



National Association of Long-Term Care Administrator Boards

NAB*Verify* User Guide

CE Registry for Licensees

(Updated November 6, 2017)

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I. NABVERIFY SYSTEM

A. System Introduction

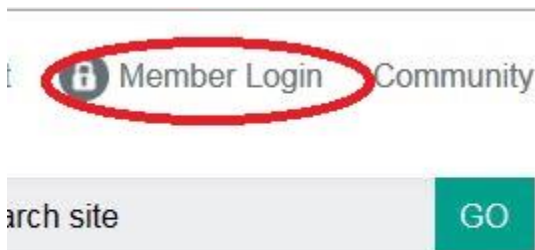
The National Association of Long-Term Care Administrator Boards (NAB) is excited to announce the launch of NABVerify. NABVerify, a system powered by Heuristics Solutions, launched on July 5, 2017. The system has three unique features:

- A National Continuing Education (CE) Registry
- The Health Services Executive (HSE) Qualification
- NAB's Independent Third Party Certification program application

It is NAB's hope that NABVerify 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

NABVerify 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.



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 NABVerify.

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.

Login

Use the fields below to access our hidden section.

Username:

Password:

Login

[Forgot Password](#)

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

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

II. NAB CE REGISTRY

A. Creating a CE Registry

Any individual who is currently licensed as a long-term care administrator (*NHA, RCAL, and/or HCBS*) must create a CE registry. Beginning on **April 1, 2018**, NAB approved program sponsors will be required to upload their conference records into NAB's CE Registry. Credits cannot be uploaded by an individual licensee or by a NAB sponsor until the individual practitioner creates an account and has a NAB CE Registry ID number.

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 the "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 Fundraiser Tickets](#) [Pay Invoices/Renewal](#) [Log Out](#)

After choosing this option, you will be directed to the "My Account" page within NABVerify. This page will give you the option to begin your CE Registry or your HSE Application.



If you are not automatically directed to the "My Account" section, you can always access this section of NABVerify by clicking the link in the upper right corner by your name.

Once you have begun your CE Registry, you will be asked to supply your licensing information. This information is requested so your registry can be customized to fit your specific licensing requirements. The state in which

you are licensed is required in order for digital reporting of your registry to occur. By identifying the date of expiration and the renewal period, the registry will be customized to begin and end with each licensing cycle.

If you are licensed in more than one state, you will have the option to add additional licensing boards upon reporting your registry. Licensing information may be changed upon initial entry by visiting the “My Account” section of the NABVerify system.

Practitioner: Start Registry

NAB Verify offer a registry for tracking completed CE. In order for sponsor to add courses to your registry, we need to know state and license number of at least on of your licenses for which you are earning CE. You will need to give this information to the Sponsor when you register for or attend their course so they can report your CE to the registry. You may also provide other related license information in the Other fields.

We also ask for you license expire date and term length (in months) so we can orgnization your registry to match your term. All courses completed during a given licensing period will be grouped on the same registry.

NAB ID: P0205

Primary License Type*: Select Primary License Type

Primary License State*: Select Primary License State

Primary License Number*:

Primary License Expire Date*: MM/DD/YYYY

Primary License Term Length (Months)*: 24

[Continue](#) [Cancel](#)

As soon as your licensing requirements have been completed, you are ready to begin your registry! Click the orange “Begin” button and start adding information to your personalized CE Registry.

Applications - Registries

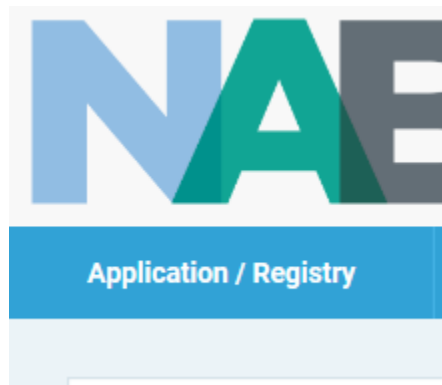
Please go to the [My Account](#) section of NABVerify to begin an HSE Application or a CE Registry. Please click on the orange button for either the HSE or the CE Registry. These will not show under your Applications/Registries until you have activated them within your account.

Application / Registry	Status
[P0205 / Active] CE Registry	Available

[Begin](#)

It is important to note that if you have activated both the CE Registry AND an HSE Application, the most recent one accessed will open immediately within the NABVerify home page upon logging in.

To access all records (*including your HSE application, previous registries, etc.*) within the NABVerify system, click on “Application/Registry”. Then choose the dropdown menu item “Applications/Registries” to access all HSE applications and CE registries within the system.



B. Finding Licensee NAB ID Number

Both licensees as well as continuing education sponsors using the NAB CE Registry need to grasp the use of the NAB ID numbers as well as identify how to find them. NAB IDs are unique to each individual who signs up for a CE Registry and is not an individual's license number. This number, along with the licensee's first and last name, will be used to verify that credits are being issued to the correct person.

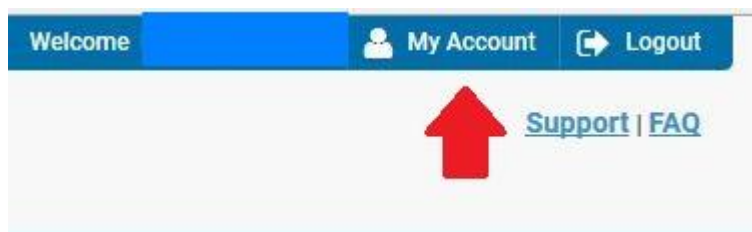
Manage My Account

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 Fundraiser Tickets](#) [Pay Invoices/Renewal](#) [Log Out](#)

In order for a sponsor to report CE credits on behalf of a licensee, they must collect NAB CE Registry ID numbers. To find your NAB CE Registry ID number, simply log into your NAB member account at <http://www.nabweb.org/manage-my-account> and choose the link option "HSE Application/CE Registry".



After accessing the NABVerify system, click on the "My Account" option in the upper right hand corner of the homepage.

Your individual CE Registry ID number will be the first number on this page under the heading NAB. All NAB CE Registry ID numbers will begin with the letter R.



C. Adding NAB NCERS Approved CE Courses as an Individual User

Once you have created your CE Registry, you will have the option to add both NAB/NCERS Approved and Non-NAB/NCERS Approved courses. In order to add a NAB/NCERS approved course, you will need to have the full NAB approval number. A NAB approval number would look similar to this: **20181021-22-A30748-IN**.

NOTE: Prior to April 1, 2018 you will need to manually enter any NAB NCERS approved programs that have not been entered into the NABVerify system by the program sponsor.

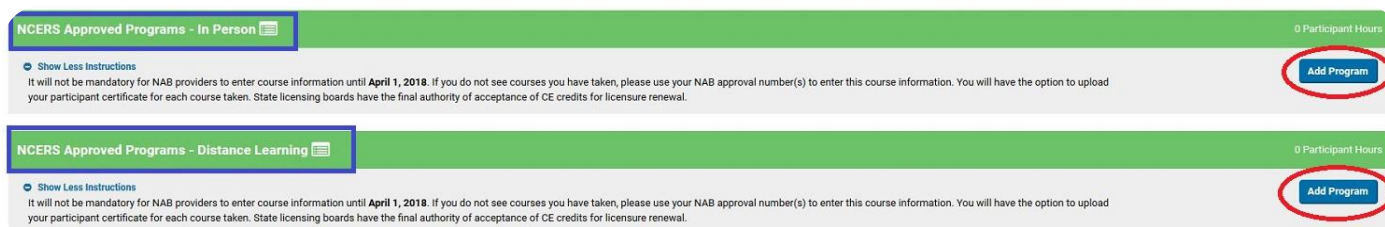
There are two types of NAB/NCERS approved courses that can be added to the registry:

1. **NCERS Approved Programs – In Person** – An “In Person” program is any NAB approved event where the attendee is in the same physical location as the presenter and all attendees are taught the course material at the same time
2. **NCERS Approved Programs – Distance Learning** – NAB offers two categories of “Distance Learning” programs. The first category of distance learning programs are Live Webinars/Teleconferences. These programs are events where the attendees are taught the same course material at the same time, but are in various locations all across the country. The second category of distance learning programs are self-study programs. NAB approves three types of self-study programs: Archived Webinars/Teleconferences, Digital Media, and Printed Material. These courses can be taken at a time that is convenient to the learner as there is no a set date/time or location for these.



In order to add a NAB/NCERS approved course to your registry, log into your NAB account and choose the “HSE Application/CE Registry” option to access the NABVerify system. Please use the “Applications/Registries” menu option if you are not automatically sent to your CE Registry.

Choose the section which lists the proper program type and click on the blue “Add Program” button. It is important to make sure you select the “NCERS Approved Programs” categories if the CE course you took was NAB approved. Additionally, if you select the wrong type (*e.g. In Person for a Distance Learning course*) the system will not allow you to add it as the program approval number will not match the proper category.



After choosing the “Add Program” option, you will need to provide the **EXACT** approval number for the program you attended. If you do not have this number, please contact the providing sponsor of the continuing education or visit the NAB CE Directory at <https://nab.learningbuilder.com/public/activitysearch> to locate the program approval number.

NCERS Approval Code*:

If you receive an error, please double check the approval number. Also, verify that you are entering the program into the appropriate category (*In Person or Distance Learning*). If the program approval number is entered correctly, the course will appear. Once the appropriate course appears, choose the “Select” button.

Select Program for NCERS Approved Programs - In Person

To enter a program you must enter the exact NCERS Approval Code. You can find the code on the Certificate of Completion you received after completing this program. If you do not have that code or did not receive a certificate, please contact the Sponsor.

NCERS Approval Code*: 20180307-6-A35992-IN

Search

Search Results

Title	Provider	Start Date	End Date	Max Participant Hours	
HIPAA & Medical Records Law: Meeting the Privacy & Security Regulations 20180307-6-A35992-IN	Vyne Education, LLC (formerly Cross Country Education)	9/28/2017	9/28/2017	6.00	<div>+ Select</div>

If the program is NCERS approved, most content information will be prepopulated. The licensee will need to make sure to verify and change the date (*if needed*) to match when the program was completed, (*Actual Program Completion Date*) as well as the number of hours earned (*Completed Participant Hours*) if it differs from the participant hours approved. There is also an option to allow individuals to upload their certificate of completion. If credits are entered by the NAB CE sponsor, a certificate will be auto-generated.

Program Type:	In Person - Additional Site
Sponsor:	Vyne Education, LLC (formerly Cross Country Education)
NCERS Program ID:	20180307-6-A35992-IN
NCERS Program Approval Code:	20180307-6-A35992-IN
Program Title:	HIPAA & Medical Records Law: Meeting the Privacy & Security Regulations
Domains of Practice:	NAB Domains of Practice <ul style="list-style-type: none"> 10.06 Ensure the planning, development, im... 10.12 Ensure the planning, development, im... 20.05 Establish the planning, development... 50.02 Promote ethical practice throughout... 50.07 Identify, foster, and maintain posit...
Description:	<p>Healthcare providers have been struggling to comply with the unique challenges of HIPAA regulations. Forms and privacy notifications have become the norm in the healthcare industry. But is your practice covering all of its bases and ensuring that your patients' information is protected? Do you know how to properly handle requests for medical records? Are you aware of the penalties that could result if reasonable safeguards are not taken? Do you know how to deal with sensitive records regarding information on minors, AIDS, and mental health? Are your electronic billing practices secure?</p> <p>Attend this one-day seminar and receive the answers to all these questions and more. Attendees will discuss the three major components to HIPAA compliance: privacy, security, and electronic transactions. You will be given a step-by-step guide to guarantee that your practice or facility is fully secure. Information pertaining to writing the required policies, procedures, and consents will be discussed, as well as samples of all required forms. Attendees will leave this seminar armed with all the information needed to comply with the HIPAA regulations.</p>
Approved Start Date:	9/28/2017
Approved End Date:	9/28/2017
Actual Program Completion Date*:	03/07/2018
Maximum Participant Hours:	6
Completed Participant Hours*:	6
Certificate of Completion:	Choose from library or Upload

Once all information has been entered, licensees will have two options:

- **Record Program Hours** – This will complete the CE record and will note it as such with a green “Recorded” button on your CE record.
- **Complete Program Evaluation** – This allows NAB to receive direct feedback about courses being approved. Although this is not mandatory, we encourage licensees to use this opportunity to share their experiences. Once the evaluation has been completed, the CE record can be finalized.



D. Adding Non-NAB/NCERS Approved Courses

Once you have created your CE Registry, you will have the option to add both NAB/NCERS Approved and Non-NAB/NCERS Approved courses. Non-NAB/NCERS approved courses would be any types of continuing education that your state board would allow you to use towards licensure renewal (*e.g. courses approved directly at the board level*).

Please remember that state licensing boards have the final authority on acceptance of any courses/credits to be used for licensure renewal. If you have a question regarding if an educational opportunity will be accepted, please contact your licensing board. Their contact information can be found at <https://www.nabweb.org/state-licensure-requirements>.


As with NAB/NCERS approved courses, there are two categories of Non-NAB/NCERS approved courses:

- 
- NAB** NATIONAL ASSOCIATION OF LONG TERM ADMINISTRATORS
- Application / Registry
- Current Application / Registry
- Applications / Registries**
- 1/2017 to 9/30/2017

Choose the section which lists the proper program type and click on the blue “Add Program” button. Since this is not a NAB/NCERS approved program, all program details will need to be entered. While most fields are optional, the following items are mandatory in order to record the CE event to your registry.

- In Person - non-NCERS: Record non-NCERS Program**

Please complete the below information. If you are unsure about what to include, please click the (?) icon for more information about what is required in each field.

(?) Sponsor Organization*:	<input type="text"/>
Program Title*:	<input type="text"/>
(?) Program Description:	<input type="text"/>
(?) Approval Organization:	<input type="text"/>
(?) Approval Code:	<input type="text"/>
Completion Date*:	<input type="text" value="MM/DD/YYYY"/>
Completed Participant Hours*:	<input type="text"/> 
(?) Certificate of Completion:	
Choose from library or <button type="button">Upload</button>	

Cancel
Record Program Hours

After clicking the “Record Program Hours”, this record will show on your registry and count in your CE totals on the main dashboard page of your CE Registry.

E. Editing a CE Record Within Your Registry

Courses added by individual licensees may be edited. If a course is “Provider Verified” (*it was reported directly by the company/association who offered the continuing education*) the records will not have the option to edit.

To edit a CE record previously recorded, right click on the gear icon beside the green “Recorded” button and choose the edit option.

Non-NCERS Programs - In Person			
Show More Instructions Please enter in person courses that were not approved by NAB.			
Program Title	Completion Date	Participant Hours	Next Step
SNF PPS FY 1028 Final Rule	10/4/2017	6	<div><div>Record</div><div>Edit</div></div>

The system will prompt you to confirm that you want to reactivate the record. After clicking okay, changes can be made as needed.

Once all change have been completed, it is important to click the orange “Record Program Hours” option in order for the hours to appear again on your CE Registry.

Are you sure?

Are you sure you want to reactivate this item?

OK

Cancel

F. Deleting a CE Record Within Your Registry

Courses added by individual licensees may also be deleted. If a course is “Provider Verified” (*it was reported directly by the company/association who offered the continuing education*) the records will not have the option to delete. In order to have a “Provider Verified” course removed, please contact the CE provider directly. This should only be used in rare circumstances.

To delete a CE record previously recorded, right click on the gear icon beside the green “Recorded” button and choose the edit option.

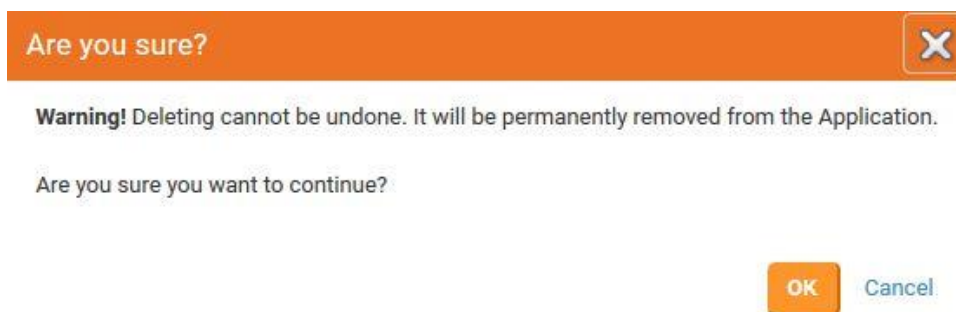
Non-NCERS Programs - In Person			
Show More Instructions Please enter in person courses that were not approved by NAB.			
Program Title	Completion Date	Participant Hours	Next Step
SNF PPS FY 1028 Final Rule	10/4/2017	6	<div><div>Record</div><div>Edit</div></div>



The system will prompt you to confirm that you want to reactivate the record. After clicking okay, this will place the record in edit mode, which is the first step in deleting a record.

Right click on the gear icon a second time. Since the CE Registry record is now in edit mode, you will now see a new option given to delete the record.

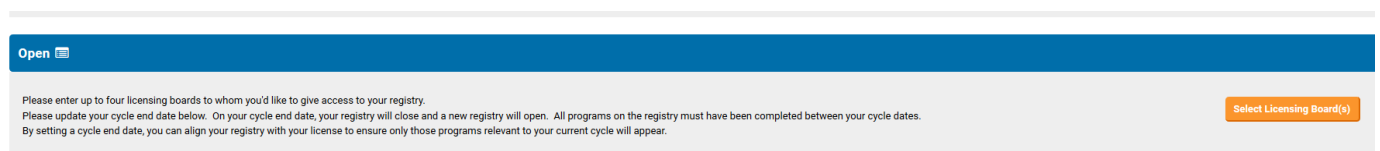
Non-NCERS Programs - In Person			
Show More Instructions Please enter in person courses that were not approved by NAB.			
Program Title	Completion Date	Participant Hours	Next Step
SNF PPS FY 1028 Final Rule	10/4/2017	6	<div> Record Program Delete Gear Icon </div>



You will have to confirm that you want to delete the record. After clicking “OK”, this CE record will no longer show on your registry or figure into your overall CE count. **Once a record has been deleted from the system, it cannot be recovered. So please use this feature wisely.**

G. Submitting a Registry to Your State Licensing Board(s)

Once you have entered all applicable CEs for a specified license cycle, your CE record (*if required*) can be reported to your state licensing board. Licensees have the option to report CE credits to up to six licensing boards. Once logged into your registry and on the main dashboard page, scroll to the bottom of the record. You will see an option to “Select Licensing Board(s)”.



After clicking this option, you will be able to send to the licensing board(s) of choice. Please type the first letter of your state board and a list will pop up for you to choose from. Once you select the correct board(s), click the blue “Notify Licensing Board” option. This will send your registry to the selected board(s) and close the existing record. After completing this, you will need to begin a new CE Registry for your next licensing cycle.

CE Registry: Registry

Please enter up to four licensing boards to whom you'd like to give access to your registry.

Please update your cycle end date below. On your cycle end date, your registry will close and a new registry will open. All programs on the registry must have been completed between your cycle dates.

By setting a cycle end date, you can align your registry with your license to ensure only those programs relevant to your current cycle will appear.

Cycle Start Date:

4/1/2017

Cycle End Date*:

03/31/2019

Licensing Board 1:

ol

Licensing Board 2:

Licensing Board 3:

Licensing Board 4:

Licensing Board 5:

Licensing Board 6:

Cancel

Update Cycle End Date

Close Registry

Notify Licensing Board

Please note that not all state boards will accept your CE Registry electronically. NAB is working with the boards to educate them on the use of and features of the registry. Check with your state board to determine their requirements for submitting your CE records for licensure renewal. It is important to follow up after submitting the registry to determine if additional information is needed to avoid a lapse in licensure.