



NEW PROGRAMS

JOANN OSBORNE & BARBARA STONE



Paving the way for future PAs

PROGRAM PORTAL

- Portal Access
 - NCCPA provides authorization for access to the Program Director
 - The Program Director provides authorization for access to their staff
- Portal Features
 - Class information: Graduation date and class size
 - Student information: Entry of student eligibility, expected graduation date, and confirmation of graduation
 - Reports
 - Score results
 - Program Performance Reports
 - Five Year Pass Rate Report

STUDENT ELIGIBILITY

- Class information with class size and expected graduation should be entered at least one year prior to graduation
- Student eligibility information as soon as possible thereafter
 - Use the mass add feature rather than entering them one by one
 - Name, date of birth, gender, email address
 - Enter name as it appears on driver's license or passport - No nicknames
- The deletion of a student's eligibility should only be entered into the portal if the student has left the program or been dismissed from the program

EXPECTED AND CONFIRMED GRADUATION DATE

- Not all students must have the same expected graduation date. Changes can be made for individual students
- Provide change in expected grad date as soon as possible
- A change in expected graduation will change the dates during a student can test.
- Confirmation of graduation can be entered 24 hours before the expected graduation date
- Confirmation of graduation must be entered within 48 hours

SPECIAL EXAM ACCOMMODATIONS

- NCCPA provides exam accommodations covered under the ADA
 - Student requests at the time of application for PANCE
 - Must provide documentation from a qualified medical provider
 - Approval of accommodations at the program does not guarantee approval of accommodations request
 - Submission of *Certificate of Prior Accommodations* from PA program
- An exam date cannot be scheduled until the accommodations have been approved
- Any accommodation of extended testing time requires the exam being given over two days

RESOURCES

- Program Portal User Manual available from Resources section of the portal
- Practice exams are available for the students from their NCCCPA online record
- Programs can purchase practice exams for students
- Student presentations regarding the certification process are available to be given at the program by NCCCPA

QUESTIONS