and parentheses ()**. **All these areas must be filled in; failure to do so will make the graduate ineligible.**
2. **The preferred number space [] must contain a number; even if it is a zero.**
3. **No cells are blank;** a zero (0) must be recorded if there was no activity.
4. **Total clinical hours must be equal to or greater than the Total Hours of Anesthesia Time.** Total hours of anesthesia time is the total amount of time the student spends administering anesthesia. This may include: pre-op, post-op, patient prep and time spent participating in clinical rounds. Total clinical hours are inclusive of total hours of anesthesia time; therefore, this number must be equal to or greater than the total number of hours of anesthesia time.
5. Provide the month/year for ACLS and PALS expiration. **This expiration date should not be sooner than the program completion date.**
6. Pain management (acute/chronic) refers to the administration and/or management of interventional pain procedures; not the administration of opioids or other pain medications as part of a patient's anesthetic care plan.

Common Errors

Examples of errors that will cause the transcript to be returned to the program director are listed below. Failure to correct these errors will make the candidate ineligible.

1. Handwritten transcripts. The academic and clinical transcript areas cannot be handwritten.
2. Photocopies of the transcript. Only **original** transcripts will be accepted. A photocopy of the transcript form that has been typed is **not** considered to be an original transcript.
3. Corrections made with fluid or tape.
4. ACLS/PALS are not current at the time of the completion of the program.
5. **The minimum numbers for the clinical experience or academic record have been *omitted or are below the minimums*.**
6. **Mathematical errors in areas of the transcript which require that a total must equal the sum of a, b and c, and the number listed does not equal the sum.**
Example: The total for Regional Techniques Administration must equal 26 not 27 if Spinal = 12, Epidural = 12 and Peripheral = 2.
7. A cell on the Record of Clinical Experience is left blank; all cells must include a number even if that is a zero (0).
8. The signature of the program director or the graduate **and/or** the school seal or notary stamp are missing.
9. The students must have experience in all areas of Regional Techniques Administration and the numbers listed in each category (Spinal, Epidural, Peripheral) **must total at least 25.**
10. A computer-generated transcript of the Record of Clinical Experience page is submitted as a separate page without the school seal or notary stamp.