

1. The Program Director accesses the Online Certification Portal via <https://cert.nbcrna.com/>. The login for each Program Director is the school code. The password is the last name of the program director (with the first initial capitalized) followed by the last 4-digits of the program phone number printed in the *COA List of Recognized Programs*.
2. Under *Create NCE App*, the Program Director selects the students eligible to receive an NCE application (those expected to complete the program in the next 60 days) and selects Submit. The application status now changes to **Pending PDF** and the Program Director is presented with the **NCE Submit PDF page**.
3. On this page the Program Director can indicate if they are either uploading a PDF file containing the transcript and authentication of applicant ID form for **each** eligible student, **or** mailing the transcript and authentication of applicant ID forms. Note: Programs must select the same method for each student in the cohort; they cannot send paper documents for some students and upload PDF forms for others.
  - If the Program Director checks the box to indicate that they will be mailing the transcript and photo ID form, the student automatically receives an email notification that an exam application has been created, indicating that they must login to the Student Portal to sign and pay for the exam. Note: If for any reason a student does not receive an email, they can still access the portal with the URL above and register as a new user. The exam status now changes to **Pending Signature**.
  - If the Program Director is creating and sending the documents in PDF format, the documents must be attached to the student's application before the student will receive the email notification that their application is ready to review, sign and pay.
4. The student logs into the Online Certification Portal and goes to the Student Portal to: (a) review their demographic information under *Profile* to verify that the first and last name on file matches the identification they will be using at the test center; and (b) select *Signature and Payment*. Under *Signature and Payment*, they click the link on the exam to submit their signature and if the transcript and photo ID are attached in PDF format attest to the accuracy of the documents. The application status changes to **Pending Payment**.
5. After the student signs the application, either the Program Director or the student may pay for the exam electronically via credit card or PayPal. Once payment is accepted, the application status changes to **Pending Submission**.

6. The Program Director goes to *Manage NCE Exams* and clicks on the each student's name with a **Pending Submission** status to view the signature and certification waiver. The Program Director verifies that all required information has been provided.
7. Next the Program Director electronically submits the applications by selecting the students with a Pending Submission status and clicking Submit. If the Program opted to send the required documents via mail, the exam status changes to **Pending Application**. If the Program Director opted to attach the required documents in PDF format, once they select each student with a Pending Submission Status, the application status will change to **Pending Review** and it will be retrieved by the NBCRNA staff for processing.
8. For the Program Directors who opted to mail the materials for all students with a Pending Application status, the NBCRNA staff will change the records to **Pending Review** status when the documents have been received and the processing begins. Please allow 2-4 weeks for processing because no eligibility information will be sent until verification of official completion of the nurse anesthesia program has been received. Following receipt of this verification, the NBCRNA will send all eligible graduates an email with eligibility information and instructions regarding exam scheduling with Pearson VUE.