

# **NBCRNA**

## **Program Administrator's Guide to Student Management**

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## Student Enrollment Program Instructions

### LOGN

- Access the NBCRNA web site: [www.NBCRNA.com](http://www.NBCRNA.com).
- Use the green LOGIN button in the upper right corner of the screen.
- Login using your email address and password.
- From the welcome page select **New Cohort Enrollment**.

### Add New Cohort

Your first step is to establish the general cohort information. Calendar icons and drop-down boxes are provided to facilitate data entry.

1. **Official Enrollment Date** - Enter the start date for this cohort.
2. **Official Completion Date** - Enter the completion date of the cohort.
3. **Length of Program** - Enter the COA approved length of program in months.
4. **Degree to be Awarded** - From the drop-down box select the degree.
5. **Post-Master's Certificate** - If a student will receive a post-master's certificate indicate it here.
6. **Number of Students to Invite** - Enter the total number of NEW enrollees in this cohort. (Do not include any currently enrolled student who may have changed their completion date to align with the new cohort.)
7. **AANA Associate Member Payment Responsibility** - Indicate the payment responsibility Student or Program.
8. Use the **Submit** button to finalize the entries.

### Add and Invite Students

There are two options to enter new students. From the Student Enrollment summary page select the:

#### ADD Students button.

1. **Add Students Manually** - Enter the first name, last name, email address and last four digits of SSN, and date of birth individually for each student. Also, you can enter additional information (RN License information and clinical background), which are optional for Program.
2. Select the **Download Import Template** button to download the excel file use for bulk import students information:
  - Provide minimal data in the orange columns of the file: first name, last name, email address, phone number, date of birth, and last four digits of SSN. You can provide additional information (**RN License information and clinical background**), which are **optional** for Program.
  - Upload the completed file to the system using the **Bulk Import Students** button.
3. After uploading the file, you will see the list of students, click on **Invite Students** button to invite students to complete the enrollment information. Students will receive an instructional email to complete the application and submit to program for approval.

## Approve Student Information

Review and Approve Student(s) Information.

1. As student(s) completes their information, they will appear on the list with **Student Submitted** status. A summary list is provided with a student's important information at glance such as, AANA Id, name, email, license(s), etc. You can also review student(s) full information by clicking **Review** icon. If all information is correct, you can approve by clicking **Approve** button or If you found missing/incorrect information for any student, you can send back to students by adding notes for fix and clicking **Required Additional Information** button. Students will receive an email with the notes to correct the incorrect information.
2. You can bulk Approve student(s) information at summary list. You can select **Approve** from bulk action dropdown and select students by using "Select All" feature and then hit **Submit** button.  
**Note:** The list will auto filter upon selecting appropriate action from the dropdown.

## Submit Cohort Enrollment

In this last step before submitting cohort enrollment, review that all students having a status of "Completed" in the status column. If reviewed, then click on "**Complete Cohort Enrollment**" button.

You have now completed the cohort enrollment and you should see all your new students in **Student Management**.

If Program is responsible for students AANA membership dues, then after Submitting Cohort Enrollment, the AANA will email you with instructions to complete your students "Associate Membership" dues payment. AANA Help email [help@aana.com](mailto:help@aana.com)

## Change of Student Status

### LOGIN

- Access the NBCRNA web site: [www.NBCRNA.com](http://www.NBCRNA.com).
- Use the green LOGIN button in the upper right corner of the screen.
- Login using your email address and password.
- From the welcome page select Student Management

### Change of Student Status

If you need to change a student's status or program completion date, you can do this individually or change for your entire cohort.

1. To change for an individual student, in the **Edit Student Status** section (column) of the **Student List** section, click on the **Edit** icon.  
You'll have the option to change program enrollment status or program completion date in the screen that appears.
2. Under the **Bulk Student Management Actions** section, click on the **Select action to perform drop-down list**.
3. Select **Change Completion Date** button.
4. Changes will be implemented in real time.

## Self-Evaluation Exam (SEE)

### LOGIN

- Access the NBCRNA web site: [www.NBCRNA.com](http://www.NBCRNA.com).
- Use the green LOGIN button in the upper right corner of the screen.
- Login using your email address and password.
- From the welcome page select Student Management.

### SEE REQUESTS

#### Create SEE Applications

Create SEE applications for your students right in one central location. Here's how easy it is to create SEE applications:

1. Under **Bulk Student Management Action** section, select **Create SEE Application** from the **Select action to perform** drop-down list.
2. Choose who pays with the **Select Program or Student** drop-down menu.
3. Choose at least one student to create the SEE application. (*\*Only students eligible to take a SEE exam will be listed.*)
  - Candidate will be notified of the creation of the **SEE Application**.
  - Other than **Payment**, Program Admin should have nothing more to do here.
4. **Payment** is required before the student can be made eligible to schedule or sit for the **Self-Evaluation Examination (SEE)**.

## National Certification Exam (NCE)

### LOGIN

- Access the NBCRNA web site: [www.NBCRNA.com](http://www.NBCRNA.com).
- Use the green LOGIN button in the upper right corner of the screen.
- Login using your email address and password.
- From the welcome page select Student Management.

### Create NCE Applications

Your first step is to create the NCE applications that both Programs and Students are required to complete.

1. From **Bulk Student Management Action**, choose the **Select action to perform** option from the drop-down list.
  0. Select **Create NCE Application**. \*Note that NCE Applications are only available to students within 45 days of Program Completion Date.
2. Under **Payment Responsibility**, select either **Program** or **Student** from the list. Payment is required before any application can advance to **NBCRNA Review**.
3. You must select at least one student from the list.
  0. You can select one, more than one, or you can select your entire cohort by checking the box.
    1. Click **Create NCE Application** button.
4. Click on the **Upload Transcripts** button that appears and follow page instructions to begin transcript upload process. Transcript File
5. Upload Tips are listed at the end of these instructions.
6. Come back to the **Student List** in **Student Management**.

### Initial Program Review

Program Administrators are responsible for providing and reviewing basic program, candidate, and payment information.

1. Once the NCE application and transcript have been uploaded for intended students, click on the **Initial Program Review** link under **NCE Application** column.
  0. Review and approve **Transcript** information for each student.
    1. Decide who will be providing **Candidate Photo**.
    2. If Program was selected to provide photo, upload and approve the **Candidate Photo** within the NCE application.
2. Within the NCE application, you'll review and verify uploaded transcript information for each student.
3. Finally, you'll move the application to **Student Review** and you can do that on the application **Summary** page.

## Student Review

Students need to:

1. Provide or review **Candidate Photo**.
2. Review Program uploaded **Transcripts** (Academic & Clinical Experience)
3. Provide **Payment** for NCE application if **Student** was selected to pay.
4. Submit to **Final Program Review**.

## Final Program Review

In this last step before submitting to **NBCRNA** Review, Programs need to:

1. Review information provided by **Student** and all information within **NCE Application**.
2. Confirm that application and candidate meet the requirements for graduation and eligibility to be considered for the **National Certification Examination (NCE)**.
3. **Provide Payment** if applicable.
4. Submit the NCE application to **NBCRNA Review**. (\* Only the Program Administration or Program Director can provide **Program Completion Confirmation**, not any Assistant)

## NBCRNA Staff Review

In the **NBCRNA Review** state, we carefully review to ensure application and graduation requirements have been met. Upon completion of this review, graduates are notified by email and may schedule their exam.



### Transcript file upload tips

- Match First and Last names of students
- Confirm AANA ID number
- Remove all decimals (values should be rounded down)
- Populate the Academic record (including the Academic Total)
- Total Clinical Hours – some transcript services use a default value that overrides an individual calculation. Please review this value on the Excel file to verify that accurate numbers are reflected.
- Academic Specialties-Doctoral transcripts populate with a 1 (this checks the box on the transcript)
- APRN verifications-populate the five fields with a 1 (this checks the box on the transcript) for; Graduate has received a separate course in: Advanced Health Assessment, Advanced Pharmacology, Physiology and Pathophysiology. Graduate was educated in the: Nurse Anesthetist Role, Population Foci across the lifespan.
- ACLS and PALS – populate these columns with a 1 to verify that the expiration dates are valid through the end of the month of program completion.
- Export Excel file in .xlsx format.
- Numerical values should be saved as numbers not text.
- Whole numbers only (round down experiences)

## Generate Reports

- Access the NBCRNA web site: [www.NBCRNA.com](http://www.NBCRNA.com).
- Use the green LOGIN button in the upper right corner of the screen.
- Login using your email address and password.
- From the welcome page select **Student Management**.

### Access Generate Reports

Generate Student and Program reports in just a few clicks.

1. Under **Bulk Student Management Action** section, select **Generate Reports** from the **Select action to perform** drop-down list.
2. From the --**Select Report**-- option on the drop-down menu, you can select:
  0. NCE Application Summary
  1. NCE Interim Report
  2. SEE Interim Report
  3. Student Enrollment Summary
  4. Student Status Summary

