

## Agenda

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- Entering an In Person Program within the NCERS System
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- Entering a Distance Learning Program within the NCERS System
- Copying an Existing Program within the NCERS System
- Adding an Additional Program Site
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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

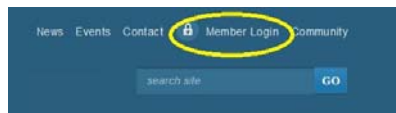
- As you enter the site, you will see the following screen...

The screenshot shows the 'Programs' section of the NAB website. It features a green header bar with navigation links: 'Submit Programs from this page', 'View all Programs by clicking here', 'Manage Speakers by clicking here', and 'Pay Annual Fees by clicking here'. Below this is a search area with several filters: 'Program ID' (text input), 'Program Name' (text input), 'Program Type' (dropdown menu), 'Submission Date Range' (date range selector), 'Program Date Range' (date range selector), 'Site Start Date Range' (date range selector), and 'Status' (dropdown menu). There are also buttons for 'Sort program by system assigned ID sort field number', 'Sort program by type', and 'Sort program by status'. A 'Clear' button is located at the bottom right of the search area.



## 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

CONTINUED

- Once logging in, sponsors/providers will have the option to edit their account information or enter the updated NCERS system.

### Manage My Account

Share/Print Page: [f](#) [t](#) [g+](#) [p](#)

*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.*

[Individual Profile](#)
[Join NAB](#)
[Update Account Details](#)
[NAB 2016 Annual Meeting](#)
[Pay](#)

[Invoices/Renewal](#)
[NCERS Homepage](#)
[Log Out](#)



## 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.

### Programs

As a sponsor, you can do the following:

- Submit Programs from this page
- View all Programs by clicking [here](#)
- **Manage Speakers by clicking [here](#)**
- Pay Annual Sponsor Membership Fees by clicking [here](#)



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## Entering Speakers within the NCERS System CONTINUED

- 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.

The screenshot shows a search filter section with a dropdown menu set to 'All Speakers'. Below the dropdown are 'Filter' and 'Clear' buttons. At the bottom right of the section, an 'Add Speaker' button is circled in red.



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## 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.



## Entering an *In Person Program* within the NCERS System CONTINUED

- Choose the 2<sup>nd</sup> 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.

 A screenshot of the 'Add Program' form in the NCERS System. The form has a title bar that says 'Add Program'. Below the title bar, there is a 'Program Name' field with the text 'Webinar Program Test Entry' and a red circle around it. Below the 'Program Name' field, there is a 'Sponsor' field with the text 'Test Sponsor [Sponsor: #0002]'. Below the 'Sponsor' field, there is a 'Program Type' section. This section has two radio buttons: 'Distance Learning' and 'In Person'. The 'In Person' radio button is selected, and it is circled in yellow with a red arrow pointing to it. Below the 'In Person' radio button, there is a text box that says 'In-Person is defined as being within the same physical location as the speaker/trainer.' At the bottom of the form, there is a 'Cancel' button.


## Entering an *In Person Program* within the NCERS System CONTINUED

- 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.

 Relevance\*:



## 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

CONTINUED

- Choose the 1<sup>st</sup> 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.

 A screenshot of the 'Add Program' form in the NCERS System. The form has an orange header bar with the title 'Add Program' and a close button. Below the header, there are two fields: 'Program Name\*' with the value 'Webinar Program (Distance Learning Test Entry)' and 'Sponsor\*' with the value 'Test Sponsor [Sponsor: P0002]'. Below these fields, there is a section titled 'Program Type' with two options: 'Distance Learning' and 'In Person'. The 'Distance Learning' option is selected and circled in yellow. The 'Distance Learning' option has a description: 'Distance Learning can be printed material, web-based, digital media, teleconference or webinar. Live webinars are considered distance learning.' The 'In Person' option has a description: 'In-Person is defined as being within the same physical location as the speaker/trainer.' There are 'Select' buttons next to each option. At the bottom right of the form, there is a 'Cancel' button.


## Entering a *Distance Learning* Program within the NCERS System CONTINUED

- 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

New System Changes	Information Regarding Implemented Changes
Entering a Program Agenda	The "block" system is no longer used and will be replaced with an Excel program agenda. This is mandatory for program submissions.
Program Site Entry	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.
Speakers	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.



## Copying an Existing Program within the NCERS System

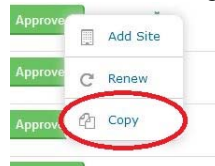
- If providers have programs that are similar in nature, they can be copied to eliminate the need to reenter an entire program.
- Programs can be copied at the “Enter Program Details” or the “Approved” status.
- To copy a program, click on the gear icon within your account.



## Copying an Existing Program within the NCERS System

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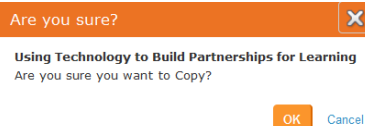
- Depending on the status of the program will depend on the options you will receive. If the program is Approved, the sponsor will three options: Add a Site, Renew a Program, or Copy a Program. Choose “Copy”
- If the Program is still at the Pending stage and has not been submitted, the sponsor will receive 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

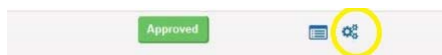
CONTINUED

- 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.



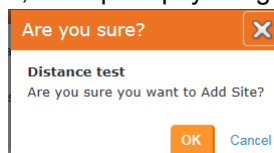
## Adding an Additional Site to an Existing Approved Program CONTINUED

- 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 CONTINUED

- 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.



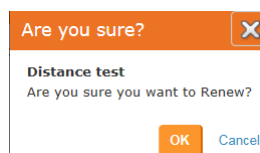
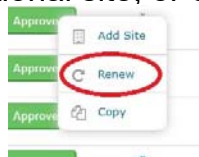
## Renewing an Existing Program within the NCERS System

- 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.



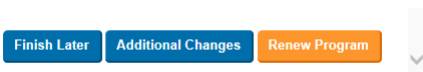
## Renewing an Existing Program within the NCERS System CONTINUED

- 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.



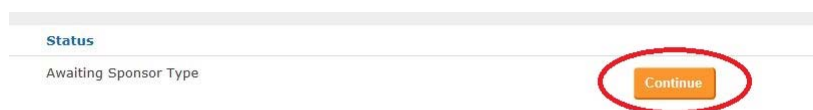
## Renewing an Existing Program within the NCERS System CONTINUED

- 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.

Current Sponsor Type: Standard

Sponsor Type\*:

Corporate 10 ▼

- Fees will be calculated on your sponsorship type.



# Questions?

