



**National Commission on Certification  
Of Physician Assistants**

# **Program Portal User Manual**

Revised November 2018

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## NCCPA Program Portal Overview

The NCCPA Program Portal is a secure way to provide student eligibility and graduation information to NCCPA, and for NCCPA to provide PANCE registration status, student and program performance reporting to PA Programs.

For security reasons, only persons authorized by the Program Director as having access to the Program Portal will be required to set up a user specific password.

The features of the NCCPA Program Portal include:

- Program Home Page that provides:
  - Generic and Program Specific Important Notices
  - Schedule of upcoming Expected Graduations
  - Upcoming Dates and Deadlines
  - Schedule of Expected Graduations
  - Quick Access to PANCE Registration Status Reports
  - Program Contact Information
- Student Eligibility
- Student PANCE Registration Information
- Student Information by Class
- Student Reports
- Program Performance Reports
- Pass Rate Reports
- Alumni Reports
- PA Program Resources

The Program Portal is accessed through the NCCPA website at [www.nccpa.net](http://www.nccpa.net).

## First Time Sign In – Setting Up Access

Prior to being able to sign into the Program Portal for the first time, an individual must first receive an invitation email.

Program Directors will receive their invitation to set up their account from NCCPA. For security reasons, the Program Director at each PA Program is designated as the account manager for their program's portal site. Only they can create accounts for staff providing them with access to the Program Portal. Additionally, everyone given access to the Program Portal will have a unique password that they set up.

Once an invitation email is received, the link in the email must be used to create an account and a unique password for that individual's use only. The link is only valid for three (3) days. If the link is not used within those three days, the invitation email must be resent.

Program Directors must contact NCCPA to request their email be resent.

Program Directors can re-send an invitation email to program staff as shown on the [Program Contacts](#) section of this manual

**Program Directors:** See the [Program Contacts](#) section of this manual for information regarding adding staff as an authorization user, sending them an invitation, editing and deleting them.

## Setting Up Your Account

Upon receipt of the invitation email, follow the instructions and click on the link in the invitation email. The link will direct you to a secure web page where you'll need to enter your program's verification code. If you do not have the verification code, check with your Program Director.

The first step in setting up your account is the *Confirm Your Record* screen.

1. Enter your **first and last name**
2. Enter your **verification code**
3. Select your program from the **Program ID** list
4. Click on **Submit**

### Confirm Your Account

Welcome to the Physicians Assistant Program online portal, where you can view classes, students and more that is relevant to your program.  
Impersonating a program portal user by entering his or her account is misrepresentation and will be prosecuted to the full extent of the law.

Confirm Your Identity

First Name  
Enter Your First Name

Last Name  
Enter Your Last Name

Verification Code  
Enter Verification Code

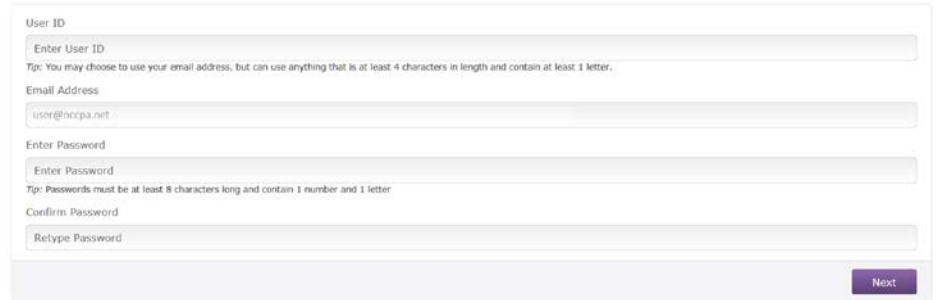
Program  
Select your program

Submit

If the information entered matches NCCPA's records, you will see the *Create your New NCCPA Account or Update your Existing Account* screen.

1. Enter a **User ID**
2. Enter your **email address**
3. Enter a **Password**
4. **Confirm** the Password
5. Click on **Next**

#### Create your New NCCPA Account or Update your Existing Account



The screenshot shows a form titled "Create your New NCCPA Account or Update your Existing Account". It contains several input fields: "User ID" with a tip "You may choose to use your email address, but can use anything that is at least 4 characters in length and contain at least 1 letter.", "Email Address" with the example "user@nccpa.net", "Enter Password" with a tip "Passwords must be at least 8 characters long and contain 1 number and 1 letter", "Confirm Password", and "Retype Password". A "Next" button is located at the bottom right.

The next step in the process is to create **password security questions**. On the Password Security Questions screen that appears select the security questions you want to use and add the answers. Then click on **Submit**.

After creating your account, user ID and password, you can sign into the Program Portal from the NCCPA home page ([www.nccpa.net](http://www.nccpa.net)).

#### Password Security Questions

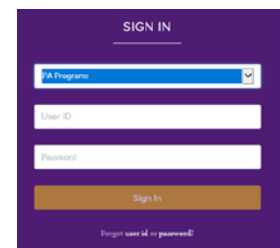


The screenshot shows the "Password Security Questions" form. It instructs the user to "Set personal security questions and type your answers in the boxes below. If you forget your password, a personal security question will allow you to create a new one." There are three sections, each with a "Security Question" dropdown menu and an "Enter Answer" text field. A "Submit" button is at the bottom right.

## Signing into the NCCPA Program Portal

After creating your account, user ID and password, you can sign into the Program Portal from the NCCPA web site.

1. Go [www.nccpa.net](http://www.nccpa.net)
2. Click on For PA Programs in the middle of the screen.
3. The **Sign In** screen will appear.
4. The first field on the Sign In box should show **PA Programs**. If it does not, select it from the drop-down menu.
5. Enter your **individual User ID** in the applicable field.
6. In the Password field, enter your **individual password**.
7. Click on **Sign In**.



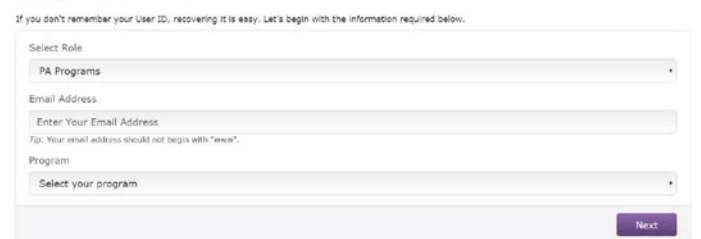
The screenshot shows the "SIGN IN" form. It has a dark purple background. At the top, there is a dropdown menu currently set to "PA Programs". Below it are two text input fields: "User ID" and "Password". A "Sign In" button is at the bottom. A small link "Forgot user ID or password?" is at the very bottom.

## Forgot User ID

If you forgot your Program Portal user ID you can go through the Forgot User ID process.

1. Click on "**user id**" in the statement "Forgot user id or password?" at the bottom of the Sign In box.
2. On the **Forgot User ID** screen that appears, select PA Programs from the Select Role drop-down.
3. Enter your **email address** (capitalization must match email address provided to NCCPA)
4. **Select your PA Program** from the drop-down menu.
5. Click on **Next**.

#### Forgot Your User ID?



The screenshot shows the "Forgot Your User ID?" form. It has a light purple background. At the top, it says "If you don't remember your User ID, recovering it is easy. Let's begin with the information required below." There are three input fields: "Select Role" (a dropdown menu set to "PA Programs"), "Enter Your Email Address" (with a tip "Your email address should not begin with 'new'"), and "Program" (a dropdown menu set to "Select your program"). A "Next" button is at the bottom right.

- The **Security Questions** screen will appear and you will be presented with one of the security questions you answered when your Program Portal account was initially set up.
- Enter the answer to the question and click on **Next**.

Security Questions

Please answer your security question below.

Security Questions / Answers

What town was your father born in?

[Forgot Answer?](#) [Next](#)

Why do I have to complete this verification process?  
The verification process is designed to ensure security. We cannot provide your password over the phone because once you set your password it is encrypted, so even NCCPA staff cannot see it.

- Once you have correctly answered the security question you will be presented with a screen that provides your User ID and the ability to enter your password and sign into the portal.

**Note:** If you do not know the answer to the security question(s), click on the **Forgot Answer?** button on the bottom of the Security Questions screen. The following screen will appear and an email with a unique link to recover your User ID will be sent to you. Upon receipt, click on the link and follow the prompts.

Your User ID

Your User ID is displayed below. If you would like to sign in at this time, enter your password and click on the 'submit' button. If you don't know your password, you can use the [Forgot Password](#) link to reset your password.

Your User ID: **User5**

Enter your password below to sign in now.

[Sign In](#)

Security Questions

Please answer your security question below.

Security Questions / Answers

Instructions on how to recover your User ID have been sent to the email address we have on record for your account.

For security purposes, your unique link to recover your User ID is only valid for 24 hours. If you do not receive your User ID recovery email within 4 hours, check to be sure it is not in your spam folder. Make sure you do not have [nccpa@nccpa.net](mailto:nccpa@nccpa.net) or [examadmin@nccpa.net](mailto:examadmin@nccpa.net) blocked as spam. If either of those addresses are blocked as spam, please remove them from your spam list, and then repeat the process.

If you feel the email address that is on record with us may be incorrect, please contact your program director so they can make the correction.

[Forgot Answer?](#) [Next](#)

Why do I have to complete this verification process?  
The verification process is designed to ensure security. We cannot provide your password over the phone because once you set your password it is encrypted, so even NCCPA staff cannot see it.

## Forgot Password

If you forgot your Program Portal password you can go through the Forgot Password process.

- Click on **password** in the statement "Forgot user id or password?" at the bottom of the Sign In box.
- On the Forgot Your Password screen that appears, select **PA Programs** from the Select Role drop-down menu.
- Enter your Program Portal **user ID**
- Select your Program from the **Program ID** drop-down menu.
- The **Security Questions** screen will appear and you will be presented with one of the security questions you answered when your Program Portal account was initially set up.
- Enter the answer to the question and click on **Next**.

Forgot Your Password?

If you don't remember your password, resetting it is easy. Let's begin with the information required below.

Select role

PA Programs

User ID

Program

Select your program

[Next](#)

Security Questions

Please answer your security question below.

Security Questions / Answers

What was the name of your first pet?

[Forgot Answer?](#) [Next](#)

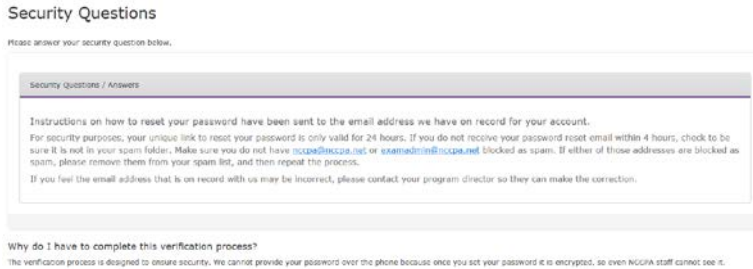
Why do I have to complete this verification process?  
The verification process is designed to ensure security. We cannot provide your password over the phone because once you set your password it is encrypted, so even NCCPA staff cannot see it.

7. The Reset Password screen will appear.

- a. Enter a new password in the **New Password** field
- b. **Confirm** the new password by entering it in the Confirm New Password field
- c. Click on **Submit**



**Note:** If you do not know the answer to the security question(s), click on the Forgot Answer? button on screen. The following screen will appear and an email with a unique link to reset your password.



Upon receipt of the email, click the link and follow the prompts.

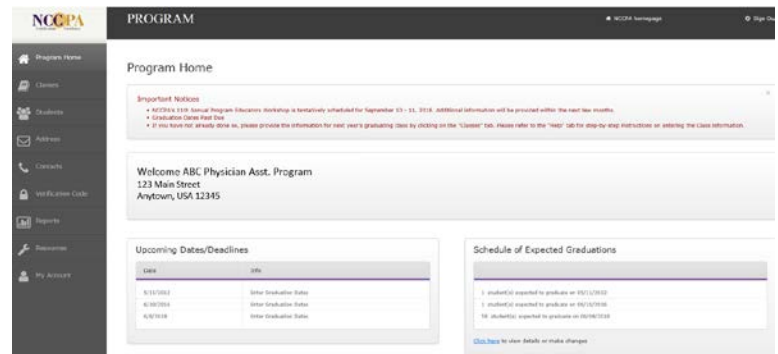
## Program Home Page

After logging into the Program Portal, the Home Page for your Program will appear. This screen provides with a snapshot of all outstanding items, scheduled upcoming graduations, upcoming dates and deadlines and quick access to PANCE Registration Reports.

In the left navigation bar are links to all areas of the Program Portal.

### Important Notices

This section of the home page includes important notifications and messages for the Programs as well as information regarding actions required by the Program.



### Upcoming Dates/Deadlines

Information regarding upcoming dates and deadlines that require action by the Program will appear in this section of the home page. For example, upcoming graduations.

### Schedule of Expected Graduations

As a reminder, a list of the next five expected graduation dates including the number of students with that expected graduation date will be listed in this section.

To go to the list of Students so a graduation date or a new expected graduation date can be entered for the appropriate student(s), click on **Check here** to view details or make changes. This will bring up the Student Information Screen.

### Student Information Reports

This section provides quick links to reports that show which students have registered for the PANCE exam and which have not.

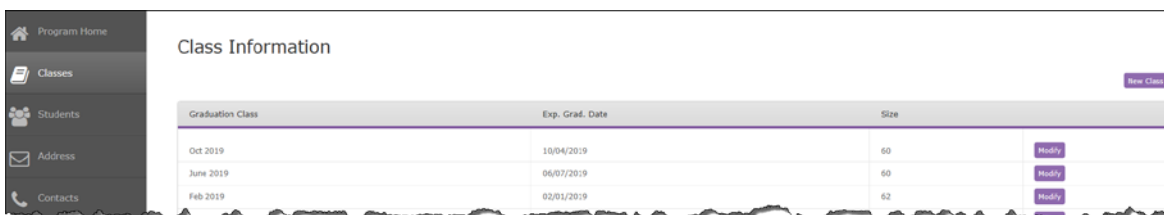
### Contact Information

The PA Program authorized contacts provided to NCCPA by the Program Director are listed here. Changes to all authorized contacts can only be made by the Program Directors. Each individual user will only be able to change their contact information.

## Classes

Clicking on the **Classes** link in the left menu column will bring you to the Class Information Screen which provides an overview of information for each of your Program's graduating classes. Each spring NCCPA will ask each program to enter the class name, expected graduation date and size for the next year's graduating class. This information is essential to the Program being sent reminders to enter new student eligibilities when applicable, the ability to assign students to a graduating class, confirming graduations for the entire class at once, when applicable and to NCCPA for budgeting and planning for the next year.

**Note:** If you will not have a class graduating in the following year, it is important to indicate that by following the steps outlined in the [No Graduating Class in a Specific Year](#) section of this manual.



The screenshot shows the 'Class Information' screen with a sidebar on the left containing 'Program Home', 'Classes', 'Students', 'Address', and 'Contacts'. The main content area has a 'New Class' button in the top right. Below it is a table with three columns: 'Graduation Class', 'Exp. Grad. Date', and 'Size'. There are three rows of data, each with a 'Modify' button to its right.

Graduation Class	Exp. Grad. Date	Size	
Oct 2019	10/04/2019	60	Modify
June 2019	06/07/2019	60	Modify
Feb 2019	02/01/2019	62	Modify

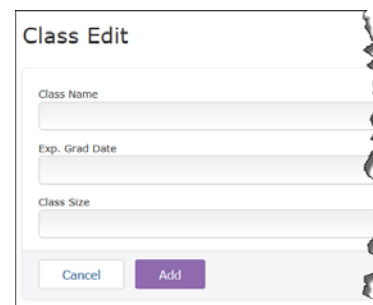
### Entering a New Graduating Class

1. Click on **Classes** in the left menu column.
2. Click on the **New Class** button.
3. The Class Edit Screen will open.
4. Enter the Class Name for this graduating class.

**Note:** There is no specific format needed for the class name.

5. Enter the expected graduation date for this class.
6. Enter the Class Size (number of students in this graduating class).
7. Click on **Add**.
8. The Class Information screen will appear with the newly added class appearing in the grid.

**Note:** Expected graduation dates cannot be more than 2 years in the future.



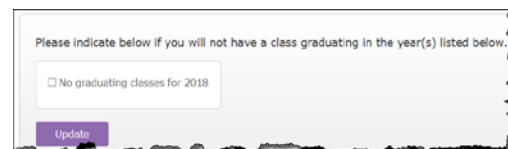
The screenshot shows the 'Class Edit' form with three input fields: 'Class Name', 'Exp. Grad Date', and 'Class Size'. At the bottom, there are two buttons: 'Cancel' and 'Add'.

### No Graduating Class in a Specific Year

If your Program will not have a class graduating in the following year, this is documented by indicating such on the Class Information screen

1. Click in the box in front of the statement **No Graduating Classes for <Year>**.
2. Click on **Update**.

**Note:** If you have entered a date for the next year, this message and checkbox will not appear.



The screenshot shows a message box with the text 'Please indicate below if you will not have a class graduating in the year(s) listed below.' Below this is a checkbox labeled 'No graduating classes for 2018' and an 'Update' button.

### Editing the Class Information

After creating a Graduation Class, the information can be modified as needed.

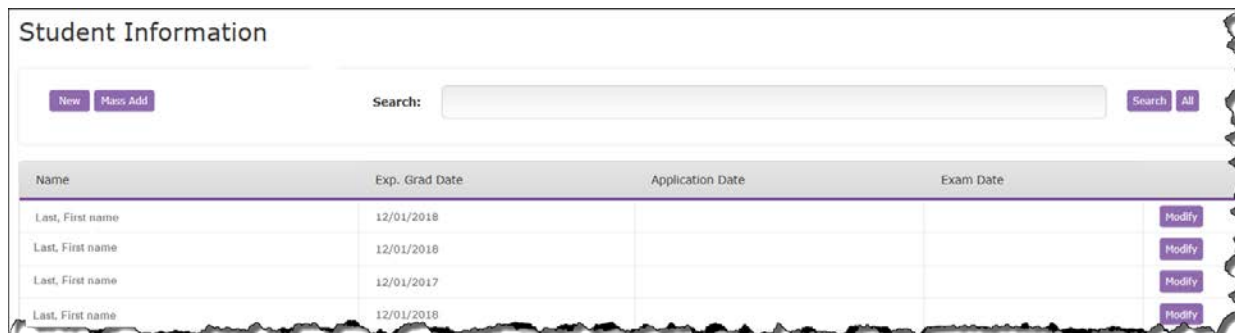
1. Click on **Classes** in the left navigation bar.
2. Locate the class you wish to edit/modify on the grid and click on the **Modify** button associated with it.
3. The Class Edit Screen will open.
4. Make the required changes
5. Click on **Save**.



## Students

Selecting **Students** in the left navigation bar will bring you to the **Student Information** screen. This screen provides a listing of all students NCCPA has received as eligible to take the PANCE exam but for whom a confirmed graduation date has not yet been received. It also provides the ability to add student eligibility either **individually or using the mass add** feature, the ability to modify a student's information and search for an individual student.

**Note:** Once NCCPA has received a confirmation graduation date for student they no longer appear on this screen as they are now considered alumni. Additionally, no changes can be made to their information.



The screenshot shows the 'Student Information' interface. At the top, there are buttons for 'New' and 'Mass Add', a search bar with a 'Search' button and an 'All' button. Below this is a table with the following columns: Name, Exp. Grad Date, Application Date, and Exam Date. The table contains four rows of data, each with a 'Modify' button on the right.

Name	Exp. Grad Date	Application Date	Exam Date	
Last, First name	12/01/2018			Modify
Last, First name	12/01/2018			Modify
Last, First name	12/01/2017			Modify
Last, First name	12/01/2018			Modify

## Student Information/Eligibility

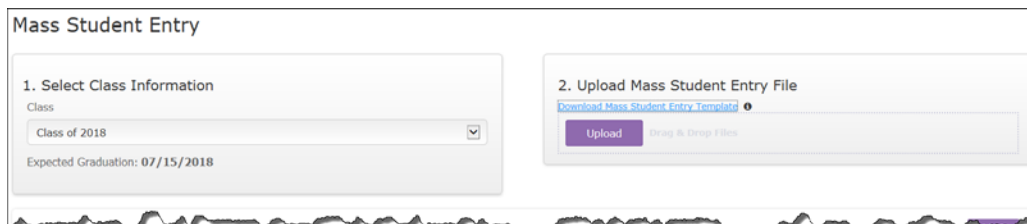
All students eligible to take PANCE must be provided to NCCPA through the secure Program Portal prior to them being able to register for the exam. Once eligibility has been received, ninety (90) days prior to the student's expected graduation date they can apply for the examination. However, if they are entered prior to 90 days before their expected graduation date, they will have to ability to register for and take an NCCPA PANCE practice exam.

The student eligibility must be accepted by NCCPA. This will be done within one business day of entry. The student will then receive an invitation email that contains a unique link and instructions on how to set up their NCCPA account. It is important to note that the link in the email is only valid for 3 days from receipt of the email.

## Mass Uploading of Student Eligibility

The mass student eligibility uploading feature provides the ability to upload the eligibility for several students at one time.

1. Click on **Students** in the left navigation bar.
2. Select the **Mass Add** button on the Student Information screen.
3. From the Select Class Information, drop down, select the class you the students should be assigned to.
4. Download the import template by clicking the **Download Mass Student Entry Template** link in the **Upload Mass Student Entry File** box.



The screenshot shows the 'Mass Student Entry' interface. It is divided into two main sections. The first section, '1. Select Class Information', contains a dropdown menu for 'Class' (currently set to 'Class of 2018') and a text field for 'Expected Graduation: 07/15/2018'. The second section, '2. Upload Mass Student Entry File', contains a link for 'Download Mass Student Entry Template' and an 'Upload' button with a 'Drag & Drop Files' area.

5. Add student information using the correct import template spreadsheet format. Be sure to save the spreadsheet after you have entered all the student information you need to add.
6. Upload the import template spreadsheet by clicking the **Upload** button on the Mass Student Entry screen and choosing the file (or by dragging the file into the box surrounding the Upload button).

**Note:** The drag and drop upload feature does not work in Internet Explorer 8 and some of the other older versions of that browser. If you are experiencing trouble with that feature, just click the Upload button instead.

- If you have student information already entered in the grid when you are importing, you will be asked to select one of the following:

**Overwrite:** This option will import the student information from the import template and delete the rows already in the Students grid, **or**

**Addend:** This option will import the information from the import template without deleting the existing rows on the grid.

- The uploaded students will appear in the **Confirm Student List and/or Add More Students** section.

- If there is any invalid information imported from the file you uploaded, it will be noted with red error text.

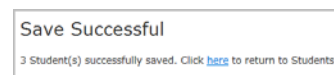
**Note:** If the information entered for a student is identical to a record already in the system, the student will not be added and error verbiage explaining the issue will display.

- Review the student information on the list and make adjustments or corrections as needed.

**Note:** The expected graduation date associated with each student uploaded will be the same as designated for the class. If the expected graduation date for one or more students is different, this can be adjusted using the steps in [Changing the Expected Graduation Date for a Student](#) section of this manual.

- Click on **Save**.

- Once the student eligibility information has been successfully saved, a **Save Successful** message will appear.



## Entering Student Eligibility One at a Time

Student eligibility can be entered one student at a time.



- Click on **Students** in the left navigation bar.
- Select the **New** button at the Student Information screen.
- The **Student Edit** screen will appear.

4. Enter the student's information as follows:

**First Name, Middle Name, Last Name:** The student's legal first, middle and last name must be entered in the appropriate fields. The name entered here must match the name as it appears on their driver's license and identification they will present at the test center. Do not enter nicknames.

**Suffix:** If applicable, choose the correct suffix from the drop-down menu

**Birth Date:** The student's date of birth must be entered as mm-dd-yyyy

**Gender:** Select the student's gender from the drop-down menu.

**Email:** Enter a valid email address for the student. It is important that this is a correct and valid email address as important information regarding setting up an NCCPA account and applying for the PANCE will be sent to the email address provided.

**Grad Class:** From the drop-down menu choose the appropriate graduation class for this student. The class names listed in this drop down come from the graduation class name given to each class through the **Class Information** screen

**Expected Grad Date:** The Expected Grad. Date will automatically populate with the Expected Grad. Date entered on the **Class Information** screen. To change this date manually (only for this student) enter the date you expect to confirm the student's graduation/completion of your PA Program. The date entered here is extremely important because it determines when a student can take the PANCE exam. This date does not have to be the same for all students and can be changed should the need occur based on the student's progress

**Confirmed Grad Date:** Unless the student has graduated from the PA Program, this field show be left blank when first entering the student's eligibility

5. When all the information has been entered, click on **Add**.

**Note:** If the information entered for a student is identical to a record already in the system, the student will not be added and error verbiage explaining the issue will display.

6. Repeat the previous steps for each new student's eligibility.

## Using Student Search Feature

To search for a student by name, expected graduation date or PANCE registration, enter the search parameter in the search box, then click on Search.

1. After selecting **Students** from the left navigation bar, enter all or part of the student's name in the Search field.
2. Click **Search**.
3. After using the Search feature, click **All** to return to a list of all students.

## Editing Student Information

Once NCCPA has accepted the student's eligibility changes to the student's name and email address may not be accepted. If the change cannot be made, please contact NCCPA at [examadmin@nccpa.net](mailto:examadmin@nccpa.net) to request the change. **Do not re-enter the student information!**

To make changes to the student's expected graduation date or to delete a student's eligibility for PANCE, please see the [Changing an Expected Graduation Date](#) and [Deleting a Student's Eligibility](#) sections of this manual.

Select **Students** from the left navigation bar.

1. Locate the student on the Student Information screen that appears using the search feature or page navigation at the bottom of the list of students.
2. Once located, click on the **Modify** button associated with the student.
3. The Student Edit screen will appear.

**Note:** For detailed information regarding [changing a student's expected graduation date](#), [confirming a graduation date](#) or [deletion of eligibility](#) see the applicable sections of this manual.

4. Make the necessary changes.
5. Click **Update**.

## Changing the Expected Graduation Date

Ensuring that NCCPA has accurate information regarding a student's expected graduation date (EGD) is important to their ability to take the PANCE. Based on the NCCPA policy that students cannot schedule an exam date any earlier than seven (7) days after their expected graduation date, the exam timeframe during which they can take the exam will change with any expected graduation date change. There are some things to take into consideration when changing a student's expected graduation date and they vary based on whether the student has applied for the PANCE and set an exam date.

### Has not yet applied for PANCE:

- When PA does apply for the PANCE their exam timeframe in which to take the exam will begin seven (7) days after their expected graduation date.

### Has applied for PANCE:

- If the student's expected graduation date is changed by **more than 90 days**, their PANCE application will automatically be withdrawn and their scheduled exam date, if applicable cancelled. Their application will not be reinstated until confirmation of their graduation has been received by NCCPA.
- Changes in an expected graduation date by **less than 90 days**, will result in the exam timeframe during which the student can take the PANCE changing as applicable.
  - If an exam date has been scheduled and it is within the changed exam timeframe, the exam date will remain as scheduled.
  - If the exam date scheduled is outside of the new exam timeframe, it will automatically be cancelled. The student will need to schedule a new exam date within the new timeframe.

All students who have had a change in expected graduation date and have applied for PANCE will receive an email notification of the change and details regarding its effect on their PANCE application and scheduled exam date, if applicable. A copy of the email notification will also be sent to the authorized program staff.

## Changing the Expected Graduation Date for a Class

Changes to the expected graduation date for an entire class is done through **Classes** screen.

1. Select **Classes** from the left navigation bar.
2. On the Class Edit screen that appears, change the Exp. Grad Date as applicable using the xx/xx/xxxx format.
3. Click on **Save**.

## Changing the Expected Graduation Date for a Student

From time to time the expected graduation date for a student may need to be changed due to a delay in graduation.

1. Select **Students** from the left navigation bar.
2. Locate the student on the Student Information screen that appears using the Search feature or page navigation at the bottom of the list of students.
3. Once located, click on the **Modify** button associated with the student.
4. The **Student Edit** screen will appear.
5. Click to check the box in front of the statement **Override Class Date** of xx/xx/xxxx under the Exp. Grad. Date field.
6. The Exp. Grad. Date field will become empty.
7. Enter the new expected graduation date using the xx/xx/xxxx format.

The screenshot shows the 'Student Edit' form with the following details:

- PA-ID: 1146441
- First Name: James
- Middle Name: (empty)
- Last Name: Browne
- Email: DevUser@nccpa.net
- Birth Date: 01/02/1994
- Gender: Female
- Grad. Class: Class of 2017
- Exp. Grad. Date: (empty)
- Override Class Date of 08/12/2017
- Exp. Grad. Date - Reason For Change: (empty)
- Confirmed Grad. Date: 08/12/2017
- Override Class Date of 08/12/2017
- Application Status: N/A
- Application Date: N/A
- Exam Date: N/A

Buttons: Cancel, Update

8. From the **Exp. Grad Date Reason** for Change drop-down menu, you must choose one of the following reasons for the change in expected graduation date:
  - Requires final grade
  - Required to repeat rotation
  - Other outstanding requirements
  - Leave of absence
  - Deceleration
  - Medical reasons
  - Original Date Entered in Error
  - Acceleration
9. Click on the **Update**.

## Deleting a Student's Eligibility

The deletion of a student's eligibility should only be done if the student has been dismissed from the Program or left the Program.

**Any delays in the student's expected graduation date should be handled as a change in expected graduation date, no matter how long the delay will be.**

Once a student's eligibility has been removed they cannot register for the PANCE exam unless and until a new eligibility for them is received by NCCPA from their PA Program.

**Note:** If NCCPA receives the deletion of an eligibility through the Program Portal, prior to accepting it the Program will be contacted via email for confirmation of the deletion.

1. Select **Students** from the left navigation bar.
2. Locate the student on the **Student Information** screen that appears using the search feature or page navigation at the bottom of the list of students.
3. Once located, click on the **Modify** button associated with the student.
4. The **Student Edit** screen will appear.
5. From the **Removal Reason**, drop-down menu, choose the appropriate reason the Student's eligibility is being removed.
  - Left PA Program
  - Dismissed from PA Program
  - Leave of Absence – undetermined length of time
  - Created in Error



6. Click on the **Remove Eligibility** button.
7. A box will appear asking you to confirm that you wish to remove the student's eligibility.
8. Click **OK** to remove the student's eligibility; Cancel to cancel removing the student's eligibility.

## Confirming Graduation/Completion Dates

Although students can register for the PANCE exam and schedule an exam date prior to their graduation/completion, they cannot take the exam until NCCPA receives a confirmed completion/graduation date through the Program Portal for them.

If a confirmed graduation/completion date is not entered for the student within 48 hours of their expected graduation date, their PANCE exam application will be withdrawn and their scheduled exam date canceled, if applicable. Their application for the PANCE exam will not be reinstated until their graduation/completed date has been entered and received by NCCPA.

To confirm graduation dates for a class, first you must set the Confirmed Graduation Date for the class. After this information is entered, you can confirm these dates for the students in that class individually or as a whole class.

**Note:** The Completion/Graduation Date cannot be an earlier date than the expected graduation date. If the student graduated/completed earlier than the currently shown expected graduation date, you must change the expected graduation date to match their completion graduation date.

**Note:** Once NCCPA has received a confirmation graduation date for student they no longer appear on the student list or student reports. They are now considered alumni. Additionally, no changes can be made to their information.

### Entering Confirmed Graduation Dates for all Students in a Class

1. Select **Classes** from the left navigation bar.
2. Click on the **Modify** button associated with the applicable class.
3. The Class Edit screen will appear.
4. Enter the **Confirm Graduation Date** in the appropriate field.

**Note:** You will only be able to enter a confirmed graduation date starting one (1) day prior to the Expected Graduation Date.

5. Click on **Save and Confirm**.

**Notes:** This button will take you directly to the **Confirm Graduation Dates** page that allows you to confirm the dates for each student.

You can come back to this portion of the process later by simply clicking **Save** instead of **Save and Confirm**. On the **Class Information** page, a **Confirm Grad Dates** button will now appear next to that class, and clicking it will bring you to the **Confirm Graduation Dates** page.

6. On the Confirm Graduation Dates screen, **select all** students by clicking the check box in the top left corner of the grid next to the Name Label.
7. The Confirmed Graduation Date entered for that class will default to all the students.

<input type="checkbox"/>	Name	Exp. Grad. Date	Confirmed Grad. Date	Override
<input checked="" type="checkbox"/>	Amanda Smith	08/11/2017	08/11/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bradley Cooper	08/11/2017	08/11/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Jane Doe	08/11/2017	08/11/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mary Jones	08/11/2017	08/11/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Paul Walsh	08/11/2017	08/11/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Robert Schmidt	08/11/2017	08/11/2017	<input type="checkbox"/>

8. If a student hasn't yet graduated, or you don't want to confirm their graduation date for any reason, click the Override checkbox and leave the Confirmed Grad. Date field blank. **Without the Override checkbox selected, the Confirmed Grad date entered for the class will default onto the student's record, and when you save it will confirm that student.**

9. To provide a different confirmed graduation date for a student, select and check the Override box for the applicable student and enter their confirmed grad date in the applicable field. Keep in mind that the confirmed graduation date cannot be in the future.

<input checked="" type="checkbox"/>	Name	Exp. Grad. Date	Confirmed Grad. Date	Override
<input checked="" type="checkbox"/>	James Green	08/15/2017	08/08/2017	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Mary Jane Doe	08/15/2017	08/15/2017	<input type="checkbox"/>

- Click on the **Save** button at the bottom of the screen to confirm the graduation date for all students with a check mark.
- If the **Save Successful** message appears, the confirmed graduation dates have been uploaded to NCCPA.

## Entering a Confirmed Graduation Date for One Student

- Select **Students** from the left navigation bar.
- Locate the student on the List of Students.
- Click on the **Modify** button associated with the applicable student.
- On the Student Information Edit page that appears, enter the **Confirm Graduation Date** in the appropriate field.
- Click on **Update**.

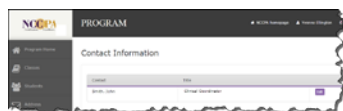
## Program Address

Changes to the PA Program address can only be made by the Program Director.

To make corrections or changes to the Program's address:

- Select **Address** from the left navigation bar.
- On the **Address Information** screen, make the necessary changes.
- Click on **Update**.

## Program Contacts



The **Contacts** link in the left navigation bar will bring you to your Contact Information Screen. Changes to contact information for someone other than yourself must be done by the Program Director.

### For Program Directors only:

The **Contacts (authorized users)** link in the left navigation bar will bring you to the Contact Information Screen for all authorized users. From this screen, you can:

- Add a new Authorized User
- Send an invite email to a user to set up their user account
- Resend an invite email
- Edit an Authorized User
- Delete an Authorized User

Contacts/Authorized Users can be added, changed, or deleted with the exception of the Program Director. Changes to Program Director contact information must be submitted in writing to NCCPA.

Contact	Title	Edit	Delete	
Smith, John	Associate Program Director	Edit	Delete	
Jones, Mary	Program Operations Director	Edit	Delete	
Brown, William	Academic Coordinator	Edit	Delete	
Schmidt, Michael	Clinical Coordinator	Edit	Invite	Delete
Williams, Rebecca	Program Director	Edit		
Johnson, James	Program Specialist	Edit	Invite	Delete
Martin, Susan	Assistant Program Director	Edit	Invite	Delete

## Adding a New Authorized User

An individual will not have access to the program portal until they are added as an authorized user by the Program Director.

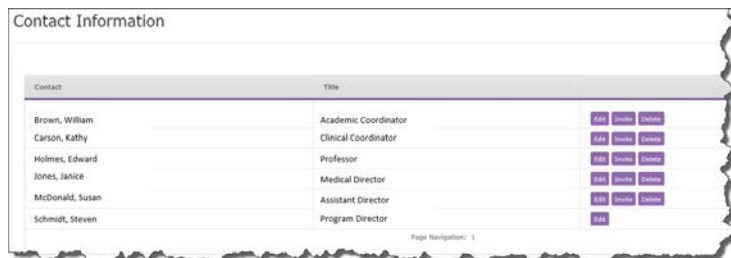
- Select **Contacts** from the left navigation menu.

2. Click on the **New Contact** button.
3. On the Contact Edit screen that appears, enter the information for the **new authorized user**.
4. Click on **Add**.

### Send Invite to Set Up User Account

Prior to an individual being able to use the Program Portal a user account must be set up for them. This process includes sending them a user invitation and the individual following the steps in the invitation to set up their account.

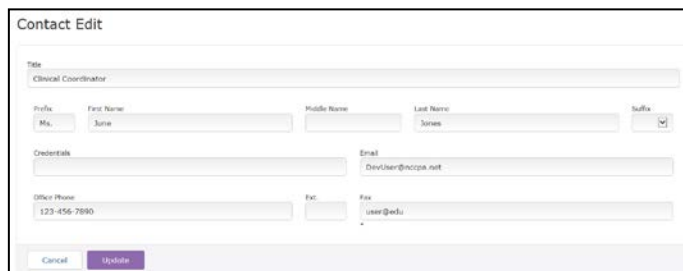
1. Select **Contacts** from the left navigation menu.
2. Click on the **Invite** button next to the individual's name.
3. The user invite email will be sent to the individual.



### Re-send Invite to Set Up User Account

The link in the user invite email will expire after three (3) days. If the link expires prior to the individual setting up their account, the invite can be re-sent.

1. Select **Contacts** from the left navigation menu.
2. Click on the **Invite Again** button next to the individual's name.
3. The user invite email will be sent to the individual.

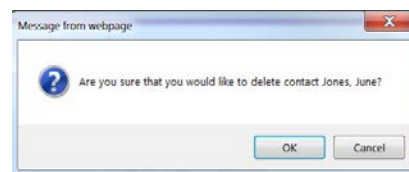


### Making Changes to a Program Contact

1. Select **Contacts** from the left navigation menu.
2. Click on the **Edit** button next to the individual's name.
3. **Make changes** the necessary changes.
4. Click on **Update**.

### Deleting a Program Contact

1. Select **Contacts** from the left navigation menu.
2. Click on the **Delete** button.
3. A message will appear asking if you would like to delete the contact. If continue and delete the user, click on OK. If cancel the deletion of the user, click on Cancel.

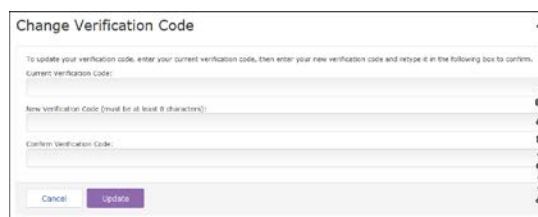


### Verification Code

The verification code tab will only be viewable and accessible by the Program Director. Initially, this is the password the program was using for access to the Program Portal prior to April 2018.

The verification code can be changed only by the Program Director and will need to be communicated to any individual they set up as an authorized user as it will be needed for them to set up their account. (See the [Setting Up Your Account](#) section of this manual).

1. Click on the **Verification Code** tab in the left navigation bar
2. On the **Change Verification Code** screen, enter the current verification code in the appropriate field





3. Enter the new verification code in the **New Verification Code** field. Keep in mind the new password must be at least 8 characters
4. Enter the new verification code again in the **Confirm Verification Code** field
5. Click on **Update**

## Practice Exams

NCCPA offers Practice Exams to assist PAs and PA students with their preparation for PANCE. They help them assess their relative strengths and weaknesses, to direct their study efforts and to familiarize themselves with the types of questions they'll see on the actual examination. Additional information regarding the practice exams is available on the NCCPA website at <http://www.nccpa.net/PracticeExams>.

PA Programs can purchase practice exams for their students through the program portal. The cost for each practice exam ordered is \$50.00 and payment for the practice exams must be submitted at the time of purchase in the form of credit card (MasterCard or VISA).

Purchased practice exams for students will be available to the students once payment has been made by the program. Students will have 180 days in which to complete the practice exams once it becomes available.

For a student to be eligible for a practice exam, their eligibility must have been accepted by NCCPA, the student had to have set up their NCCPA online account, and not have the maximum number of practice exams already open.

### Purchasing Practice Exams for Students

1. Click on **Practice Exams** in the left menu column.
2. The **Order PANCE Practice Exams** screen will appear with a list of students for whom NCCPA has received PANCE eligibility.

Order Exams | Order History

### Order PANCE Practice Exams

You can order the PANCE Practice Exam for all your eligible students or individually select specific ones from the list below. For a student to be eligible for a practice exam, their eligibility must have been accepted by NCCPA, have set up their record, and not have the maximum number of practice exams already open. The cost for each practice exam ordered is \$50.00.

Student Listing

Search

Hide students unavailable for practice exams

<input type="checkbox"/> All	PAID	First Name	Middle Name	Last Name	Class Name
<input type="checkbox"/>	PAID #	Jane		Doe	Class of 2018
<input type="checkbox"/>	PAID #	Mary	Ann	Smith	Class of 2018
<input type="checkbox"/>	PAID #	Michael		Jones	Class of 2018
<input type="checkbox"/>	PAID #	Amanda			Class of 2018

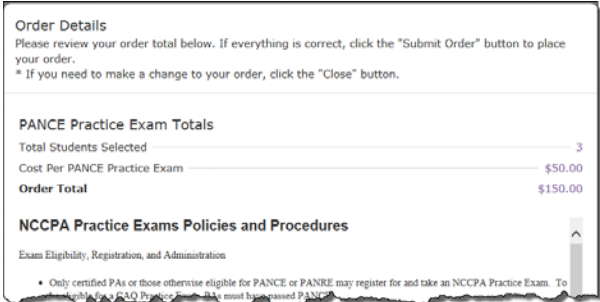
3. To purchase a practice exam for all students in the chosen class, click to check the **Select All** box. If you want to deselect one or more students you can do so, by clicking on the check in front of their name to deselect them.
4. To purchase a practice exam for only specific students, click in the box next to their name.
5. You can search a specific student or class using the Search field provided.

6. If a student is not eligible to take a practice exam due to having not yet set up their NCCPA account or having the maximum number of practice exams already open, a will appear by their name and they will appear shaded. If you hover over the you will see detailed information regarding the reason the student is not eligible for a practice exam.



- a. To see a list of only those students eligible for a practice exam, you can click in the box in front of **Hide students unavailable for practice exams**.

- After selecting the students for which you wish to purchase practice exams, click on **Review Order** at the bottom of the screen.
- An Order Details screen will appear. This provides the total number of practice exams being purchased, the cost per practice exam and the order total.
- The screen also requires that the NCCPA Practice Exams Policies and Procedures be read and agreed to. When reading the policies and procedures you must use the scroll bar on the right to scroll and read the entire text. You must then click on the box in front of the attestation before being able to click on **Submit Order**.



- On the **Payment Screen** that appears, submit the applicable payment information.
  - Note:** Payments for the practice exams must be submitted at the time of purchase in the form of credit card (MasterCard or Visa).
- Once the payment has processed the **Payment Successful** screen will appear. This screen provides you with a payment transaction number, a list of the practice exams purchased and the ability to view and print a receipt.

**Payment Successful**

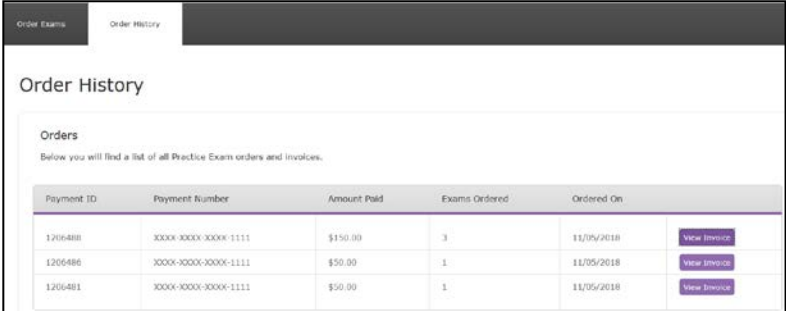
Thank you for your payment. Your payment transaction number is **1206488**. You will receive an email and/or phone call if any problem occurs. [Click here to view and print a receipt.](#)

Description	Amount
2018 Self Assessment PANCE for PAID #	\$50.00
2018 Self Assessment PANCE for PAID #	\$50.00
2018 Self Assessment PANCE for PAID #	\$50.00

**Practice Exam Order History and Invoices**

A history of all practice exams purchased by the PA Program is available from the Order History tab under Practice Exams.

- Select the **Order History** tab at the top of the Practice Exams screen.
- A screen will appear with a list of Practice Exam orders and invoices.



**NCCPA** Certification Excellence **Order Invoice** Print Date: 11/6/2018 8:43:15 AM Page: 1 of 1

**Program Name:** PA Program University  
**Payment ID:** 1206488  
**Payment Number:** XXXX-XXXX-XXXX-1111  
**Ordered On:** 11/5/2018 3:39:28 PM  
**Order Total:** \$150.00  
**Quantity:** 3

Name	PAID	Description	Amount
Jane Doe	9999998	Self Assessment PANCE (Applied 11/05/2018)	\$50.00
Michael McDonald	9999997	Self Assessment PANCE (Applied 11/05/2018)	\$50.00
Mary Smith	9999996	Self Assessment PANCE (Applied 11/05/2018)	\$50.00

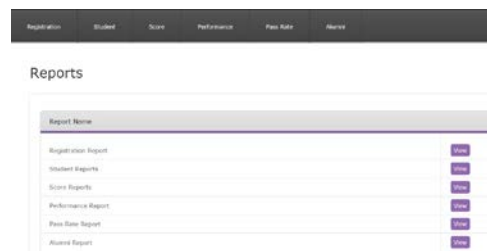
If you have any questions or concerns regarding this or other payments, please contact customer service at 678.417.8100 or by e-mail at [nccpa@nccpa.net](mailto:nccpa@nccpa.net).

- To view the invoice for an order, click on the View Invoice button. The order invoice will appear providing details for the practice exam purchase including the payment ID, number, date ordered, order total, number of practice exams purchased and a list of the students for whom the exams were purchased.

## Reports

There are several reports available to PA Programs. These reports provide information regarding which students have registered for the PANCE, which have not, information on alumni and the performance of your students on PANCE.

The various report types can be accessed by selecting Reports in the left navigation bar. Once selected, the requesting report can be generated by selecting the report type from the Reports screen that appears or by selecting the applicable report from the tabs that appear along the top of the screen.



### Registration Reports

The Registration Reports provide the student's name, graduation class, expected graduation date, PANCE exam administration, and PANCE exam date. Reports can be generated based on the parameters chosen in each field; Registration Status, Class, PANCE Administration and Application Status.

- To generate a Registration Report, click on **Reports** in the left navigation bar.
- On the Reports screen that appears click on **View** next to **Registration Reports** or select the **Registration** tab.
- The **Registration Reports** screen will appear.
- From the **Registration Status** drop-down box, choose one of the following:
  - Registered (have registered for the PANCE)
  - Not Registered (have not registered for the PANCE)
  - Withdrawn (had registered for PANCE, but application was withdrawn)
- From the **Class Name** drop-down box, choose either the **specific class name** or **All**.
- From the **Application Status** drop-down box, choose one of the following:
  - All
  - First Time Exam Application
  - Repeat Exam Application
- To select the format in which the report will appear, from the **Report Format** drop-down choose either PDF or Excel.
- Once you have chosen all the report parameters, click on **View Report**. The report will display in the chosen format.

NCCPA		PANCE Registration Report				Print Date: 8/1/2017 8:59:21 AM		Page: 1 of 1	
Certification Excellence									
Program Name:		Sample PA Program							
Program Number:		9999							
Registration Status:		Registered							
Class Name:		July 2017							
Application Status:		All Applications							
Class	Type	Last Name	First Name	Middle	Suffix	Exp Grad Date	Grad Date	Application Date	Exam Date
July 2017	First Time Application	Adams	John	Q		7/6/2017	7/6/2017	6/1/2017	8/2/2017
		Brown	James			7/6/2017	7/6/2017	6/5/2017	8/5/2017
		Conner	Connie			7/6/2017	7/6/2017	5/25/2017	8/10/2017
		Day	Patrick	W		7/6/2017	7/6/2017	6/2/2017	8/15/2017
	Repeat Application	Byrd	Amanda	B		10/6/2017		7/29/2017	10/25/2017
Charles		Andrew	P		10/6/2017		7/28/2017	10/31/2017	

**Note:** A quick report of all students for all report parameter can be obtained by clicking either the **Students Registered for PANCE** or **Students Not Registered for PANCE** links under the **Student Information Reports** section on the **Program Home** page.

Student Information Reports

- [Students registered for PANCE](#)
- [Students not registered for PANCE](#)

## Student Reports

A Student Report provides a list of students with their test taker status, graduation class, expected graduation date and graduation date (if applicable). A Student Report can be generated by Class Name, Student Type and Test Taker status based on the parameters chosen in each field

1. To generate a Student Report, click on **Reports** in the left navigation bar.
2. On the Reports screen that appears click on **View** next to **Student Reports** or select the **Student tab**.
3. The **Students Reports** screen will appear.
4. From the **first drop-down menu**, select **All** or **the applicable Graduating Class**
5. From the **second drop-down menu** select one of the following student types:
  - All
  - Current Students
  - Graduates
6. Use the **third drop-down menu** to select one of the following test taker types:
  - All
  - First Time Takers
  - Repeat Takers
7. Select the applicable **report format** from the **fourth drop-down**.
8. Once you have chosen all the report parameters, click on **View Report**. The report will display in the chosen format.

Student Status	Test Taker Status	Grad Class	Last Name	First Name	Middle	Suffix	Sex	Exp Grad Date	Grad Date
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## Score Reports

A Score Report provides the overall PANCE score for each student as well as their performance by content area and be generated by class name and test taker status based on the parameters chosen in each field.

1. To generate a Score Report, click on **Reports** in the left navigation bar.
2. On the Reports screen that appears click on **View** next to **Score Reports** or select the **Score tab**.
3. The **Score Reports** screen will appear.
4. From the **Class Name** drop-down menu, select the **All** or **the applicable Graduating Class**.
5. From the **Test Taker** drop-down menu select one of the following Test Taker types:
  - All
  - First Time Takers
  - Repeat Takers
6. From the **Report Format** drop-down, choose the format for the report to be generated: **PDF or Excel**.
7. Once you have chosen all the report parameters, click on **View Report**. The report will display in the chosen format.

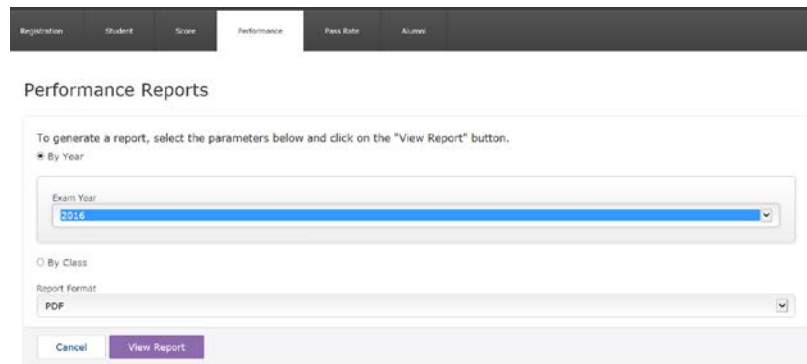
**Program Name:** Sample PA Program  
**Program Number:** 9999  
**Class Name:** April 2017  
**Students:** All Students

Class	Type	Name	Exam Date	Result	Score	Organ System													Knowledge and Skills						
						Cardiovascular	Pulmonary	Endocrine	ENT	Gastrointestinal	Genitourinary	Reproductive	Musculoskeletal	Neurological	Psychiatric	Dermatology	Hematologic	Infectious Diseases	History Taking	Lab Diagnosis	Form Diagnosis	Health Maintenance	Clinical Intervention	Clinical Therapeutics	Applying Concepts
Apr 2017	First Time Takers	Christopher Reeves Amanda	4/25/2017	Pass	502	73	80	100	87	64	73	90	84	67	87	83	100	63	92	89	89	72	73	78	76
		John Black	5/1/2017	Pass	543	85	80	93	96	76	80	90	76	80	87	92	43	75	82	72	80	76	97	85	88
		James Brown	4/30/2017	Pass	456	85	77	93	70	72	47	85	84	67	67	67	86	63	82	72	74	48	82	83	80
		Ted Bundy	4/30/2017	Pass	518	75	70	80	86	84	67	100	92	87	80	92	86	75	88	82	78	76	80	91	72
		Jane Doe	4/15/17	Fail	325	45	67	73	86	76	73	75	65	73	67	83	86	88	73	79	84	72	86	82	60
Repeat Takers					521	70	83	80	91	88	87	80	84	73	87	92	86	88	88	85	78	77	76	82	92
		Jane Doe	8/2/2017	Pass	474	73	67	80	82	88	87	75	80	80	60	92	86	100	73	88	84	68	86	76	68

### Performance Reports

The Performance Report shows how the graduates from your program who took the PANCE performed as compared to all programs. A Performance Report can be generated by calendar year or by class.

1. To generate a Performance Report, click on **Reports** in the left navigation bar .
2. On the Reports screen that appears click on **View** next to **Performance Report** or select the **Performance tab**.
3. The **Performance Reports** screen will appear.



### By Calendar Year

The By Year Performance Report will include PAs who graduated from your program at any time and took PANCE during the calendar/exam year chosen.

If the report is generated for the current year, the national comparative data will be based on the most recent full calendar year data. For example, if the report is generated in March 2017 for the program's current years performance, the national comparative data will be provided from 2016. After the first of the year in 2018, the report can be regenerated to show the program's performance in 2017 as compared to the national average in 2017.

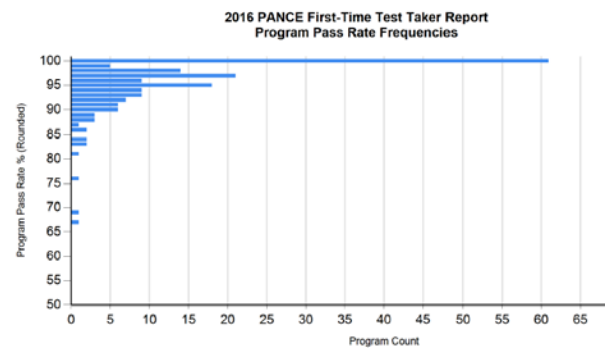
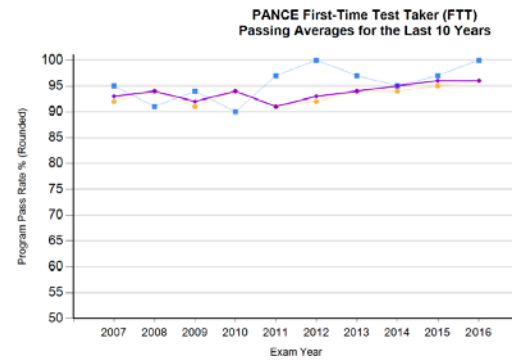
**This report should not be compared to the Pass Rate Summary Report which reports results by graduating class.**

1. To generate a Performance Report by calendar/exam year, click to select **By Year**.
2. Select the calendar/exam year from the **Exam Year** drop-down menu.
3. From the **Report Format** drop-down select the format for the generated report: PDF or Excel.
4. Click on **View Report** to generate the requested report.

The first two pages of the report provides descriptive information to assist with interpreting the data provided in the report.

The report pages will provide the data for your program as compared to all programs as well as graphic displays of the information.

Program Performance Report for 2016 Program 9999: Sample PA Program						
Program Summary Table						
	Number of Candidates	Number of Candidates that Passed	Percent of Candidates that Passed			
<b>ALL PROGRAMS (2016):</b>						
All Takers	8333	8024	96%			
First-Time Takers	8082	7730	96%			
<b>PROGRAM 9999:</b>						
All Takers	36	35	97%			
First-Time Takers	35	35	100%			
PANCE Content Area Feedback						
CONTENT AREA	PROGRAM 9999			ALL PROGRAMS (2016)		
	Percent Correct Score			Percent Correct Score		
	First-Time Exams	All Exams	Mean	s.d.	First-Time Exams	All Exams
<b>ORGAN SYSTEMS</b>	Mean	Mean	Mean	s.d.	Mean	s.d.
Cardiovascular	76	75	77	11	76	12
Dermatologic	84	81	77	14	76	15
EENT	85	83	81	10	80	11
Endocrine	83	82	77	15	76	15
Gastrointestinal / Nutrition	82	80	78	11	77	12
Genitourinary	79	77	74	13	72	14
Hematologic	78	77	76	17	75	18
Infectious Diseases	85	83	81	15	80	16
Musculoskeletal	85	84	82	11	81	11
Neurological	77	76	75	14	74	15
Psychiatric / Behavioral	79	77	79	13	78	14
Pulmonary	79	77	78	10	77	11
Reproductive	76	74	74	14	73	14



## By Class

The By Class Performance Report will include PAs who graduated from your program and were assigned to the chosen class for the report.

The Program Performance Report By Class provides information on how PAs who graduated from your program and were assigned to the selected class performed on the Physician Assistant National Certifying Exam (PANCE), and it also includes data based on national averages. If the report is generated for a class that graduated in the current year, the national comparative data will be based on data from the most recently completed calendar year. The year is indicated on the report to avoid confusion. For example, if the report is generated in March 2017 for the program's class that graduated and sat for the exam in January 2016, the national comparative data will be provided from 2016. After the first of the year in 2019, the report can be regenerated to show the class's performance in 2017 as compared to the national average in 2017.

1. To generate a Performance Report by calendar/exam year, click to select **By Class**.
2. Select the class for which you wish to generate the report from the **Class Name** drop-down menu.
3. From the **Report Format** drop-down select the format for the generated report: PDF or Excel.
4. Click on **View Report** to generate the requested report.

The first two pages of the report provide descriptive information to assist with interpreting the data provided in the report. The report page will provide the data for your program as compared to all programs.

**Class : Class of 2016**

**Class Graduation Year : 2016**

### Class Overview

# of Candidates in Class	# of Candidates Who Took PANCE	% of Candidates Who Took PANCE	# of Candidates Who Passed PANCE	% of Candidates Who Passed PANCE	% of Total Class Who Passed PANCE
37	37	100%	37	100%	100%

**Program Performance Report by Class**  
**Program 9999: Sample PA Program**  
**Class: Class of 2016**

**Program Summary Table**

	Number of Candidates	Number of Candidates that Passed	Percent of Candidates that Passed
<b>ALL PROGRAMS (2016) :</b>			
All Takers	8333	8024	96%
First-Time Takers	8082	7730	96%
<b>PROGRAM 9999, Class of 2016 (2016):</b>			
All Takers	37	37	100%
First-Time Takers	37	37	100%

**PANCE Content Area Feedback**

CONTENT AREA	PROGRAM 9999		ALL PROGRAMS (2016)			
	Percent Correct Score		Percent Correct Score			
	First-Time Exams	All Exams	First-Time Exams	All Exams		
	Mean	Mean	Mean	s. d.	Mean	s. d.
<b>ORGAN SYSTEMS</b>						
Cardiovascular	77	77	77	11	76	12
Dermatologic	84	84	77	14	76	15
EENT	85	85	81	10	80	11
Endocrine	83	83	77	15	76	15
Gastrointestinal / Nutrition	81	81	78	11	77	12
Genitourinary	80	80	74	13	72	14
Hematologic	79	79	76	17	75	18
Infectious Diseases	84	84	81	15	80	16
Musculoskeletal	85	85	82	11	81	11
Neurological	77	77	75	14	74	15
Psychiatric / Behavioral	79	79	79	13	78	14
Pulmonary	79	79	78	10	77	11
Reproductive	77	77	74	14	73	14
<b>TASKS</b>						
Applying Scientific Concepts	82	82	78	11	78	12

## Pass Rate Reports

A **Pass Rate** report shows your Program's PANCE pass rate as compared to all Programs for multiple periods of time. This report can be generated for all classes, an individual class or for the past five years. The **First Year First Time Taker Summary** report was designed to provide you with the information needed to submit to ARC-PA. Only the Five Year First Time Taker Summary report will provide the five-year average pass rate for your Program.

There are two options available. **Five Year First Time Taker Summary Report**, and **Exam Performance Summary Report**.

1. To generate a Performance Report, click on **Reports** in the left navigation bar.
2. On the Reports screen that appears click on **View** next to **Performance Report** or select the **Performance tab**
3. The **Performance Reports** screen will appear.

## Five Year First Time Taker Summary Report

The **First Year First Time Taker Summary** report was designed to provide you with the information needed to submit to ARC-PA. It includes the five-year average pass rate for your Program.

1. To generate a **Five Year First Time Taker Summary** report, click to select the radial button next to this option.
2. Choose the **report format**; PDF or Excel.
3. Click on **View Report** to generate and displayed the report in the chosen format.

Physician Assistant National Certifying Examination Five Year First Time Taker Summary Report				
Program Name: Sample PA Program				
Program Number: 9999				
Report Date: 08-17-2017				
Definitions of the report headings are provided at the end of the report. All information is current as of the date the report was generated.				
Class	Class Graduation Year	Number of First Time Takers	Program First Time Taker Pass Rate	National First Time Taker Pass Rate for the Class Graduation Year
Class of 2012	2012	33	100%	93%
Class of 2013	2013	39	97%	94%
Class of 2014	2014	37	95%	95%
Class of 2015	2015	38	97%	96%
Class of 2016	2016	37	100%	96%
Five Year First Time Taker Average Pass Rate for Program: 98%				
Five Year National First Time Taker Average: 95%				

## Exam Performance Summary Report

The **Exam Performance Summary** report provides the number of candidates who took the PANCE, the number of exam attempts, the number of exams passed, the Program pass rate, the National pass rate and the percent of candidates who ultimately passed PANCE. This report returns data based on a class. The report can be generated to provide the results for all classes, the last five years or a specific class. Additionally, it can include only first-time takers or all takers.

Pass Rate Summary Reports

To generate a report, select the parameters below and click on the "View Report" button.

Five Year First Time Taker Summary Report

Exam Performance Summary Report

Class Name

Class of 2016

Include Only First Time Takers

Report Format

PDF

1. For the **Exam Performance Summary Report**, select the radial button next to this option in order to see the configuration options that are available for this Report.
2. From the **Class Name**, drop-down, choose **All, Last Five Years**, or a **specific class**.
3. Choose the **format** for the report; PDF or Excel.
4. Click on **View Report** to generate and displayed the report in the chosen format.

Physician Assistant National Certifying Examination Exam Performance Summary Report								
Program Name: Sample PA Program								
Program Number: 9999								
Test Taker Status: All Test Takers								
Definitions of the report headings are provided at the end of the report. All information is current as of the date the report was generated unless otherwise specified.								
Class	Class Graduation Year	Group	Number of Candidates Who Took PANCE	Number of Exam Attempts	Number of Exams Passed	Program Exam Pass Rate	National Exam Pass Rate for the Class Graduation Year	% of Candidates Who Ultimately Passed PANCE
Class of 2012	2012	All Takers	33	33	33	100%	88%	100%
		First Time Takers	33	33	33	100%	93%	100%
Class of 2013	2013	All Takers	39	40	39	98%	91%	100%
		First Time Takers	39	39	38	97%	94%	100%
Class of 2014	2014	All Takers	37	40	37	93%	92%	100%
		First Time Takers	37	37	35	95%	95%	100%
Class of 2015	2015	All Takers	38	42	38	90%	93%	100%
		First Time Takers	38	38	37	97%	96%	100%
Class of 2016	2016	All Takers	37	37	37	100%	93%	100%
		First Time Takers	37	37	37	100%	96%	100%



## Alumni Report

Alumni reports provide the name, class name, certificate issue date and certification status for the PA program's Alumni. The reports can be generated based by Graduation Year, Class Name and Certification Status. For alumni to appear on a report, they must have been assigned to a graduating class. See the [To Assign Alumni to a Graduation Class](#) section of this manual to assign alumni to a graduating class if needed.

If alumni were assigned to the incorrect class, their class assignment can be changed using the steps in the [Checking Class Alumni Assigned to or Make Corrections](#) section of this manual.

- To generate an Alumni, click on **Reports** in the left navigation bar.
- On the Reports screen that appears click on **View** next to **Alumni Report** or select the **Alumni tab**.
- The **Alumni Reports** screen will appear.
- From the **Graduation Year** drop-down menu, select the **All or the applicable Graduating Class**.
- From the **Class Name** drop-down menu select the class name.
- Using the drop-down menu for the Certification Status field, select one of the following:
  - All
  - Currently Certified
  - Not Currently Certified
- From the **Report Format** drop-down, choose the format for the report to be generated: **PDF or Excel**.
- Once you have chosen all the report parameters, click on **View Report**. The report will display in the chosen format.

NCCPA		Alumni Report						Print Date: 8/21/2017 9:05:28 AM
Certification. Excellence.								Page: 1 of 17
<b>Program Name:</b>	Sample PA Program							
<b>Program Number:</b>	9999							
<b>Graduation Year:</b>	All							
<b>Class Name:</b>	All							
<b>Certification Status:</b>	All							
Class Name	Grad Date	Certified?	Last Name	First Name	Middle	Suffix	Cert. Issued	
Class of 1998	5/10/1998	Currently Certified	Brown	James			10/18/2015	
		Currently Certified	Doe	Jane			11/30/2015	
		Currently Certified	Smith	John	James		11/24/2015	
		Not Currently Certified	Williams	Douglas			11/20/2009	
Class of 1999	5/8/1999	Currently Certified	Day	Mary			1/1/2017	
		Currently Certified	Jones	James			10/18/2015	
		Currently Certified	McDonald	Susan			12/17/2016	

### To Assign Alumni to a Graduation Class

Alumni and students who were in the NCCPA system prior the development and creation of the PA Program Portal and reports may not have been assigned to a graduating class. Therefore, prior to their appearing on the applicable Alumni report they may need to be assigned to a graduation class.

- Click on **Reports** in the left navigation bar.
- On the Reports screen that appears click on **View** next to **Alumni Report** or select the **Alumni tab**.
- The **Alumni Reports** screen will appear.

- To view a list of all alumni not yet assigned to a class, click on the word “**here**” in the statement “**Click here to assign a class name to an alumni**”.

Alumni Reports

To generate a report, select the parameters below and click on the "View Report" button.

Graduation Year: All

Class Name: All

Certification Status: All

Report Format: PDF

Cancel View Report

Click here to assign a class name to an alumni

- From the Alumni Information screen that appears select *All Years* or the applicable graduation year from the **Search for alumni who graduated in** drop-down.
  - For a list of alumni not previously assigned to a class, click to check the box in front of *Include only alumni not assigned to a class*.
  - Click on **Search**.
  - Only students with a graduation date in the year selected will appear.
- To navigate from one page of students to another, click on the page numbers at the bottom of the screen.
  - Click on the **Modify** button next to the student you want to assign to a graduating class. A new screen will appear displaying the following information for the Alumni:
    - Name
    - Birth Date
    - Grad/Completion Date
    - Current Certification Status
  - To assign the Alumni to a Graduation Class, choose the appropriate **Grad Name** from the Grad. Class drop down.
  - Click on **Update**.
  - You will then be returned to the same page of alumni you were previously on.
  - Repeat for each student that you want to assign to a graduation class.

Alumni Information

Search for alumni who graduated in:

All Years Search

Include only alumni not assigned to a class

### Checking Class Alumni Assigned to or Make Corrections

- Uncheck the box in front of the statement **Include only alumni not assigned to a class**.
- Click on **Search**.
- A list of all alumni will appear. You can then check or change a class name assigned for the alumni.
- To change the assigned graduation class, click on **Modify** and follow steps 7 and 8 above.

## Resources

The Resources section of the Program Portal provides several resources for program staff including the portal user manual and several resources that can be shared with students.

## Portal User Manual

This user manual is available in the Resources section of the program portal.

### PA PROGRAM RESOURCES

Welcome to the resources page of the PA Program Portal. Below is information you may find useful to share with your students.

#### NCCPA Videos

The links below are to informative videos on becoming certified and maintaining certification. (Videos are approximately 3 minutes long.)

[What to Expect about PANCE](#)

[What to Expect on Test Day](#)

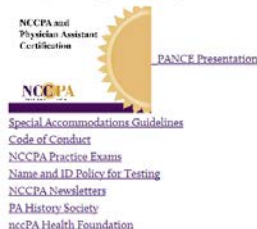
[Information on Earning and Logging CME Activities](#)

[What to expect about PANRE](#)

Please note: the exam lengths shown in the videos have changed. The exam lengths for PAs taking PANCE or PANRE are listed on the [What To Expect on Test Day](#) page.

#### Resources

The following resources are available for your use in educating your students in the initial certification process. The PANCE Presentation is a copy of the presentation given to graduating students to explain the initial certification process. The Special Accommodations Guidelines, Code of Conduct and Name and ID Policy are web pages that can be printed and distributed to your students.



### Informative videos

- [What to Expect about PANCE](#)
- [What to Expect on Test Day](#)
- [Information on Earning and Logging CME Activities](#)
- [What to Expect about PANRE](#)

### PANCE Presentation

The PANCE Presentation is a copy of the presentation given to graduating students to explain the initial certification process. This presentation provides speaker notes to assist program staff with giving the presentation to your students.

## Special Accommodations Guidelines

NCCPA complies with the Americans with Disabilities Act (ADA) and offers special testing accommodations for qualified examinees with medical conditions. Detailed information on exam accommodations and documentation requirements is provided in the Policies and Procedures for Examination Accommodations available through this link.

## NCCPA Code of Conduct

The NCCPA Code of Conduct for Certified PAs is available which can be printed and distributed to students.

## NCCPA Practice Exam information

Provides information regarding the NCCPA practice exams, system requirements, length of exam and performance results provided.

## Name and ID Policy for Testing

To take any NCCPA exam, examinees must present two forms of ID at the testing center; a primary and secondary ID or two primary IDs. The link provided here goes to detailed information regarding the acceptable and unacceptable forms of ID. Additionally, it provides guidelines for what name differences will and will not be accepted.

## NCCPA Newsletters

This link provided here goes to previously distributed NCCPA newsletters.

## PA History Society

The PA History Society shares the history of the development of the PA Profession and illustrates how PAs continue to make a difference in our society. This link will take you to the PA History Society website.

## nccPA Health Foundation

The nccPA Health Foundation has a vision and mission to improve the public's health and access to affordable care and advance the role of certified PAs to improve health. They support PAs and students in taking a leadership role in their response to health inequities by funding projects that reduce health disparities or increase health care access. This link will take you to the nccPA Health Foundation website.

## My Account

The My Account screen provides the user with their current account information and the opportunity to change/update their User ID, password and password security questions.

### Account Information

Manage your account information and settings.

Account Information		
Name	Jane Doe	<input type="button" value="Update"/>
Email	JaneDoe@nccpa.net	<input type="button" value="Update"/>
Mobile Phone		<input type="button" value="Update"/>
User ID	*****	<input type="button" value="Update"/>
Password	*****	<input type="button" value="Update"/>
Password Security Questions	*****	<input type="button" value="Update"/>

## Program Portal Assistance

For additional assistance or questions regarding the NCCPA Program Portal, please contact NCCPA at [examadmin@nccpa.net](mailto:examadmin@nccpa.net) or 678-417-8100.