



## Introduction

The National Association of Long Term Care Administrator Boards (NAB) is excited to announce the launch of our first ever Application Program Interface (API), which is available for use by both our state member boards as well as continuing education (CE) sponsors. The NAB*Verify* API allows NAB CE sponsors to import CE attendance data directly from their digital systems where records are currently kept. For NAB state member boards, the API technology is customized to export CE attendance records for those licensees who designated a specified state(s) as one where they currently hold a license.

NAB Sponsors can report CE Attendance Data (Attendance) in one of several ways:

1. Use the NAB*Verify* APIs to report the NAB ID, completion date and CE Hours earned by each attendee at their National Continuing Education Review Service (NCERS) approved programs;
2. Upload a CSV file of attendance data after logging into NAB*Verify* from the NAB website at [www.nabweb.org](http://www.nabweb.org);
3. Manually enter each individual attendee's data after logging into NAB*Verify* from the NAB website at [www.nabweb.org](http://www.nabweb.org).

If a CE sponsor is unable to obtain the appropriate information from the Long Term Care Administrator(s) who attended a specific course, administrators may self-report attendance in NAB*Verify*. As of April 1, 2018, it is mandatory that all NAB approved CE sponsors attempt to report NAB approved administrator credits to the CE Registry. Administrators may also report credits to the CE Registry for those courses that are approved by state licensing boards.

Long Term Care Administrators can view their CE Registry of completed programs within NAB*Verify* as well as grant one or more Licensing Boards access to their registry. Administrators will need to provide each state and license number for the board in which they want to grant access to their registry. Please note that NAB/NAB*Verify* does **NOT** validate administrators' license numbers against state board records. Safety measures have been put into place to ensure two records from the same state jurisdiction do not contain the same license type and number. Administrators must maintain their own CE Registry records, keeping them current. NAB will not be held responsible for making individual record corrections. In cases where an administrator is certified and does not hold a unique license number, please ask them to contact NAB by email at [nab@nabweb.org](mailto:nab@nabweb.org). NAB is currently using their unique NAB ID numbers to activate their CE records, but this process will need to be completed by a system administrator.

Licensing boards are able to view the CE Registries for all administrators who have designated a specified state(s) as one where they currently hold a license. Boards have several ways to access their designated licensees CE Registry data:

- Login to NABVerify and select the “Board Review Queue” menu option;
- Access the “Completed Programs by Licensing Board” report; and/or
- Use the NABVerify APIs to access the data directly.

The remainder of this guide will offer technical guidelines for using the NABVerify APIs. It is important to recognize that NABVerify was developed on the LearningBuilder platform, which was developed by Heuristics Solutions (<http://www.heuristics.net/learningbuilder/>). Reference links included in this instructional guide that refer to LearningBuilder are equivalent to those directions that should be used within NABVerify.

### **Gaining Access to the APIs (*CE Sponsors*)**

NAB CE sponsors interested in beginning the process of evaluating/implementing the API functionality need to first contact NAB at [nab@nabweb.org](mailto:nab@nabweb.org) to request that API access be granted. Since the NAB sponsors will primarily export CE data directly from their proprietary systems into the NABVerify system, it is prudent that any software development is first tested.

When a request to use API is received, NAB will grant access to the CE sponsor to the test site. Once development has been completed and testing of the API call(s) have been successful, the CE sponsor should identify one CSV recently processed on the live site and process the same data on the site using the APIs instead of the CSV file. The CE sponsor should then send that CSV file used on the live site to NAB so NAB can confirm you API is working correctly. After it has been confirmed that the data has been loaded correctly, access will be granted to generate API keys within the live NABVerify site. **All live site API keys will be different than ones generated during testing.**

Once access has been granted, NCERS CE sponsors will need to log into their organization’s NABVerify account to generate an API key. Please refer to the documentation below for more information on generation of API keys: <https://heuristicsolutions.atlassian.net/wiki/spaces/DOCS/pages/459538456/Managing+API+Keys>.

When an API key has been obtained, information on how to authenticate the key and begin using it can be found in the documentation at the web link below. <https://heuristicsolutions.atlassian.net/wiki/spaces/DOCS/pages/459440201/API+Key+Authentication>

### **Gaining Access to the APIs (*State Licensing Boards*)**

State boards that license health services and supports administrators have the potential to use the NABVerify system to export CE data directly into their

proprietary systems for licensure renewal. Boards interested in beginning the process of evaluating/implementing the API functionality need to first contact NAB at [nab@nabweb.org](mailto:nab@nabweb.org) to request API access be granted.

Licensing Boards will be granted access to the API keys on the live site immediately upon request since the NABVerify system will only be exporting the data. Once data is exported, development, testing, and deployment of the API functionality may be completed independent of the NAB.

After access has been granted, state licensing boards will need to log into their organization's NABVerify account to generate an API key. Please refer to the documentation below for more information on generation of API keys:

<https://heuristicsolutions.atlassian.net/wiki/spaces/DOCS/pages/459538456/Managing+API+Keys>.

Once an API key has been obtained, information on how to authenticate the key and begin using it can be found in the documentation at the web link below.

<https://heuristicsolutions.atlassian.net/wiki/spaces/DOCS/pages/459440201/API+Key+Authentication>

### **Sponsor Program Attendance/Attendance Reporting**

Sponsors can use the NABVerify API to report attendance. An overview of the process can be found here:

[http://help.learningbuilder.com/learningbuilder/default.aspx#pageid=reporting\\_at\\_tendance\\_via\\_api\\_calls](http://help.learningbuilder.com/learningbuilder/default.aspx#pageid=reporting_at_tendance_via_api_calls)

To report the attendance, sponsors need to call each of the following 3 APIs in sequence:

- **LearningPlanInstance\_GetOrCreate** – finds Long Term Care Administrator's registry;
- **Activity Instance GetOrCreate** - locates or creates the attendance reporting record; and then
- **Workflow Instance PerformStep** - reports details about the record.

The steps in detail are as follows:

#### **LearningPlanInstance\_GetOrCreate API**

First, locate the Long Term Care Administrator's registry using the

**LearningPlanInstance\_GetOrCreate API**, which is documented at the link below.

[http://help.learningbuilder.com/learningbuilder/default.aspx#pageid=api\\_learningplaninstance\\_getorcreate](http://help.learningbuilder.com/learningbuilder/default.aspx#pageid=api_learningplaninstance_getorcreate)

When calling the API

- Set **LearningPlanId** to 22
- Set **UniqueId** to the NAB ID provided by the Long Term Care Administrator

- The API will return a value for **LearningPlanInstanceId** to be used in the next API call.

### Activity Instance GetOrCreate API

Next, locate or create the attendance reporting record using the **Activity Instance GetOrCreate API**, which is documented at the link below.

[http://help.learningbuilder.com/learningbuilder/default.aspx#pageid= api activity instance\\_getorcreate](http://help.learningbuilder.com/learningbuilder/default.aspx#pageid= api activity instance_getorcreate)

When calling the API

- **LearningPlanInstanceId** is set the value from the prior API call.
- **TaskGroupId** is set to 23.
- **ActivityNumber** is set to the **NCERS Approval Code** of the program.
- The API will return a value for **WorkflowInstanceId** to be used in the next API call.

### Workflow Instance PerformStep API,

Finally, report details about the record using the **Workflow Instance PerformStep API**, which is documented at the link below.

[http://help.learningbuilder.com/learningbuilder/default.aspx#pageid= api workflowinstance\\_performstep](http://help.learningbuilder.com/learningbuilder/default.aspx#pageid= api workflowinstance_performstep)

When calling the API:

- **WorkflowInstanceId** is set to the value from the prior API call.
- **ActionId** is always set to 21.
- **Attendance Date** is set to the date the Long Term Care Administrator completed the program.
- **Requested Units** and **Granted Units** are set to the CE Hours the individual Long Term Care Administrator earned.
- **Is Provider Verified** is always set to 1.

Below is an example of the Json message sent to the API:

```
{
  "WorkflowInstanceId": "137",
  "ActionId": "21",
  "Attributes": [
    { "Name": "Attendance Date",
      "Value": "4/8/2008 12:00:00 AM"
    },
    { "Name": "Is Provider Verified",
      "Value": "1"
    },
    { "Name": "Granted Units",
      "Value": "3"
    },
  ],
}
```

```

    { "Name": "Requested Units",
      "Value": "3"
    },
  ]
}

```

### **Licensing Board CE Registry Access**

Licensing Boards can use the NAB*Verify* to access a list of all Long Term Care Administrators who have associated themselves with the Licensing Board to see all of the attendance records present within their CE Registry.

Access to the data is done using the OData API, which is documented here:

<https://heuristicsolutions.atlassian.net/wiki/spaces/DOCS/pages/419168273/ODa+ta>

For NAB, the list of data sources are found here:

<https://nab.learningbuilder.com/data>

A detailed schema for each data source is here:

[https://nab.learningbuilder.com/Data/\\$metadata](https://nab.learningbuilder.com/Data/$metadata)

The state specific API key only authorizes access to the following data sources, which provide the required information that a licensing board needs to import program attendance data.

- **\_NAB\_vLICENSEES\_BY\_LICENSING\_BOARD** - The data source returns one row for each Long Term Care Administrator who listed the specified board in their NAB*Verify* profile. NAB recommends that boards periodically access this data source (*e.g. weekly*) to verify that the licensing number given for each CE record received matches a licensed administrator within your state.
- **\_NAB\_vCOMPLETED\_PROGRAMS\_BY\_LICENSING\_BOARD** - This data source lists all programs completed by each Long Term Care Administrator who designated a specified state(s) of licensure within their NAB*Verify* profile. The data source can be accessed periodically to import information into your system for all licensees.

Below is a detailed explanation of each data source and how to use it.

### **NAB\_vLICENSEES\_BY\_LICENSING\_BOARD**

The data source returns one row for each Long Term Care Administrator who listed the specified board in their NAB*Verify* profile. NAB recommends that boards periodically access this data source (*e.g. weekly*) to verify that the licensing number given for each CE record received matches a licensed administrator within your state. If name and/or license number mismatches are found, state boards may 1) reach out to the licensed administrators to have them correct their name and/or License number in NAB*Verify* OR 2) If not your licensee, please send an email to NAB

to contact the administrator. To limit the number of records to be reviewed, only request those where the License Modified On date is greater than the last time the data source was accessed. The following fields are provided for each Long Term Care Administrator:

- LICENSING\_BOARD\_MEMBER\_ID (int) – Internal ID of Licensing Board in NABVerify. Will have same value for all rows.
- LICENSING\_BOARD\_MEMBER\_NAME (varchar) – Name of Licensing Board in NABVerify. Will have same value for all rows.
- LICENSING\_BOARD\_UNIQUE\_IDENTIFIER (varchar) – NAB ID assigned to Licensing Board in NABVerify. Will have same value for all rows.
- MEMBER\_ID (int) - Internal ID of the Long Term Care Administrator. Only Long Term Care Administrators who listed board in their NABVerify profile will be included in file.
- FIRST\_NAME (varchar) – First Name the Long Term Care Administrator has listed in their NABVerify profile.
- LAST\_NAME (varchar) – Last Name the Long Term Care Administrator has listed in their NABVerify profile.
- EMAIL (varchar) – Email of the Long Term Care Administrator has listed in their NABVerify profile.
- NAB\_ID (varchar) – ID assigned to Long Term Care Administrator which is generally a two letter state abbreviation of the state of licensure, a hyphen, and then the license number of the Long Term Care Administrator.
- LICENSE\_NUMBER (varchar) – The license number personal provided by the Long Term Care Administrator. If this is incorrect, The Long Term Care Administrator must personally update this number within NABVerify system.
- PERSON\_ROLE\_ID (int) – Another Internal ID of the Long Term Care Administrator.
- LICENSE\_MODIFIED\_ON (date/time) – Date the License Number was last changed. Changes to other fields such as Name and email do NOT update this date.

#### **\_NAB\_vCOMPLETED\_PROGRAMS\_BY\_LICENSING\_BOARD**

This data source lists all programs completed by each Long Term Care Administrator who designated a specified board of licensure within their NABVerify profile. This data source can be accessed periodically to import information into your system for all licensees. State boards may also import the data on one licensee at a time, as data is needed for renewal. The following fields are provided for each program attendance:

- LICENSING\_BOARD\_MEMBER\_ID – Same as NAB\_vLICENSEES\_BY\_LICENSING\_BOARD
- LICENSING\_BOARD\_MEMBER\_NAME - Same as NAB\_vLICENSEES\_BY\_LICENSING\_BOARD -

- LICENSING\_BOARD\_UNIQUE\_IDENTIFIER - Same as NAB\_vLICENSEES\_BY\_LICENSING\_BOARD
- LEARNING\_PLAN\_INSTANCE\_ID -
- MEMBER\_ID - Same as NAB\_vLICENSEES\_BY\_LICENSING\_BOARD
- FIRST\_NAME - Same as NAB\_vLICENSEES\_BY\_LICENSING\_BOARD
- LAST\_NAME - Same as NAB\_vLICENSEES\_BY\_LICENSING\_BOARD
- EMAIL - Same as NAB\_vLICENSEES\_BY\_LICENSING\_BOARD
- [NAB\_ID] - Same as NAB\_vLICENSEES\_BY\_LICENSING\_BOARD
- LICENSE\_NUMBER - Same as NAB\_vLICENSEES\_BY\_LICENSING\_BOARD
- PERSON\_ROLE\_ID - Same as NAB\_vLICENSEES\_BY\_LICENSING\_BOARD
- ACTIVITY\_INSTANCE\_ID – NAB*Verify* Internal ID of this program attendance.
- WORKFLOW\_INSTANCE\_ID – Another NAB*Verify* Internal ID of this program attendance.
- ATTENDANCE\_DATE – Date the Long Term Care Administrator completed the program.
- GRANTED\_UNITS – Number for CE hours awarded to the Long Term Care Administrator for completing the program. If partial credit is offered, this is the partial credit for the program.
- SPONSOR\_VERIFIED (bool) – If set to 1, program attendance was reported and verified by the CE Sponsor through NAB's attendance reporting process. If this is 0, the attendance was self-reported by the administrator. In CE that is self-reported, attendance can be confirmed through an uploaded certificate into the NAB*Verify* system.
- PROGRAM\_NAME – Name of the program. If this is not an NCERS approved program, it will be self-reported by the administrator.
- SPONSOR\_ORGANIZATION - Name of the CE sponsor who offered the program. If this is not an NCERS approved program, it will be self-reported by the administrator.
- APPROVAL\_ORGANIZATION – Name of the organization that approved/accredited this program. If this is not an NCERS approved program, it will be self-reported by the administrator.
- APPROVAL\_CODE – The approval code assigned to the program by the approval/accreditation organization. If this is not an NCERS approved program, it will be self-reported by the administrator.
- PROGRAM\_TYPE – “In Person” or “Distance Learning”. Distance learning includes the following media types: Live/Archived Webinars, Book Self-Studies, and Digital Self Studies, and Virtual Conferences.
- NCERS – Set to 1 if program was NCERS program. If this is 0, then this program is not NCERS-approved but may have been approved by another entity and all data about the program was provided by the Long Term Care Administrator. Boards can confirm program information and attendance by viewing the Certificate of Attendance, if uploaded by the Administrator in NAB*Verify*.
- CERTIFICATE\_OF\_ATTENDANCE\_ID (int) – This is the NAB*Verify* ID assigned to the certificate of attendance that was upload by the administrator for a

self-reported course. If the administrator did not load a certificate, this will be blank. This ID, along with the global unique identifier (GUID), can be used to access the uploaded document within the NABVerify system. Please refer to

<https://heuristicsolutions.atlassian.net/wiki/spaces/DOCS/pages/458948610/Accessing+an+Uploaded+File> for technical guidance on using the ID and GUID to access the documents.

- CERTIFICATE\_OF\_ATTENDANCE\_GUID (varchar) - This is the NABVerify GUID assigned to the certificate of attendance that was uploaded by the administrator for a self-reported course. If the administrator did not load a certificate, this will be blank.
- CERTIFICATE\_OF\_ATTENDANCE\_PDF (varchar) - Set to "Yes" if NABVerify has an in-browser PDF version of the certificate of attendance available for viewing. If set to "No", then an in-browser PDF version of the document cannot be accessed.
- CERTIFICATE\_OF\_ATTENDANCE\_FILE\_NAME (varchar) - The name of the file that was uploaded by the administrator as the certification of attendance.
- MODIFIED\_ON (date/time) - The date the program data was last updated for the program attendance record. This date will not update if data about the Long Term Care Administrator changed.