

## NAB's National CE Registry: *Orientation for NCERS Providers*

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### 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

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### 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.

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## Benefits to CE Providers

Organizations will no longer have to provide certificates to administrators after April 1, 2018.

**NAB Approved Programs - In Review**

Program Title:  Approved Date:  Participant Count:  Approved Date:  Approved Date:

**NAB Logo**

**NAB Approved Programs - Review Comments**

Program Title:  Approved Date:  Participant Count:  Approved Date:  Approved Date:

Model 1 - Review of the 4th Edition of the NAB Handbook for the Administrator of the Long-Term Care Facility (LTCF)  Approved Date:  Participant Count:  Approved Date:  Approved Date:

Model 2 - Understanding the Basics of Long-Term Care  Approved Date:  Participant Count:  Approved Date:  Approved Date:

Model 3 - New Developing Relationship in Long-Term Care  Approved Date:  Participant Count:  Approved Date:  Approved Date:

Model 4 - Revised the Handbook of Practice  Approved Date:  Participant Count:  Approved Date:  Approved Date:



## Benefits to CE Providers

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

State	Require Reporting?	Contact Information
Alabama	Yes	Fax to (334) 244-6509 Attn: Katrina or email <a href="mailto:kmardow@anba.org">kmardow@anba.org</a>
Arkansas	Yes	<a href="mailto:jean.adams@arkansas.gov">jean.adams@arkansas.gov</a>
Mississippi	Yes	<a href="mailto:crowden@bnha.state.ms.us">crowden@bnha.state.ms.us</a>
Missouri	Yes	<a href="mailto:bnha@healthmo.gov">bnha@healthmo.gov</a>
Nevada	Yes	<a href="mailto:belica@belica.nv.gov">belica@belica.nv.gov</a>
North Carolina	Yes	<a href="mailto:ncbenha@mindspring.com">ncbenha@mindspring.com</a>
Oklahoma	Yes	Fax to (405) 522-1625 or email the following THREE email addresses: <a href="mailto:Ginger.Dean@osbeltca.ok.gov">Ginger.Dean@osbeltca.ok.gov</a> <a href="mailto:Pam.Duren@osbeltca.ok.gov">Pam.Duren@osbeltca.ok.gov</a> <a href="mailto:G2.Thomas@osbeltca.ok.gov">G2.Thomas@osbeltca.ok.gov</a>
South Dakota	Yes	<a href="mailto:SPW.A@mhwestolutions.com">SPW.A@mhwestolutions.com</a>
West Virginia	Yes	<a href="mailto:veronica.s.cummings@wv.gov">veronica.s.cummings@wv.gov</a>



## How to Sign Up for a CE Registry

- 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

### Login

Use the fields below to access our hidden section.

Username:

Password:

[Forgot Password](#)  
[Not a member? Sign Up!](#)



## How to Sign Up for a CE Registry CONTINUED

Once registered, log into your NAB account and choose the option "HSE Application/CE Registry"

**Manage My Account**  
Share/Print Page:

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

HSE Application/CE Registry
Individual Profile
Join NAB
NAB 2017 Mid-Year Meeting

NAB Foundation Fundraising Tickets
Pay Invoices/Renewal
Log Out

After choosing this option, you will be directed to the "My Account" page of NAB Verify to begin your CE Registry.

Begin HSE Application

Start Registry

<https://www.nabweb.org/ceregistry>

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## Entering Attendance into the CE Registry

- **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*)

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## Uploading Attendance Records

Use the sponsor tab and choose "Attendance"

**Program Attendance**

Please choose one of the button options to upload continuing education records for. Upload Attendance will allow you to add multiple records from an excel spreadsheet. Individual NAB ID numbers can be found by using the **Registry Search Feature**.

Select the "Upload Attendance" button

Upload Attendance

Enter Attendance

that cannot be imported. Please review the messages carefully. **The**

Download Template

Please download the template.

Process File

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## Uploading Attendance Records

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Program Approval Code	Completion Date	NAB ID	Participant Hours Earned	First Name	Last Name	Sessions Attended
20181113-1.25-A39484-DL	11/14/2017	R1188840	1.25	Michelle	Grachek	
20181113-1.25-A39485-DL	11/14/2017	R1188840	1.25	Michelle	Grachek	
20181113-1.25-A39484-DL	11/22/2017	jsmith@nab.com	1.25	John	Smith	
20181113-1.25-A39485-DL	11/24/2017	jsmith@nab.com	1.25	John	Smith	
20180614-5.00-A35083-IN	06/15/2017	UT-5677	3.00	Bob	Smith	MDS 3.0 – 1.50 CE; Regulation for a Reason – 1.50 CE

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




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## Manually Entering Program Attendance

Use the sponsor tab and choose "Attendance"



Select the "Enter Attendance" button

Upload Attendance Enter Attendance

Program Approval Code\*:

Completion Date\*:

Participant Hours Earned\*:

NAB ID\*:

First Name\*:

Last Name\*:




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## 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.




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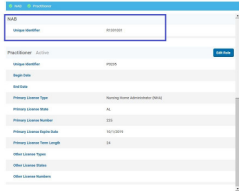
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## What are Next Steps?

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>



The screenshot shows a form titled "NAB CE Registry" with fields for "First Name", "Last Name", "Email", and "Phone". Below these fields is a "Sign Up" button. The form also includes a section for "Provider Information" with fields for "Provider Name", "Address", "City", "State", "Zip", "Phone", and "Fax".



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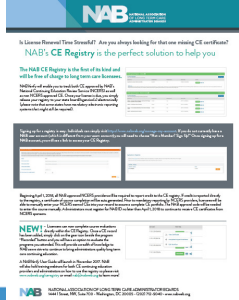
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## What are Next Steps?

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- 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.



The flyer features the NAB logo and text explaining the importance of CE for administrators. It includes a section titled "NEW!" with a list of CE providers and a "Sign Up" button. The flyer also mentions that NAB is working with member boards and agencies to notify licensees of this requirement.



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## Contact Us

### National Association of Long Term Care Administrator Boards

1444 I Street NW, Suite 700

Washington, DC 20005

Phone: 202-712-9040 Fax: 202-216-9646

[nab@nabweb.org](mailto:nab@nabweb.org)

[www.nabweb.org/ceregistry](http://www.nabweb.org/ceregistry)



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