National Association of Long-Term Care Administrator Boards

NAB Academic Accreditation
User Guide
for Applicants
(Updated July 25, 2019)

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A. SYSTEM INTRODUCTION

The National Association of Long-Term Care Administrator Boards (NAB) uses the NAB*Verify* platform for the submission, review, and processing of applications for its academic accreditation. This system is powered by Heuristics Solutions and was launched in the spring of 2019. In addition to the accreditation program, the system houses three other NAB application procedures: the National Continuing Education (CE) Registry, the Health Services Executive (HSE) qualification platform, and the Independent Third Party Certification program application program. Individuals who currently use NAB*Verify* for these other programs will be familiar with the accreditation procedures below and should use the same login as they do for these other functions.

It is NAB's hope that NAB*Verify* will continue to enhance the overall customer user experience. If you have any questions, please do not hesitate to contact NAB staff by phone at (202) 712-9040 or by email at nab@nabweb.org.

B. SIGNING UP FOR A NABVERIFY ACCOUNT

Each person authorized by a school should have their own log in credentials, which will allow them to create, edit, and submit an academic accreditation application. If a school's representative is also a licensed LTC administrator only one set of log in credentials is needed. An individual can have access to their CE Registry and their school's application. If employment changes, an individual's access can be stopped.

NAB*Verify* can be accessed from the member login section of the NAB website (http://www.nabweb.org). If you have an existing NAB account, please use your current username and password to avoid duplicate accounts.

If you have not created an account with NAB previously, choose the option "Not a Member? Sign Up!"

If you are unsure of whether you have a NAB account, please email nab@nabweb.org to verify. If a customer tries to sign up for a member account with duplicate information, the system will give a warning that there is a record on file with this information.

NOTE: **This login will be different from your NAB exam application account and will require a unique account setup in order to use services within NAB*Verify*.**

After entering the appropriate demographic information, your NAB account will be created. This account can be used for all services that are offered through NAB*Verify* (*as applicable*).

Please note that when creating a user login and password the system lists "alphanum," which means letters and numbers with no special characters. Using a special character could prevent you from signing into nabweb.org even if the special character is accepted when you create your account.

New Login Information

Each individual contact will have personal, unique login information (username and password). This login information is for the individual contact person named above.

User Login (alphanum)*

Password (alphanum, mix, 8-16)*

Repeat Password (alphanum, mix, 8-16)*

3 NAB ACCREDITATION APPLICATION

A. INITIATING AN ACCREDITATION APPLICATION

While the accreditation application applies to an institution, an individual ("point person") associated with the institution must have a NAB*Verify* account to access the application. It is recommended that one person be designated to enter the institution's information into the system, rather than multiple people sharing the point person's login credentials.

Only NAB can create an institution's record within its database; the point person will need to contact NAB to request the creation of an institutional record. Once the record is created, NAB can link the point person's record to the institution's account so that they can initiated the application.

After you have activated your NAB account, please log in at http://www.nabweb.org/manage-my-account. Once logged in, you will see a link directing you to "NAB Academic Accreditation."

Manage My Account

Share/Print Page:

If you are viewing this information on a mobile device you may find that the login process to access the "Members Only" section will work better if you use your desktop or laptop device instead.

NCERS Homepage/Third Party Certification ... NCERS Update Account Details   NCERS
Sponsor - Manage Employee Contacts   NAB Academic Accreditation   HSE Application   CE Registry
Individual Profile   Company Profile   ...   Pay Invoices/Renewal   Log Out

After choosing this option, you will be directed to the Applications/ Registries page within NAB*Verify*. Look under the "Institution" category and click on the orange "Begin" button on the right; the button will read "Continue" after the application is initiated.

Applications - Registries

Please go to the My Account section of NABVerify to begin an HSE Application or a CE Registry. Please click on the orange button for either the HSE or the CE Registry.

These will not show under your Applications/Registries until you have activated them within your account.

Institution

[S1347663 / Accreditation Applicant]

Application / Registry	Status	
● Academic Accreditation Application	Additional Info Needed	Continue

B. ELEMENTS OF THE ACCREDITATION APPLICATION

The Accreditation Application is comprised of the following elements, which must be addressed in order to advance the application to the review process:

1. An executive summary of the program
2. Document Library
3. Self-assessment
4. Listing of course syllabi
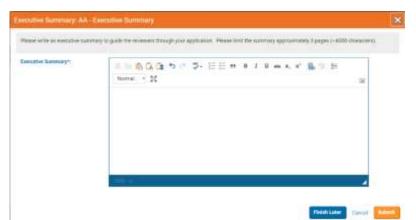5. Listing of program faculty
6. Accreditation Criteria

Please see the Academic Accreditation Workbook for details on how to pursue NAB accreditation for your school.

C. GENERAL NAVIGATION OF THE APPLICATION PAGE

Each element of the application has an orange instruction button on the right-hand side; these buttons will turn green after the element has been completed. Clicking the "paper" icon to the right of the button will allow you to see what you have entered for the element.

To add documentation to an element, click on the orange instruction button, and then a popup screen will appear. This screen will include the instructions to complete the element, as well as a box in which you can include narratives for the element, wherever appropriate.

When the element is completed, click the orange "Submit" button on the bottom. Your entry will be saved, and you will return to the general application page.

You may also click on the "Finish Later" button if you want to return to the page without submitting. Your entries up to this point will be saved.

If you want to revisit an element that has already been submitted, click on the gear icon to the right of the paper icon of a submitted element.

An edit button will appear, and you will be able to re-enter the element and edit as needed. You will then click the "Submit" button to complete the element and turn the instruction button to the green "Submitted" button.

D. COMPLETING THE ACCREDITATION APPLICATION

1. THE EXECUTIVE SUMMARY

The Executive Summary is a narrative about the history and scope of the academic program. It should be approximately 6,000 characters long, or three pages if it were printed out as a Word document. You may either type directly into the text box or copy and paste text from another document. Click the orange "Submit" button when you complete the summary. If you need to make an update to the Executive Summary, before you have submitted the application, please click on the gear button on the right and select Edit.

2. DOCUMENT LIBRARY

The document library is a section where you can upload a variety of documents to which you may refer to in other sections of the application. It offers a checklist of recommended, but not mandatory, documents for uploading.

Click on the orange "Upload Documents" button, read the instructions at the top of the pop-up page, and click on the blue "Upload" button by each entry to access a document in your computer to upload. For institutions that are renewing their NAB accreditations, you may access documents previously uploaded for your school's annual report submission by clicking on the "Choose from library" link by each document type. That option will bring up a list of all previously uploaded documents; click the orange "Select" button by the entry you would like to reference.
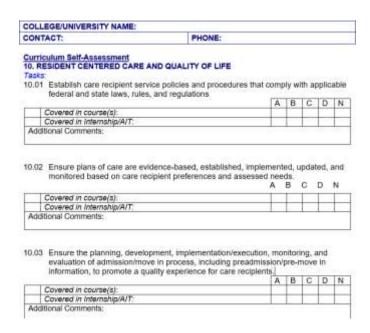

If you need to open the Document Library to add more information, prior to submitting the application, please click on the gear button to the right and select Edit. You will then be able to reactivate this section, add or update information and submit the Document Library again.

Renewing schools can add documents to their library when a they open an accreditation application.

3. SELF-ASSESSMENT

The self-assessment form is a Word document that you will need to complete and upload to the application; the form is available in the accreditation workbook and can also be accessed at https://www.nabweb.org/filebin/pdf/NAB_Accreditation_Self-Assessment.doc.

Once you complete the self-assessment, save it to your computer, then click on the "Upload Self-Assessment" button and upload it through the pop-up window.

The Self-Assessment can be edited by clicking on the gear button on the right and selecting Edit to reactivate the item. Clicking on the trash can icon will remove the current document and allow you to attach a new Self-Assessment document.

You must attach the updated file you have saved on your computer if there are any changes.

4. SYLLABI

This is the area of the application to upload or link to syllabi for courses necessary to complete your program. General university requirement classes, such as English or mathematics, do not need to be included in the application.

Under the Syllabi section of the application, click the "Add Syllabi" button on the right to add a syllabus. Enter the information in the pop -up window for each course. You may either include the URL for an online syllabus or upload a syllabus from your computer.

If you are renewing your school's accreditation, you can click on the "Choose from library" link to select a previously uploaded document. Click the orange Submit button at the bottom of the pop-up window to
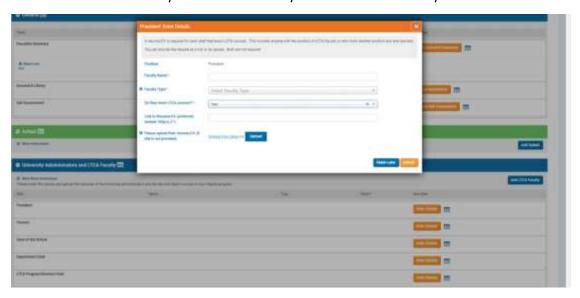
save each syllabus.

5. UNIVERSITY ADMINISTRATORS AND FACULTY

Under the University Administrators and LTCA Faculty section, click on the orange "Enter Details" for each position listed under the faculty section. In the pop-up window, enter each person's name, faculty type, and whether they teach a LTCA courses. If the person does teach LTCA courses, either use the "Choose from library" link or upload their resume/CV and click Submit.

Click the "Add LTCA Faculty" button each time you need to add a faculty member to the roster.

6. ACCREDITATION CRITERIA

There are twelve (12) criteria that accreditation applicants must address within the application, which the site reviewers will evaluate in the application and during the physical site visit. Each criterion has several sub-criteria that need to be addressed. There is a total of 41 sub-criteria in the application. The accreditation criteria are listed in the Accreditation Workbook in pages 6-8.
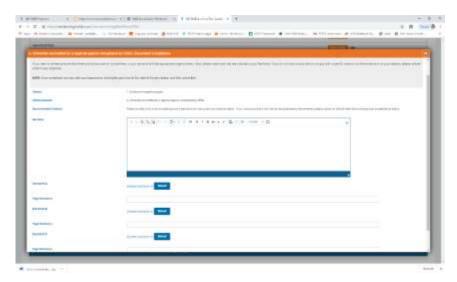
To enter information in this section, click on the plus sign (+) by each of the criteria to show each of the sub-criteria.

Click on the orange "Document Compliance" button on the right of each sub-criteria element to open that section and provide evidence for it.

PLEASE NOTE: You will not be able to click on the "Awaiting Post Site Visit Review" button.

In the pop-up window, read the instructions for recommended evidence for the entry; you may use the narrative pane (which may include a link to an online document), upload a document, or choose a document from your library. If you use the latter two options, please enter a page number in the field below the upload button for easier navigation by the reviewers.

Once you complete the section, you can either save your information for later or click the "Completed" button at the bottom.

Once you complete an entry, the orange "Document Compliance" will change to a static gray "In Review" button. A gear icon will also appear to enable you to edit the entry. The blue header bar for each criterion will inform you how many of the sub-criteria you have completed.

When all the sub criteria within a criterion have been addressed, the blue bar will turn green.

Please note, there are some criteria, such as Criteria 8: Physical resources, that do not need any evidence included prior to the site visit. In these cases, just click the orange "Completed" button for the sub-criterion.

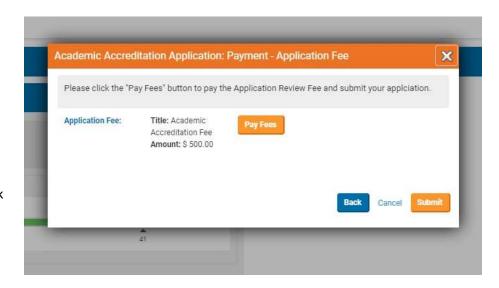## E. SUBMITTING THE ACCREDITATION APPLICATION

Once all the elements of the application have been submitted, the orange "Pay Fees" button will appear at the top right corner of the application.

If it does not appear, then an element needs to be completed. If the bar for the element is blue, then it is incomplete; if it is green, it is complete. Re-enter any section with a blue bar and finish any incomplete elements before proceeding to payment.

For a credit card payment, click the "Pay Fees" button on the pop-up window and proceed to the credit card payment screen.

If you wish to pay be check, click on the "Submit" button at the bottom of the pop-up window; the review process will commence once the check is received by NAB.

Once payment is made, a gray button will appear at the top, noting that the application is under review. At this point, you may not add to or edit your application, though you may view any of the submissions by clicking on the paper icon by any of the sections. Any links within the application will also be accessible.

F. ONLINE REVIEW PROCESS

Once the application has been submitted, NAB staff will conduct an administrative review to ensure that all sections have been completed and that the information submitted for each element pertains to the question(s) asked of the applicant. If there are any questions or additional information is needed, you will receive an email from NAB. Please send your answers in an email to the NAB administrator, and they will be entered into your application.

After the administrator has completed their review, the application will be available to the site visit team for an in-depth review of all the elements. If the team has any questions, they will inform the NAB administrator, who will forward these requests for information to the applicant via email.