NAB’s National CE Registry: Orientation for NCERS Providers

Today’s Agenda

• Overview and Intent of CE Registry
• Registry Benefits to CE Providers
• Signing up for the CE Registry
• Entering Records into the CE Registry
• Next Steps

NAB CE Registry

• In 2017, NAB launched a CE Registry system that is available nationwide to all licensees.
• The Registry is free for licensed administrators.
• Licensees must register to have credit reported to the Registry.
• Both NCERS and non-NCERS approved courses can be added.
• On April 1, 2018, NAB approved CE sponsors will be required to upload their conference attendance records to the registry for all registrants seeking NAB credits.
Benefits to CE Providers
Organizations will no longer have to provide certificates to administrators after April 1, 2018.

In addition, organizations will no longer have to provide reports to state boards after June 30, 2018.

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State
Require Reporting?
Contact Information
Alabama
Yes
Fax to 1(334) 244-6509 Attn: Katrina or email kmagdon@anha.org
Arkansas
Yes
jean.adams@arkansas.gov
Mississippi
Yes
crowden@bnha.state.ms.us
Missouri
Yes
bnha@health.mo.gov
Nevada
Yes
beltca@beltca.nv.gov
North Carolina
Yes
ncbenha@mindspring.com
Oklahoma
Yes
Fax to (405) 522-1625 or email the following THREE email addresses:
Ginger.Dean@osbeltca.ok.gov
Pam.Duren@osbeltca.ok.gov
GZ.Thomas@osbeltca.ok.gov
South Dakota
Yes
SDNFA@midwestsolutionssd.com
West Virginia
Yes
veronica.s.cummings@wv.gov

• Individuals who currently have a NAB account may log in at https://www.nabweb.org/manage-my-account

• If an individual does not have a NAB account, they may choose “Not a Member? Sign Up!”

A paid NAB membership is not needed in order to access the CE Registry.
Once registered, log into your NAB account and choose the option “HSE Application/CE Registry.” After choosing this option, you will be directed to the “My Account” page of NABVerify to begin your CE Registry.

https://www.nabweb.org/ceregistry

Three Options to Upload Attendance

1. Upload program attendance. (*multiple records at one time*)
2. Manually entering program attendance. (*individual records*)
3. API Option (*coming in 2018*)

Use the sponsor tab and choose “Attendance.” Select the “Upload Attendance” button.

Please download the template.
Uploading Attendance Records

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<table>
<thead>
<tr>
<th>Program</th>
<th>Approval Code</th>
<th>Completion Date</th>
<th>NAB ID</th>
<th>Participant Hours Earned</th>
<th>First Name</th>
<th>Last Name</th>
<th>Sessions Attended</th>
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<tr>
<td>20180100-125</td>
<td>A39484-DL</td>
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<td>1.25</td>
<td>Michelle</td>
<td>Grachek</td>
<td>20181113-1.25-</td>
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<td>A39484-DL</td>
<td>11/22/2017</td>
<td><a href="mailto:jsmith@nab.com">jsmith@nab.com</a></td>
<td>1.25</td>
<td>John</td>
<td>Smith</td>
<td>20181113-1.25-</td>
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<tr>
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<td>A39485-DL</td>
<td>11/15/2017</td>
<td>UT-5677</td>
<td>3.00</td>
<td>Bob</td>
<td>Smith</td>
<td>MDS 2.0 – 1.50 CE;</td>
</tr>
</tbody>
</table>

Please make sure the date format is mm/dd/yyyy.

Manually Entering Program Attendance

Use the sponsor tab and choose “Attendance”

Select the “Enter Attendance” button

API Option (Coming in 2018)

- API is the acronym for Application Programming Interface.
- Currently, NAB is working with select NCERS sponsors and state boards to investigate feasibility of API functionality with NAB Verify.
- Additional information expected in mid-2018.

Initial set up fee might occur for sponsors who opt to use API technology.
What are Next Steps?

We need your help! In order for providers to report to the CE Registry, each administrator needs to have a unique NAB ID Number.

Information on how to sign up for the can be found on the NAB website at https://www.nabweb.org/ceregistry

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What are Next Steps?

• NAB also has fliers for CE providers to use to distribute to administrators to promote the CE Registry.
• NAB member boards and agencies are also working to notify their licensees of this requirement.

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QUESTIONS?