

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 SEE App*, the Program Director selects the student(s) eligible to take the SEE from the list appearing in the Students without current SEE field and selects Create. The exam status is now **Pending Payment**. Note: If a student who has already taken the SEE in 2012 is being re-registered, the Program Director must select the Retake box to create a single exam request.
3. The student(s) automatically receives an email notification from the NBCRNA that an exam request has been created. The notice indicates that the student(s) must login to the Student Portal to: 1) review their demographic information under *Profile* to make certain that the first and last name on file match the identification that they will be using at the test center, and 2) pay the exam fee. 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.
4. After the exam request has been created, either the Program Director or the student(s) may pay for the exam electronically via credit card or PayPal. **The NBCRNA will only process this SEE registration when all the students in the program with SEE requests have paid.** If the students are paying the exam fee, the Program Director is responsible for checking the *Manage SEE Exams* page to identify that all of the students who have an exam request created have paid and to notify those who are outstanding to complete the process.
5. Once payment has been made, the status will change to **Pending Review**. The NBCRNA will receive an automatic electronic notification when the status for **all of your students** with a SEE request has changed to **Pending Review**. The NBCRNA will not process individual student registrations for your program until the status is Pending Review unless an individual student(s) is being re-registered to retake the SEE in the same year.
6. It will take 2-4 weeks for processing. Once this is completed, the NBCRNA will send the students an email with eligibility information and instructions regarding exam scheduling with Pearson VUE.