NCERS System Orientation

Agenda

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Overview

• The NCERS system was reviewed and a need for upgrade was determined in June 2015.
• The system, powered by Heuristics Solutions, allows for many new features including, but not limited to:
  ✓ A unique usability engineering platform that allows sponsors to upload documents right into their program application.
  ✓ A communications platform that will allow sponsors to communicate directly with the NAB through the system.
  ✓ A robust directory for administrators to search for the programs they require for their CE needs.
  ✓ Many new instructional capabilities to aid sponsors (both new and veteran) to understand the NCERS application process.

Navigating the Homepage

• As you enter the site, you will see the following screen…
Logging into the NCERS System

• Visit http://www.nabweb.org/ and choose the Member Login OR the Continuing Education tab option.
• Once logging in, sponsors/providers will have the option to manage the account information or to login into the NCERS system.

Logging into the NCERS System

• Once logging in, sponsors/providers will have the option to edit their account information or enter the updated NCERS system.
Entering Speakers within the NCERS System

- Prior to entering your program, you will want to enter ALL speakers that will be associated with that event.
- To enter a speaker, choose “Manage Speakers” from the Programs page.

If you are unsure if a speaker has been added to the sponsor database, you can search by their name.

To add a new speaker, click “Add Speaker”

Enter the mandatory items as noted by the sponsor type.

Speakers that are archived will not be able to be chosen for applications.
Entering an *In Person Program* within the NCERS System

- Prior to entering your program, enter **ALL** speakers that will be associated with that event. Certified Sponsors and Standard Sponsors have different required information for entering speaker information.

- Return to the homepage and choose the “Add Program” button.

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**Continued**

- Choose the 2nd option (*In Person*). You will need to make sure you enter a program name as this is a mandatory field.

- Please enter all **REQUIRED** information within the application. It will differ based on your sponsor status. All required information will be noted with an asterisk for standard sponsors.
Entering an *In Person Program* within the NCERS System

- If you see the below icon within the application, this will be an additional way a sponsor can access assistance in filling out a specific area of the application.
- All sponsors are required to submit their program outline within the NAB approved Program Agenda. This agenda calculates the total program and participant hours that are entered into the application.
- Once all program information has been entered, sponsors will be asked to enter site information. This is now required prior to submission of an *In Person* program.

Utilizing the Program Agenda

- The program agenda will replace the “block system.”
- The program agenda has the following categories:
  - **Session Name** - The session name matches the title from the conference program(s).
  - **Session Start Time** – Session start times need to be on the quarter hour. Session times cannot be longer than 2 hours and concurrent sessions cannot be longer than 2 hours without a 15 minute break.
  - **Session End Time** - Session end times need to be on the quarter hour.
  - **Session Date** – Agenda is for one day or multiple day conferences.
  - **Track** – The first track is how you will calculate total participant hours.
  - **Speaker(s)** – First name and last name only will need to be included in the agenda.
  - **CE Hours Requested** - CE is granted on the quarter hour.
  - **Session Type** – Only live sessions are entered into the program agenda.
  - **Session Description** – Mandatory for *STANDARD* sponsors, optional for *CERTIFIED* sponsors.
Entering an *Distance Learning Program* within the NCERS System

- Prior to entering your program, enter **ALL** speakers that will be associated with that event. Certified Sponsors and Standard Sponsors have different required information.

- Return to the homepage and choose the “Add Program” button.

Entering a *Distance Learning Program* within the NCERS System

- Choose the 1st option (*Distance Learning*). You will need to make sure you enter a program name as this is a mandatory field.

- Please enter all **REQUIRED** information within the application. It will differ based on your sponsor status. All required information will be noted with an asterisk.
Entering a *Distance Learning* Program within the NCERS System

- Media Type within a distance learning program is mandatory whereas it is an optional choice within the in-person application.

- Supplemental documentation can now be uploaded directly into the NCERS system and does not need to be submitted to NAB by email. *(this method is preferred rather than mailing documents to the Washington DC office)*

- Distance learning programs require an hours rationale for all media types since the program agenda is not mandatory with this program type.

### Changes with the Application Process within the NCERS System

<table>
<thead>
<tr>
<th>New System Changes</th>
<th>Information Regarding Implemented Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering a Program Agenda</td>
<td>The “block” system is no longer used and will be replaced with an Excel program agenda. This is mandatory for program submissions.</td>
</tr>
<tr>
<td>Program Site Entry</td>
<td>The initial program site entry will now be a mandatory component of all program submissions. The initial site is also embedded within the application and is no longer separate from the application.</td>
</tr>
<tr>
<td>Speakers</td>
<td>While speakers still have to be added separately from the program application, they will be added to the application as a group rather than separate to each session. It is through the NCERS Program Agenda that they are associated with a particular session.</td>
</tr>
</tbody>
</table>
Copying an Existing Program within the NCERS System

• If providers have programs that are similar in nature, they can be copied to eliminate the need to reenter an entire program.

• Programs can be copied at the “Enter Program Details” or the “Approved” status.

• To copy a program, click on the gear icon within your account.

Copying an Existing Program within the NCERS System CONTINUED

• Depending on the status of the program will depend on the options you will receive. If the program is Approved, the sponsor will three options: Add a Site, Renew a Program, or Copy a Program. Choose “Copy”

• If the Program is still at the Pending stage and has not been submitted, the sponsor will receive four options: Copy the program, Recall a Step, Edit the Program or Delete the Program. Choose “Copy”
Copying an Existing Program within the NCERS System

- Once selecting the Copy option, the system will prompt the sponsor to verify they want to copy the program.
- Once choosing to copy a program, please give a unique title and check all information to make sure it matches the program the sponsor is submitting, including attachments.

Adding an Additional Site to an Existing Approved Program

- Additional sites may be added to your approved programs (both in person and distance learning).
- Once they are noted as approved, click on the gear icon within your account.
Adding an Additional Site to an Existing Approved Program

- This will give the sponsor three options: Renew the program, copy the program or add an additional site. Choose “Add Site”

Adding an Additional Site to an Existing Approved Program

- Once selecting the additional site option, it will prompt you again to add a site to your program.

- The additional site date needs to be after the Program Approval Start Date, before the Program Expiration Date, and before the Sponsor Expiration Date.

- To enter an additional program, please enter all mandatory fields marked with an asterisk.
Renewing an Existing Program within the NCERS System

• Both Distance Learning and In Person programs may be renewed 90 days prior to their expiration date.
• Programs may not be renewed one year after expiration.
• Choose the gear icon next to an approved program within the 90 day renewal window.

Renewing an Existing Program within the NCERS System CONTINUED

• This will give the sponsor three options: Renew the program, add an additional site, or copy the program.
• Choose “Renew”
• Once selecting the Renew option, it will prompt you again to renew your original program.
Renewing an Existing Program within the NCERS System

- Changes allowed when renewing are: Program Title, Registration Web Link, Contact Email, and/or Speakers.
- If additional changes are needed, select the “Additional Changes” button.
- Once all allowed changes are made, select the “Renew Program” button.

Completing an Annual Sponsorship Membership Payment

- From your homepage, choose Pay “Annual Sponsor Membership Fees”
- Click the orange “Continue button from the Applications page to renew your sponsor membership.
Completing an Annual Sponsorship Membership Payment

CONTINUED

• Choose your Annual Membership Type
• You can choose to keep your current sponsor type or change to a different one for the upcoming year.

<table>
<thead>
<tr>
<th>Current Sponsor Type:</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Type*:</td>
<td>Corporate</td>
</tr>
</tbody>
</table>

• Fees will be calculated on your sponsorship type.

Questions?