

Student Portal Instructions


To access the Portal, visit cert.nbcna.com



National Board of Certification &
Recertification for Nurse Anesthetists

Welcome

Welcome to the NBCRNA's online certification portal!

New users click here to get started: **REGISTER** 

Returning users click here to log in: **LOGIN**

Program directors click here to log in: **LOGIN**

If this is your first time accessing the NBCRNA Online Certification Portal, you will need to register. Click REGISTER. You will be asked to provide your AANA ID number (with no leading zero) and your last name. An email will be sent to you with a link to create your new password. You may then use your ID number and newly created password to login as a Returning User. Please note: if you are notified that the NBCRNA does not have an email address on record for you, please call 866-894-3908 to provide staff with your email address so you may continue using the portal.

Welcome to the NBCRNA's online certification portal!

New u
Retur
Progra

Register

* Do not enter "NA" as part of your AANA ID
* Enter only the 5 digit number

AANA ID #

Last Name

Submit

Cancel

SEE REGISTRATION:

A Self- Evaluation Exam (NSEE) request will be created for you by the Program Director. Following this, you will receive an email from the NBCRNA instructing you to login and pay for the exam. When you receive the email, go to **My Profile** on the Homepage to verify or make any necessary changes to your contact information. This is important because **the first and last name on file must exactly match the photo and signature identification that you will be using at the test center.**



National Board of Certification &
Recertification for Nurse Anesthetists

Homepage

- Signatures and Payments
- Requests
- My Profile
- My Receipts

Welcome !

The NBCRNA is pleased to welcome you to the online Certification portal. Use the menu on the left to review, sign, and pay for online services.

Customer Assistance

Contact us at: Toll Free 866-894-3908 or certification@nbcna.com

If the program pays the exam fee on your behalf, you have no immediate action to take on your SEE registration. Processing takes 2-4 weeks after the NBCRNA receives the SEE registration and payment from your program. The NBCRNA will email your eligibility notification with instructions on how to schedule your test appointment with Pearson VUE. If your program does not pay on your behalf, you will need to pay before you can receive your eligibility notification. To pay for your SEE exam, click on **Signatures and Payments**.



National Board of Certification &
Recertification for Nurse Anesthetists

Homepage

- Signatures and Payments
- Requests
- My Profile
- My Receipts
- Logout

Welcome !

The NBCRNA is pleased to welcome you to the online Certification portal. Use the menu on the left to review, sign, and pay for online services.

Customer Assistance

Contact us at: Toll Free 866-894-3908 or certification@nbcna.com

You will see the exam request that your Program Director created for you. To pay for the exam, select Pay and click Continue. You have nothing to “sign” for a SEE exam.

Signatures and Payments Dashboard [Log Out](#)

Instructions
Use the drop-down box to select the certification service for which you would like to submit payment. Then check the payment box next to that item to begin the payment process.
To submit your signature for the NCE exam, click on the exam link to access the Signature page.
Have the following information immediately available while completing your payment:

- Your AANA Associate Member Card with your 5-digit AANA ID# that you were assigned when you enrolled in your nurse anesthesia educational program;
- Credit card information – VISA, Mastercard, American Express, or Discover;
- Your Paypal account information if you have an established Paypal account;
- Bank information with your account and routing number if paying by e-check

Make a Request

Services

Service	Request Date	Status	Owed	Delete	Pay
SE10 - Self-Evaluation Exam 2010	12/13/2010	Pending Payment	\$125.00		<input type="button" value="Pay"/>
Total amount of fees selected for payment:			\$ 0.00		

To continue payment, click Continue and the portal will guide you through payment into our secure Paypal site. Processing takes 2-4 weeks after receipt of payment from **all the students** in your program who had a registration created. Following this, the NBCRNA will process your registration and email your eligibility notification.

NCE REGISTRATION:

The Program Director also initiates your application for the National Certification Exam (NCE) and has one of two options for submitting the official transcript and photo ID form.

If the Program has decided to mail the documentation, once the exam application has been created for you, the NBCRNA will send you an email indicating that there is an exam application waiting for your signature and payment. To sign and pay for your exam, you will need to login and go to **Signatures and Payments**.

If your program opts to attach the transcript and required documents as a PDF, you will be notified once that file has been uploaded by the program director that an exam application is waiting for your review and signature.



National Board of Certification &
Recertification for Nurse Anesthetists

Homepage

Signatures and Payments

Requests

My Profile

My Receipts

Logout

Welcome !

The NBCRNA is pleased to welcome you to the online Certification portal. Use the menu on the left to review, sign, and pay for online services.

Customer Assistance

Contact us at: Toll Free 866-894-3908 or certification@nbcna.com

Note that the Status of the exam created for you indicates that the CERT Exam is Pending Signature and that \$725 is owed. To submit your signature, click on the exam.

NBCRNA National Board On Certification & Recertification Of Nurse Anesthetists

Signatures and Payments Dashboard Log Out

Instructions
Use the drop-down box to select the certification service for which you would like to submit payment. Then check the payment box next to that item to begin the payment process.
To submit your signature for the NCE exam, click on the exam link to access the Signature page.

Have the following information immediately available while completing your payment:

- Your AANA Associate Member Card with your 5-digit AANA ID# that you were assigned when you enrolled in your nurse anesthesia educational program;
- Credit card information – VISA, Mastercard, American Express, or Discover;
- Your Paypal account information if you have an established Paypal account;
- Bank information with your account and routing number if paying by e-check

Make a Request

Go

Services

Service	Request Date	Status	Owed	Delete	Pay
CERT - 117th Certification Exam	01/25/2011	Pending Signature	\$725.00		<input type="checkbox"/>
SE10 - Self-Evaluation Exam 2010	06/04/2010	Completed	\$0.00		<input type="checkbox"/>

Total amount of fees selected for payment: **\$ 0.00**

Cancel Continue

Verify the personal information at the top of the Signatures page paying attention to the fact that the first and last name must exactly match the identification that you will be using at the test center. Complete the form and click Submit. If your program is mailing the transcript and photo ID form, when you hit submit, you will be notified that your Program Director can now review and submit your electronic application to the NBCRNA.

NCE Signature

[Log Out](#)

Instructions

Certify to the following by placing a check in the corresponding box. If you cannot make a certification, select "Note" and provide a brief explanation.

General Information

AANA ID #	000001	Cert Start	-
Grad Date	08/20/2011	Exam Date	-
Program Code #	01111		

Contact Information

First Name	John	Address 2	
Middle Name	M	Address 3	
Last Name	Doe	City	Park Ridge
Email		State / Province	IL
Business Phone		Postal Code	60068
Business Fax		Country	United States
Home Phone	847-894-3908	SSN# (last 4 digits)	
Mobile Phone		Birth Date	1/1/1980
Address 1	222 South Prospect	Maiden Name	

Signature and Certification of Applicant

Certify	Note	Statement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add Note My registered nurse and/or advanced nurse practice license(s) has never been revoked, restricted, suspended or limited by any state, has never been surrendered, and is not the subject of a pending action or investigation;
<input type="checkbox"/>	<input type="checkbox"/>	Add Note I do not currently suffer from a mental or physical condition which might interfere with the practice of nurse anesthesia;
<input type="checkbox"/>	<input type="checkbox"/>	Add Note I do not currently suffer from drug or alcohol addiction or abuse;
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add Note I have not been convicted of and am not currently under indictment for any felony;
<input type="checkbox"/>	<input type="checkbox"/>	Add Note Except for incidents occurring during the nurse anesthesia educational program which were thereafter satisfactorily resolved, I have not been the subject of any documented allegations of misconduct, incompetent practice, or unethical behavior; and
<input type="checkbox"/>	<input type="checkbox"/>	Add Note I have never been dismissed from a nurse anesthesia program or had any disciplinary action including probation taken against me for unethical behavior, questions of academic integrity or documented evidence of cheating.

Signature

John Doe hereby apply to the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA) for examination by the NBCRNA Council on Certification of Nurse Anesthetists and issuance to me of initial certification as a Certified Registered Nurse Anesthetist, in accordance with and subject to the procedures and regulations of the Council. **I have read and agree to the conditions set forth in the 2010 Candidate Handbook covering the administration of the National Certification Examination (NCE), the certification process and the Council's policies. I agree to disqualification from examination, to denial of certification, and to forfeiture and redelivery of any certificate granted me by said Council in the event that any of the statements or answers made by me in this application are false or in the event that I violate any of the rules or regulations governing such examination.**

Complementary Information

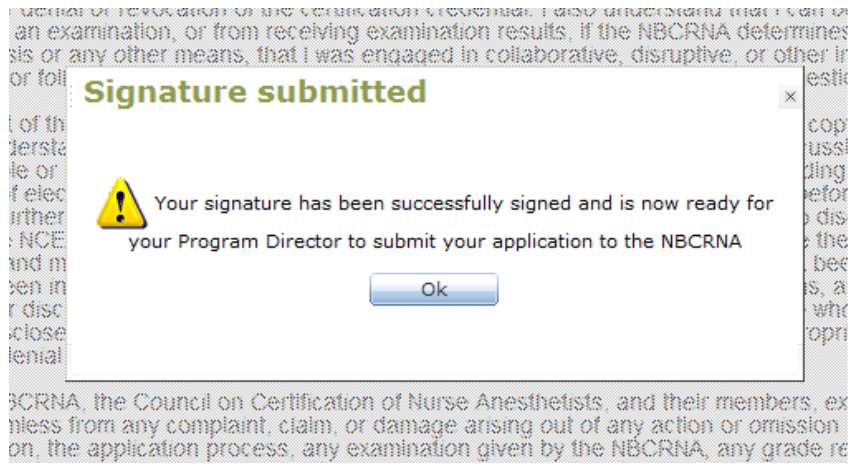
One additional State Board of Nursing for notification of certification

Date of Enrollment in Nurse Anesthesia Program:


Number of review courses taken for NCE outside of nurse anesthesia program



Cancel



After you submit your signature you can pay for your exam if your program does not pay on your behalf. On the **Signatures and Payments** page you will see that your application has moved from Pending Signature status to Pending Payment status. You may select Pay for the CERT Exam and click Continue. The Portal will then guide you through our secure Paypal site. You may print a receipt from the payment confirmation page or at anytime from the **My Receipts** link from the Homepage, but a payment receipt does not have to be submitted with your materials.


National Board On Certification & Recertification Of Nurse Anesthetists

Signatures and Payments Dashboard ✕ Log Out

Instructions
 Use the drop-down box to select the certification service for which you would like to submit payment. Then check the payment box next to that item to begin the payment process.
 To submit your signature for the NCE exam, click on the exam link to access the Signature page.



Have the following information immediately available while completing your payment:


- Your AANA Associate Member Card with your 5-digit AANA ID# that you were assigned when you enrolled in your nurse anesthesia educational program;
- Credit card information – VISA, Mastercard, American Express, or Discover;
- Your Paypal account information if you have an established Paypal account;
- Bank information with your account and routing number if paying by e-check

Make a Request

➔ Go

Services

Service	Request Date	Status	Owed	Delete	Pay
CERT - 117th Certification Exam	01/25/2011	Pending Payment ←	\$725.00		
SE10 - Self-Evaluation Exam 2010	06/04/2010	Completed	\$0.00		
Total amount of fees selected for payment:			\$ 725.00		

Cancel
Continue 

Once the Signature and Payment have been received, your Program Director can submit your electronic application for you. When all materials and confirmation of your program completion have been received, the NBCRNA staff will process the applications. The NBCRNA will send you an email with your eligibility notification containing instructions on how to access the Pearson VUE site to schedule an appointment to sit for the exam.