



**Neonatal
Resuscitation
Program®**

American Academy
of Pediatrics



DEDICATED TO THE HEALTH OF ALL CHILDREN™

RQI RESUSCITATION
QUALITY
IMPROVEMENT™

An American Heart Association®
and Laerdal Program

**NRP LP
User Guide
For Individual/Global Account Users
Rev 13.0**



American
Heart
Association.



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Revision History

| Revision Number | Effective Date | Notes |
|-----------------|----------------|---|
| 1.0 | 06/22/2021 | Initial version |
| 2.0 | 07/27/2021 | Included changes from the July 2021 update, including: Added 'Rank Expiry Date' in 'My Profile' page, Added 'Kuwait' country, Applying an Instructor Application (IA), 'My Instructor Applications' tab in 'My Account' section, Updated 'Courses' with Instructor Candidate (IC) & Instructor Renewal (IR) curriculum details, Access Instructor Toolkit (ITK) as part of IC curriculum, Instructor Course, Algorithm Activity, Instructor Exam, Debrief the Debrief |
| 3.0 | 09/30/2021 | Included changes from the Sep 2021 update, including: Added 'Searching/Filtering' and 'Sorting' under Events, Updated login URL (same for all the users including Learners and Admins), Added NRP Global Account'; Added 'Acronyms' section |
| 4.0 | 12/02/2021 | Included changes from the Nov 2021 update, including: Bulk License Purchase, License Distribution and Management, Redeem license, Enhancement in order history listing page |
| 5.0 | 12/21/2021 | Included changes from the Dec 2021 update, including: License Management of Transitional Licenses and CE Profile |
| 6.0 | 01/24/2022 | Included changes from the Jan 2022 update, including: Ability to link account history through user action |
| 7.0 | 02/09/2022 | Included changes from the Feb 09 Hotfix, including: the ability to view and download 7th Edition Certificates & eCards; Purchase License tab is renamed as Bulk Purchase |
| 8.0 | 03/16/2022 | Included changes from the March 02 Hotfix, including: Enhancement in student listings on Event Roster |
| 9.0 | 04/04/2022 | Included changes from the April 2022 update, including: Ability to view 7 th edition learnings, order history, instruction application and events; Enroll button is changed to Purchase; Change in Course name from Essentials to Essentials (1-4) and Advanced to Advanced (1-11); Added Qatar, Jordan, Lebanon and Cayman Islands countries |
| 10.0 | 05/25/2022 | Included changes from the May 2022 update, including: Added state and city on Event listing page |
| 11.0 | 06/29/2022 | Included changes from the June 2022 update, including: Change in rules for consumption of Transitional Licenses; Ability to edit active and completed Events; Add & Grade Students/Instructor Candidates to completed events, Add Instructors/ Instructor Candidates to completed events; Ability to correct grades of failed and no show students |
| 12.0 | 07/18/2022 | Included changes from the July 2022 update, including: Change in CE profile; Change on action button of events for adding Instructor or Instructor Mentor |
| 13.0 | 08/08/2022 | Added Password rest and account locked flow |

Purpose

The purpose of this guide is to describe the user (Learner / Essentials Provider / Advanced Provider / Instructor Candidate / Instructor / Instructor Mentor) interactions on the NRP Learning platform, to access the NRP 8th Edition courses/curricula.

Definitions

- **AAP:** The American Academy of Pediatrics (AAP) is an American professional association of pediatricians. The Academy runs continuing medical education (CME) programs for pediatricians and sub-specialists.
- **AAP Admin:** The AAP NRP representative who manages the users in the NRP Learning Platform.
- **Advanced Provider (AP):** Advanced Provider focus on the course that delivers the online components of the blended learning course, who may participate in neonatal resuscitation beyond positive pressure ventilation.
- **Course/Curriculum:** A collection of learning components of the program, including the Online Learning Assessment (Adaptive eLearning) and the Exam (if Any). These online components along with respective ILE will assess and verify the foundational knowledge of the Neonatal Resuscitation Program.
- **Debrief the Debrief:** 'Debrief the Debrief' is the structured strategy for improving debriefing skills carried out by Instructor with the help of Instructor Mentor, who facilitate the scenario and debriefing.
- **Essentials Provider (EP):** Essential focus on the course that delivers the online components of the blended learning course, which is appropriate for anyone involved in the care of a newborn and who may be called on to initiate resuscitation and provide positive-pressure ventilation.
- **Guest:** A website visitor browsing the NRP Site (without active registrations) is deemed as a guest user. Existing registered users who have been deactivated can browse as guest visitor.
- **Instructor:** Instructors focus on hands-on instruction, simulation, communication, and teamwork with their NRP Providers aspirants.

- **Instructor Application:** Instructor Application is an online form that is required to be submitted by an active Advanced Provider being the initial process towards IC curriculum that could be approved/rejected/on hold by an AAP Admin evaluation process.
- **Instructor Candidate (IC):** Instructor Candidates are those physicians, registered nurses/nurse practitioners, respiratory care practitioners, or physician assistants with experience in the hospital care of newborns in the delivery room. An individual is deemed IC when they have completed an advanced provider curriculum and has their instructor application approved.
- **Instructor Mentor (IM):** Instructor Mentors focus on hands-on instruction, simulation, communication, and teamwork with their Instructor Candidates.
- **Instructor Toolkit / ITK:** ITK contains the instructional resources and materials available in one location to help ICs, Instructors and IMs to prepare for the online instructor course learning activity and exam.
- **Instructor-Led Event / ILE / Event:** Instructor-led Events is an offline component of a curriculum which must be registered in advance on the NRP Learning Platform. A registrant can expect to do hands-on skills stations, and team-based simulations with a manikin infant. Once successfully completed, a card will be made available to the learner identifying their rank.
- **Learner (not a rank):** A registered user has not enrolled or enrolled to any course or has ongoing learning activities on the NRP Learning platform. These courses can be self-enrolled or assigned to the learner.
- **NRP:** The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery.
- **RQI Implementer / Implementer:** The RQI Partners representative who manages the users and events in the NRP Learning Platform.
- **Learner (not a rank):** A registered user has not enrolled or enrolled to any course or has ongoing learning activities on the NRP Learning platform. These courses can be self-enrolled or assigned to the learner.
- **User:** A guest, registered user, RQI Implementer or AAP Admin on the NRP Learning Platform.
- **WI (Work Instructions):** Steps with screenshots to perform a task.

Acronyms

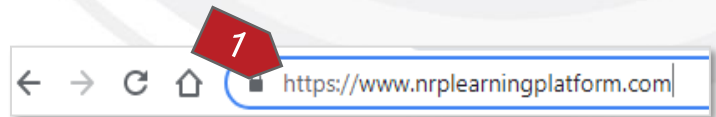
| Abbreviations | Meaning |
|----------------------|-----------------------------------|
| AAP | American Academy of Pediatrics |
| AP | Advanced Provider |
| CE Profile | Continuing Education Profile |
| Ed | Edition |
| EP | Essentials Provider |
| IC | Instructor Candidate |
| IM | Instructor Mentor |
| ILE | Instructor-led Event |
| IR | Instructor Renewal |
| ITK | Instructor Toolkit |
| LMS | Learning Management System |
| NRP | Neonatal Resuscitation Program |
| NRP LP | NRP Learning Platform |
| RQI | Resuscitation Quality Improvement |
| WI | Work Instructions |

WI: User Registration on the NRP Learning Platform

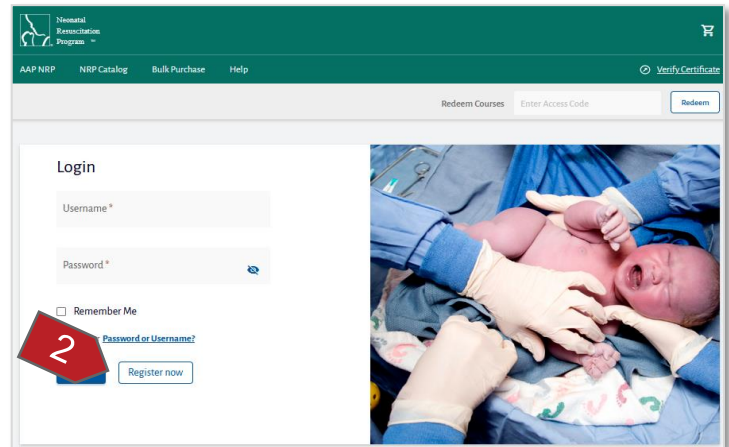
NOTE:

- This work instruction applies to non-registered users who land on the NRP Learning Platform (<https://www.nrplearningplatform.com/>) directly or through AAP website (aap.nrp.org -> NRP (Quick Links) -> Login (NRP 8th Ed Learning Platform)).
- It does not apply to users who use their organization’s login to access NRP learning Platform.

1. Using any web browser, navigate to the website:
<https://www.nrplearningplatform.com/>



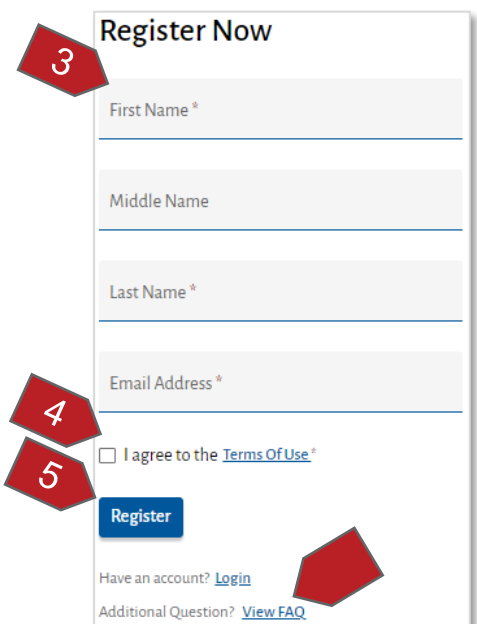
2. Click on the “Register now” button.



3. Enter the following information:

- First Name – The first name of the user
- Middle Name (optional) – The middle name of the user
- Last Name – The last name of the user
- Email Address – The email address of the user

NOTE: To view frequently asked questions, click the “View FAQ” link that navigates to AAP NRP FAQ website (<http://aap.helpjuice.com/404-nrp>).



NRP LP User (Individual/Global Account) Guide Purpose

- Click on the check box to accept the Terms of use. Clicking the “Terms Of Use” link will open the Terms of use in a pop-up window.
- Click on the “Register” button.

A green bar at the top of the page indicates that the user has been registered successfully.






- Check an email. Activate the account. Login.

NOTE:

- Activating the account is covered in the next section titled “Activating an Account After Registration”.
- The user can click on “Resend Email” if the email has not been received.
- Example Email - Account Verification

6 What Next?

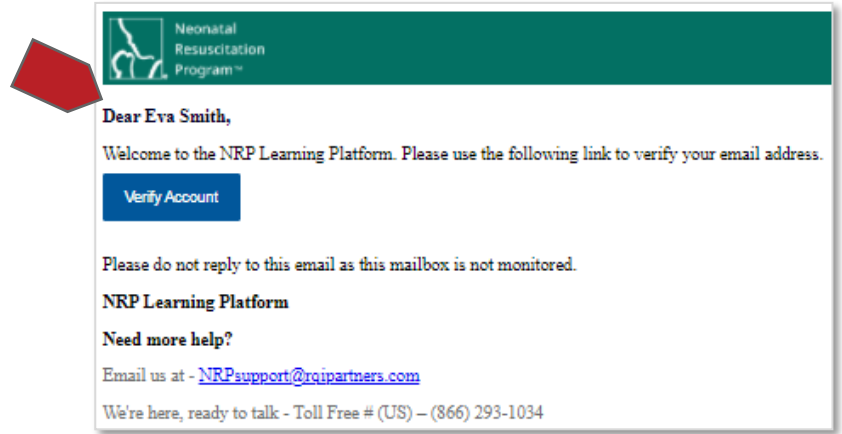
| | | |
|---|---|---|
|  Step: 1 Check your registered email |  Step: 2 Activate your account |  Step: 3 Login |
|---|---|---|

An activation email has been triggered to your registered email address. Please make sure to check your **spam folder** for the email. Click on the link provided in the email. [Resend Email](#)

Click on the link provided in email received from NRP Learning Platform to activate your account.

Enter your newly registered username and password to login.

Additional Question? [View FAQ](#)



Neonatal Resuscitation Program™

Dear Eva Smith,

Welcome to the NRP Learning Platform. Please use the following link to verify your email address.

[Verify Account](#)

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPsupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034

END OF INSTRUCTIONS



WI: Activating an Account After Registration

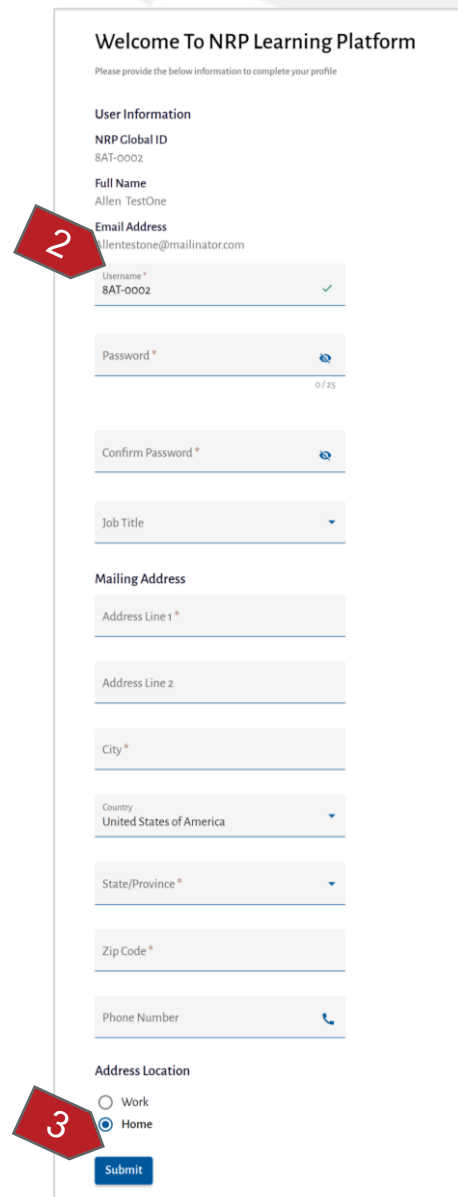
NOTE:

- This work instruction applies to the registered users who land on the NRP Learning Platform (<https://www.nrplearningplatform.com/>) after clicking on the ‘Verify Account’ button provided in an email received by the user post registration on the platform.
- It does not apply to users who use their organization’s login to access NRP learning Platform.

1. Click on the “Verify Account” link provided in the email that is received after registering on the NRP Learning Platform.

The user is navigated to the ‘Profile creation’ page.

NOTE: A unique identifier on the NRP Learning Platform “NRP Global ID” is auto-generated for the user at this point that is individual to each user on the platform.



Welcome To NRP Learning Platform
Please provide the below information to complete your profile

User Information
NRP Global ID
SAT-0002
Full Name
Allen TestOne
Email Address
allentestone@mailinator.com

Username*
SAT-0002 ✓

Password* 0 / 25

Confirm Password*

Job Title

Mailing Address
Address Line 1*
Address Line 2
City*
Country
United States of America
State/Province*
Zip Code*
Phone Number

Address Location
 Work
 Home

Submit



NRP LP User (Individual/Global Account) Guide Purpose



2. Enter the following information:

- Username – The username is by default populated with ‘NRP Global ID’ but the user can create own username as well. This is allowed only at the time of Profile creation.
- Password – The password set by the user. The password must meet the following complexity requirements:
 - At least one lowercase character
 - At least one uppercase character
 - At least one digit character
 - At least 8 characters
- Confirm Password – The password to be confirmed
- Job Title (optional) – The Job Title of the user
- Address Line 1 – The address of the user
- Address Line 2 (optional) – The additional address details if the user wishes to enter
- City – The name of the city where the user resides
- Country – The name of the country where the user resides
- State / Province – The name of the state/province where the user resides
- Zip Code – The zip code of the city where the user resides
- Phone Number (optional) – The contact number of the user
- Address Location – Either ‘Work’ or ‘Home’

NOTE:

- *The platform supports the US, UAE, Kuwait, Saudi Arabia, Qatar, Lebanon, Kuwait, Jordan, Cayman Islands, and Canada countries. The ‘State / Province’ values are populated in the dropdown list based on the country selected.*
- *Armed Forces Americas, Armed Forces Europe and Armed Forces Pacific are added as ‘State / Province’ in US country, to enable purchase of products from US Armed Forces locations.*

3. Click on the “Submit” button.

A green bar at the top of the page indicates that the user’s account has been activated successfully.

NOTE: Example Email - New Account created

END OF INSTRUCTIONS

A screenshot of an email notification from the Neonatal Resuscitation Program. At the top, a green bar with a white checkmark icon and the text "Your account is now activated. Please login below." is highlighted with a red arrow. Below this is the email content, which includes the NRP logo, a salutation "Dear Eva Smith,", and details about account activation on the AAP NRP Learning Management System. It lists the NRP ID as SES-2003 and the username as EvaSmith1510, with a blue "Login" button. The email also includes a disclaimer, contact information for support, and a toll-free number. At the bottom, the American Academy of Pediatrics logo and the RQI Quality Improvement logo are visible, along with the text "DEDICATED TO THE HEALTH OF ALL CHILDREN™" and "An American Heart Association and Laerdal Program".

WI: Login to NRP Learning Platform

NOTE: This work instruction applies to registered and activated account users who land on the NRP Learning Platform (<https://www.nrplearningplatform.com/>) directly or through AAP website (aap.nrp.org -> NRP (Quick Links) -> Login (NRP 8th Ed Learning Platform)). It does not apply to registered users who use their organization's login to access NRP learning Platform.

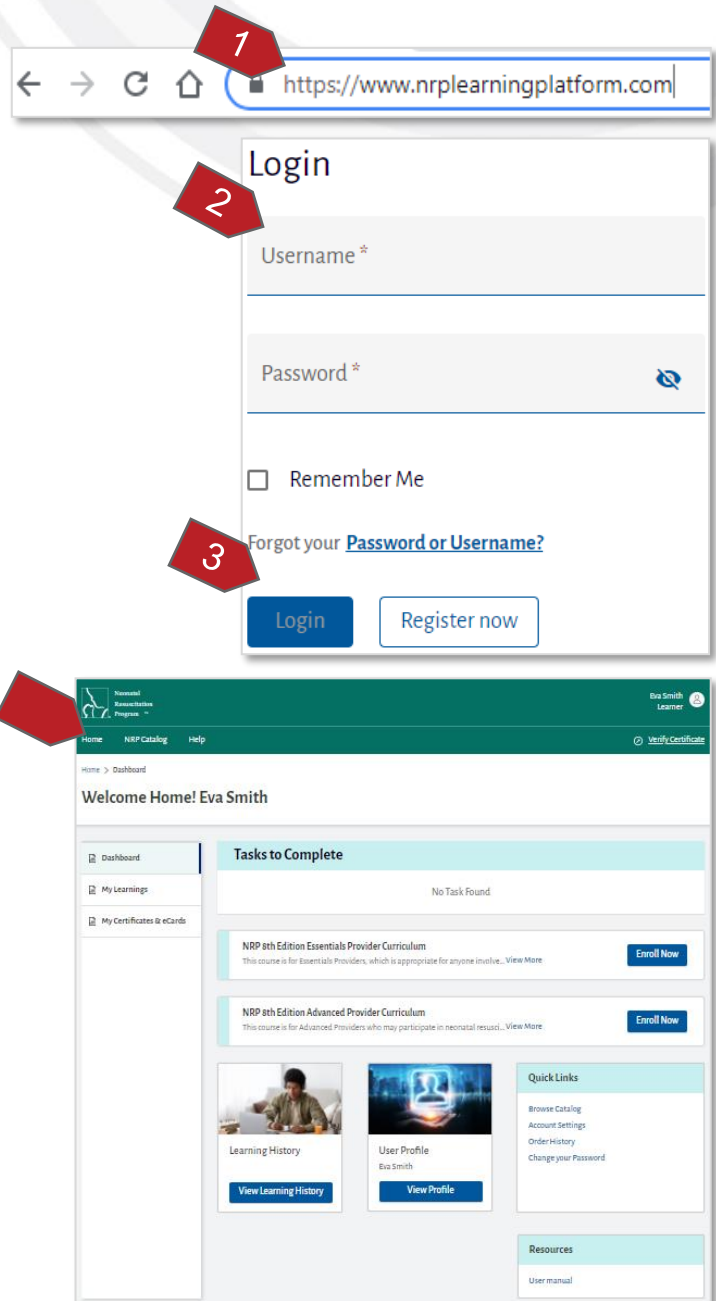
- Using any web browser, navigate to the website:
<https://www.nrplearningplatform.com/>

- Enter the following information:
 - Username – The unique username chosen by the user
 - Password - The password set by the user

NOTE: Clicking the “Remember Me” box confirms the browser to save a cookie. If the browser window is closed without signing out, the user will be signed back in automatically upon returning next time to the platform. However, signing out of the site completely negates the “Remember Me” operation as it deletes the saved cookie and the user will therefore be required to enter the login information again upon return.

- Click on the “Login” button.

The user is navigated to the Home page of the NRP learning Platform.



1

2

3

Home NRP Catalog Help

Home > Dashboard

Welcome Home! Eva Smith

Dashboard

My Learnings

My Certificates & eCards

Tasks to Complete

No Task Found

NRP 8th Edition Essentials Provider Curriculum

This course is for Essentials Providers, which is appropriate for anyone involve... View More

Enroll Now

NRP 8th Edition Advanced Provider Curriculum

This course is for Advanced Providers who may participate in neonatal resus... View More

Enroll Now

Learning History

View Learning History

User Profile

Eva Smith

View Profile

Quick Links

Browse Catalog

Account Settings

Order History

Change your Password

Resources

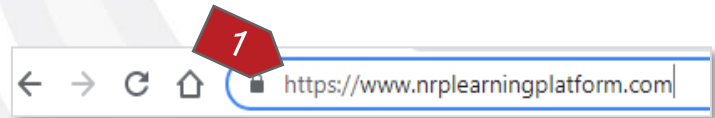
User manual

END OF INSTRUCTIONS

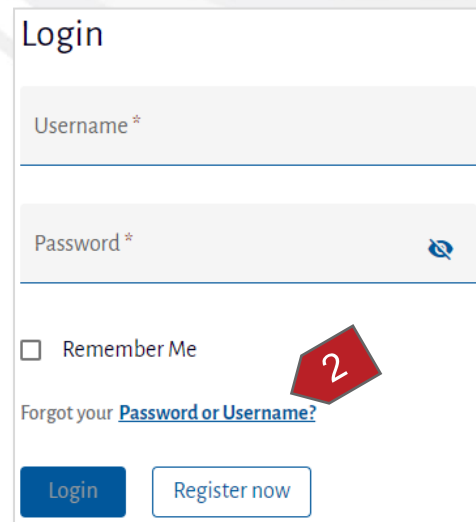
WI: Forgot Password

1. Using any web browser, navigate to the website:

<https://www.nrplearningplatform.com/>




2. Click on the “**Password or Username?**” link.



Login

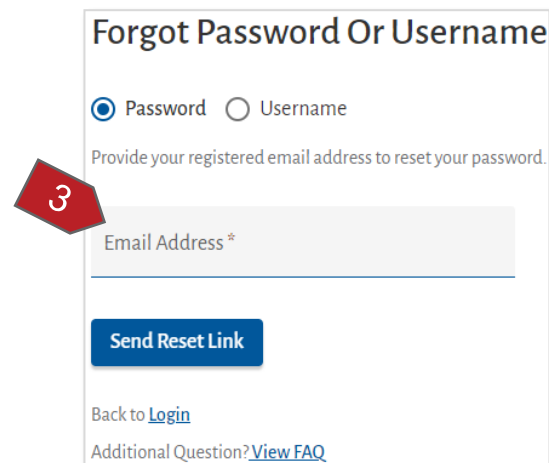
Username *

Password * 

Remember Me

Forgot your [Password or Username?](#)

3. Enter the email address and click on the “Send Reset Link” button.



Forgot Password Or Username

Password Username

Provide your registered email address to reset your password.

Email Address *

Back to [Login](#)

Additional Question? [View FAQ](#)

NRP LP User (Individual/Global Account) Guide Purpose



NOTE:

- The user is informed that the “Reset Password” email has been sent to the registered email address.

- Example Email - Reset Password

- Click the “Change Password” link provided in the “Reset Password” email sent to the user.
- Enter New Password and Confirm Password.
- Click the “Reset Password” button.

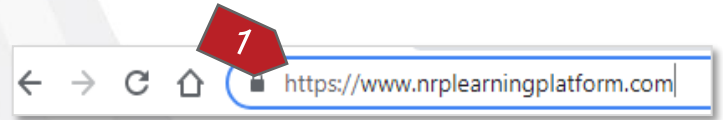
A green bar at the top of the page indicates that the user has reset the password successfully.

END OF INSTRUCTIONS

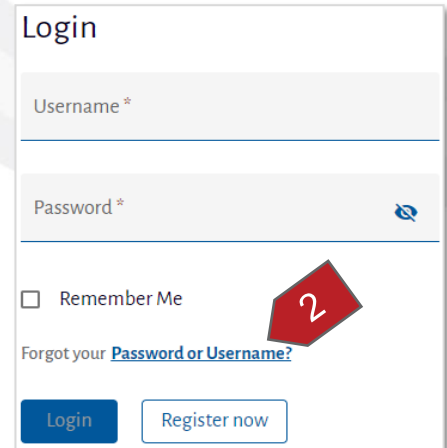


WI: Forgot Username

1. Using any web browser, navigate to the website:
<https://www.nrplearningplatform.com/>




2. Click the **“Password or Username?”** link.



Login

Username *

Password * 

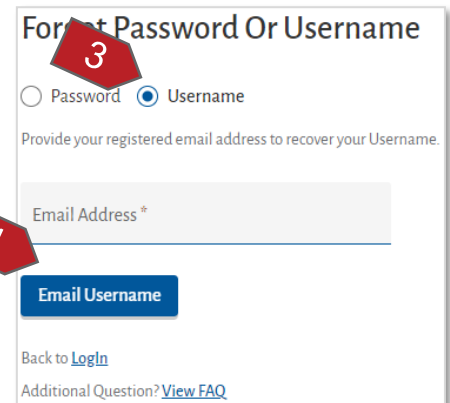
Remember Me

Forgot your [Password or Username?](#)

Login Register now

3. Select **“Username”** button.

NOTE: The “Password” button is selected by default.



Forgot Password Or Username

Password Username

Provide your registered email address to recover your Username.

Email Address *

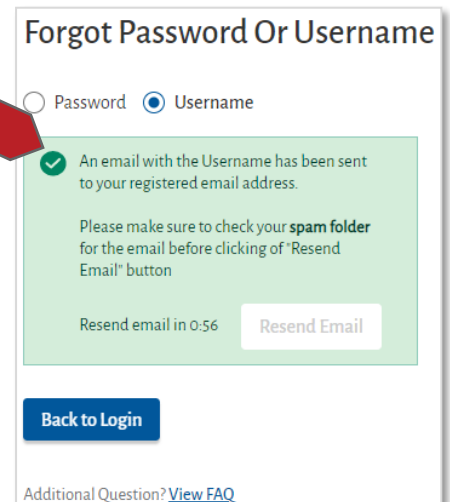
Email Username

Back to [Login](#)

Additional Question? [View FAQ](#)


4. Enter the email address and click on **“Email Username”** button.

The user is informed that an email with the Username has been sent to the registered email address.



Forgot Password Or Username

Password Username

 An email with the Username has been sent to your registered email address.

Please make sure to check your **spam folder** for the email before clicking of **“Resend Email”** button

Resend email in 0:56

Additional Question? [View FAQ](#)

NRP LP User (Individual/Global Account) Guide Purpose



Neonatal Resuscitation Program®

NOTE: Example Email - Recover Username



Neonatal Resuscitation Program™

Dear Eva Smith,

We have received a request to recover username for your account. If you did not initiate this request, please ignore this email.

Username: **EvaSmith1510**

[Login](#)

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPSupport@rajpartners.com

We're here, ready to talk - Toll Free # (US) - (866) 293-1034

END OF INSTRUCTIONS

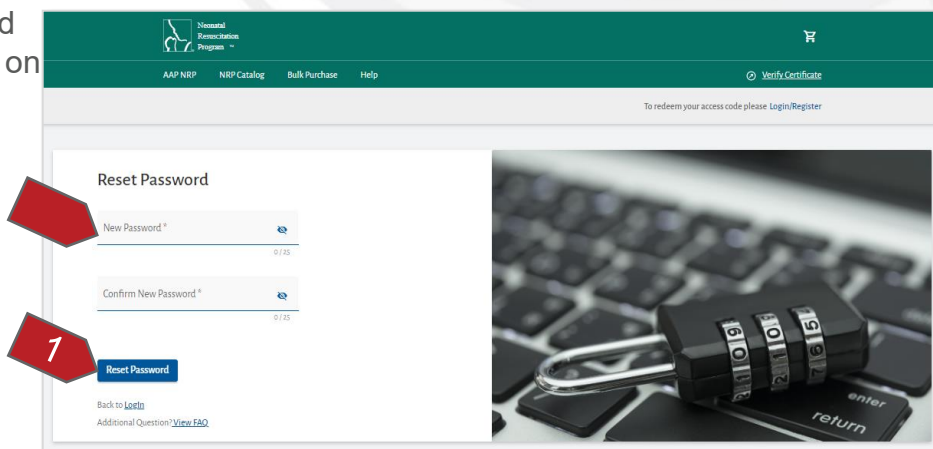


WI: Password Reset

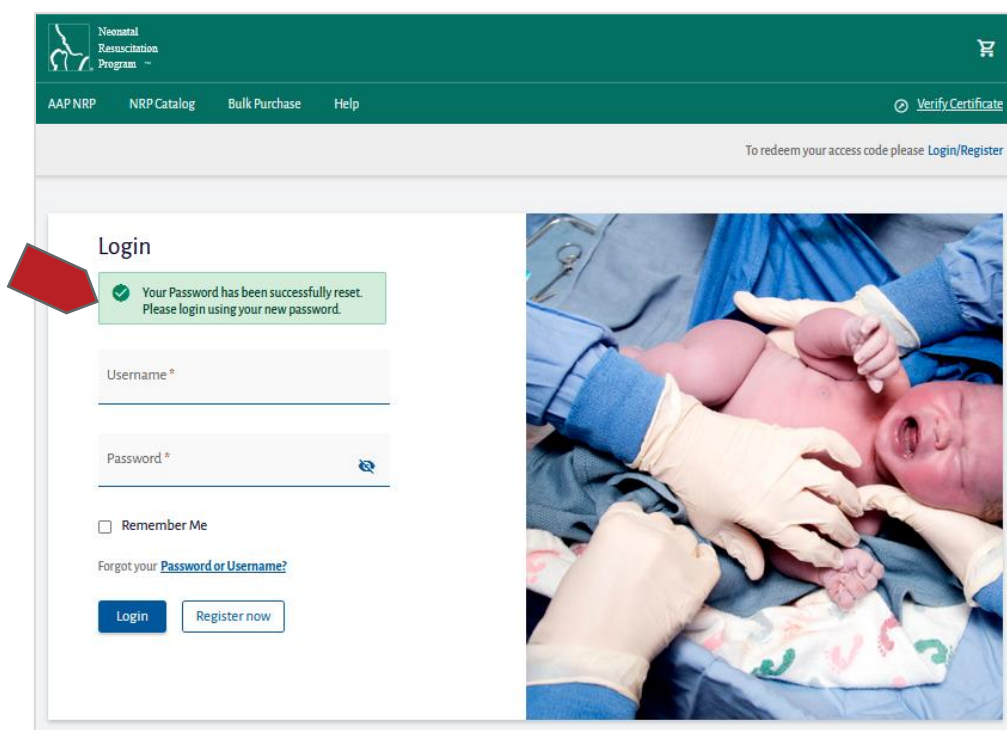
NOTE:

- The Password Reset option appears on screen when user's existing password is 90 days old and user tries to login on NRP Learning Platform.
- Once password reset is done on a profile will be applicable to all the associated profile of the user.

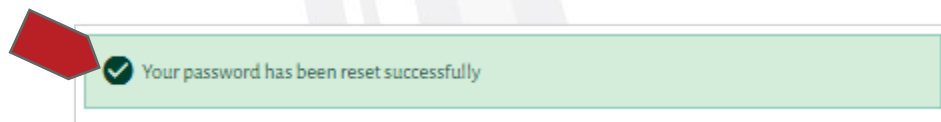
1. Enter the "New Password" and "Confirm Password" and click on "Reset Password" button.



2. The user is navigated to NRP Learning Platform Login Page.

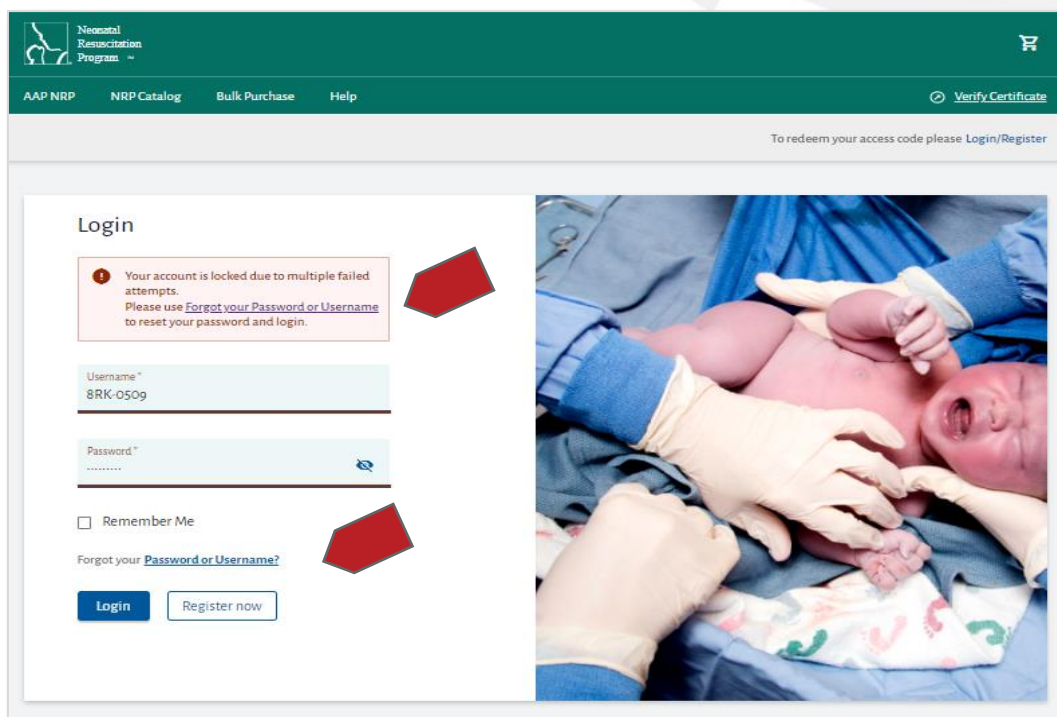


A green bar at the top of the page indicates the password reset has been successful.



NOTE:

- User cannot set last five old password as new password.
- In case user tries to login with wrong passwords, account will be blocked and have to follow Forget Password process either by clicking on message link **“Forget your Password and Username”** provided in the message or through existing link **“Password or Username?”**.



END OF INSTRUCTIONS

NRP Global Account / Individual

The NRP LP uses an auto-generated NRP Global ID, which is the global identifier used for NRP Global Account on the NRP Learning Platform. This allows the user to link their individual consumer account with all organizational profiles that is associated by using the NRP Global ID as a single point of entry. This enables the user to use a single set of credentials to login to their customer account or any of their linked organizational profiles. The NRP Global Account can be accessed via:

www.nrplearningplatform.com

The benefits of NRP Global Account are as follows:

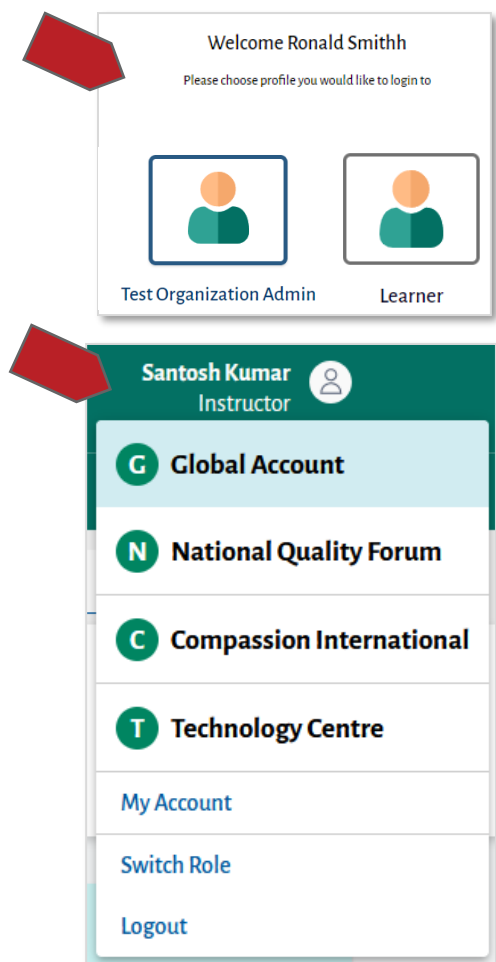
- Single sign on for global & organizational profiles
- Access to NRP Catalog based on Global Account
- Self-enroll to NRP curriculums
- Initiate/Resume/Complete a course assigned within the NRP LP (even after org separation)
- View Learning History of self-enrolled & Organizational assignments through dedicated dashboards
- View the eCards achieved from all the profiles

Multiple widgets can be accessed using NRP Global ID to switch a role between Admin and Learner roles.

NOTE: The role-specific widgets are made available only for the users having multiple roles in the NRP LP. Switching the role is possible at any point in time.

Multiple profiles can be accessed using NRP Global ID to switch a profile between individual and associated organizational accounts.

NOTE: The drop-down shows multiple profiles to switch only for the users associated with multiple profiles (individual or organizations) on the NRP LP. Switching the profile is possible at any point in time.



Pre-Login

Pre-Login – Menu General Information

The user can access the NRP Learning Platform landing page directly (<https://www.nrplearningplatform.com/>) or through AAP website [aap.nrp.org -> NRP (Quick Links) -> Login (NRP LMS Login)].

The following menus & options are available for the user pre-login into the NRP Learning Platform:

- **AAP NRP** - Allows the user to view the “About Information” related to AAP NRP
- **NRP Catalog** - Allows the user to navigate to the “NRP Catalog” page, wherein all the details of the NRP courses/curricula provided by AAP is available
- **Bulk Purchase** – Allow the user to navigate to the “Purchase License” page, wherein the user can purchase the course licenses in bulk for self-consumption or distribution
- **Help** - Allows the user to view the Customer Support information
- **Register now** - Allows the new user to register on the NRP Learning Platform, who can then login the platform
- **Login** - Allows the user to login & access the Home page of the user post registration
- **Verify Certificate** - Allows any user who has the Certificate/eCard code to verify the certificate/eCard authenticity
- **Cookies Banner** - The cookie banner notifies the user about the cookie policy that can be accepted or not.

NRP LP User (Individual/Global Account) Guide Pre-Login



Neonatal Resuscitation Program®

Neonatal Resuscitation Program

AAP-NRP NRP Catalog Purchase License Help Verify Certificate

Login

Username *

Password *

Remember Me

Forgot your [Password or Username?](#)

[Login](#) [Register now](#)

AAP-NRP Learning Platform uses information collected through cookies to improve your experience on our websites analyze how it is used, and show personalized content, including advertisements. By clicking "Accept Cookies", you agree to the storing of necessary cookies on your device to enhance site navigation, analyze site usage, and assist in our marketing efforts. [Learn More](#)

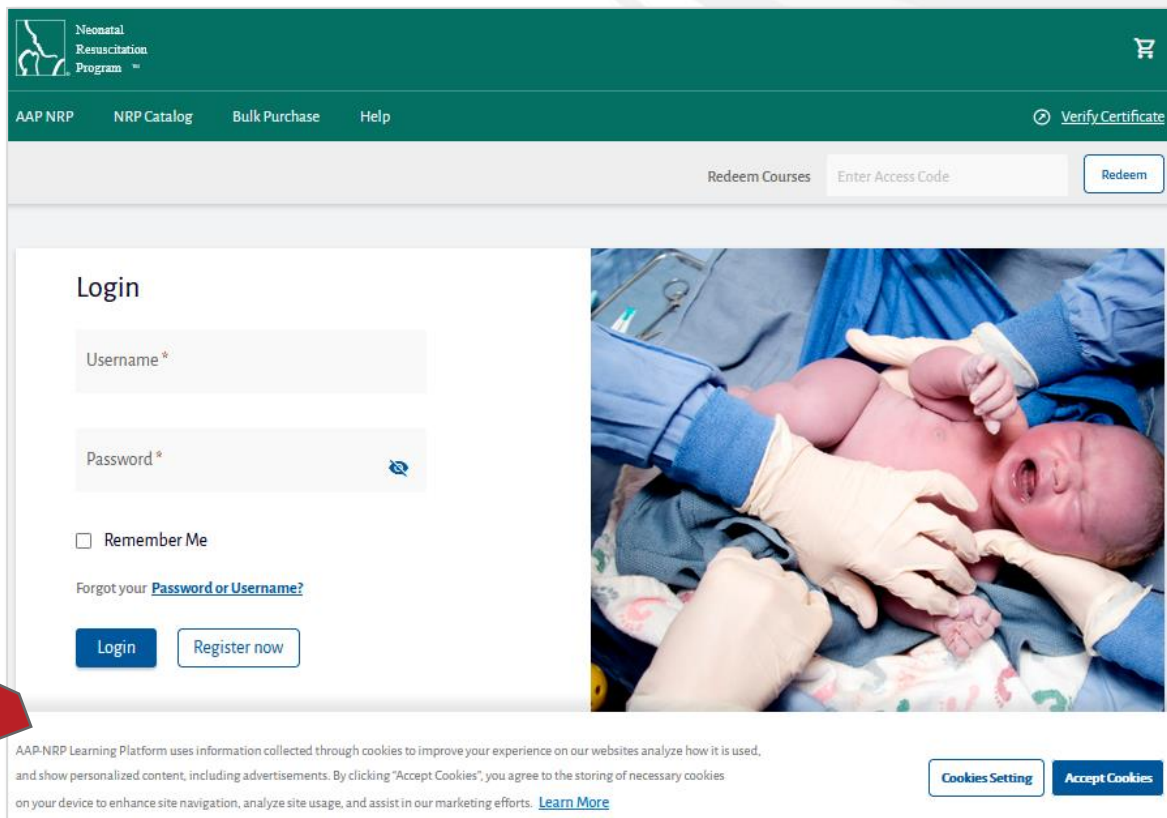
[Cookies Setting](#) [Accept Cookies](#)



Cookies Banner

The cookies banner notifies the user about the cookie policy that can be accepted or not.

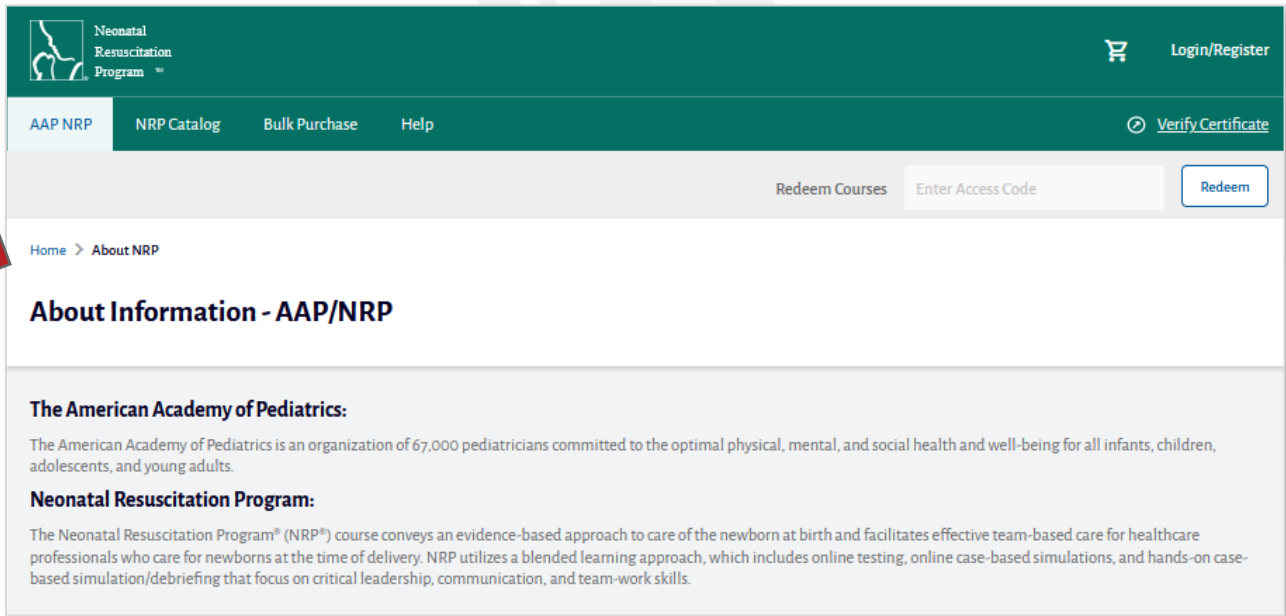
The cookies banner is displayed throughout the NRP Learning Platform sessions until the user accepts the cookies by clicking the “Accept Cookies” button.



NOTE: Clicking the “Cookies Setting” button will open the Cookies Setting information in a pop-up window.

AAP NRP

The AAP NRP menu shows the information about AAP and NRP.



The screenshot shows the AAP NRP website interface. At the top, there is a green header with the Neonatal Resuscitation Program logo and 'Login/Register' button. Below the header is a navigation menu with 'AAP NRP', 'NRP Catalog', 'Bulk Purchase', and 'Help'. A 'Verify Certificate' link is also visible. The main content area features a 'Redeem Courses' section with an 'Enter Access Code' input field and a 'Redeem' button. The breadcrumb trail shows 'Home > About NRP', with a red arrow pointing to 'About NRP'. The main heading is 'About Information - AAP/NRP'. The content includes sections for 'The American Academy of Pediatrics' and 'Neonatal Resuscitation Program' with descriptive text.

NOTE: The user can navigate to the 'Login/Register' page by clicking the "Login/Register" button provided at the top-right corner.

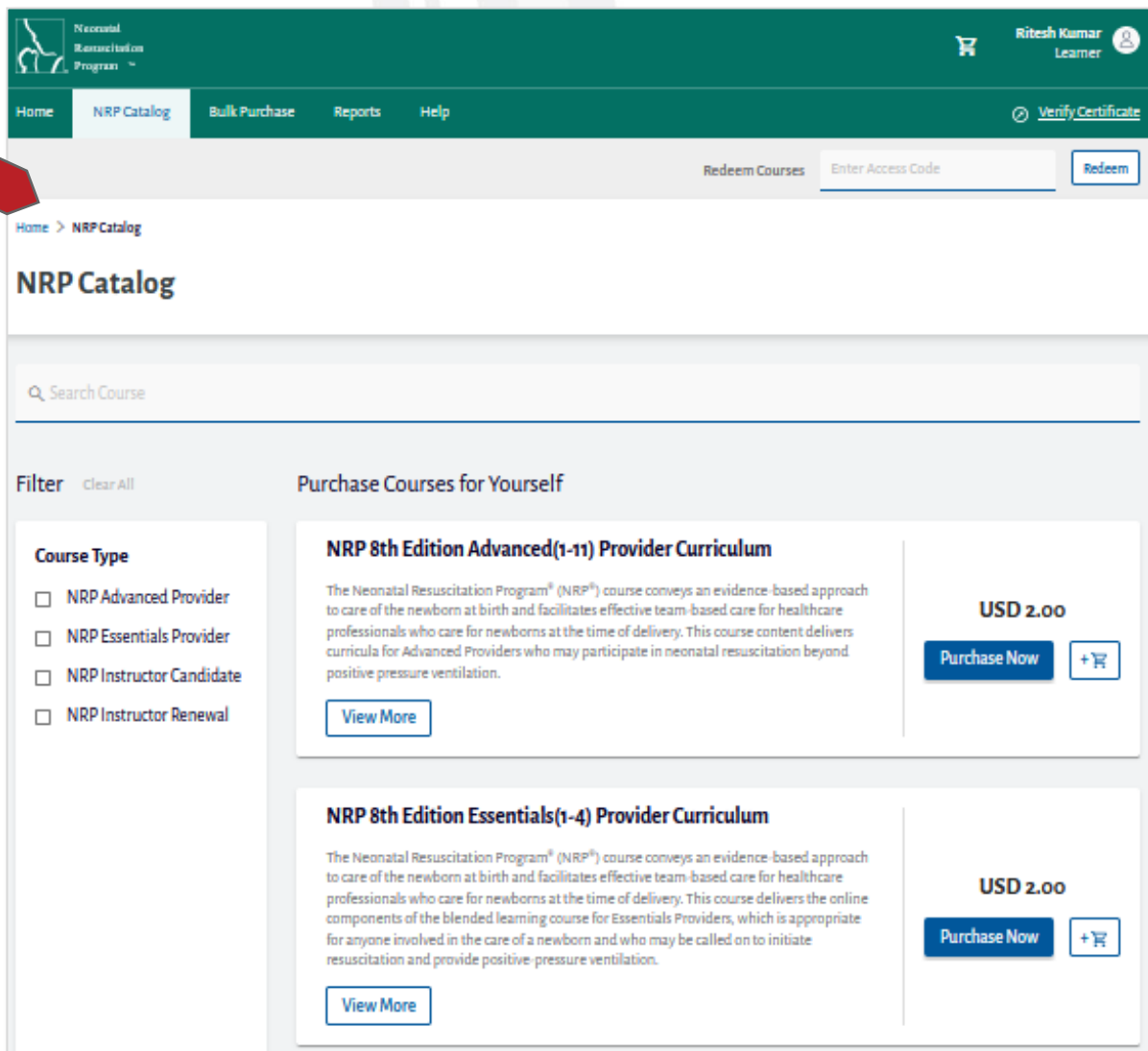
NRP Catalog

The “NRP Catalog” menu shows all the NRP course/curricula details available on the NRP Learning Platform along with an option to enroll.

NOTE: For the logged in users, the courses are listed based on the user’s Rank & Status along with Enroll and Start/Resume options after enrolling to a specific course/curriculum.

Each NRP course/curriculum contains the following details based on the user’s rank & status and eligibility criteria:

- Introduction – The Introduction of a specific course/curriculum
- Summary – The Description and the Learning Objectives details of a specific course/curriculum
- Part 1 details – The details of learning activities available as Part 1 along with Description, Learning Objectives and Continuing Education Credits details of Part 1 section of a specific course/curriculum
- Part 2 details – The details of Instructor-Led Events (ILE) available as Part 2 along with Description and Learning Objectives details of Part 2 section of a specific course/curriculum
- Price – The cost of a specific course/curriculum
- Action based on the user’s rank & status and eligibility criteria:
 - Purchase Now – The user is navigated to Payment page
 - Start/Resume – The user is navigated to Activity page that is available after enrollment



NOTE:

- The user can navigate to the 'Login/Register' page by clicking the "Login/Register" button provided at the top-right corner.
- The detailed information of the NRP courses/curricula available on the NRP Learning Platform is covered in the next section titled "Courses".



Courses/Curricula – 8th Edition NRP Courses

NOTE:

- The ‘Courses/Curricula’ section describes the Instructor-led (traditional) format NRP courses, which are available in the NRP Catalog to enroll.
- Another option for 8th edition NRP is RQI® for NRP®, which is a quality improvement program for institutions (hence, not listed in the NRP Catalog). The program allows learners to complete NRP Essentials via a self-directed curriculum with quarterly activities to reinforce and master key NRP knowledge and NRP Essentials skills at a simulation station. However, RQI for NRP (Prep and Advanced Endorsement) ILEs is made available to be registered on the NRP Learning Platform.
- RQI for NRP is not required for 8th edition NRP training for those taking the Instructor-led course option.

NRP 8th edition introduces a new educational methodology tailored to better meet the needs of the many health care professionals who manage the newly born baby.

Four NRP 8th Edition Curricula:

- **NRP 8th Edition Essentials (1-4) Provider Curriculum** - This course content delivers curricula for Essentials Providers, which is appropriate for everyone involved in the care of a newborn and who may be called upon to initiate resuscitation including positive pressure ventilation.
- **NRP 8th Edition Advanced (1-11) Provider Curriculum** - This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond positive pressure ventilation.
- **NRP 8th Edition Instructor Candidate (IC) Curriculum** - This course content delivers the necessary curricula to *become* an NRP Instructor, which is available only to the Advanced Provider who must apply for an Instructor Application and get approved by an AAP Admin. This course must be enrolled and started within 30 days of the enrollment else the IA must be re-submitted.
- **NRP 8th Edition Instructor Renewal (IR) Curriculum** - This course content delivers the necessary curricula to *maintain* Instructor Status, which is available only for the Instructors and Instructor Mentors, who wish to maintain Instructor status prior expiration of Instructor eCard. If an instructor’s status expires prior meeting Instructor status maintenance requirements, then the instructor eligibility requirements must be met followed by completing the Instructor course requirements to maintain Instructor status.

Part 1 Essentials / Advanced Provider Curriculum Activities

Part 1 focuses on building a foundation of Neonatal Resuscitation knowledge. The learning activities in Part I include:

- Self-study the *Textbook of Neonatal Resuscitation*, 8th Ed
- Online Learning Assessment (Adaptive Learning) – Featuring True Adaptive™ learning, a personalized method tailored to individual knowledge and confidence levels. True Adaptive learning adjusts to the learner’s competence and performance in real-time.
- Advanced Exam (35 questions; for Advanced Curriculum only) – There is unlimited attempts to complete the exam
- Part 1 Evaluation

Once all the Part 1 steps are completed, the user can access to the NRP Provider Certificate in their account on the NRP Learning Platform.

Part 2 Essentials / Advanced Provider Curriculum Activities

Part 2 includes the Instructor-led Event (hands-on portion of the course). The user needs to attend an Instructor-led Event appropriate to the curriculum type (Essentials or Advanced; some events may include both).

The user must register for an NRP 8th edition Instructor-led Event before attending the event. The registration can be Self-register or registered by an instructor or administrator.

Activities include registering for an Instructor-led Event, which includes:

- Performance and Integrated Skills - The Performance Skills Station provides an opportunity to practice or review technical hands-on resuscitation skills with instructor assistance. The Integrated Skills Station allows the instructor to facilitate more than one scenario and evaluate the learner's readiness for simulation and debriefing.
- Simulation and Debriefing - Simulation and debriefing provide a safe setting in which to integrate cognitive and technical skills and focus on team communication and patient safety. The instructor will not coach, assist, or interrupt during a scenario.

Once the user completes all steps, the instructor will approve the user's skills and the eCard will be generated. Then, the user can access to the NRP Provider eCard in their account on the NRP Learning Platform.

Part 1 Instructor Candidate / Instructor Renewal Curriculum Activities

Part 1 focuses on assessing and verifying the foundational knowledge of the *Neonatal Resuscitation Program curricula*. The learning activities in Part I include:

ITK: Study information the Instructor Toolkit, which contains resources and materials to help the user prepare for the online instructor course learning activity and exam.

- Online Learning Assessment (Adaptive Learning) – Featuring True Adaptive™ learning, a personalized method tailored to individual knowledge and confidence levels. True Adaptive learning adjusts to the learner's competence and performance in real-time.
- Advanced Exam (35 questions) – There is unlimited attempts to complete the exam
- Instructor Course – There are video course and knowledge-check questions to complete the course
- Instructor Exam (20 questions) – There is unlimited attempts to complete the exam
- Algorithm Activity – There is a NRP 8th Edition Algorithm to understand the sequence
- Part 1 Evaluation

Once all the Part 1 steps are completed, the user can access to the NRP Instructor/ NRP Instructor Mentor Certificate in their account on the NRP Learning Platform.

Part 2 Instructor Candidate / Instructor Renewal Curriculum Activities

Part 2 includes the Instructor-led Event (hands-on portion of the course). The user needs to co-teach with an Instructor Mentor:

- Co-teach three (3) ILEs with an IM for IC courses
- Teach / Co-tach at least two (2) ILEs for IR courses



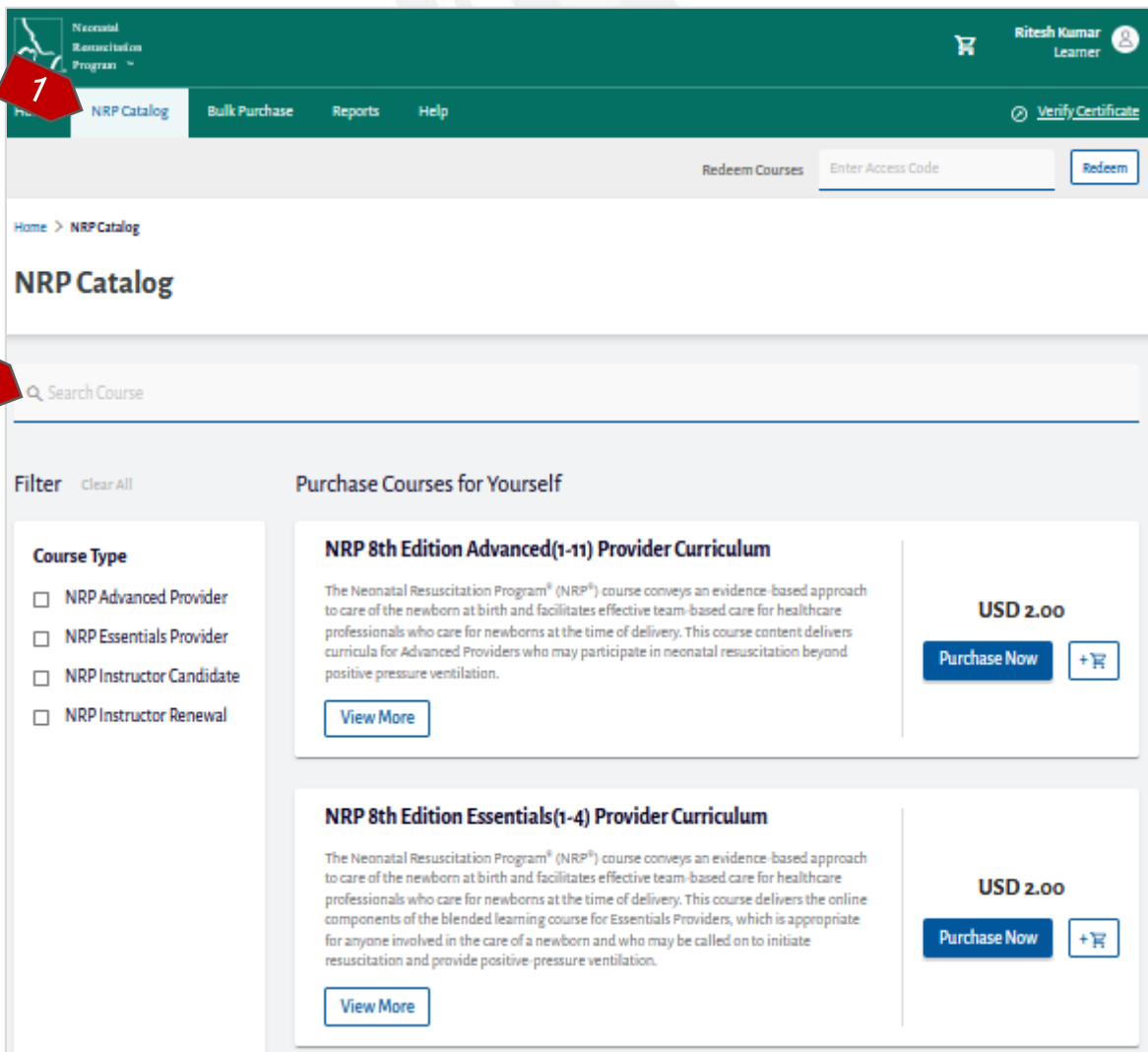
Debrief the Debrief (optional): Complete the 'Debrief the Debrief' activity with an Instructor Mentor after any Instructor-Led Event. IM will use the 'Debrief the Debrief' Checklist to debrief the performance.

Once the user completes all steps, the instructor will approve the user's skills and the eCard will be generated. Then, the user can access the NRP Instructor eCard in an account and achieved Instructor status on the NRP Learning Platform.



WI: Catalog – Searching/Filtering for the NRP Course

1. Click on the 'NRP Catalog' menu.



The screenshot shows the NRP Catalog website. At the top, there is a green navigation bar with the NRP logo, the text 'Neonatal Resuscitation Program', and a user profile for 'Ritesh Kumar Learner'. Below the navigation bar, there are tabs for 'NRP Catalog', 'Bulk Purchase', 'Reports', and 'Help'. A 'Verify Certificate' link is also visible. Below the navigation bar, there is a 'Redeem Courses' section with an 'Enter Access Code' field and a 'Redeem' button. The main content area is titled 'NRP Catalog' and features a search bar with the placeholder text 'Search Course'. Below the search bar, there is a 'Filter' section with a 'Clear All' link and a list of course types: 'NRP Advanced Provider', 'NRP Essentials Provider', 'NRP Instructor Candidate', and 'NRP Instructor Renewal'. To the right of the filter section, there is a 'Purchase Courses for Yourself' section. This section contains two course listings. The first listing is for 'NRP 8th Edition Advanced(1-11) Provider Curriculum', which is priced at 'USD 2.00' and has a 'Purchase Now' button and a '+ Cart' icon. The second listing is for 'NRP 8th Edition Essentials(1-4) Provider Curriculum', which is also priced at 'USD 2.00' and has a 'Purchase Now' button and a '+ Cart' icon. Both listings include a 'View More' button.

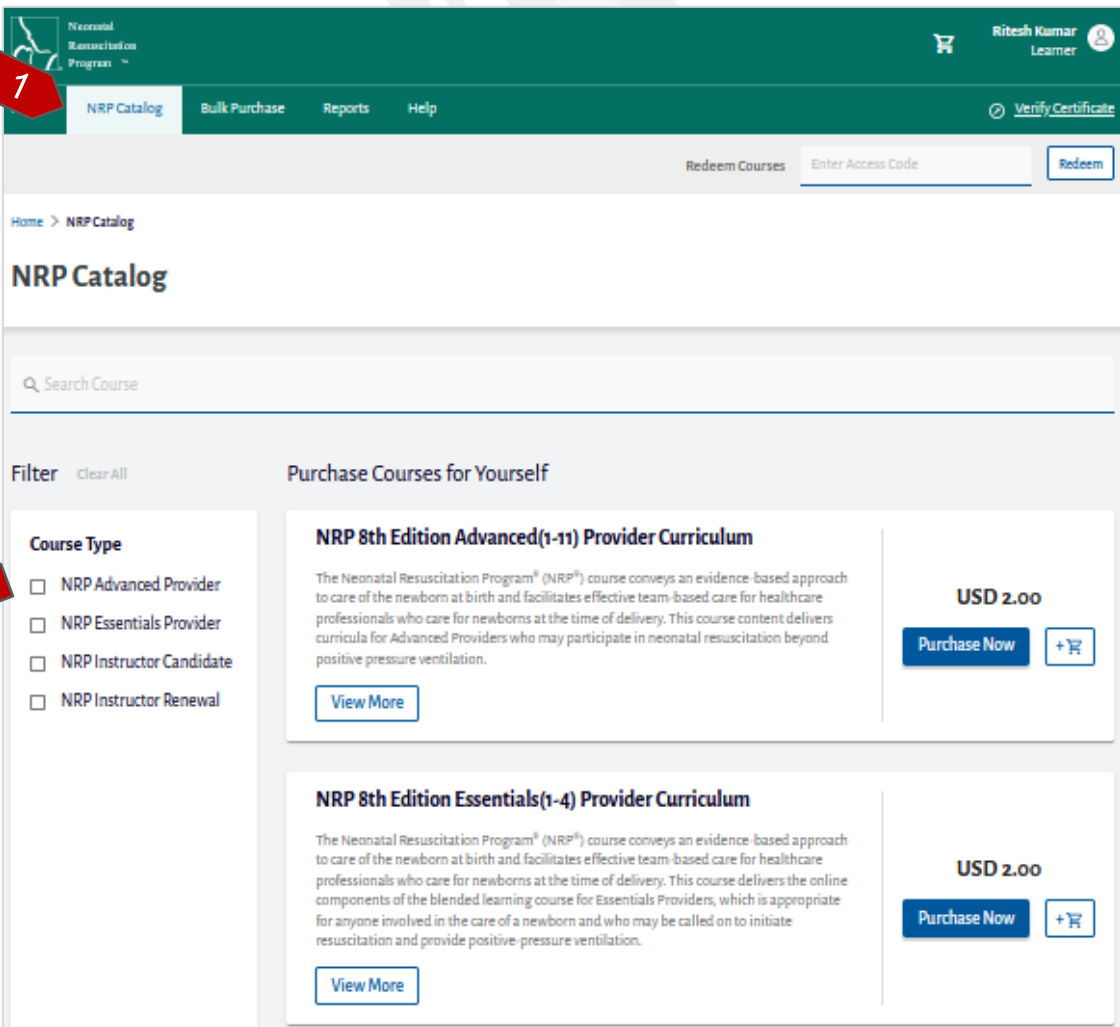
2. Enter the part of a search term (NRP course/curriculum name).

NOTE: Search requires minimum 3 characters to provide auto-suggestions and filter out displayed courses on the “Course Listing” pane.

END OF INSTRUCTIONS

WI: Catalog – Filtering Through Course Type

1. Click on the 'NRP Catalog' menu.



The screenshot shows the NRP Catalog website. At the top, there is a green navigation bar with the NRP logo, the text 'Neonatal Resuscitation Program', and a user profile for 'Ritesh Kumar Learner'. Below the navigation bar, there are tabs for 'NRP Catalog', 'Bulk Purchase', 'Reports', and 'Help'. A 'Verify Certificate' link is also visible. Below the navigation bar, there is a 'Redeem Courses' section with an 'Enter Access Code' field and a 'Redeem' button. The main content area is titled 'NRP Catalog' and features a search bar labeled 'Search Course'. Below the search bar, there is a 'Filter' section with a 'Clear All' link. The 'Filter' section includes a 'Course Type' section with four checkboxes: 'NRP Advanced Provider', 'NRP Essentials Provider', 'NRP Instructor Candidate', and 'NRP Instructor Renewal'. To the right of the filter section, there is a 'Purchase Courses for Yourself' section. This section contains two course listings. The first listing is 'NRP 8th Edition Advanced(1-11) Provider Curriculum' with a description, a 'View More' button, and a 'Purchase Now' button with a price of 'USD 2.00'. The second listing is 'NRP 8th Edition Essentials(1-4) Provider Curriculum' with a description, a 'View More' button, and a 'Purchase Now' button with a price of 'USD 2.00'.

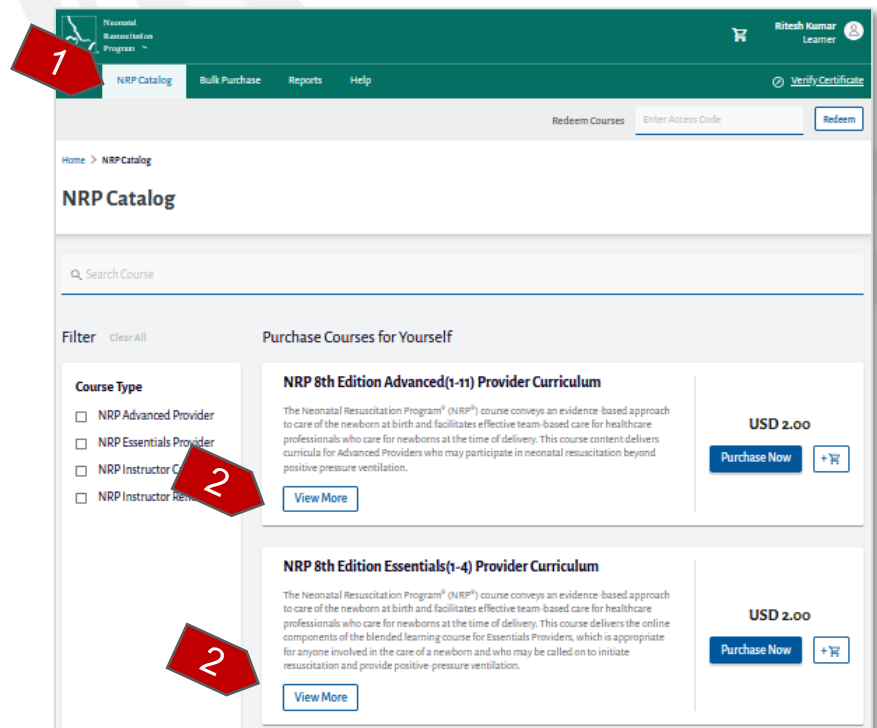
2. Select the required course type to filter the list accordingly.

NOTE: Upon selecting a filter value, results are automatically filtered out on the Course listing pane.

END OF INSTRUCTIONS

WI: Catalog – Viewing More Details for Course Details

1. Click on the ‘NRP Catalog’ menu.

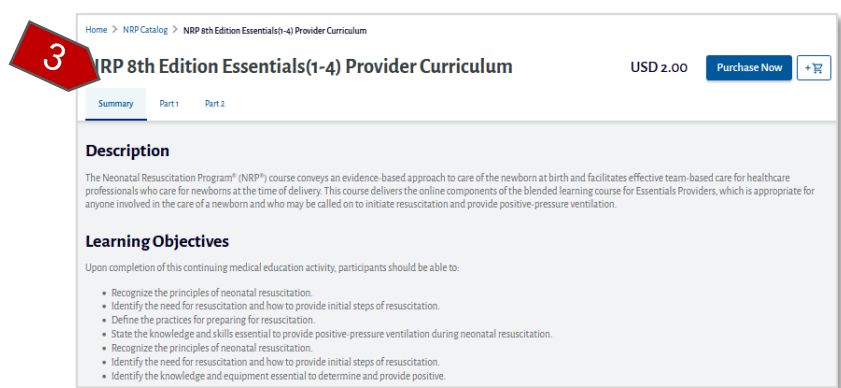


The screenshot shows the NRP Catalog website interface. At the top, there is a green navigation bar with the NRP logo and user information (Ritesh Kumar Learner). Below the navigation bar, there are tabs for 'NRP Catalog', 'Bulk Purchase', 'Reports', and 'Help'. The main content area displays a search bar and a filter section. The 'Purchase Courses for Yourself' section lists two courses: 'NRP 8th Edition Advanced(1-11) Provider Curriculum' and 'NRP 8th Edition Essentials(1-4) Provider Curriculum'. Each course listing includes a description, a price of USD 2.00, a 'Purchase Now' button, and a 'View More' button. Red arrows labeled '1' and '2' highlight the 'NRP Catalog' menu item and the 'View More' buttons, respectively.

2. Click on the “View More” button.

3. Navigate to the respective tabs to view more information as the details are segregated into 3 main tabs along with sub-tabs:

- Summary
 - Description
 - Learning Objectives
- Part 1
 - Learning Activities in Part 1
 - Description
 - Learning Objectives
 - Continuing Education Credits



The screenshot shows the course details page for 'NRP 8th Edition Essentials(1-4) Provider Curriculum'. The page has a breadcrumb trail: 'Home > NRP Catalog > NRP 8th Edition Essentials(1-4) Provider Curriculum'. The course title is 'NRP 8th Edition Essentials(1-4) Provider Curriculum' with a price of USD 2.00 and a 'Purchase Now' button. Below the title, there are tabs for 'Summary', 'Part 1', and 'Part 2'. The 'Summary' tab is selected. The 'Description' section states: 'The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course delivers the online components of the blended learning course for Essentials Providers, which is appropriate for anyone involved in the care of a newborn and who may be called on to initiate resuscitation and provide positive-pressure ventilation.' The 'Learning Objectives' section lists: 'Upon completion of this continuing medical education activity, participants should be able to: • Recognize the principles of neonatal resuscitation. • Identify the need for resuscitation and how to provide initial steps of resuscitation. • Define the practices for preparing for resuscitation. • State the knowledge and skills essential to provide positive-pressure ventilation during neonatal resuscitation. • Recognize the principles of neonatal resuscitation. • Identify the need for resuscitation and how to provide initial steps of resuscitation. • Identify the knowledge and equipment essential to determine and provide positive.' A red arrow labeled '3' points to the 'Summary' tab.



- Part 2
 - Learning Activities in Part 1
 - Description
 - Learning Objectives

NOTE: By default, the Summary section of a specific course/curriculum is on display.

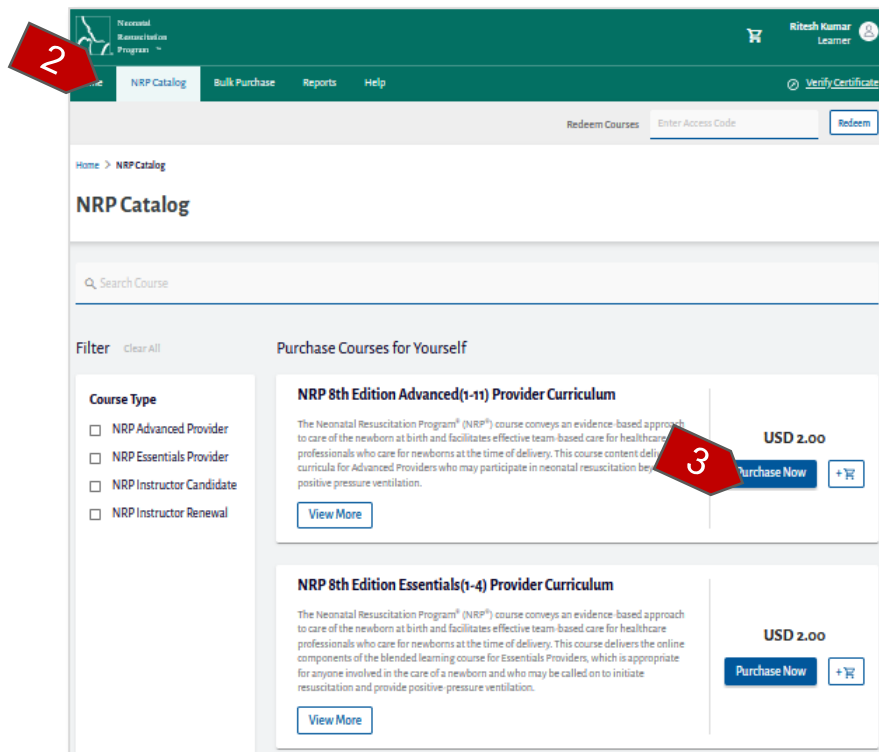
END OF INSTRUCTIONS



WI: Catalog – Purchasing the Curricula from the NRP Catalog

NOTE:

- The “Purchase Now” button is available in the NRP Catalog per course. However, enrolling to a course activity is only available for the logged-in user.
 - The “Purchase Now” button option is available also in the ‘View More’ page and ‘Tasks to Complete’ section under ‘Dashboard’ tab for registered users.
1. Login to NRP Learning Platform.
 2. Click on the ‘NRP Catalog’ menu.
 3. Click on the “Purchase Now” button for a required course (Essentials/Advanced Provider, Instructor Candidate, Instructor Renewal) to be enrolled.





The screenshot shows the NRP Catalog interface. At the top, there is a navigation bar with 'NRP Catalog', 'Bulk Purchase', 'Reports', and 'Help'. Below this is a search bar and a 'Filter' section. The main content area displays two course cards. The first card is for 'NRP 8th Edition Advanced(1-11) Provider Curriculum' with a price of USD 2.00 and a 'Purchase Now' button. The second card is for 'NRP 8th Edition Essentials(1-4) Provider Curriculum' also with a price of USD 2.00 and a 'Purchase Now' button. A red arrow labeled '2' points to the 'NRP Catalog' menu item, and another red arrow labeled '3' points to the 'Purchase Now' button on the first course card.

NOTE:

- A user is navigated to login page in case the user has directly landed on NRP Catalog menu on the NRP Learning Platform as login is mandatory to enroll to the any course.

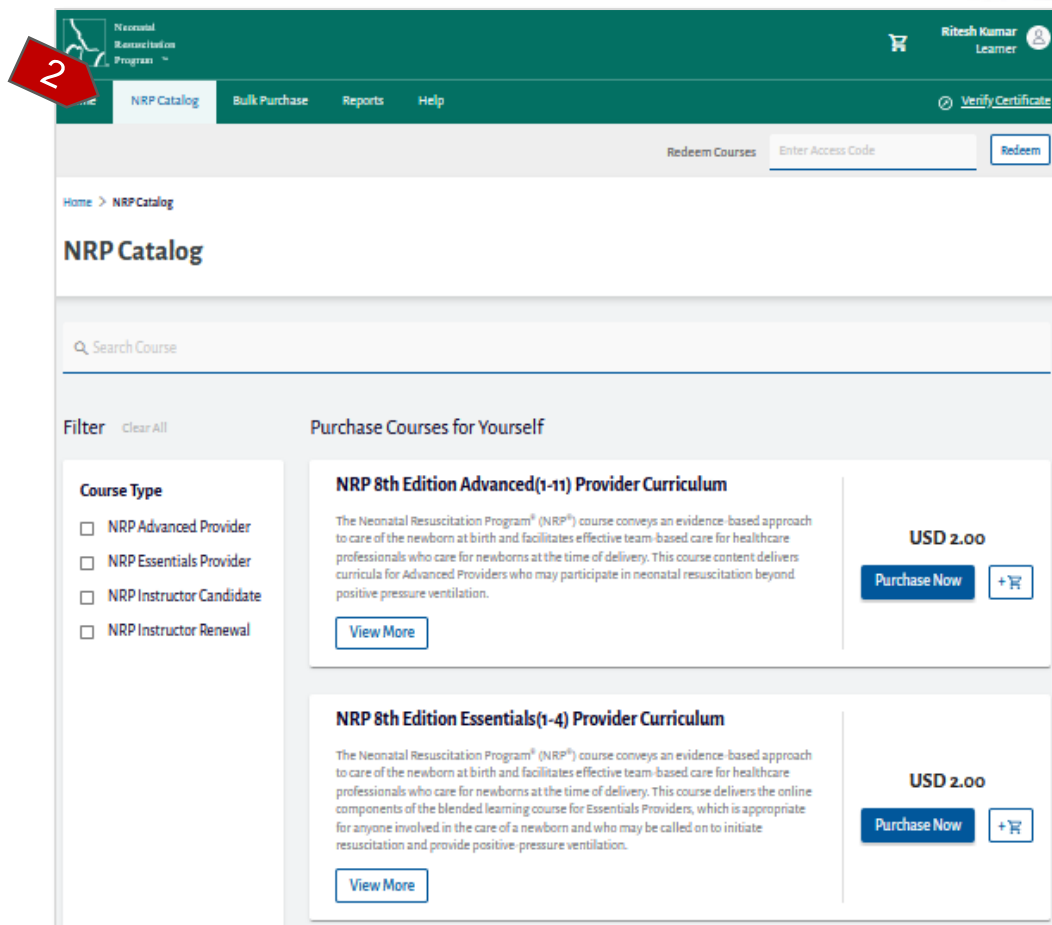
- The “Purchase Now” option for an Instructor Candidate course is available only to the Advanced Providers, who has applied for an Instructor Application and has got it approved else the message “You require an Advanced Provider E-Card and an Approved Instructor Candidate Application to Enroll” is displayed.
- The “Purchase Now” option for an Instructor renewal course is available only to an Active Instructors and Instructor Mentors, who has applied for an Instructor Application and has got it approved else the message “You require an Advanced Provider E-Card and an Approved Instructor Candidate Application to Enroll” is displayed.

| | |
|---|--|
| <p>NRP 8th Edition Instructor Candidate Curriculum</p> <p>The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers the necessary curricula to become an NRP Instructor. This is the initial course for a provider to obtain NRP instructor status.</p> <p>View More</p> |  <p>You require an Advanced Provider E-Card and an Approved Instructor Candidate Application to Enroll</p> |
| <p>NRP 8th Edition Instructor Renewal Curriculum</p> <p>The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers the necessary curricula for instructors to maintain Instructor Status.</p> <p>View More</p> |  <p>You require an Active Instructor E-Card to Enroll</p> |

END OF INSTRUCTIONS

WI: Catalog – Adding the Curricula to the Cart from the NRP Catalog

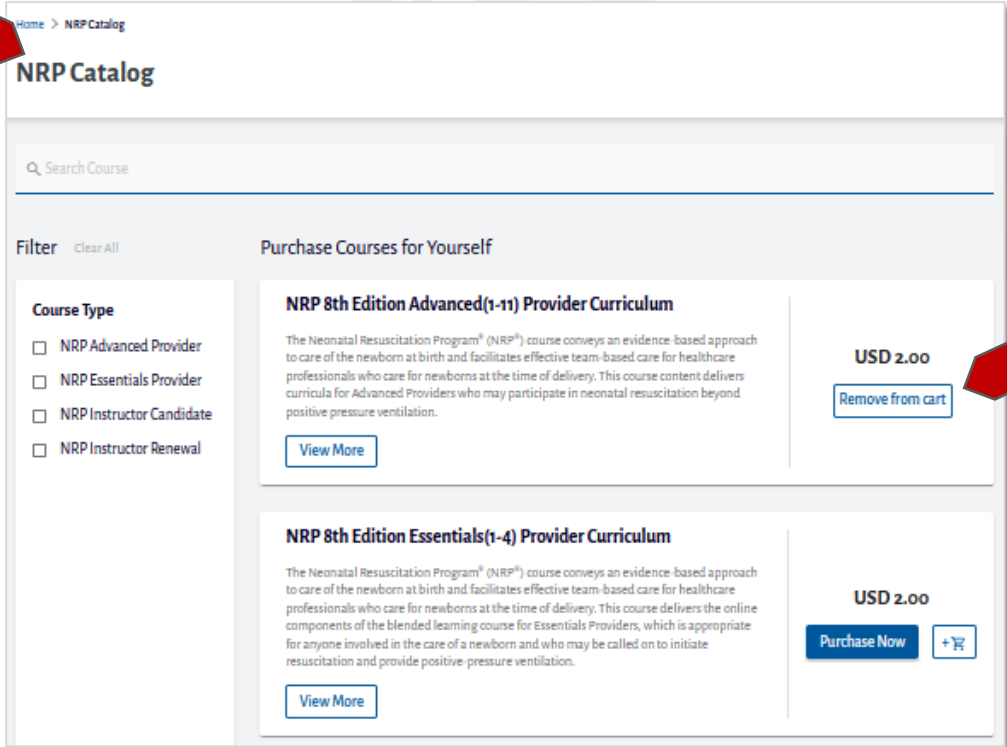
1. Login to NRP Learning Platform.
2. Click on the ‘NRP Catalog’ menu.
3. Click on the “Cart Symbol” button for a required course (Essentials/Advanced Provider, Instructor Candidate, Instructor Renewal) for bulk purchase.



The screenshot shows the NRP Learning Platform interface. At the top, there is a green navigation bar with the NRP logo, user name 'Ritesh Kumar Learner', and a shopping cart icon. Below the navigation bar, there is a 'NRP Catalog' menu item highlighted with a red callout box containing the number '2'. The main content area displays the 'NRP Catalog' page with a search bar and a 'Filter' section. The 'Filter' section includes 'Course Type' with checkboxes for 'NRP Advanced Provider', 'NRP Essentials Provider', 'NRP Instructor Candidate', and 'NRP Instructor Renewal'. The main content area is titled 'Purchase Courses for Yourself' and displays two course cards. The first card is for 'NRP 8th Edition Advanced(1-11) Provider Curriculum' with a price of 'USD 2.00'. A red callout box with the number '3' points to the '+ Cart' button on the 'Purchase Now' button for this course. The second card is for 'NRP 8th Edition Essentials(1-4) Provider Curriculum' with a price of 'USD 2.00' and a similar '+ Cart' button.

NOTE:

- Once the course is added to the cart the ‘Cart Symbol’ is replaced with “Remove from Cart” option.
- Clicking on the “Remove from Cart” option removes the course from the cart.



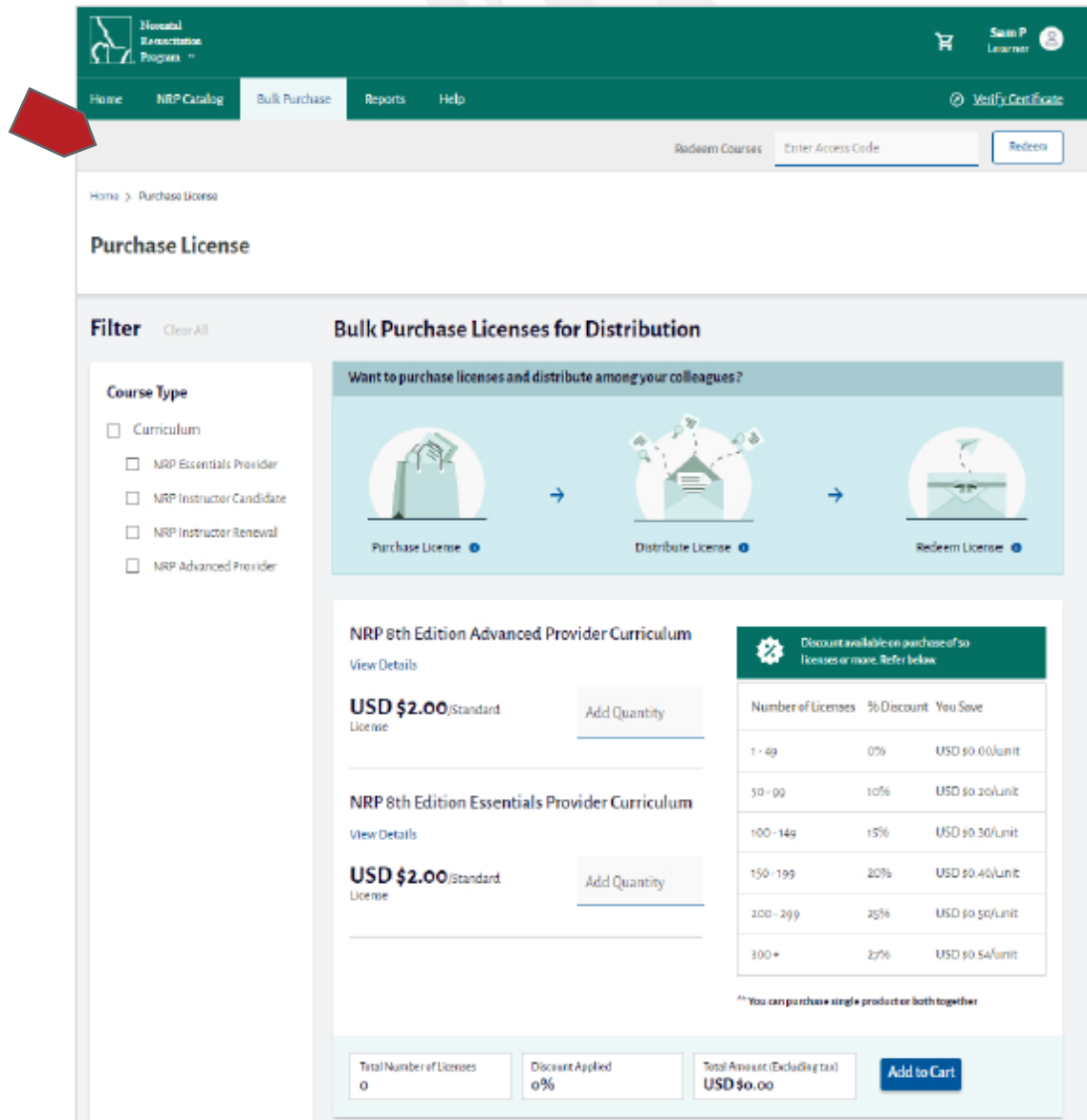
The screenshot shows the NRP Catalog interface. At the top, there is a breadcrumb trail: Home > NRP Catalog. Below this is the title 'NRP Catalog' and a search bar labeled 'Search Course'. A 'Filter' section with a 'Clear All' link is visible. The main content area is titled 'Purchase Courses for Yourself' and lists two courses. The first course is 'NRP 8th Edition Advanced(1-11) Provider Curriculum', priced at USD 2.00, with a 'Remove from cart' button highlighted by a red arrow. The second course is 'NRP 8th Edition Essentials(1-4) Provider Curriculum', also priced at USD 2.00, with a 'Purchase Now' button and a plus sign icon. A red arrow also points to the 'Remove from cart' button in the first course's details.

- Upon adding the course into the cart, clicking the “Purchase License in Bulk” option or the “Purchase License” menu on the top of the page option allows the user to add the quantity to be purchased.

END OF INSTRUCTIONS

Bulk Purchase

The “Bulk Purchase” menu shows all the NRP courses/curricula available on the NRP LP to purchase in bulk along with an information about discounts based on the quantity of the bulk purchase.



Home > Purchase License

Purchase License

Filter [Clear All](#)

Course Type

- Curriculum
- NRP Essentials Provider
- NRP Instructor Candidate
- NRP Instructor Renewal
- NRP Advanced Provider

Bulk Purchase Licenses for Distribution

Want to purchase licenses and distribute among your colleagues?

Purchase License → Distribute License → Redeem License

NRP 8th Edition Advanced Provider Curriculum
View Details
USD \$2.00/Standard License [Add Quantity](#)

NRP 8th Edition Essentials Provider Curriculum
View Details
USD \$2.00/Standard License [Add Quantity](#)

Discount available on purchase of 50 licenses or more. Refer below.

| Number of Licenses | % Discount | You Save |
|--------------------|------------|-----------------|
| 1 - 49 | 0% | USD \$0.00/unit |
| 50 - 99 | 10% | USD \$0.20/unit |
| 100 - 149 | 15% | USD \$0.30/unit |
| 150 - 199 | 20% | USD \$0.40/unit |
| 200 - 299 | 25% | USD \$0.50/unit |
| 300 + | 25% | USD \$0.54/unit |

** You can purchase single product or both together

Total Number of Licenses: 0 Discount Applied: 0% Total Amount (Excluding tax): USD \$0.00 [Add to Cart](#)

NOTE: The user can navigate to the ‘Login/Register’ page by clicking the “Login/Register” button provided at the top-right corner.

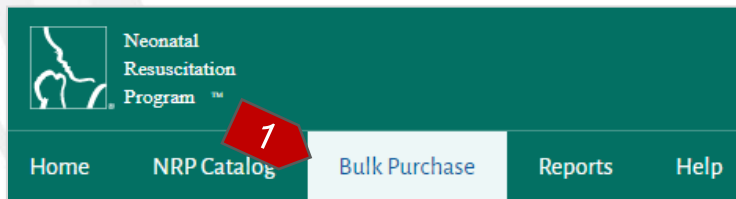
Bulk Purchase Licenses for Distribution – 8th Edition NRP Courses

The retail user can purchase course licenses in bulk and distributes them to other learners via an email address of a student (**Referred as bulk purchaser**). The student will receive an activation code that can be redeemed on the NRP LP.

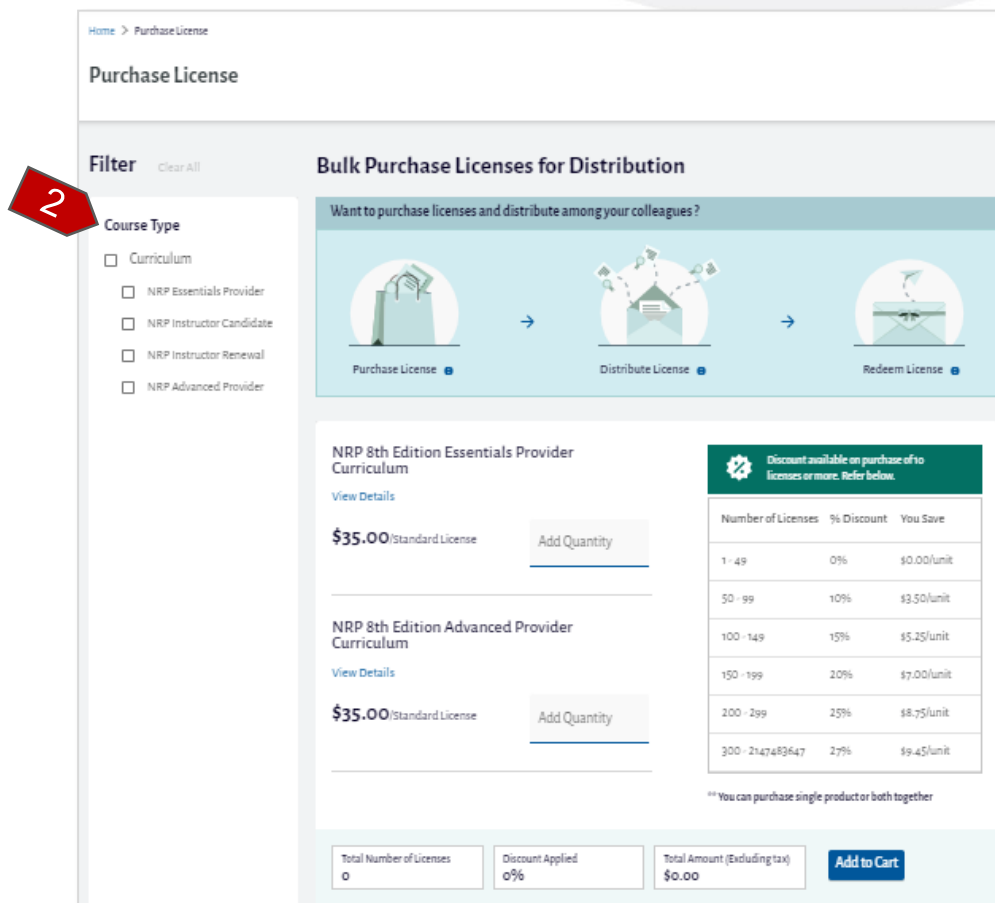
Upon purchasing bulk licenses for a distribution, a ‘License Management’ section will appear on the dashboard of the NRP LP user.

WI: Bulk Purchase – Searching/Filtering Through Curriculum

1. Click on the 'Bulk Purchase' menu.



2. Select the required course type to filter the list accordingly.



The screenshot shows the 'Purchase License' page. On the left, there is a 'Filter' section with a 'Clear All' link. Under 'Course Type', there are several checkboxes: Curriculum, NRP Essentials Provider, NRP Instructor Candidate, NRP Instructor Renewal, and NRP Advanced Provider. A red arrow with the number '2' points to the 'Course Type' section. The main content area is titled 'Bulk Purchase Licenses for Distribution' and includes a flow diagram: Purchase License → Distribute License → Redeem License. Below this, there are two product listings for 'NRP 8th Edition Essentials Provider Curriculum' and 'NRP 8th Edition Advanced Provider Curriculum', each with a price of \$35.00 and an 'Add Quantity' button. To the right, there is a table showing discounts for bulk purchases. At the bottom, there are summary boxes for 'Total Number of Licenses' (0), 'Discount Applied' (0%), and 'Total Amount (Excluding tax)' (\$0.00), along with an 'Add to Cart' button.

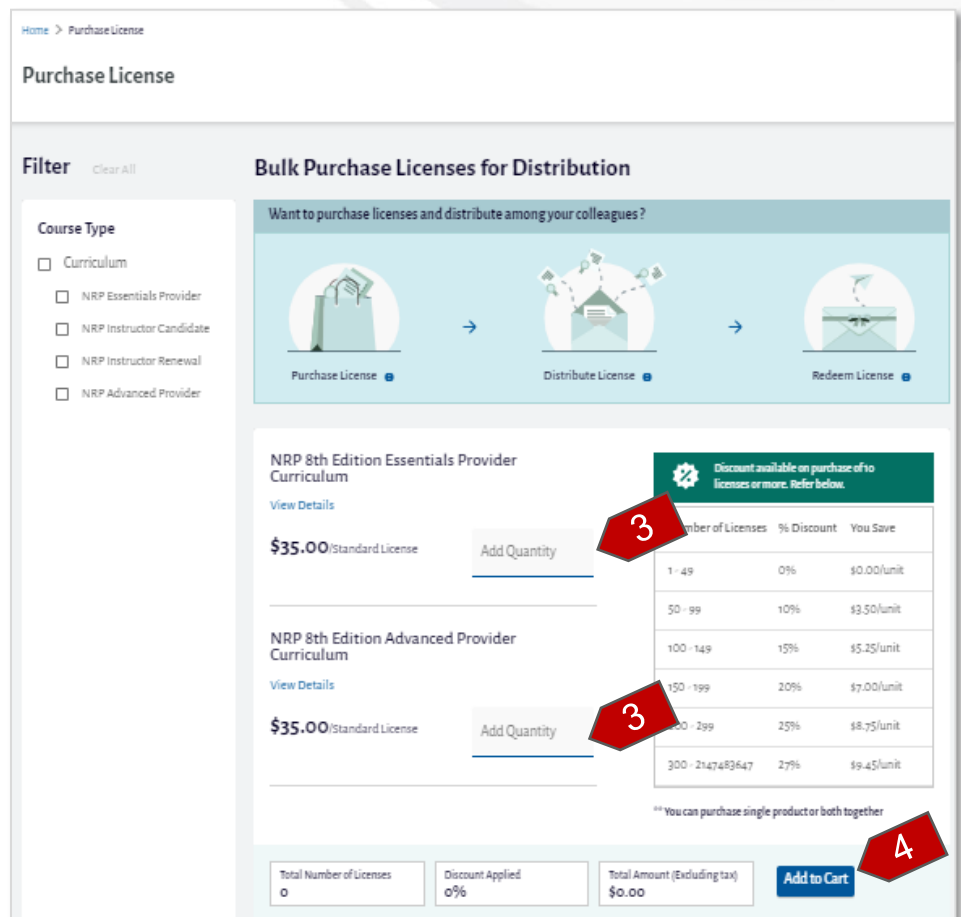
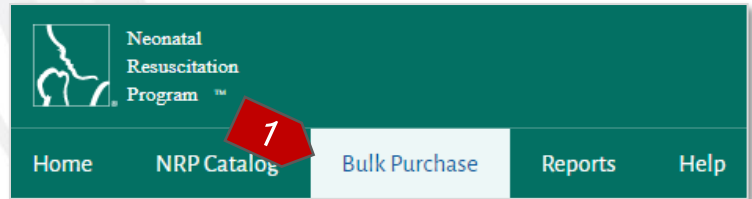
| Number of Licenses | % Discount | You Save |
|--------------------|------------|-------------|
| 1 - 49 | 0% | \$0.00/unit |
| 50 - 99 | 10% | \$3.50/unit |
| 100 - 149 | 15% | \$5.25/unit |
| 150 - 199 | 20% | \$7.00/unit |
| 200 - 299 | 25% | \$8.75/unit |
| 300 - 2147483647 | 29% | \$9.45/unit |

NOTE: Upon selecting a filter value, the results are automatically filtered on the Course listing pane.

END OF INSTRUCTIONS

WI: Bulk Purchase – Adding Curriculum to Cart for Bulk Purchase

1. Login to NRP Learning Platform.
2. Click on the ‘Bulk Purchase’ menu.
3. Enter the number in the “Add Quantity” field.



Home > Purchase License

Purchase License

Filter [Clear All](#)

Bulk Purchase Licenses for Distribution

Want to purchase licenses and distribute among your colleagues?

Purchase License → Distribute License → Redeem License

NRP 8th Edition Essentials Provider Curriculum
View Details
\$35.00/Standard License **3** Add Quantity

NRP 8th Edition Advanced Provider Curriculum
View Details
\$35.00/Standard License **3** Add Quantity

Discount available on purchase of 10 licenses or more. Refer below.

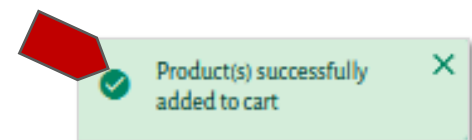
| Number of Licenses | % Discount | You Save |
|--------------------|------------|-------------|
| 1 - 49 | 0% | \$0.00/unit |
| 50 - 99 | 10% | \$3.50/unit |
| 100 - 149 | 15% | \$5.25/unit |
| 150 - 199 | 20% | \$7.00/unit |
| 200 - 299 | 25% | \$8.75/unit |
| 300 - 2147483647 | 27% | \$9.45/unit |

** You can purchase single product or both together

Total Number of Licenses: 0 | Discount Applied: 0% | Total Amount (Excluding tax): \$0.00 **4** Add to Cart

4. Click on the “Add to Cart” button.

A green bar at the top of the page indicates that the product(s) has been added to the cart successfully.



NOTE:


- The discounts available on the bulk purchases are listed in the table. To avail the discount percentage, the total number of all the products must fall within the given range.



| Discount available on purchase of 10 licenses or more. Refer below. | | |
|---|------------|-------------|
| Number of Licenses | % Discount | You Save |
| 1-49 | 0% | \$0/unit |
| 50-99 | 10% | \$3.50/unit |
| 100-149 | 15% | \$5.25/unit |
| 150-199 | 20% | \$7.00/unit |
| 200-299 | 25% | \$8.75/unit |
| 300+ | 27% | \$9.45/unit |

**** You can purchase single product or both together**

- A text is displayed below the “Total Amount (Excluding tax)” info about the required number of licenses to avail the next higher discount.



| | | | |
|--|--------------------------------|---|--------------------|
| Total Number of Licenses 250 | Discount Applied 25% | Total Amount (Excluding tax) \$6562.5 | Add to Cart |
|--|--------------------------------|---|--------------------|


Add 50 more licenses to avail 27% discount

- While adding a single quantity to the cart, user receives a pop-up to confirm the reason for the purchase. The user can go to the ‘NRP Catalog’ by clicking on the link if purchasing for self-consumption or click on the “Continue” button.

Alert Purchase for Distribution

Please note you are purchasing a single license that can only be used for distribution to other learners.

If you would like to purchase a license for your personal use visit our [NRP Catalog](#).



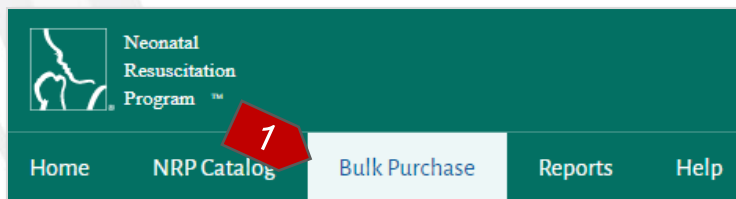
Continue

END OF INSTRUCTIONS

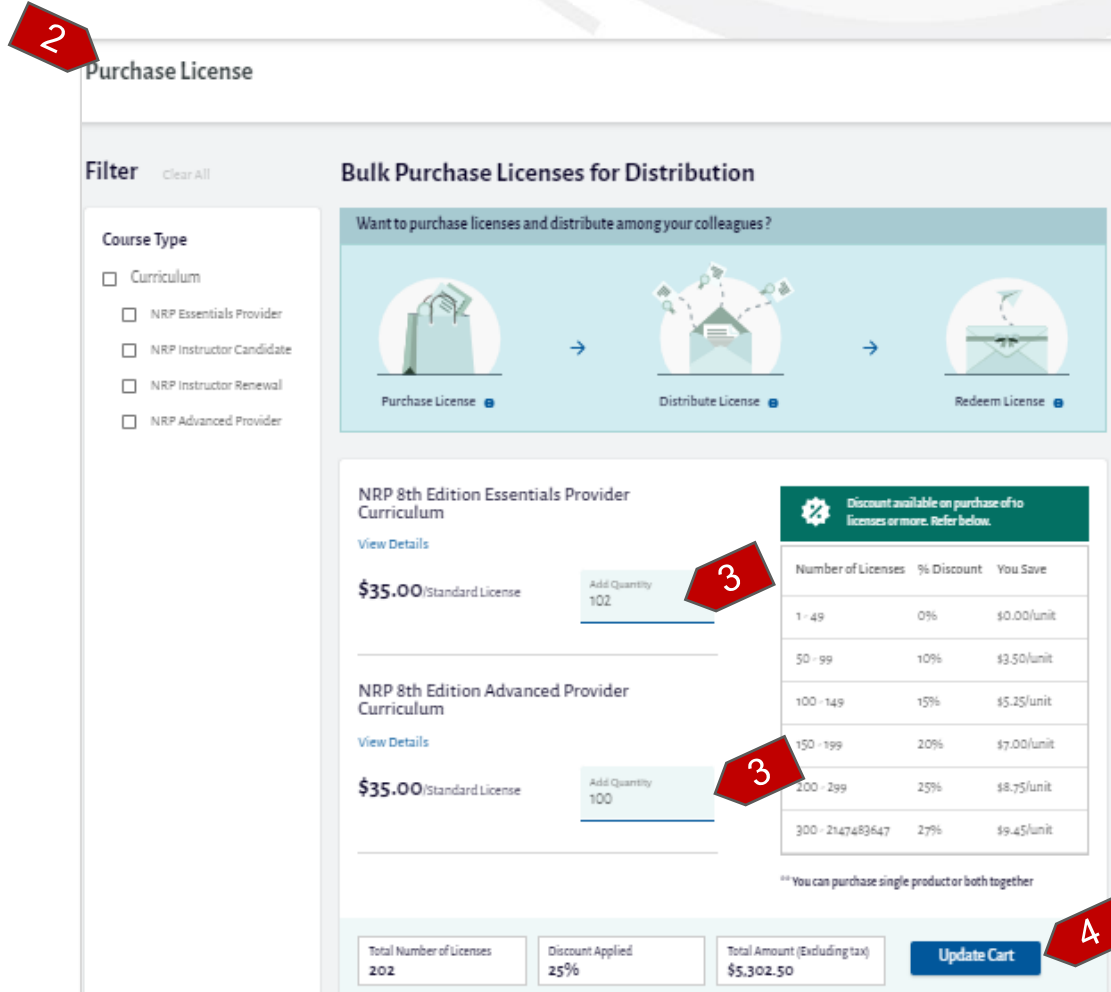
WI: Bulk Purchase – Updating the Cart for Bulk Purchase

1. Login to NRP Learning Platform.

2. Click on the ‘Bulk Purchase’ menu.



3. Enter the number in the “Add Quantity” field.



Purchase License

Filter [Clear All](#)

Bulk Purchase Licenses for Distribution

Want to purchase licenses and distribute among your colleagues?

Purchase License → Distribute License → Redeem License

Course Type

- Curriculum
 - NRP Essentials Provider
 - NRP Instructor Candidate
 - NRP Instructor Renewal
 - NRP Advanced Provider

NRP 8th Edition Essentials Provider Curriculum

View Details

\$35.00/Standard License

Add Quantity **102**

NRP 8th Edition Advanced Provider Curriculum

View Details

\$35.00/Standard License

Add Quantity **100**

Discount available on purchase of 10 licenses or more. Refer below.

| Number of Licenses | % Discount | You Save |
|--------------------|------------|-------------|
| 1 - 49 | 0% | \$0.00/unit |
| 50 - 99 | 10% | \$3.50/unit |
| 100 - 149 | 15% | \$5.25/unit |
| 150 - 199 | 20% | \$7.00/unit |
| 200 - 299 | 25% | \$8.75/unit |
| 300 - 2147483647 | 27% | \$9.45/unit |

** You can purchase single product or both together

Total Number of Licenses: **202** | Discount Applied: **25%** | Total Amount (Excluding tax): **\$5,302.50** | **Update Cart**

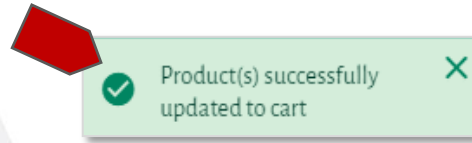
4. Click on the “Add to Cart/Update Cart” button.

NRP LP User (Individual/Global Account) Guide Bulk Purchase



**Neonatal
Resuscitation
Program®**

A green bar at the top of the page indicates that the product(s) has been updated to the cart successfully.

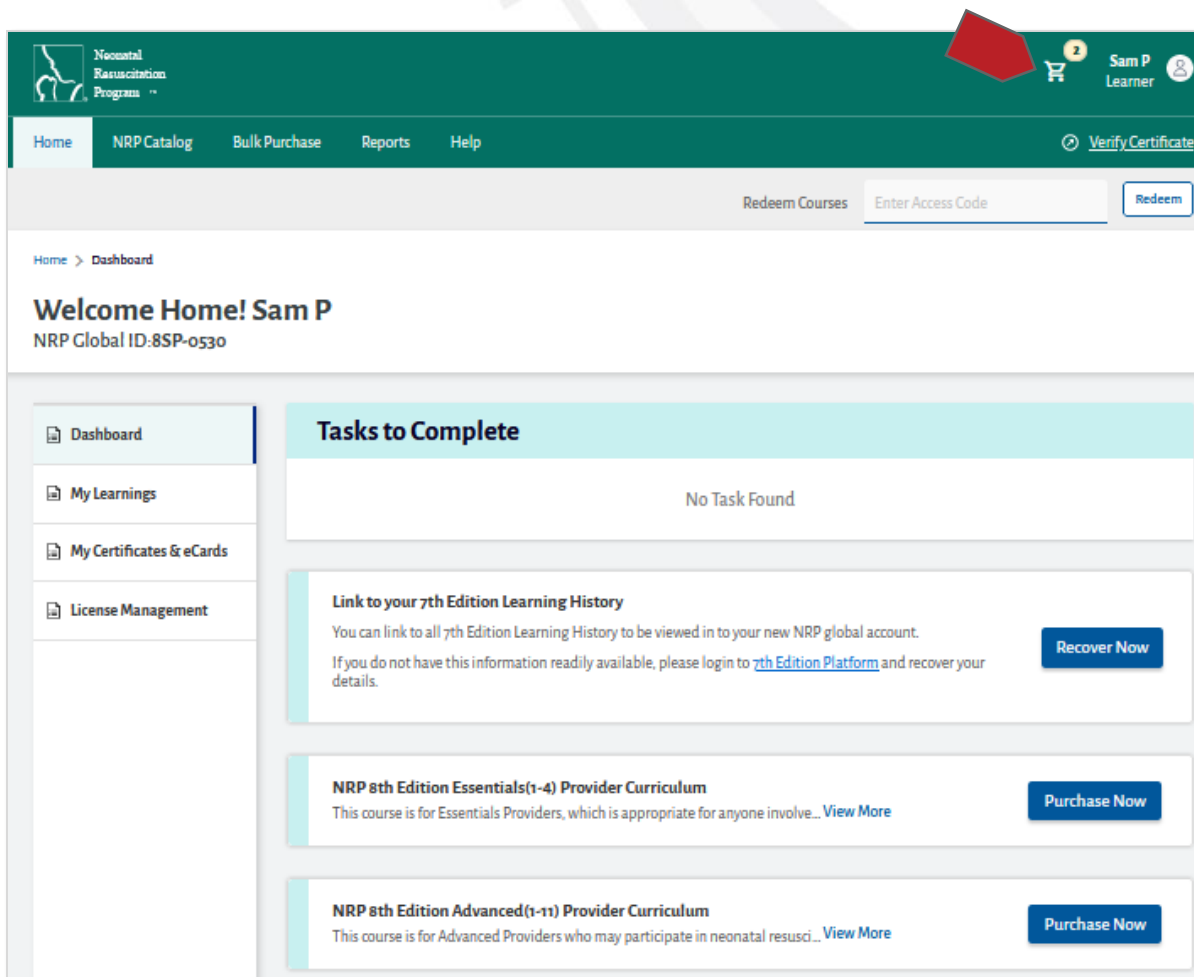


END OF INSTRUCTIONS



Shopping Cart

The 'Shopping Cart' icon available on the top-right corner of the page lists all the product(s), which are added to the cart of bulk purchases.



The screenshot shows the user interface of the Neonatal Resuscitation Program (NRP) LP user dashboard. At the top right, a shopping cart icon with a '2' notification badge is highlighted by a red arrow. The dashboard includes a navigation menu with 'Home', 'NRP Catalog', 'Bulk Purchase', 'Reports', and 'Help'. Below the navigation, there is a 'Redeem Courses' section with an 'Enter Access Code' field and a 'Redeem' button. The main content area displays a welcome message for 'Sam P' (NRP Global ID: 8SP-0530) and a 'Tasks to Complete' section with 'No Task Found'. Below this, there are three course recommendations: 'Link to your 7th Edition Learning History' with a 'Recover Now' button, 'NRP 8th Edition Essentials(1-4) Provider Curriculum' with a 'Purchase Now' button, and 'NRP 8th Edition Advanced(1-11) Provider Curriculum' with a 'Purchase Now' button. A left sidebar contains links for 'Dashboard', 'My Learnings', 'My Certificates & eCards', and 'License Management'.

WI: Shopping Cart – Updating the cart

1. Click on the 'Cart' icon.



2. Enter the “license quantity” or increase/decrease the “license quantity” in the cart.

Shopping Cart

| Description | Quantity | Price/unit | Extended Price |
|--|--------------------|------------------|------------------------------|
| NRP 8th Edition Essential Provider Curriculum (Standard license) | Add Quantity 20 | \$35.00 | \$910.00 |
| NRP 8th Edition Advanced Provider Curriculum (Standard license) | Add Quantity 20 | \$35.00 | \$910.00 |
| Subtotal | | Discount Applied | Total Amount (Excluding tax) |
| \$1915.00 | | \$182.00 | \$1733.00 |

[Checkout](#) [Close](#)

END OF INSTRUCTIONS







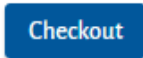

WI: Shopping Cart – Removing the Products from the cart

1. Click on the ‘Cart’ icon.



2. Click on the “Delete” icon of the product.

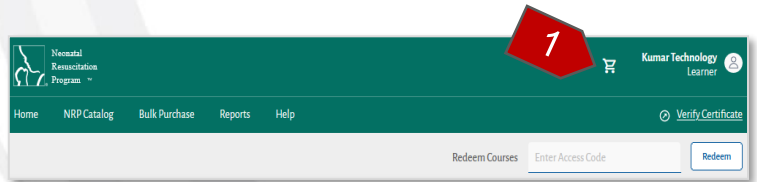
Shopping Cart

| Description | Quantity | Price/unit | Extended Price | |
|--|--------------------|-------------------------|-------------------------------------|---|
| NRP 8th Edition Essential Provider Curriculum (Standard license) | Add Quantity 20 | \$35.00 | \$910.00 |   |
| NRP 8th Edition Advanced Provider Curriculum (Standard license) | Add Quantity 20 | \$35.00 | \$910.00 |   |
| Subtotal | | Discount Applied | Total Amount (Excluding tax) | |
| \$1915.00 | | \$182.00 | \$1733.00 | |
| | | | |   |

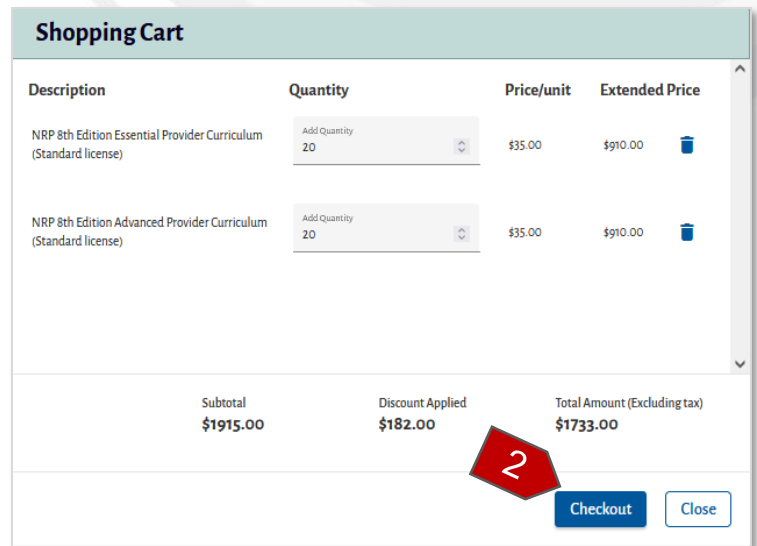
END OF INSTRUCTIONS

WI: Shopping Cart – Checking Out the Products from the cart

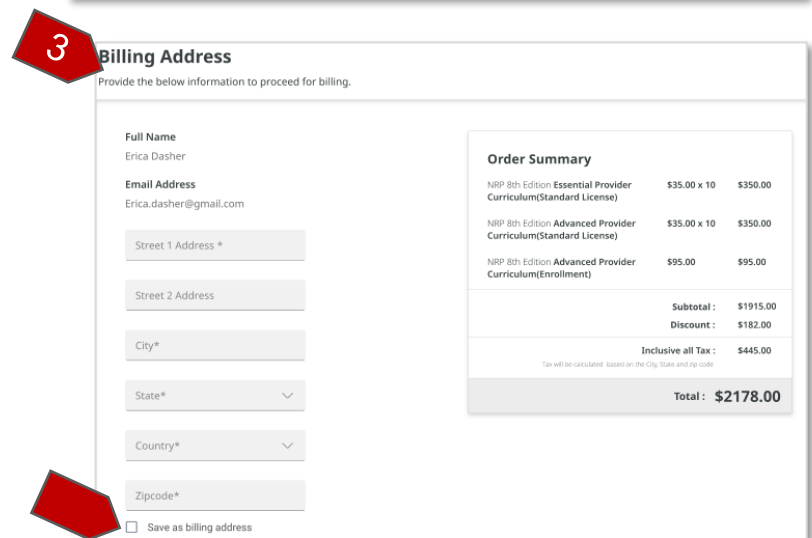
1. Click on the ‘Shopping cart’ menu.



2. Click on the “Checkout” button.



3. Enter the ‘Billing Address’ for purchase.



NOTE: Clicking the ‘Checkbox’ saves the billing address for future use.

NRP LP User (Individual/Global Account) Guide Shopping Cart








- Click on the “Click here” button to claim tax exemption.

Claim Tax Exemption? [Click here](#)

Billing Method

Pay with credit or debit card.

Proceed to Payment

NOTE:

- The Tax Exemption facility is available only for the purchases done in the United States of America.
- Filing ‘Claim Tax Examination’ is one-time activity. The “Apply” button will appear for subsequent purchases.
- Tax Exemption details can be edited in My Account -> ‘Tax Exemption’ tab.

- Enter the ‘Tax Exemption’ Details.

Edit Tax Exemption

Name of Organization/Parent Organization receiving tax exemptio...

Address line 1 *

Address line 2

City *

State/Province *


Country *

Zip code *

Certificate issued by *

Tax registration number *

Type of tax exemption *

Certificate expiry date 



NRP LP User (Individual/Global Account) Guide Shopping Cart



- Click on the “Upload” button to upload the tax exemption certificate.

NOTE: The tax exemption certificate is supported in jpeg, png, and pdf format.

- Click on the checkbox to agree on the terms of tax exemption.

- Click on the “Update” button.

- Click on the “Proceed to Payment” button

- Click on the “Proceed to Payment” button.

- Enter the following card details for the payment:

- Card Number – The unique number printed on the payment card
- Expiration Date – The date of expiry of the payment card

Upload tax exemption certificate

Supported format: jpeg, png, pdf

Requirements for tax exemption

To request **tax exemption** status in a particular state tax jurisdiction, you must provide us with a tax exemption certificate or other equivalent tax exemption documentation or information acceptable to the relevant tax authority. We reserve the right to reject any request in our sole discretion.

Representations, Warranties and Indemnity

You represent and warrant to us that any tax documentation or information you provide to us is valid and accurately reflects your tax status and that you will provide updates as needed to ensure the documentation or information remains accurate at all times.

I agree to the requirements for tax exemption and representations, warranties and indemnity

Neonatal Resuscitation Program

NRP Learning Platform

Pay with credit card

Card Number

Expiration Date mm / yy

Billing Address

First name

Last name

Country

Billing address

City

Zip

Order summary

Total (USD): 37.31



12. Click on the “Pay Now” button.

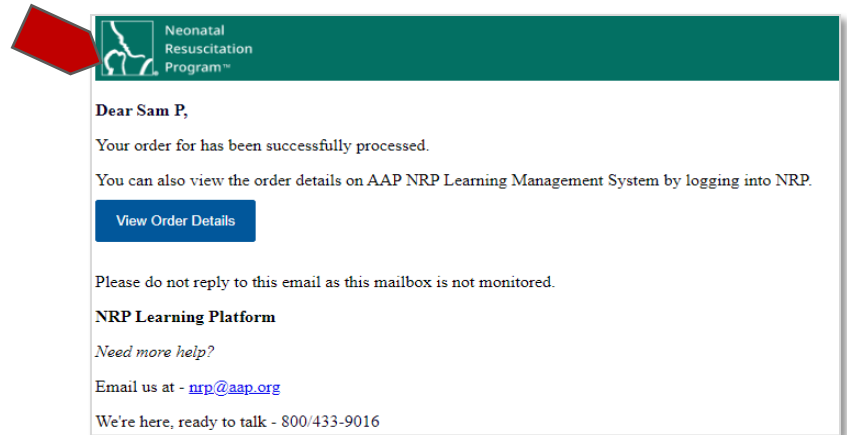
The “Payment Successful!” message is displayed that indicates the user about the success of the payment.



NOTE:

- *The user can also navigate to the Home -> License Management page anytime to start assigning the licenses.*

- *Example Email - Order Confirmation*



END OF INSTRUCTIONS



Redeem Course (Pre-Login & Post-Login)

The 'Redeem Course' facility allows a user to redeem a course using an 'Access Code' received through an email. The user must login to the NRP Learning Platform for redeeming the course.

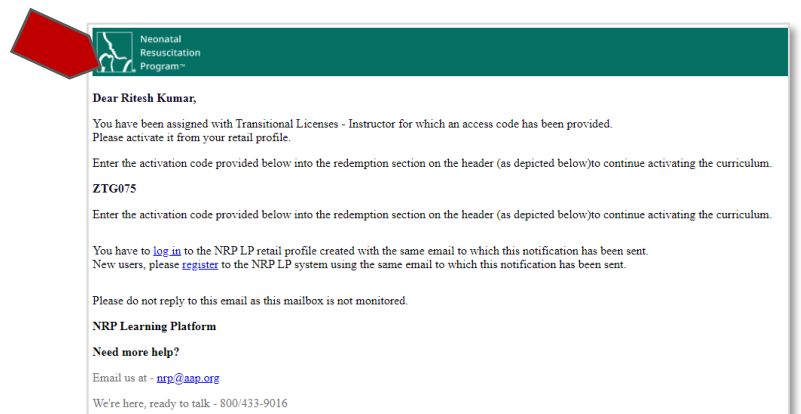
WI: Redeem Courses – Redeeming the Course Using an Access Code

NOTE: The “Access Code” is sent to the user through an email when a course has been assigned by a bulk purchaser.

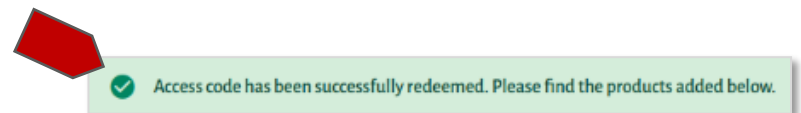
1. Login to NRP Learning Platform.
2. Enter the “Access Code” provided in the email and click on the “Redeem” button.



NOTE: Example Email – Access Code



A green bar at the top of the page indicates that the course is assigned to the number of users successfully.

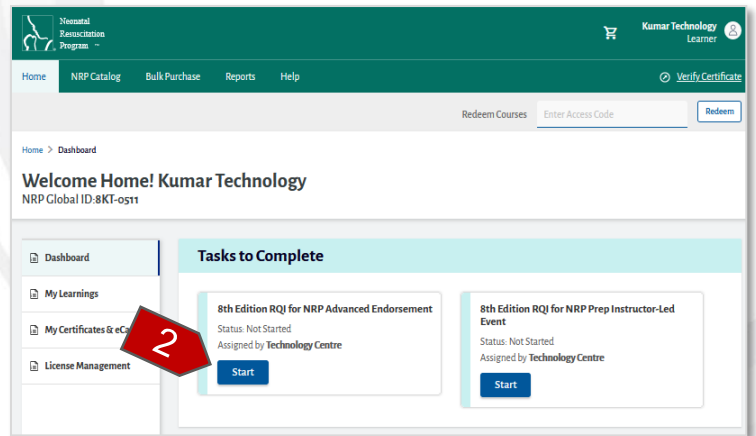


NRP LP User (Individual/Global Account) Guide Redeem Course (Pre-Login & Post-Login)



**Neonatal
Resuscitation
Program®**

3. Click on the “Start” button from the “Tasks to Complete” tile available under Dashboard.



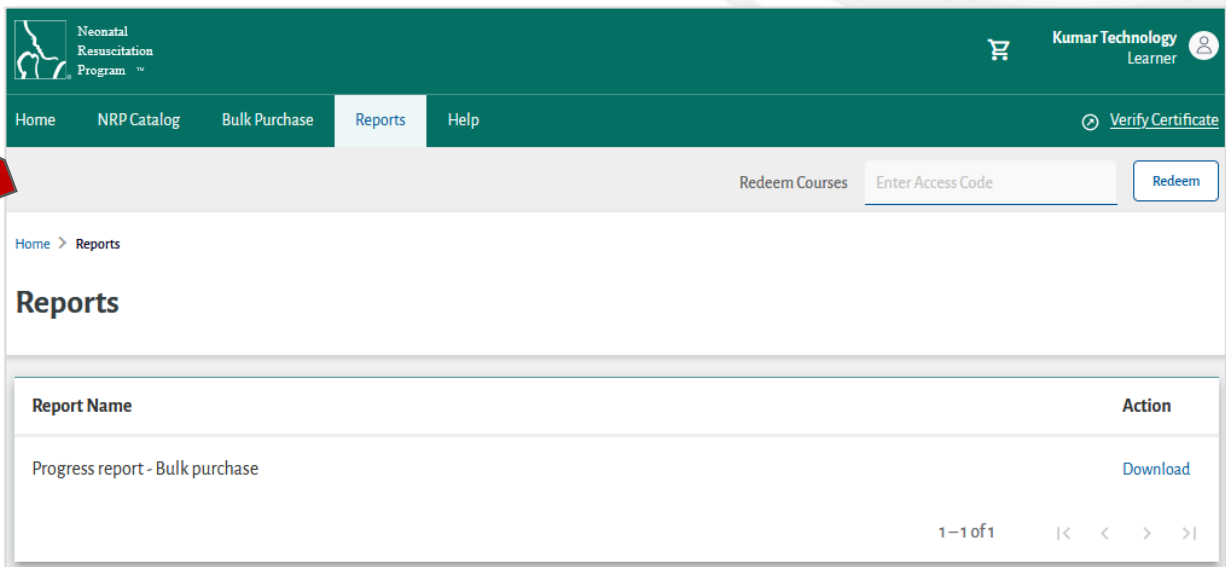
END OF INSTRUCTIONS



Reports

Reports – Reports Menu General Information

The 'Reports' menu shows the 'Progress Report – Bulk Purchase' report that contains the information of the user's progress report assigned by a bulk purchaser.



The screenshot shows the NRP LP user interface. The top navigation bar is dark green with the NRP logo on the left and the user's name 'Kumar Technology Learner' on the right. The navigation menu includes 'Home', 'NRP Catalog', 'Bulk Purchase', 'Reports', and 'Help'. The 'Reports' menu item is highlighted, and a red arrow points to it. Below the navigation bar, there is a 'Redeem Courses' section with an 'Enter Access Code' input field and a 'Redeem' button. The main content area shows the 'Reports' page with a breadcrumb 'Home > Reports' and a table of reports.

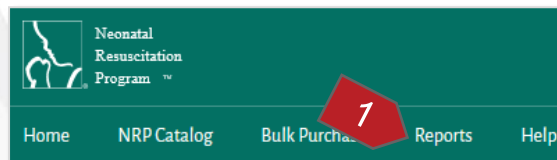
| Report Name | Action |
|---------------------------------|----------|
| Progress report - Bulk purchase | Download |

1 – 1 of 1 |< < > >|

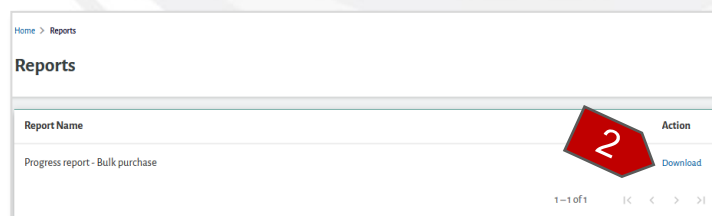


WI: Reports – Downloading Progress Report- Bulk Purchaser

1. Click on the “Reports” heading in the top menu bar.

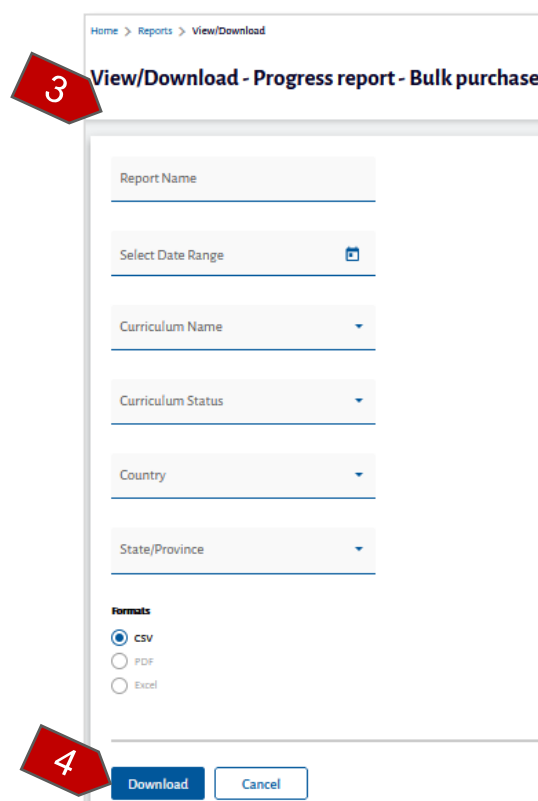


2. Click on the “Download” link from across the Progress report – Bulk purchase.



3. Enter the following details:

- Report Name (optional) – The name of the download copy chosen by the user
- Select Date Range – The date range of the Progress report
- Curriculum Name – The name of the curriculum
- Curriculum Status - Status of the curriculum (Not Started / In progress / Completed)
- Country – The name of the country
- State/Province – The name of the state/province



Home > Reports > View/Download

View/Download - Progress report - Bulk purchase

Report Name

Select Date Range

Curriculum Name

Curriculum Status

Country

State/Province

Formats

CSV
 PDF
 Excel

NOTE: All the above listed information is optional. In case, the Implementer has not entered the values, the report will be downloaded ASIS including the default report name, unfiltered.

4. Click on the “Download” button.

A CSV file with the Order details is downloaded.

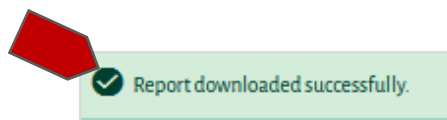
NOTE:

- *The downloaded CSV file is based on the selection criteria.*
- *The maximum size of the file should be 5 MB.*
- *In case of file size is more than 5 MB, then the Course Consumption Report will be downloaded as a ZIP file with 2 or more files.*



| A | B | C | D | E | F | G | H | I | J | K | L | M |
|------------|-----------|----------|--------|-----------|-------|---------|------|------------------------|---------------|---------------|------------------------|---|
| First Name | Last Name | Email ID | NRP ID | Job Title | State | Country | Rank | Curricular Assigned By | Redeemed Date | Course Status | Course Completion Date | |


A green bar at the top of the page indicates that the report has been downloaded successfully.



END OF INSTRUCTIONS

Help (Pre-Login & Post-Login)

The Pre-login & Post-login 'Help' menu shows the Customer Support information of AAP & RQI Partners.



Help

Customer Support Information

Contact RQI Partners Customer Support

RQI Partners Customer Support (Monday - Friday, 7am - 7pm Central)
Phone: Toll Free # (US) - (866) 293-1034
Email: NRPSupport@rqipartners.com

Contact RQI Partners for

- Questions about the Learning Platform/purchasing online courses

Contact AAP Customer Support

AAP Customer Support (Monday - Friday, 8am - 4:30pm Central)
Phone: 800/433-9016
Email: nrp@aap.org

Contact AAP for

- Questions about the materials/Instructor Toolkit
- Instructor or provider status/renewal questions

Verify Certificate (Pre-Login & Post-Login)

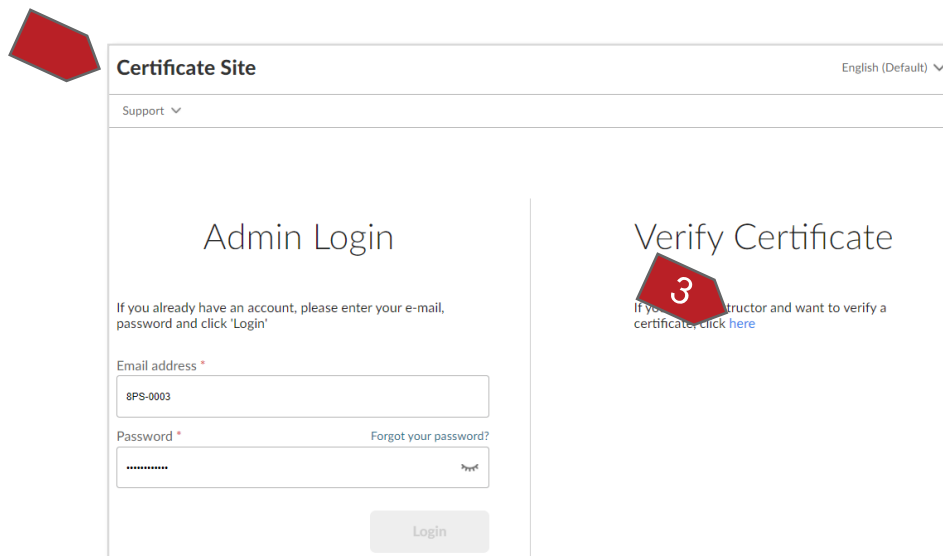
The Verify Certificate menu allows the public user (pre-login) & the user (post-login) to verify the certificate/eCard authenticity.

WI: Verify Certificate – Verifying the Certificate/eCard

1. Login to NRP Learning Platform.
2. Click the “Verify Certificate” link provided in the top right-side of the menu bar.



The user is navigated to Certificate Site page.



3. Click the “here” link.

NRP LP User (Individual/Global Account) Guide Verify Certificate (Pre-Login & Post-Login)



4. Enter the certificate/eCard code.

Verify a Certificate

If you have a certificate code, then you can manually verify a certificate by entering the code here.

Certificate code*

Enter certificate code

Please check the box below to proceed.

I'm not a robot

Verify Cancel

NOTE: The code is provided in the Certificates & eCards earned by the user.

5. Select the reCAPTCHA option.

6. Click on the “Verify” button to verify the Certificate/eCard authenticity.

In case the Certificate or eCard is true, the Certificate/eCard details is displayed in a tabular list, respectively.

Verify a Certificate

If you have a certificate code, then you can manually verify a certificate by entering the code here.

Certificate code*

1k1xalv7dsm5ypcjrodcmjpl

Please check the box below to proceed.

I'm not a robot

Verify Cancel

| Program Name | Certificate Name | Issued To | Claimed By | Course Completion Date |
|-----------------|--|-------------|----------------------------|------------------------|
| NRP 8th Edition | NRP 8th Edition Essentials Provider Curriculum Certificate | John Austin | john.austin@mailinator.com | 06/08/2021 |

END OF INSTRUCTIONS



Post-Login

Post-Login – Menus General Information

Any registered user on the NRP Learning Platform can login and access the Home page of the user.

The following options are available for the user post-login into the NRP Learning Platform:

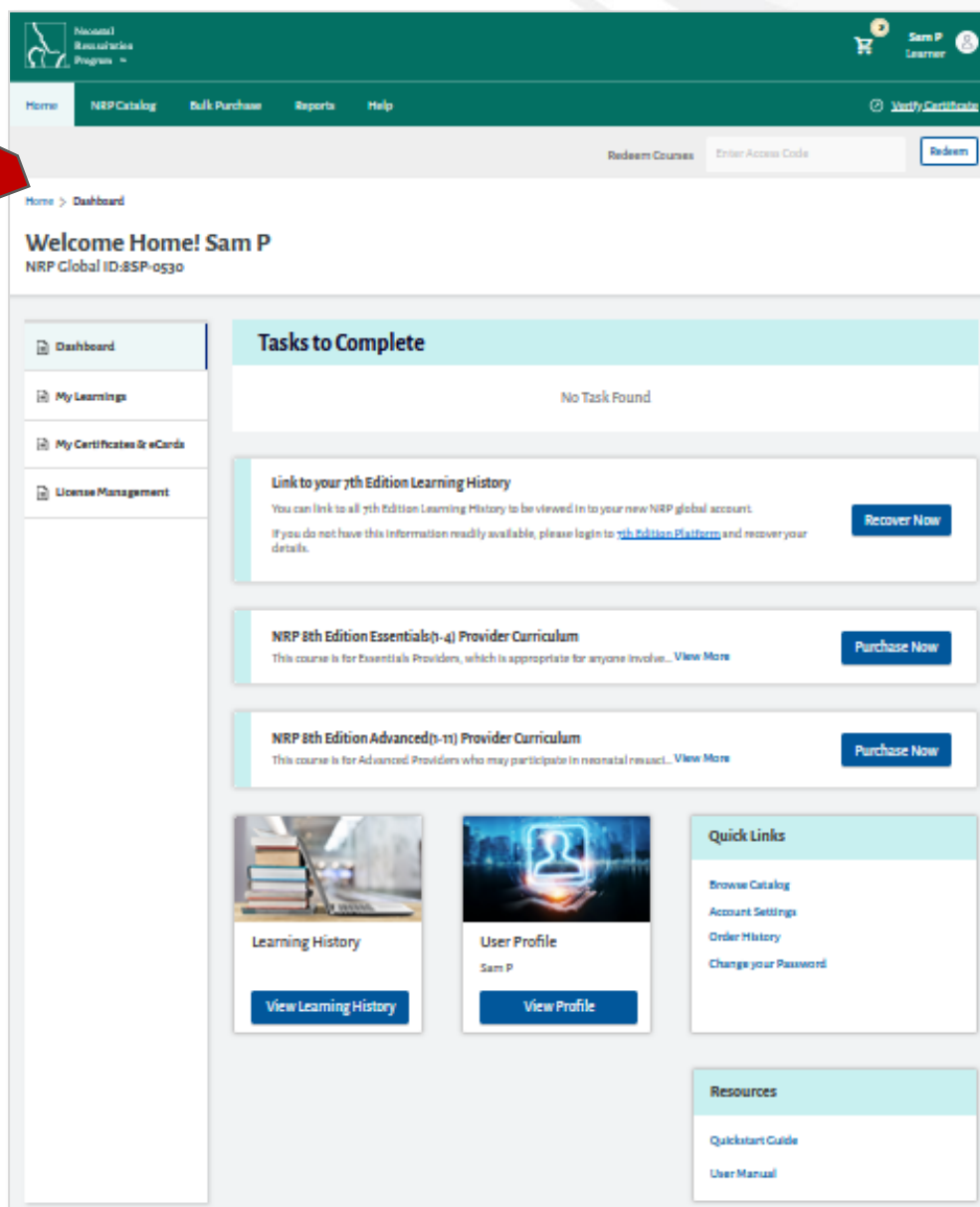
- **Home** – Allows the user to view all the options available related to course such as Dashboard (Tasks to Complete), My Learnings, My Certificates & eCards
- **NRP Catalog** – Allows the user to navigate to “NRP Catalog” page, wherein all the details of the NRP courses/curricula provided by AAP is available
- **Events** – Allows the user to add the event, manage roster & finalize roster
NOTE: The ‘Events’ menu is available only for the user whose rank is Instructor or Instructor Mentor (IM).
- **Help** – Allows the user to view the Customer Support information
- **Verify Certificate** – Allows any user who has the Certificate/eCard code to verify the certificate/eCard authenticity



Home

The Home menu shows three tabs:

- Dashboard (default)
- My Learnings
- My Certificates & eCards.
- License Management

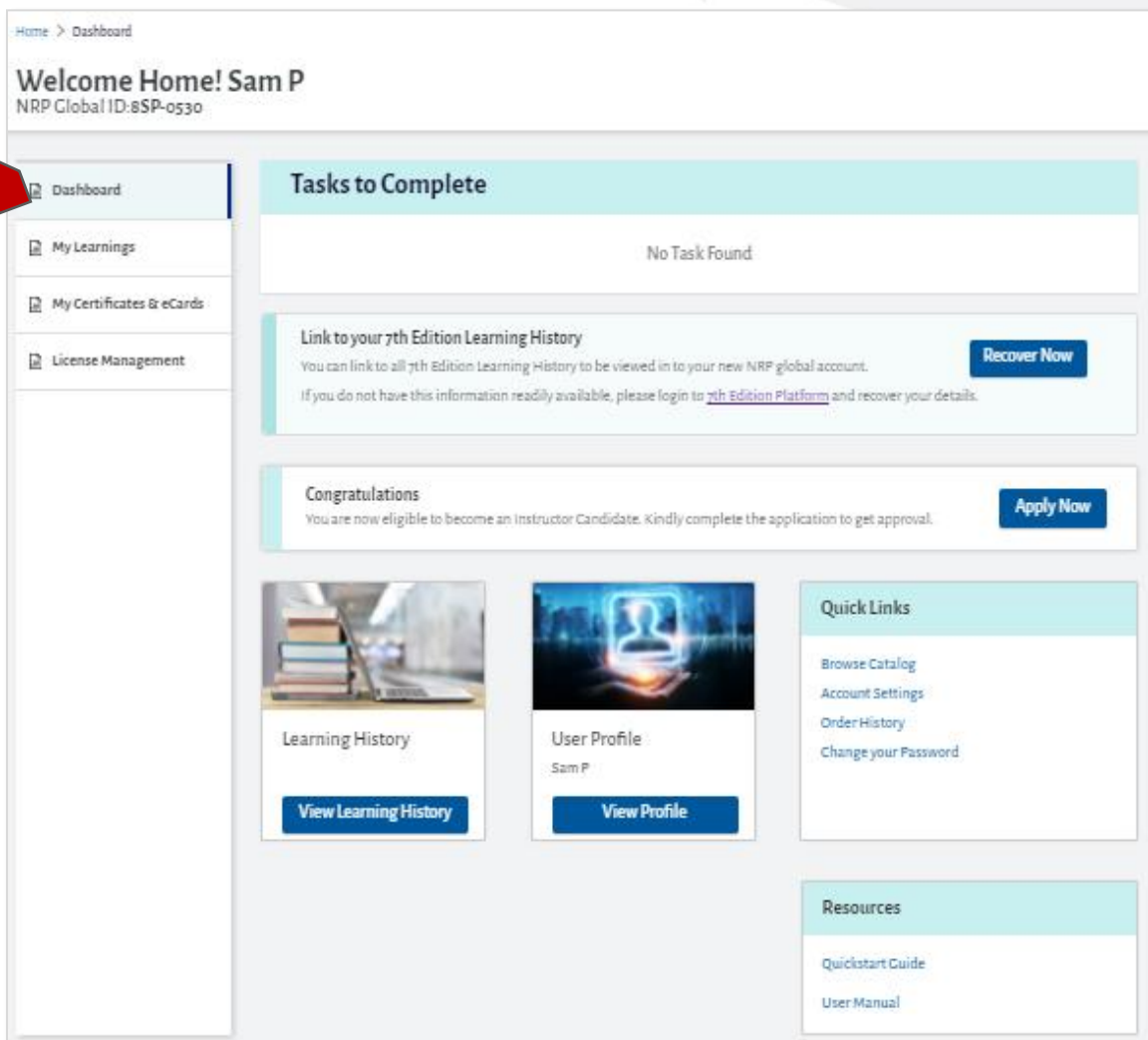


The screenshot shows the user interface for the Neonatal Resuscitation Program (NRP) LP user dashboard. At the top, there is a green navigation bar with the NRP logo, the text 'National Resuscitation Program', and a user profile for 'Sam P Learner'. Below the navigation bar, there are tabs for 'Home', 'NRP Catalog', 'Bulk Purchase', 'Reports', and 'Help'. A 'Verify Certificate' link is also present. Below the navigation bar, there is a 'Redeem Courses' section with an 'Enter Access Code' input field and a 'Redeem' button. The main content area is titled 'Welcome Home! Sam P' and 'NRP Global ID:8SP-0530'. On the left, there is a sidebar with a 'Dashboard' tab selected, and other tabs for 'My Learnings', 'My Certificates & eCards', and 'License Management'. The main content area is divided into several sections: 'Tasks to Complete' (No Task Found), 'Link to your 7th Edition Learning History' (with a 'Recover Now' button), 'NRP 8th Edition Essentials (1-4) Provider Curriculum' (with a 'Purchase Now' button), and 'NRP 8th Edition Advanced (5-11) Provider Curriculum' (with a 'Purchase Now' button'). At the bottom, there are 'Quick Links' for 'Browse Catalog', 'Account Settings', 'Order History', and 'Change your Password', and 'Resources' for 'Quickstart Guide' and 'User Manual'. A red arrow points to the 'Home' tab in the top navigation bar.

Dashboard

The 'Dashboard' tab displays information on:

- Tasks to Complete
- Link to Your Past Learning History
- User-specific Recommendations
- Learning History
- User Profile
- Quick Links
- Resources



Home > Dashboard

Welcome Home! Sam P
NRP Global ID: 8SP-0530

Dashboard

- My Learnings
- My Certificates & eCards
- License Management

Tasks to Complete

No Task Found

Link to your 7th Edition Learning History
You can link to all 7th Edition Learning History to be viewed in to your new NRP global account.
If you do not have this information readily available, please login to [7th Edition Platform](#) and recover your details. **Recover Now**

Congratulations
You are now eligible to become an Instructor Candidate. Kindly complete the application to get approval. **Apply Now**

Learning History
View Learning History

User Profile
Sam P
View Profile

Quick Links

- Browse Catalog
- Account Settings
- Order History
- Change your Password

Resources

- Quickstart Guide
- User Manual

Tasks to Complete

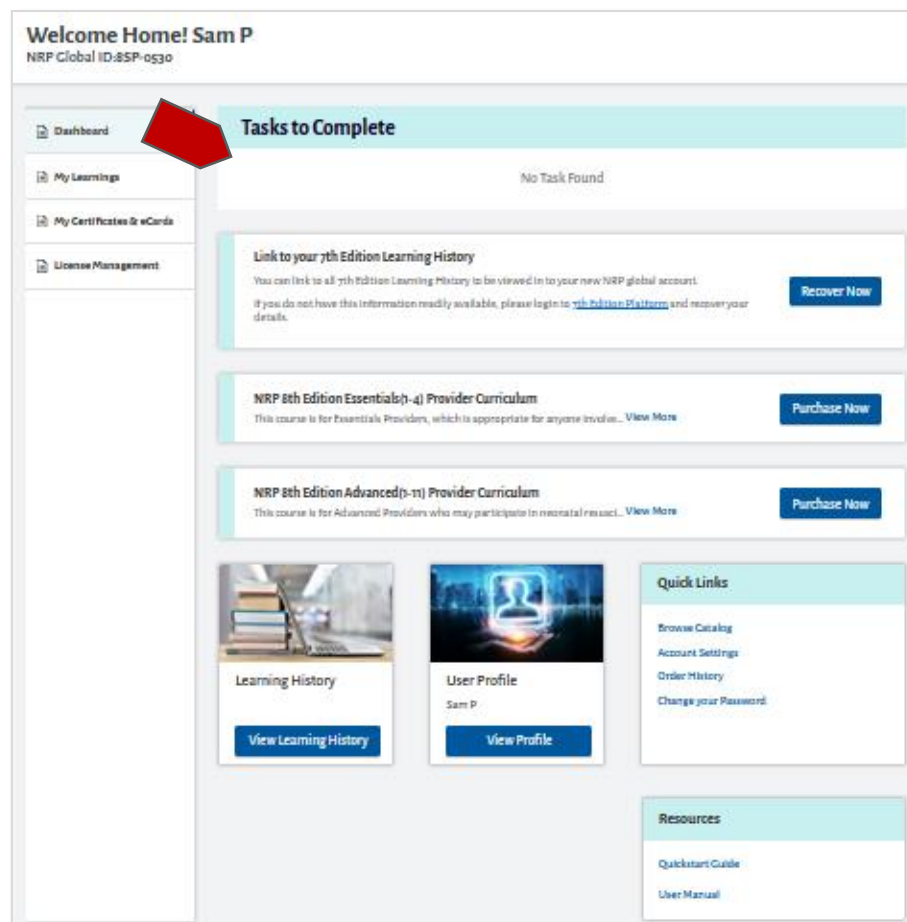
The 'Tasks to Complete' tile show the courses/curricula that the user can start / resume the enrolled course/curriculum.

These options are available only once the user has been enrolled in a relative course based on the user's Rank (Essential Provider, Advanced Provider, Instructor, Instructor Mentor), and Status (Active/In-Active).

In case, the user has not purchased any course/curriculum, then the user is given course recommendation to enroll the course/curriculum relevant to the user's Rank.

NOTE:

- *For the very-first time, when the user logs on the NRP Learning Platform, the user's name is displayed at the right-top corner along with the label "Learner". This is not the Rank of the user; it is the identification for the logged-in user. Once the user completes the respective courses, then the 'Learner' label is updated with the user's appropriate Rank & Status.*



Welcome Home! Sam P
NRP Global ID:85P-0530

Tasks to Complete
No Task Found

Link to your 7th Edition Learning History
You can link to all 7th Edition Learning History to be viewed in to your new NRP global account. If you do not have this information readily available, please login to [7th Edition Platform](#) and recover your details. [Recover Now](#)

NRP 8th Edition Essentials(1-4) Provider Curriculum
This course is for Essential Providers, which is appropriate for anyone involved. [View More](#) [Purchase Now](#)

NRP 8th Edition Advanced(5-11) Provider Curriculum
This course is for Advanced Providers who may participate in neonatal resusc. [View More](#) [Purchase Now](#)

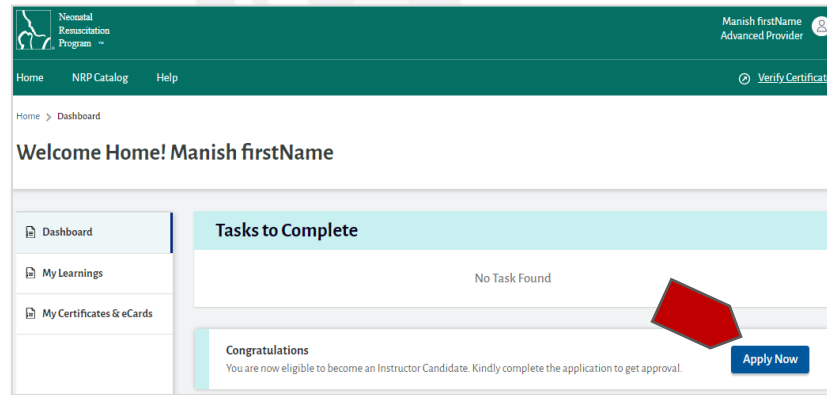
Learning History
[View Learning History](#)

User Profile
Sam P
[View Profile](#)

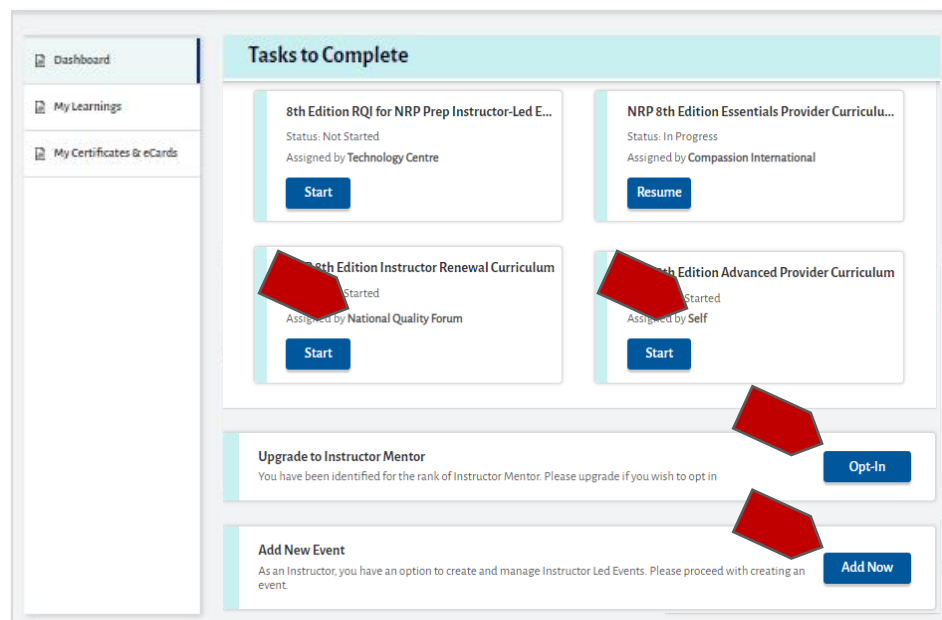
Quick Links
[Browse Catalog](#)
[Account Settings](#)
[Order History](#)
[Change your Password](#)

Resources
[Quickstart Guide](#)
[User Manual](#)

- If the user's Rank is Advanced Provider, then recommendation to apply an Instructor Application is provided.



- If the user's Rank is Instructor and has been identified to become IM, then the recommendation to "Opt-In" to an Instructor Mentor Rank is provided.
- If the user's Rank is Instructor/Instructor Mentor (IM), then the recommendation of creating the event is provided.



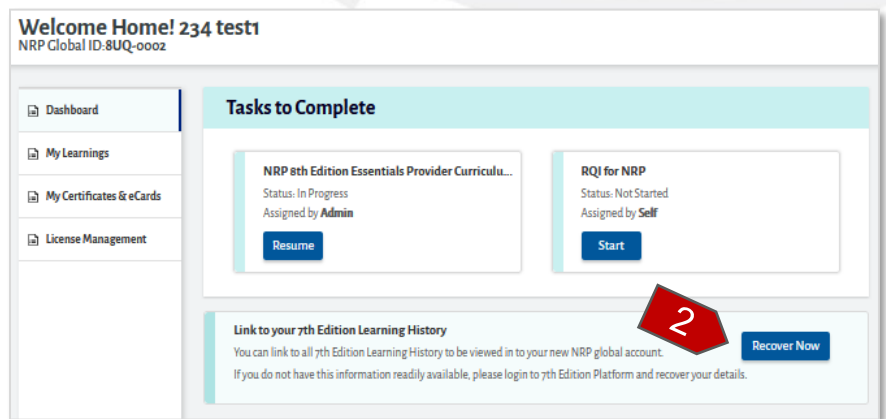
- If the user has enrolled through NRP Global Account, the respective curriculum is indicated by "Self" in the 'Assigned by' label. Similarly, if an organization has assigned the curriculum, then the respective curriculum is indicated by 'Org Name'. This is the unified look through 'Global Account'. However, if the user selects the specific organization profile, then only the curriculums assigned by the Administrator is displayed.

WI: Link to your 7th Edition Learning History – Linking the Past Learning History from the 7th Edition Platform

NOTE:

- The “Link to your 7th Edition Learning History” is applicable for those users who have done 7th edition NRP courses and want to regain their Rank and Learning history.
- Upon recovering the learning history, the highest rank and rank expiry date of the learner in the history is considered as the rank of the user on the NRP learning platform.

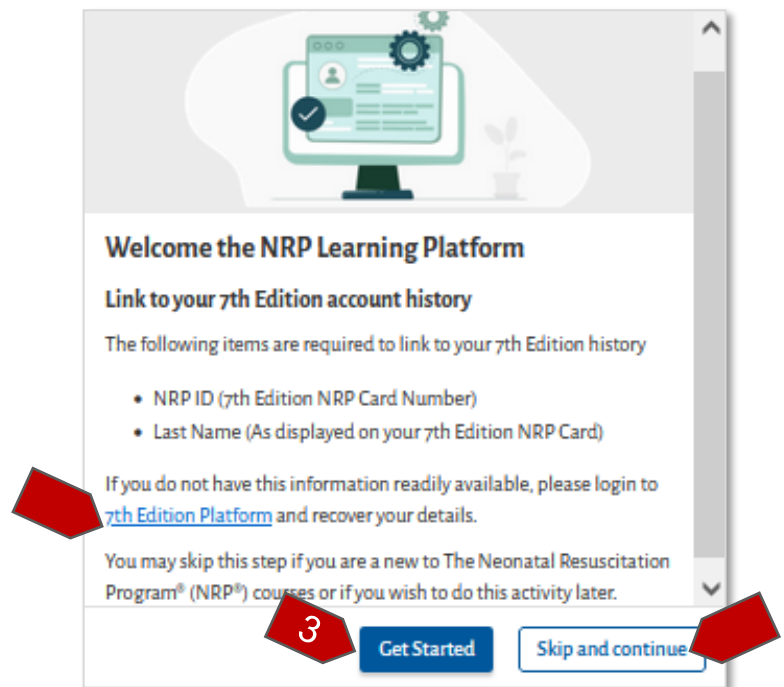
1. Login to NRP Learning Platform.
2. Click on the “Recover Now” button.
3. Click on the “Get Started” button.



The screenshot shows the 'Welcome Home! 234 tests' dashboard for an NRP Global ID: 8UQ-0002. On the left is a navigation menu with 'Dashboard', 'My Learnings', 'My Certificates & eCards', and 'License Management'. The main area is titled 'Tasks to Complete' and contains two cards: 'NRP 8th Edition Essentials Provider Curricula...' with a 'Resume' button, and 'RQI for NRP' with a 'Start' button. Below these is a section titled 'Link to your 7th Edition Learning History' with a 'Recover Now' button. A red arrow labeled '2' points to the 'Recover Now' button.

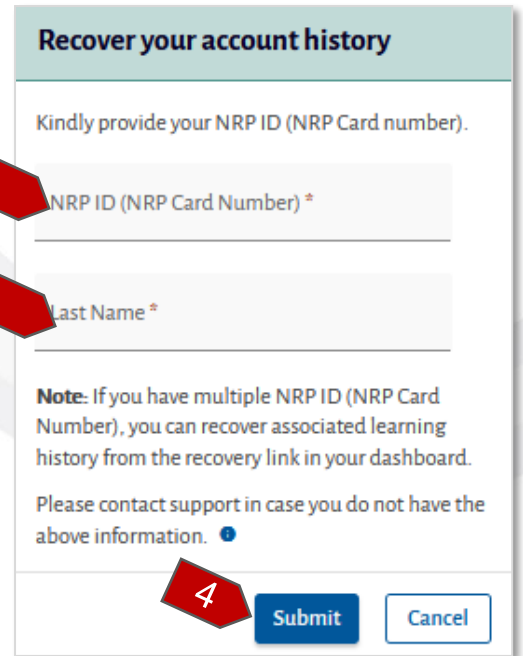
NOTE:

- Click on the “Skip and continue” button if don't have the ‘NRP Card Number’ or want to recover learning history later.
- Click on the “7th Edition Platform” to recover the NRP details.



The screenshot shows a dialog box titled 'Welcome the NRP Learning Platform' with the sub-heading 'Link to your 7th Edition account history'. It lists required items: 'NRP ID (7th Edition NRP Card Number)' and 'Last Name (As displayed on your 7th Edition NRP Card)'. It includes a link to the '7th Edition Platform' and a 'Skip and continue' button. At the bottom are 'Get Started' and 'Skip and continue' buttons. Red arrows labeled '3' point to the 'Get Started' and 'Skip and continue' buttons.

4. Enter the “NRP ID (NRP Card Number)” and “Last Name” and click on the “Submit” button.



Recover your account history

Kindly provide your NRP ID (NRP Card number).

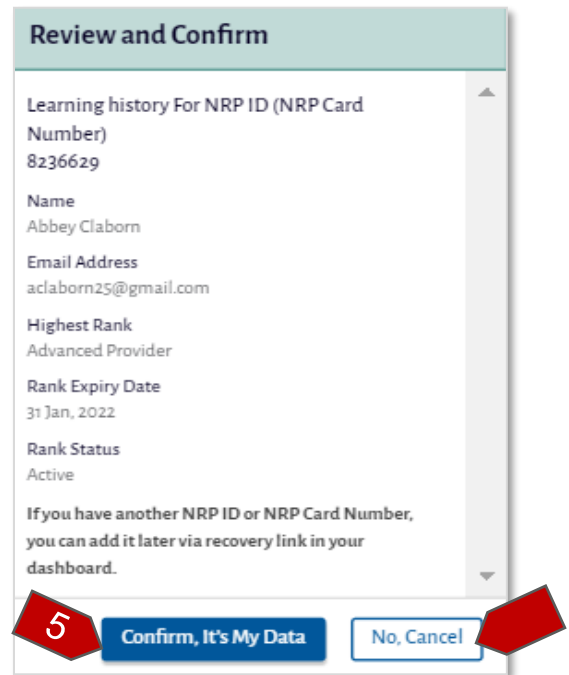
NRP ID (NRP Card Number) *

Last Name *

Note: If you have multiple NRP ID (NRP Card Number), you can recover associated learning history from the recovery link in your dashboard.
Please contact support in case you do not have the above information. ⓘ

Submit Cancel

5. Click on the “Confirm, Its My Data” button otherwise click on the “No, Its Not My Data” button.



Review and Confirm

Learning history For NRP ID (NRP Card Number)
8236629

Name
Abbey Claborn

Email Address
aclaborn25@gmail.com

Highest Rank
Advanced Provider

Rank Expiry Date
31 Jan, 2022

Rank Status
Active

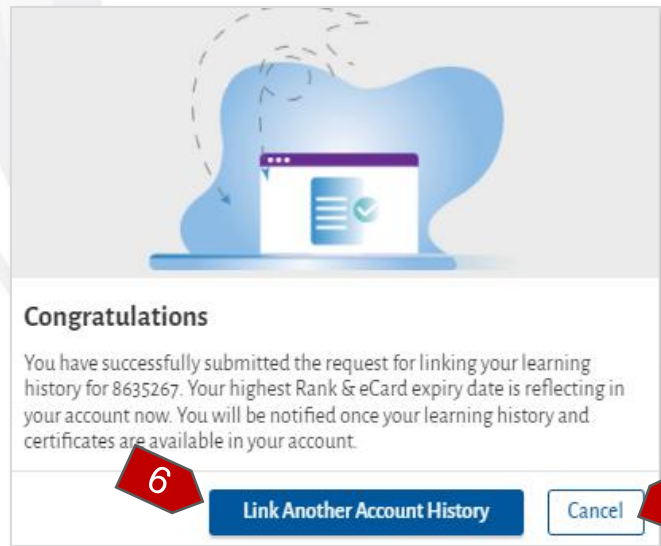
If you have another NRP ID or NRP Card Number, you can add it later via recovery link in your dashboard.

Confirm, It's My Data No, Cancel



The 'Congratulations' message indicates that the learning history has been recovered successfully.

6. Click on the "Link Another Account History" button for linking another account learning history or click on the "cancel" button.

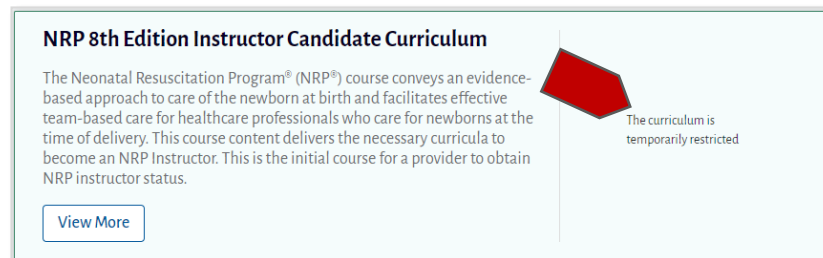


END OF INSTRUCTIONS

WI: Purchase – Purchasing the Curricula from the User’s Dashboard

NOTE:

- The “Purchase Now” button option is available also in the ‘NRP Catalog’ & ‘View More’ page of any curriculum in the ‘NRP Catalog’ for the non-registered user. However, the user has to login for enrolling process.
- For IC curriculum:
 - The “Purchase Now” button option for an Instructor Candidate curriculum is available only for the Advanced Providers who has applied for an Instructor Application and has got it approved by AAP Admin.
 - The IC curriculum should be enrolled and started within 30 days of the IA being approved else it will be marked as “You will be temporarily restricted”. The blocked curriculum could be available again by applying IA and getting approved. However, there is no need to purchase the curriculum again.



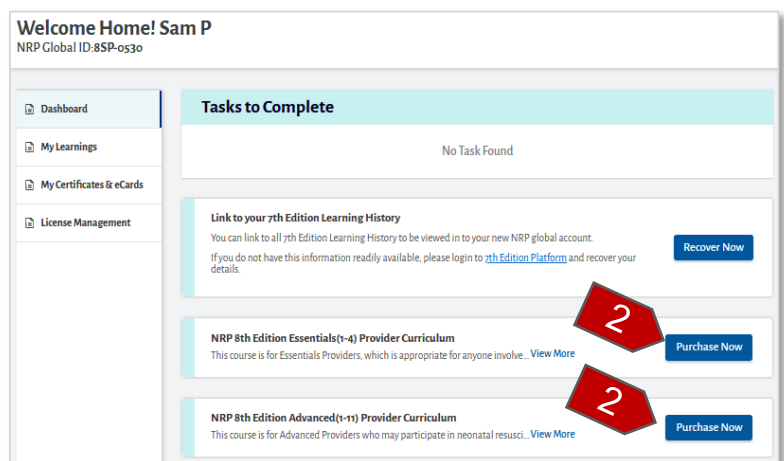
NRP 8th Edition Instructor Candidate Curriculum

The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers the necessary curricula to become an NRP Instructor. This is the initial course for a provider to obtain NRP instructor status.

[View More](#)

The curriculum is temporarily restricted

- The user rank will change from Advanced Provider to Instructor Candidate once IC curriculum has been started.
 - The “Purchase Now” button option for Instructor Renewal curriculum is available only for an Active Instructor.
1. Login to NRP Learning Platform.
 2. Click on the “Purchase Now” button for a required course (Essentials/Advanced Provider, Instructor Candidate, Instructor Renewal) to be enrolled.



Welcome Home! Sam P
NRP Global ID: 8SP-0530

Dashboard | My Learnings | My Certificates & eCards | License Management

Tasks to Complete
No Task Found

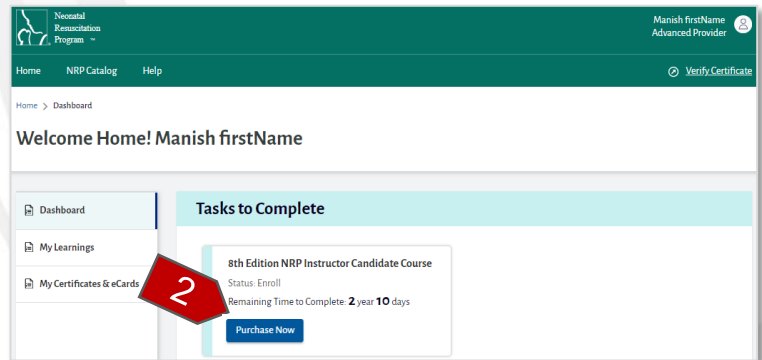
Link to your 7th Edition Learning History
You can link to all 7th Edition Learning History to be viewed in to your new NRP global account. If you do not have this information readily available, please login to [7th Edition Platform](#) and recover your details. [Recover Now](#)

NRP 8th Edition Essentials(1-4) Provider Curriculum
This course is for Essentials Providers, which is appropriate for anyone involve... [View More](#) [Purchase Now](#)

NRP 8th Edition Advanced(1-11) Provider Curriculum
This course is for Advanced Providers who may participate in neonatal resus... [View More](#) [Purchase Now](#)



NOTE: Viewing more details has been covered in the “NRP Catalog” section titled “Viewing More Details for Course Details”.



Neonatal Resuscitation Program

Manish firstName
Advanced Provider

Home NRP Catalog Help

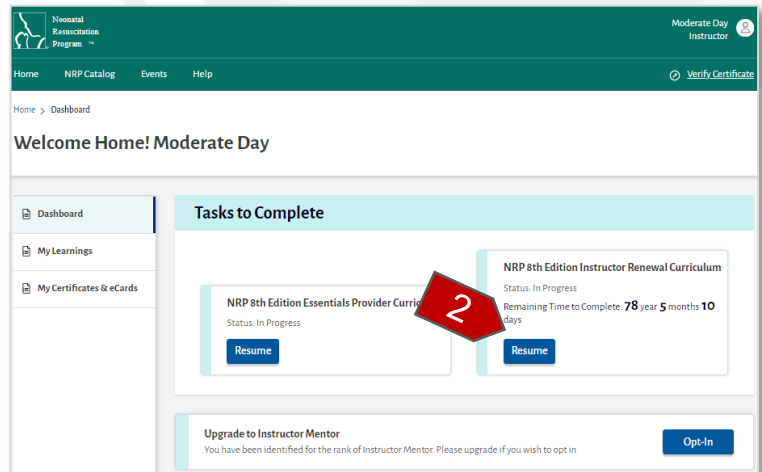
Home > Dashboard

Welcome Home! Manish firstName

Dashboard My Learnings My Certificates & eCards

Tasks to Complete

8th Edition NRP Instructor Candidate Course
Status: Enroll
Remaining Time to Complete: 2 year 10 days
[Purchase Now](#)



Neonatal Resuscitation Program

Moderate Day
Instructor

Home NRP Catalog Events Help

Home > Dashboard

Welcome Home! Moderate Day

Dashboard My Learnings My Certificates & eCards

Tasks to Complete

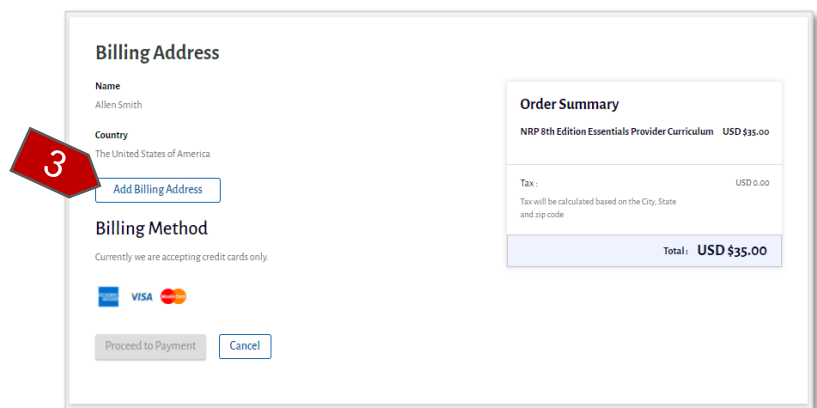
NRP 8th Edition Essentials Provider Curriculum
Status: In Progress
[Resume](#)

NRP 8th Edition Instructor Renewal Curriculum
Status: In Progress
Remaining Time to Complete: 78 year 5 months 10 days
[Resume](#)

Upgrade to Instructor Mentor
You have been identified for the rank of Instructor Mentor. Please upgrade if you wish to opt in.
[Opt-In](#)

3. Click on “Add Billing Address” button.

NOTE: Adding the Billing Address is the one-time activity.





Billing Address

Name
Allen Smith

Country
The United States of America
[Add Billing Address](#)

Billing Method

Currently we are accepting credit cards only.

[Proceed to Payment](#) [Cancel](#)

Order Summary

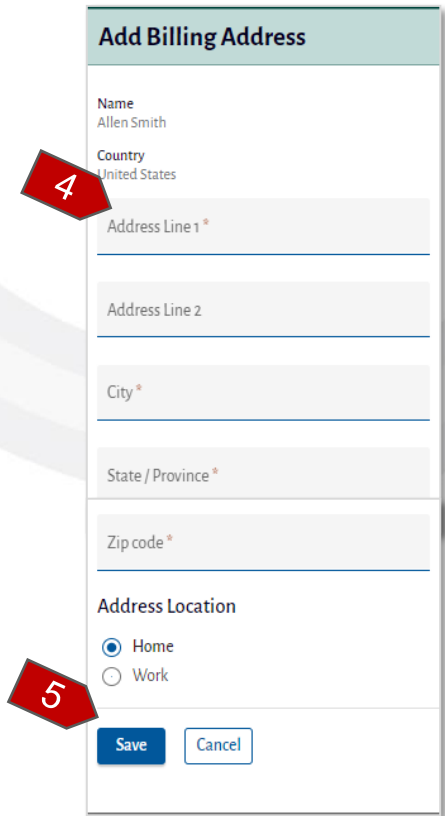
NRP 8th Edition Essentials Provider Curriculum USD \$35.00

Tax: USD 0.00
Tax will be calculated based on the City, State and zip code

Total: USD \$35.00

4. Enter the following details required to process the payment in the “Billing Address” pop up:

- Address Line1 – The address of the user
- Address Line2 (optional) – An additional address details if the user wishes to enter
- City – The city where the user resides
- State / Province – The state/province where the user resides
- Zip code – The zip code where the user resides
- Home (by default) / Work – Select Home or Work based on the address being entered



Add Billing Address

Name
Allen Smith

Country
United States

Address Line 1 *

Address Line 2

City *

State / Province *

Zip code *

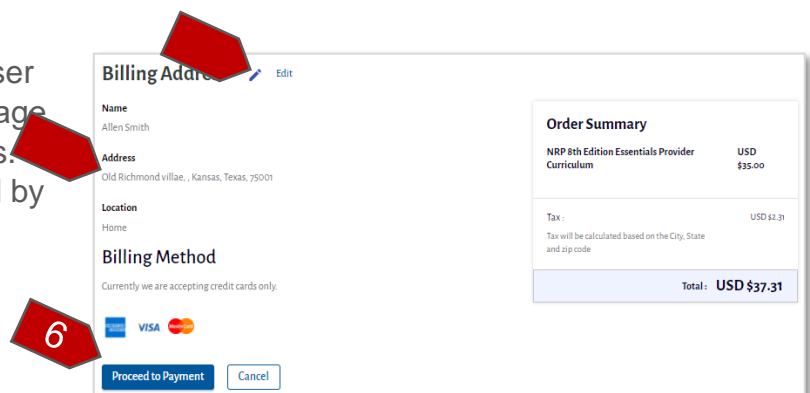
Address Location

Home
 Work

Save Cancel

5. Click on “Save” button to save the entered address details as billing address.

The pop up gets closed and the user is redirected to “Billing Address” page along with updated address details. The billing address details entered by the user will automatically be populated.



Billing Address Edit

Name
Allen Smith

Address
Old Richmond villae., Kansas, Texas, 75001

Location
Home

Billing Method
Currently we are accepting credit cards only.

VISA MASTERCARD

Proceed to Payment Cancel

Order Summary

| | |
|--|--------------------|
| NRP 8th Edition Essentials Provider Curriculum | USD \$35.00 |
| Tax: | USD \$2.31 |
| Tax will be calculated based on the City, State and zip code | |
| Total: | USD \$37.31 |

NOTE:

- *The Billing Address is auto populated next time the user tries to enroll.*
- *The Billing Address can be modified by clicking*





on the “Edit” link. The address is update by clicking “Update” button.

- The billing address can also be modified in My Accounts -> Address Book section.

6. Click on “Procced to Payment” button.

7. Enter the following payment Card details:

- Card Number – The unique number printed the payment card
- Expiration Date – The date of expiry of the payment card

8. Click on the “Pay Now” button.

Edit Billing Address

Name
Emily Jordan

Country
United States

Address Line1*
141, Old Richmond villae

Address Line 2

City*
Kansas

State/Province*
Texas

Zip code*
75001

Address Location
 Home
 Work

Update **Cancel**

Neonatal Resuscitation Program

NRP Learning Platform

Pay with credit card

Card Number

Expiration Date mm / yy

Billing Address

First name Emily

Last name Jordan

Country United States of America

Billing address Old Richmond villae, undefined
If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City Kansas

Zip code 75001

Pay Now

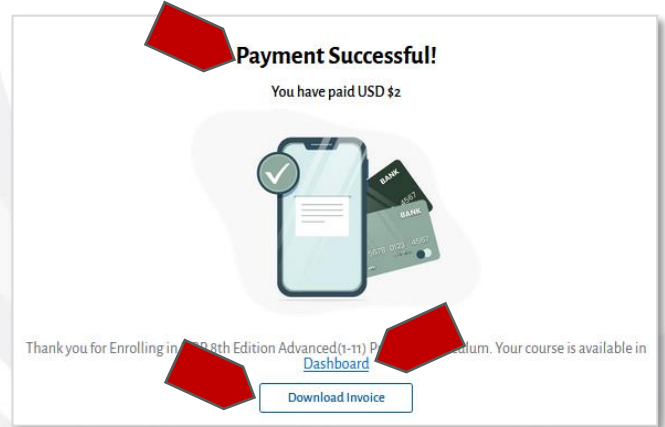
Order summary
Total (USD): 37.31



NRP LP User (Individual/Global Account) Guide Home

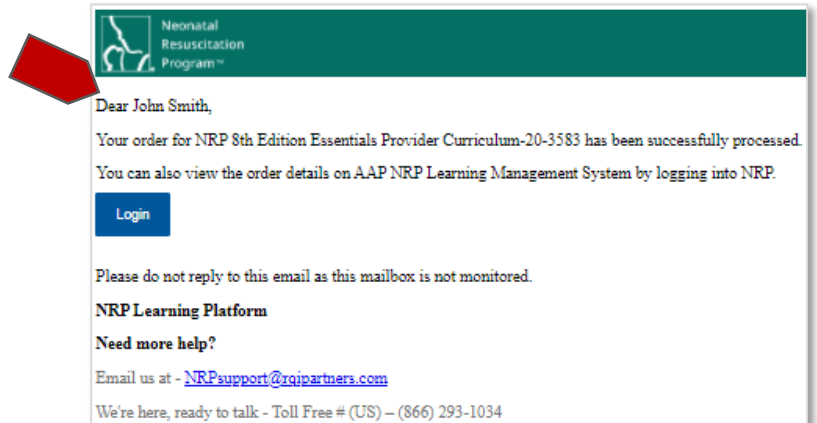
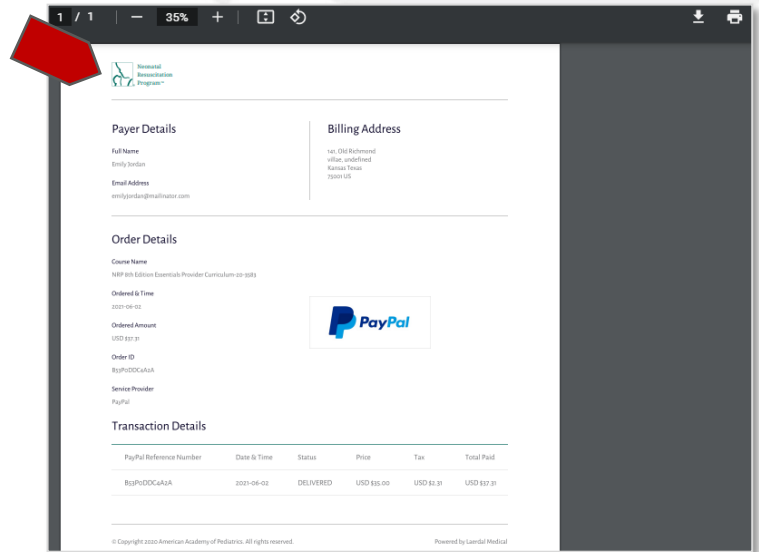


The “Payment Successful!” message is displayed, which indicates the user that the payment has been done successfully.



NOTE:

- The user can also navigate to Home -> Dashboard page anytime to start the course as the course being enrolled is displayed in the ‘Tasks to Complete’ tile.
- The user can Download the Invoice by clicking “Download Invoice” button that saves the Invoice PDF along with View/Download/Print options.
- Example Email - Order Confirmation



END OF INSTRUCTIONS

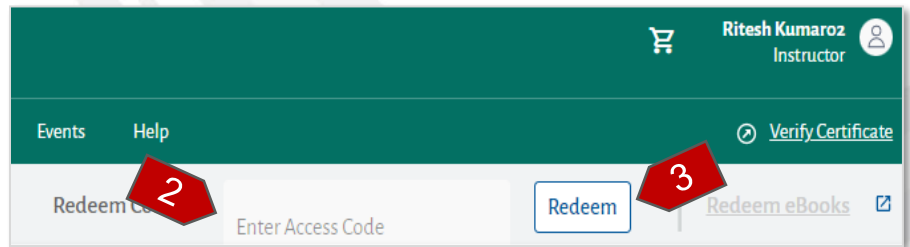


WI: Redeem Courses – Redeeming the Course Using an Access Code

NOTE: The “Access Code” is sent to the user through an email when a course has been assigned by a bulk purchaser.

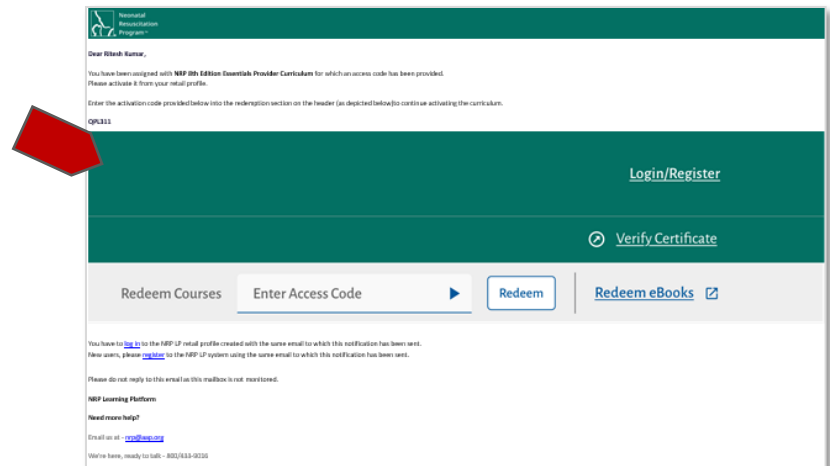
1. Login to NRP Learning Platform.

2. Enter the “Access Code” provided in the email.

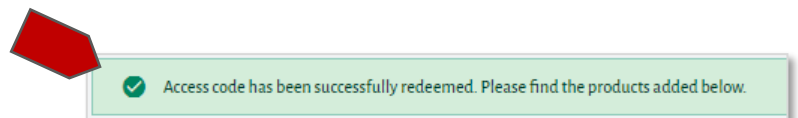


3. Click on the “Redeem” button.

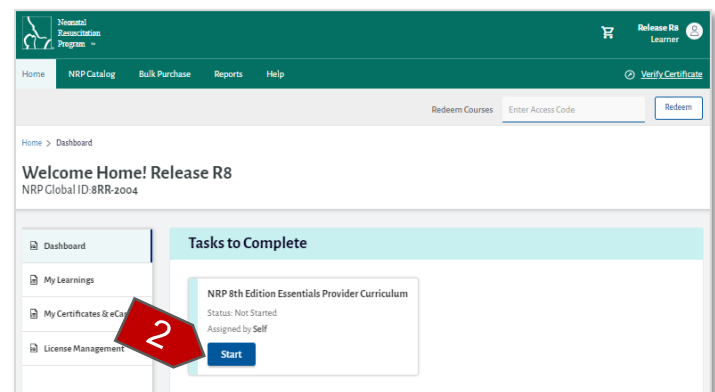
NOTE: Example Email – Access Code



A green bar at the top of the page indicates that the course has been assigned to the number of users successfully.



4. Click on the “Start” button from the “Tasks to Complete” tile available under Dashboard.

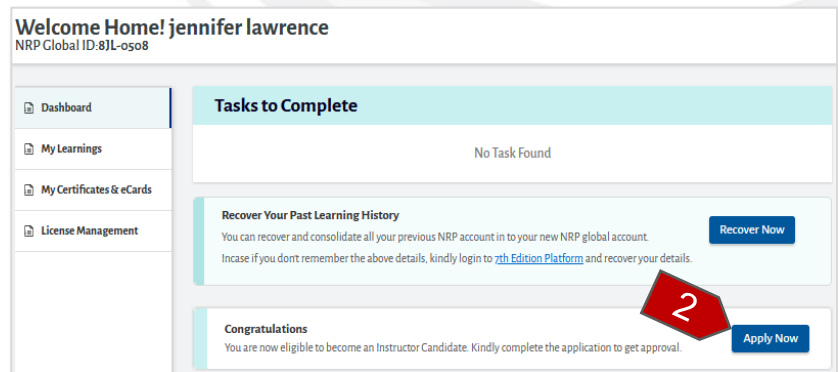


END OF INSTRUCTIONS

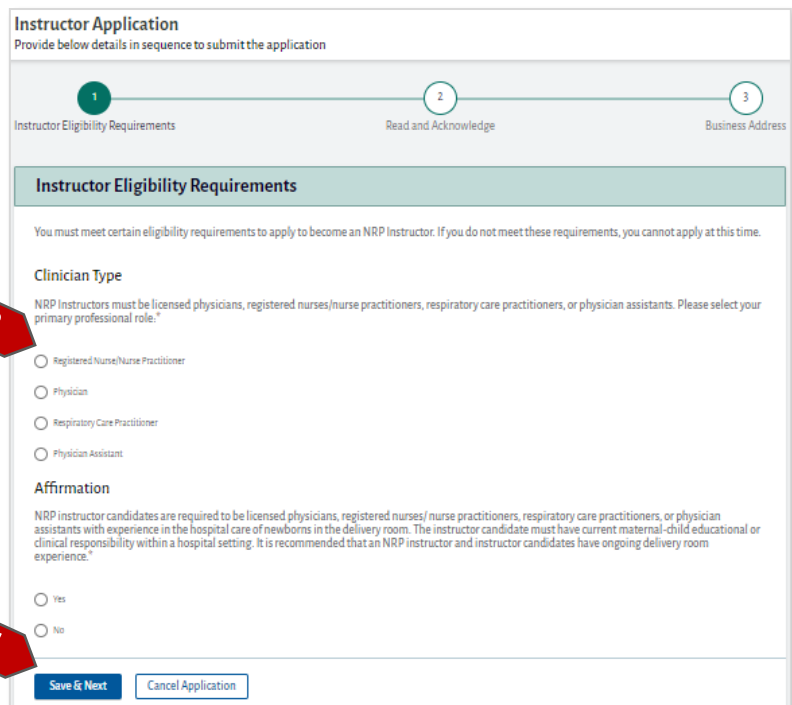
WI: IA – Applying Instructor Application

NOTE: The “Apply Now” option is available only for Advanced Provider.

1. Login to NRP Learning Platform.
2. Click on the “Apply Now” button.



3. Select the ‘Clinician Type’ and ‘Affirmation’ by clicking the radio buttons.



4. Click on the “Save & Next” button.



- 5. Read and Acknowledge the applications requirements and 'Terms of Use' by clicking the check boxes.

NOTE:

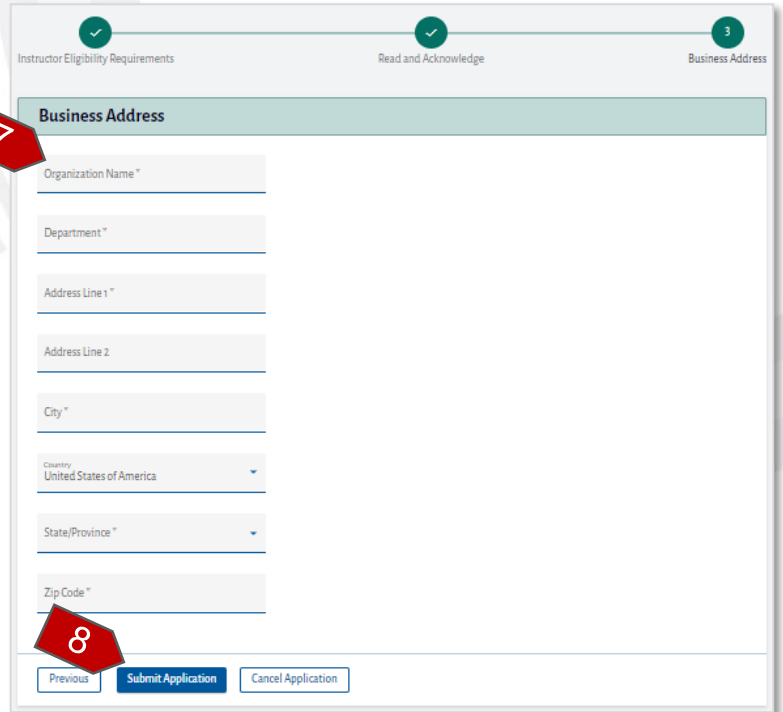
- Click on the 'Download the AAP's How to become an NRP Instructor PDF' link to view/download/print for reference.
- The "Previous" button could be used to go back to the 'Instructor Eligibility Requirements' page.
- The 'Cancel Application' button could be used to cancel the process of applying an instructor application and return to the dashboard.

- 6. Click on the "Save & Next" button.



7. Enter the following details:

- Organization Name
- Department
- Address Line1
- Address Line2 (optional)
- City
- Country
- State/Province
- Zip code

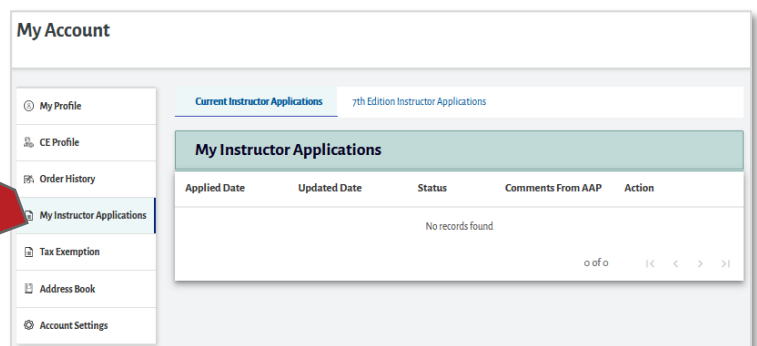
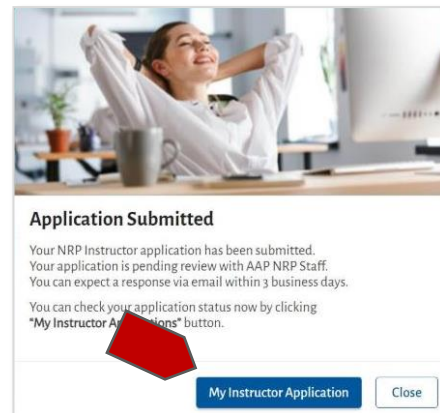


8. Click on the 'Submit Application' button.

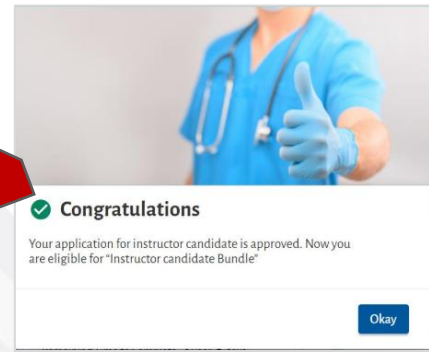
The 'Application Submitted' confirmation popup is displayed.

NOTE:

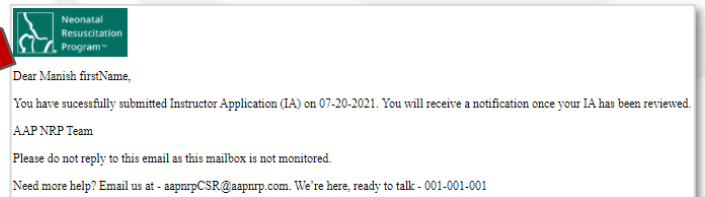
- The submitted instructor application details can be viewed by clicking 'My Instructor Application' from the 'Application Submitted' popup or 'My Account' page.



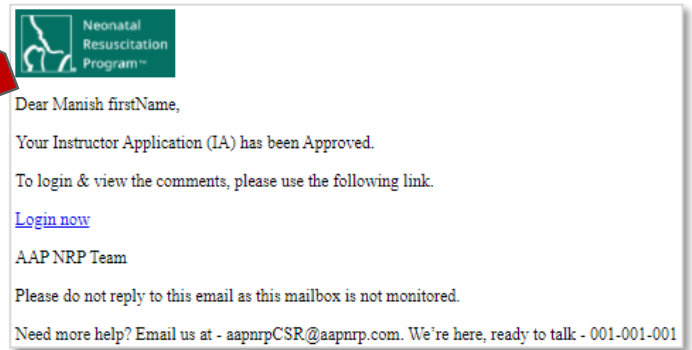
- Once the AAP Admin approves the instructor application, the 'Congratulations' popup confirmation is displayed.



- Email Example: Instructor Application Submitted

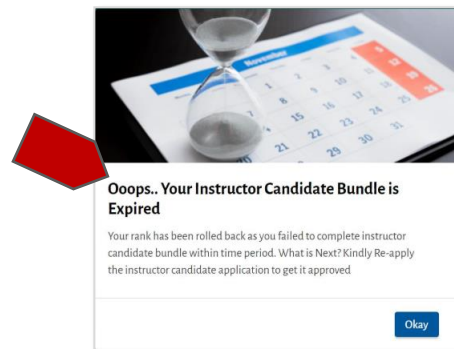


- Email Example: Instructor Application Approved/ Rejected/ On hold, respectively



- Email Example: IA Expired

- NOTE: An Instructor Application could be applied again in case it is being Rejected by an AAP Admin or Expired.



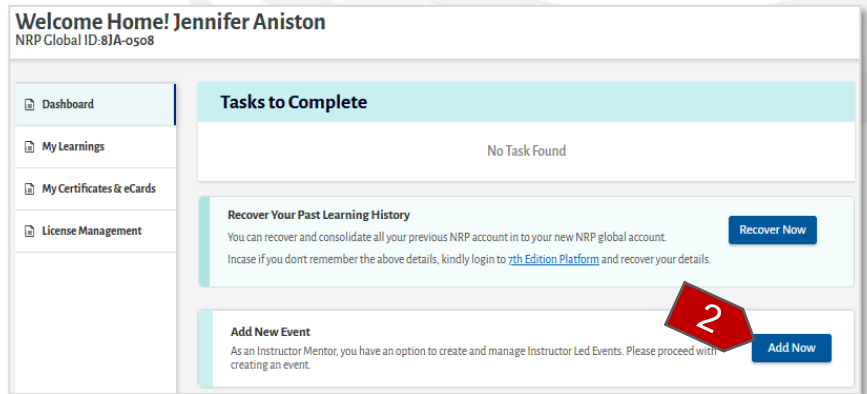
END OF INSTRUCTIONS



WI: Event – Adding the Event by Instructor/IM

NOTE: The “Add Event” option is available only to Instructor/IM.

1. Login to NRP Learning Platform.
2. Click on “Add Now” button.



Welcome Home! Jennifer Aniston
NRP Global ID:8JA-0508

Tasks to Complete
No Task Found

Recover Your Past Learning History
You can recover and consolidate all your previous NRP account in to your new NRP global account.
Incase if you dont remember the above details, kindly login to [7th Edition Platform](#) and recover your details. **Recover Now**

Add New Event
As an Instructor Mentor, you have an option to create and manage Instructor Led Events. Please proceed with creating an event. **Add Now**

NOTE: Adding an event is covered in the Events Menu section titled “Adding an Event”.

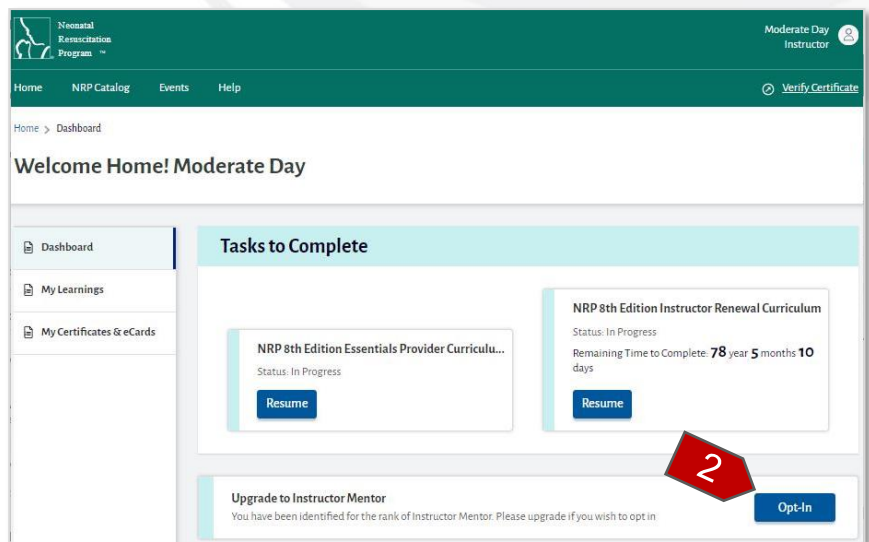
END OF INSTRUCTIONS



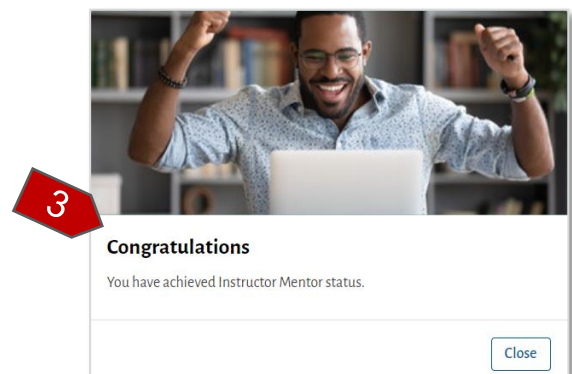
WI: IM – Opt-In for IM from Instructor

NOTE: The “Opt-In” option is available only to the instructors, who has at least 4 ILEs being co-teach.

1. Login to NRP Learning Platform.
2. Click on “Opt-In” button.



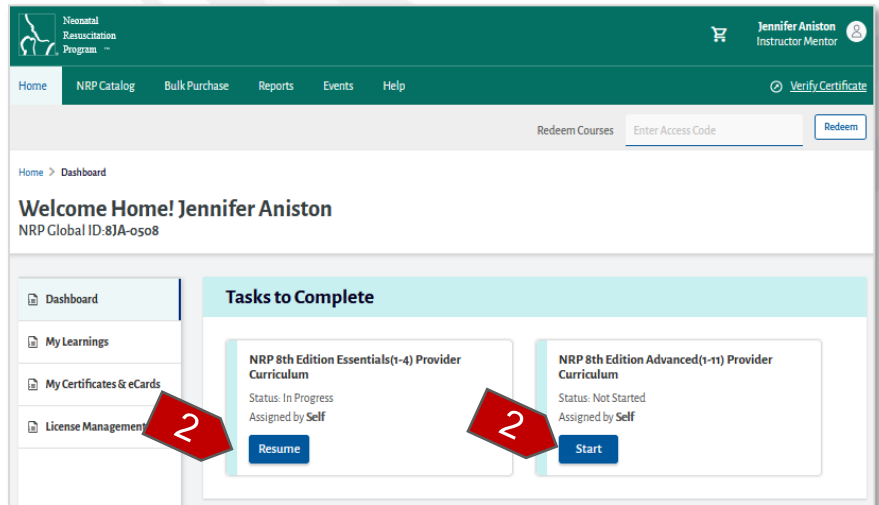
The ‘Congratulations’ message appears to the user along with the update in the rank from Instructor to Instructor Mentor.



END OF INSTRUCTIONS

WI: Curriculum – Starting or Resuming the Curricula

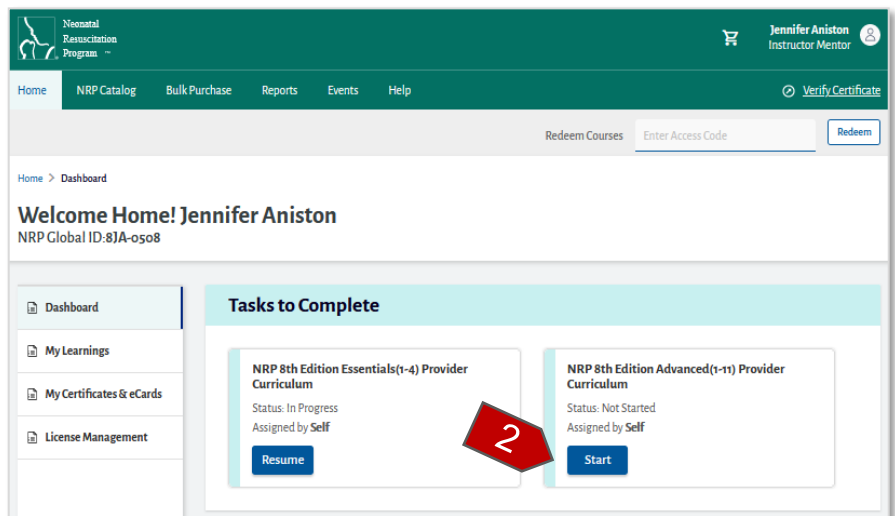
1. Login to NRP Learning Platform.
2. Click on the “Start” or “Resume” button accordingly.



The screenshot shows the user's dashboard with the following elements:

- Header: Neonatal Resuscitation Program logo, user name Jennifer Aniston, Instructor Mentor, and navigation links (Home, NRP Catalog, Bulk Purchase, Reports, Events, Help).
- Sub-header: Redeem Courses, Enter Access Code, Redeem.
- Content: Welcome Home! Jennifer Aniston, NRP Global ID: 8JA-0508.
- Left sidebar: Dashboard, My Learnings, My Certificates & eCards, License Management.
- Main area: Tasks to Complete section with two course cards:
 - Card 1: NRP 8th Edition Essentials(1-4) Provider Curriculum. Status: In Progress. Assigned by Self. Resume button.
 - Card 2: NRP 8th Edition Advanced(1-11) Provider Curriculum. Status: Not Started. Assigned by Self. Start button.

Red arrows with the number '2' point to the 'Resume' and 'Start' buttons respectively.



This screenshot is identical to the one above, showing the user's dashboard with the 'Tasks to Complete' section. A red arrow with the number '2' points to the 'Start' button of the 'NRP 8th Edition Advanced(1-11) Provider Curriculum' card.

NOTE:

- In case of Instructor Candidate and Instructor Renewal course, the remaining time to complete the course is displayed.
- In case the ‘CE Profile’ is not updated by user on the platform, while Resuming / Starting the course the user mandatory has to fill in the ‘Continuing Education Profile’ details before going through course activities.





Continuing Education Profile

Kindly provide the details below that will help the AAP to maintain CE related records.

CE Job Title *

Submit

- Based on the 'CE Job Title' other information needs to be filled by the user which is 'CE Job Title' specific.
- Alternatively, the "CE Profile" page can be reached by navigating through "My Account" option and selecting "CE Profile" tab.

END OF INSTRUCTIONS

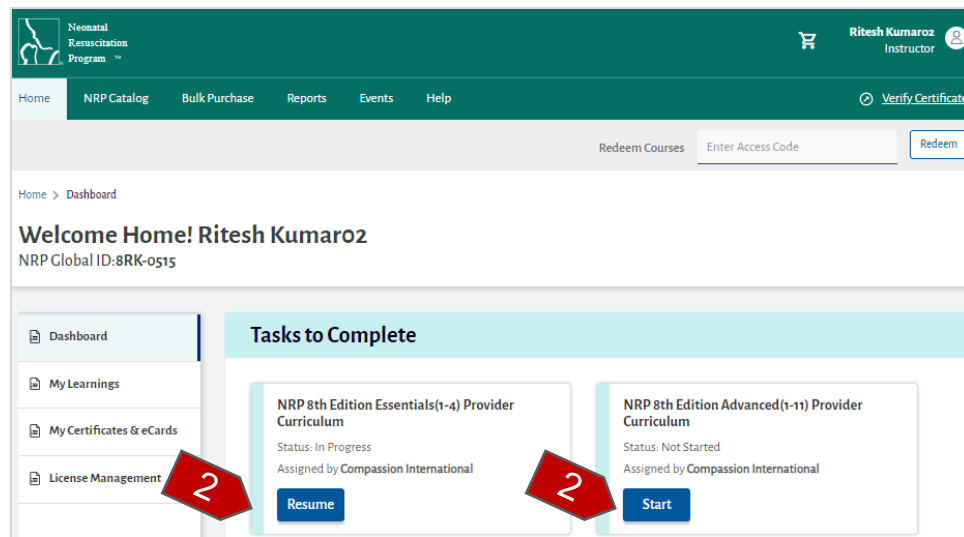


WI: RQI for NRP – Starting or Resuming ‘RQI for NRP’ ILEs

NOTE:

- Both the ‘8th Edition RQI for NRP Prep Instructor Led Event’ and ‘8th Edition RQI for NRP Advanced Endorsement’ ILEs are available only for the institution users.
- Upon completion of any ‘RQI for NRP’ ILE, there is no Certificate/eCard generated on the NRP Learning Platform.

1. Login to NRP Learning Platform.
2. Click on the “Start” or “Resume” button accordingly.



The screenshot shows the user's dashboard with a navigation menu at the top. The main content area displays a 'Welcome Home!' message for Ritesh Kumaroz. Below this, there is a 'Tasks to Complete' section. The first task is 'NRP 8th Edition Essentials(1-4) Provider Curriculum' with a status of 'In Progress' and a 'Resume' button. The second task is 'NRP 8th Edition Advanced(1-11) Provider Curriculum' with a status of 'Not Started' and a 'Start' button. Red callout boxes with the number '2' are placed over the 'Resume' and 'Start' buttons.

END OF INSTRUCTIONS

WI: RQI for NRP – Registering ‘RQI for NRP’ ILEs

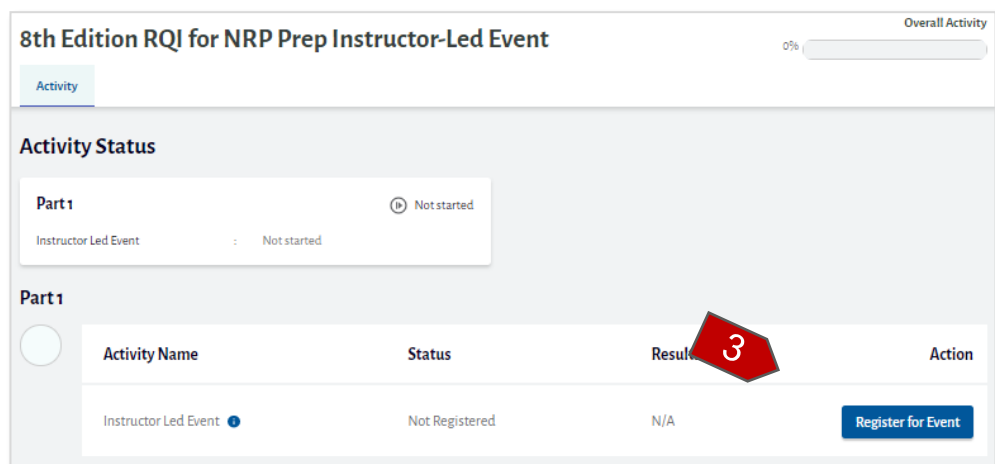
NOTE:

- Both the ‘8th Edition RQI for NRP Prep Instructor Led Event’ and ‘8th Edition RQI for NRP Advanced Endorsement’ ILEs are available only for the institution users.
- Upon completion of any ‘RQI for NRP’ ILE, there is no Certificate/eCard generated on the NRP Learning Platform.

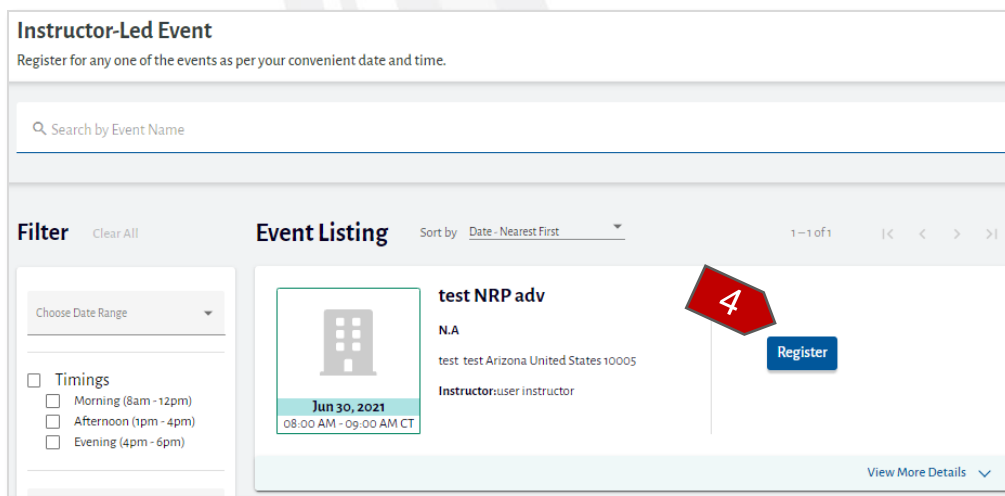
1. Login to NRP Learning Platform.
2. Click on the “Start” or “Resume” button accordingly.



3. Click on the “Register for Event” button.

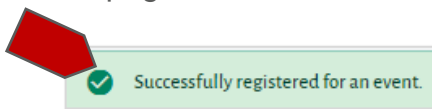


- Click on the “Register” button available against the respective ILEs.

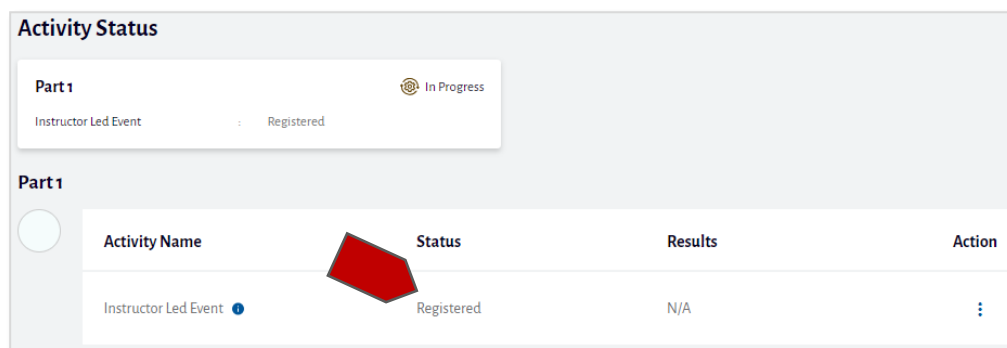


The user is redirected to the “Activity” page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has registered for an event successfully.



- “Completed” Status



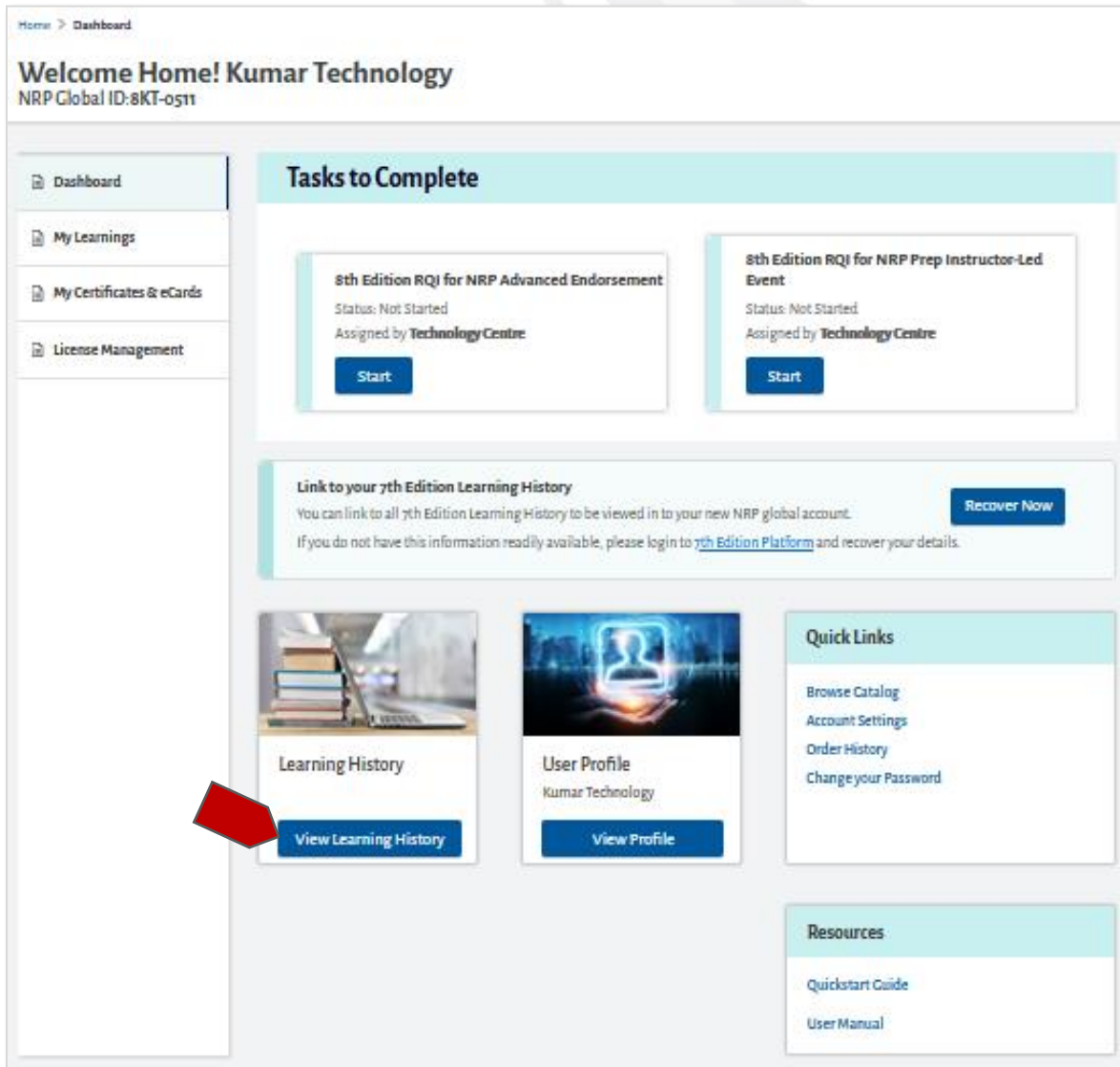
NOTE: The Action options, ‘Change Event’, ‘Withdraw from Event’, ‘View Event Details’ is covered in later sections titled ‘ILE - Changing the Registered Event’, ‘ILE – Withdrawing the Registered Event’ and ‘ILE – Viewing Event Details’ section.

END OF INSTRUCTIONS



Learning History

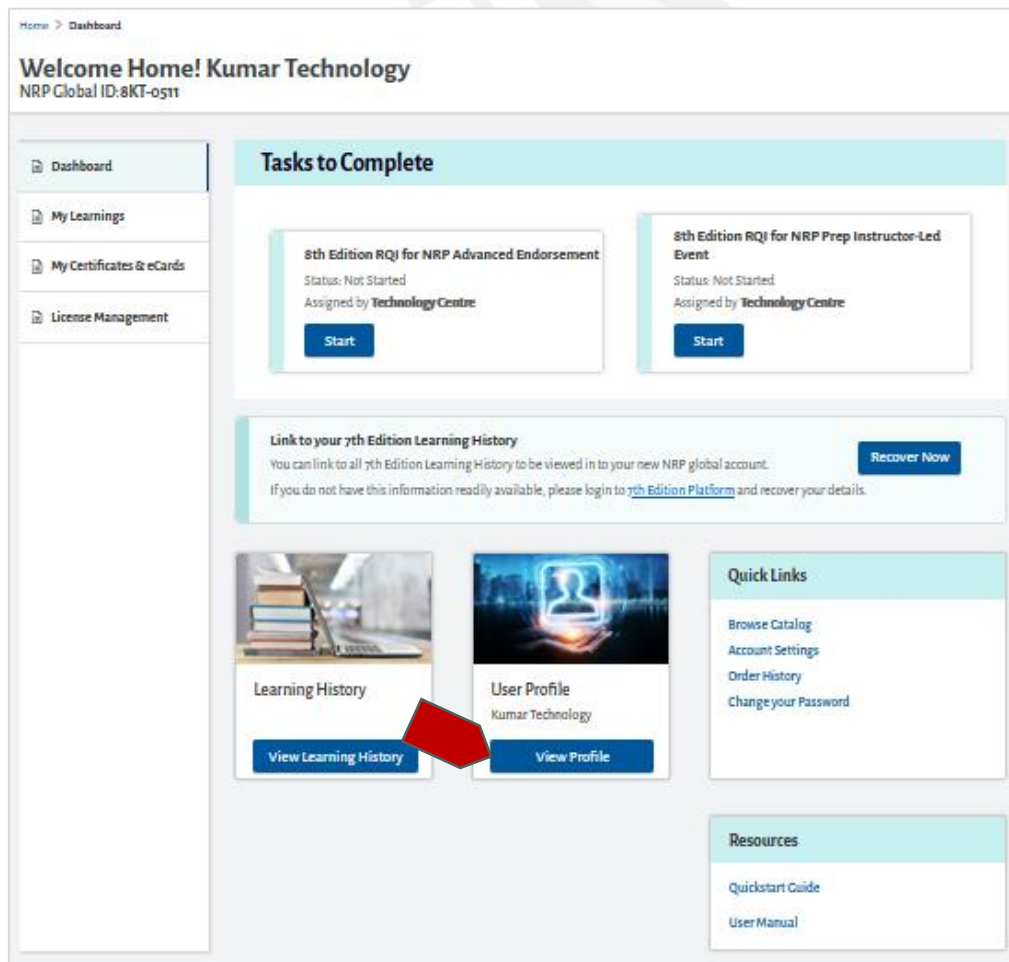
The 'Learning History' widget navigates to My Learnings page by clicking the "View Learning History" button.



The screenshot shows a user dashboard for Kumar Technology. The main content area is titled "Tasks to Complete" and contains two task cards for the "8th Edition RQI for NRP Advanced Endorsement" and "8th Edition RQI for NRP Prep Instructor-Led Event", both with "Start" buttons. Below this is a section for linking 7th Edition Learning History, with a "Recover Now" button. The dashboard also features a "Quick Links" section with links for "Browse Catalog", "Account Settings", "Order History", and "Change your Password". A "Resources" section includes "Quickstart Guide" and "User Manual". A "Learning History" widget is present, with a red arrow pointing to its "View Learning History" button. The user profile section shows "User Profile" for "Kumar Technology" with a "View Profile" button. The left sidebar contains navigation options: "Dashboard", "My Learnings", "My Certificates & eCards", and "License Management".

User Profile

The “User Profile” widget navigates to My Accounts page by clicking the “View Profile” button.



Home > Dashboard

Welcome Home! Kumar Technology
NRP Global ID: 8KT-0511

Dashboard
My Learnings
My Certificates & eCards
License Management

Tasks to Complete

8th Edition RQI for NRP Advanced Endorsement
Status: Not Started
Assigned by Technology Centre
[Start](#)

8th Edition RQI for NRP Prep Instructor-Led Event
Status: Not Started
Assigned by Technology Centre
[Start](#)

Link to your 7th Edition Learning History
You can link to all 7th Edition Learning History to be viewed in to your new NRP global account.
If you do not have this information readily available, please login to [7th Edition Platform](#) and recover your details.
[Recover Now](#)

Learning History
[View Learning History](#)

User Profile
Kumar Technology
[View Profile](#)

Quick Links

Browse Catalog
Account Settings
Order History
Change your Password

Resources

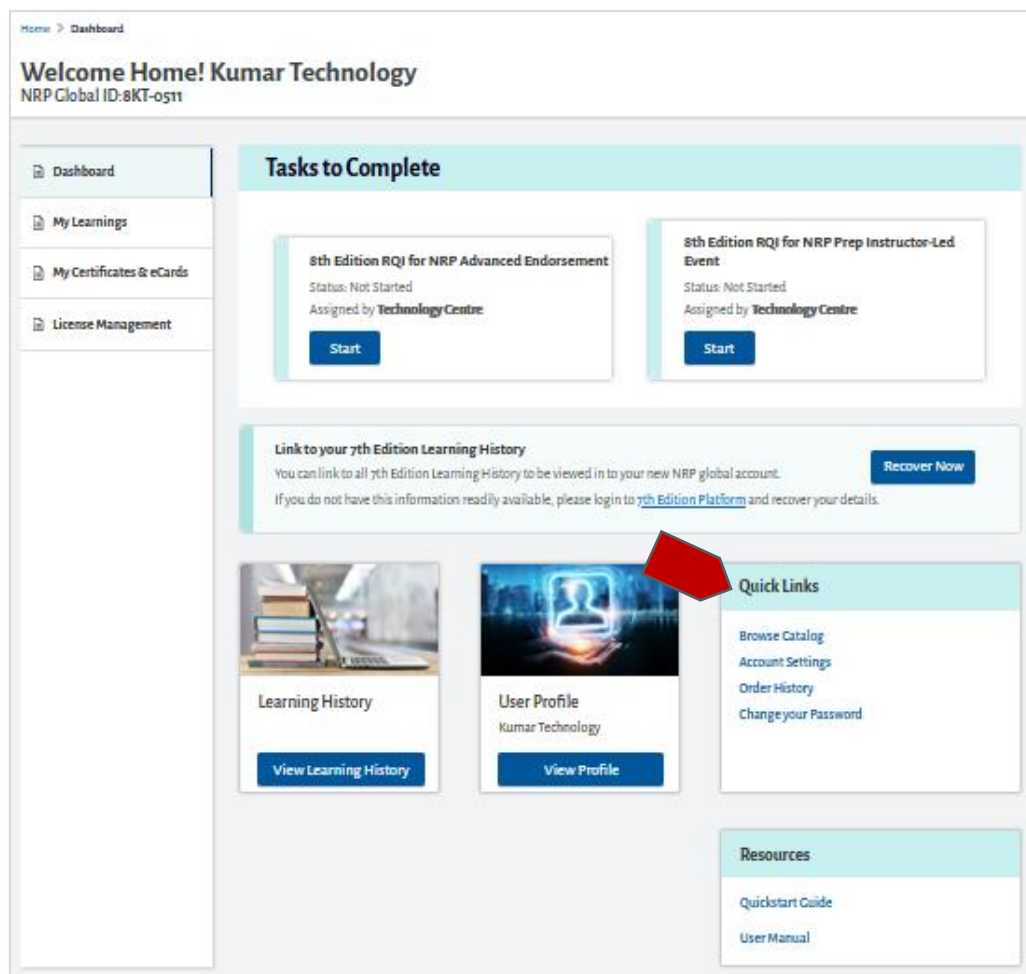
Quickstart Guide
User Manual

Quick Links

The “Quick Links” widget contains the quicks links for the most-commonly used navigations:

- Browse Catalog – The user is navigated to NRP Catalog menu
- Account Settings – The user is navigated to My Account -> Account Settings tab
- Order History – The user is navigated to My Account -> Order History tab
- Change your Password – The user is navigated to My Account -> Account Settings -> Change Password tile
- Instructor Toolkit – The user is navigated to ITK web resource page

NOTE: The ITK is available to the user (who has applied for an IA & has got an approval; and enrolled to IC curriculum) in the ‘Activity page’ and will be marked as Completed in the platform once it has been accessed, but it can be used again by the user any number of times through dashboard (covered under the section titled ‘Accessing ITK from the Dashboard’) by the ICs, Instructors and IMs.



Home > Dashboard

Welcome Home! Kumar Technology
NRP Global ID: 8KT-0511

Dashboard
My Learnings
My Certificates & eCards
License Management

Tasks to Complete

8th Edition RQI for NRP Advanced Endorsement
Status: Not Started
Assigned by Technology Centre
[Start](#)

8th Edition RQI for NRP Prep Instructor-Led Event
Status: Not Started
Assigned by Technology Centre
[Start](#)

Link to your 7th Edition Learning History
You can link to all 7th Edition Learning History to be viewed in to your new NRP global account.
If you do not have this information readily available, please login to [7th Edition Platform](#) and recover your details.
[Recover Now](#)

Learning History
[View Learning History](#)

User Profile
Kumar Technology
[View Profile](#)

Quick Links

- [Browse Catalog](#)
- [Account Settings](#)
- [Order History](#)
- [Change your Password](#)

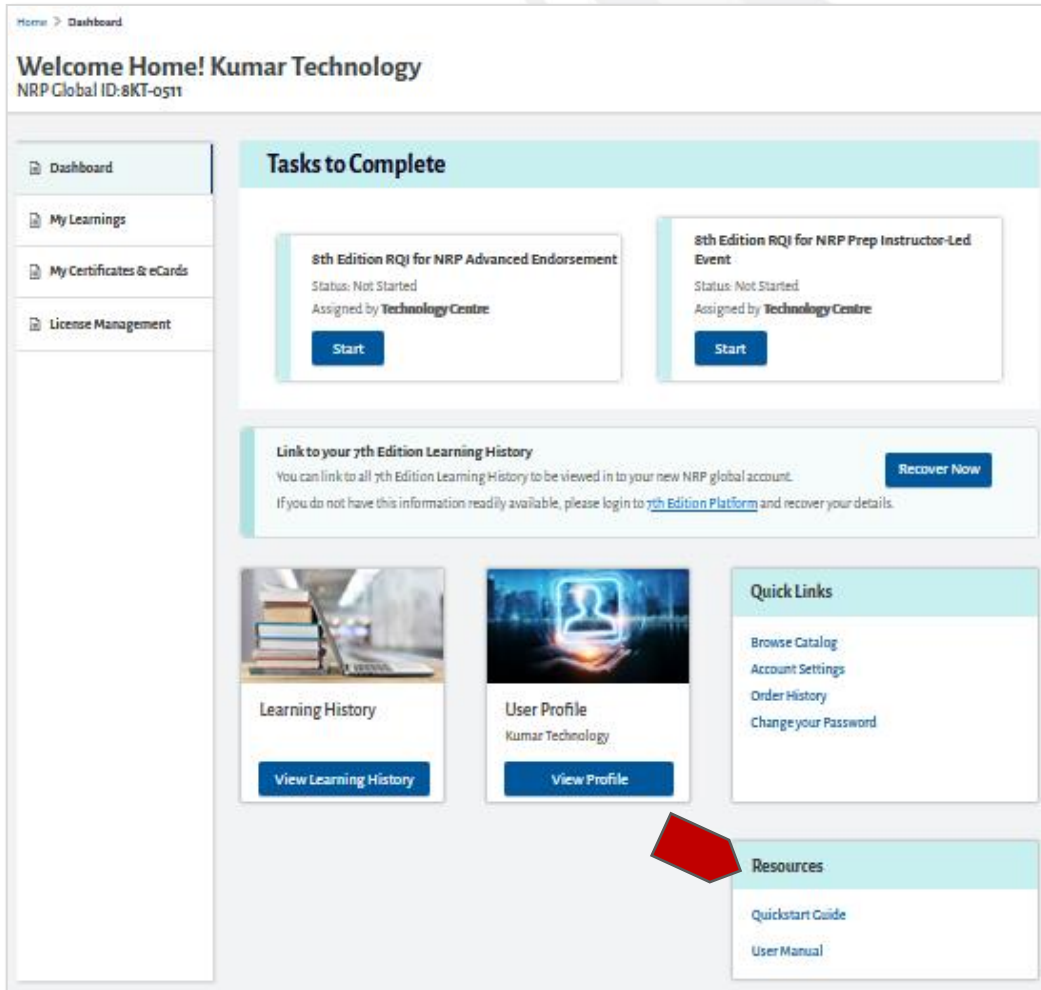
Resources

- [Quickstart Guide](#)
- [User Manual](#)

Resources

The “Resources” widget contains two PDF links:

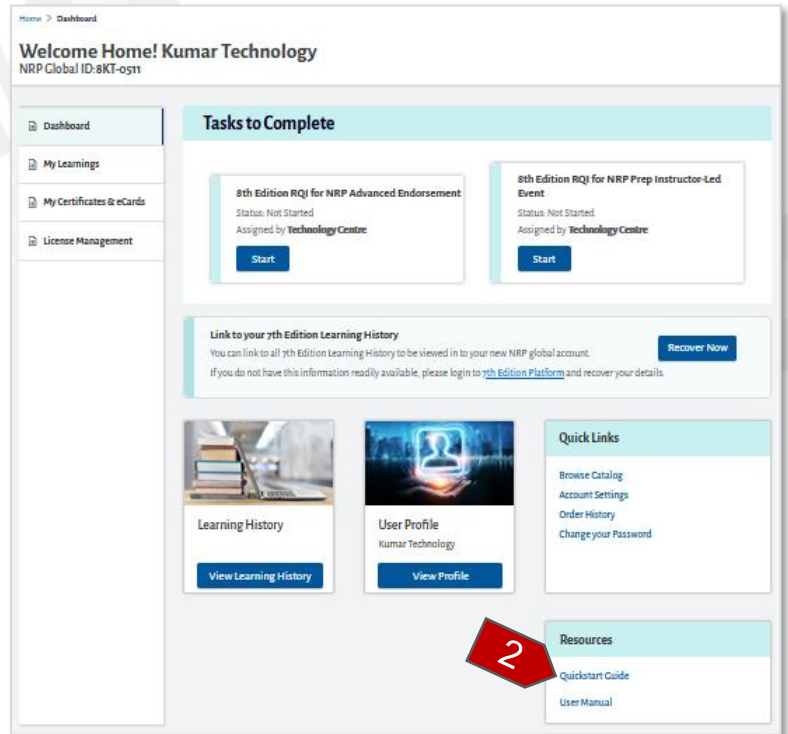
- User Manual
- QuickStart Guide



The screenshot shows a user dashboard for Kumar Technology. The main content area is titled "Tasks to Complete" and contains two cards for the "8th Edition RQI for NRP Advanced Endorsement" and "8th Edition RQI for NRP Prep Instructor-Led Event", both with "Start" buttons. Below this is a "Link to your 7th Edition Learning History" section with a "Recover Now" button. The dashboard also features "Learning History" and "User Profile" widgets with "View Learning History" and "View Profile" buttons respectively. A "Quick Links" section lists "Browse Catalog", "Account Settings", "Order History", and "Change your Password". At the bottom, a "Resources" widget is highlighted with a red arrow, containing links for "Quickstart Guide" and "User Manual".

WI: QSG – Accessing PDF

1. Login to NRP Learning Platform.
2. Click on the “Quickstart Guide” link provided under ‘Resources’ widget.



Home > Dashboard

Welcome Home! Kumar Technology
NRP Global ID:8KT-0511

- Dashboard
- My Learnings
- My Certificates & eCards
- License Management

Tasks to Complete

- 8th Edition RQI for NRP Advanced Endorsement
Status: Not Started
Assigned by: Technology Centre
[Start](#)
- 8th Edition RQI for NRP Prep Instructor-Led Event
Status: Not Started
Assigned by: Technology Centre
[Start](#)

Link to your 7th Edition Learning History
You can link to all 7th Edition Learning History to be viewed in to your new NRP global account. [Recover Now](#)
If you do not have this information readily available, please login to [7th Edition Platform](#) and recover your details.

- Learning History
[View Learning History](#)
- User Profile
Kumar Technology
[View Profile](#)

Quick Links

- Browse Catalog
- Account Settings
- Order History
- Change your Password

Resources

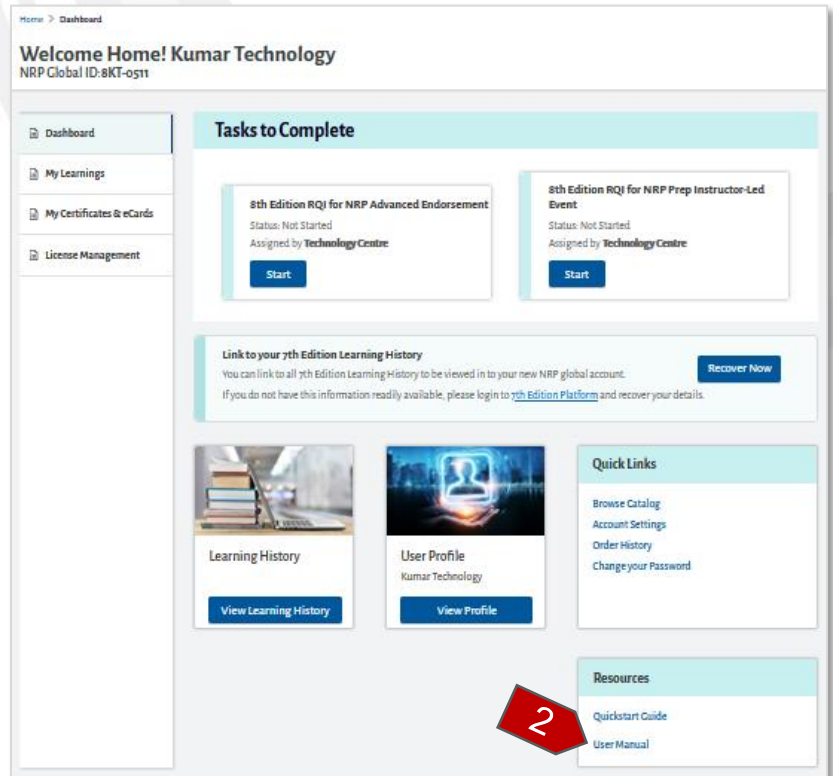
- [Quickstart Guide](#)
- [User Manual](#)

The PDF is displayed to view along with ‘Download/Print’ options.

END OF INSTRUCTIONS

WI: User Manual – Accessing PDF

1. Login to NRP Learning Platform.
2. Click on the “User Manual” link provided under the ‘Resources’ widget.



Home > Dashboard

Welcome Home! Kumar Technology
NRP Global ID: 8KT-0511

- Dashboard
- My Learnings
- My Certificates & eCards
- License Management

Tasks to Complete

- 8th Edition RQI for NRP Advanced Endorsement
Status: Not Started
Assigned by Technology Centre
[Start](#)
- 8th Edition RQI for NRP Prep Instructor-Led Event
Status: Not Started
Assigned by Technology Centre
[Start](#)

Link to your 7th Edition Learning History
You can link to all 7th Edition Learning History to be viewed in to your new NRP global account. [Recover Now](#)
If you do not have this information readily available, please login to [7th Edition Platform](#) and recover your details.

- Learning History
[View Learning History](#)
- User Profile
Kumar Technology
[View Profile](#)

Quick Links

- Browse Catalog
- Account Settings
- Order History
- Change your Password

Resources

- Quickstart Guide
- User Manual

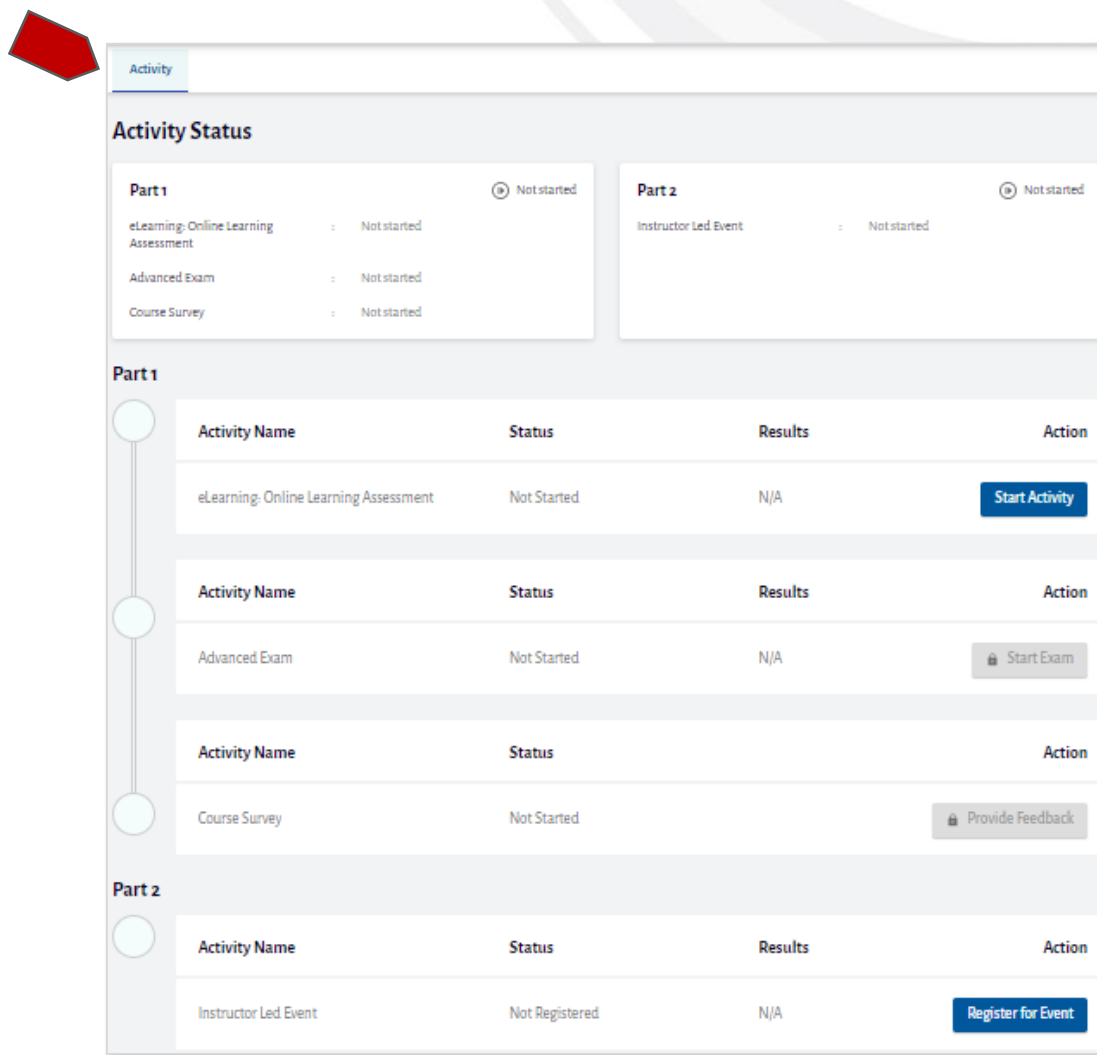
The PDF is available to view along with the ‘Download/Print’ options.

END OF INSTRUCTIONS

Activity

The “Activity” page shows all the Part 1 and Part 2 activity details and instructions of a relative course.

The progress indicator of an activity is displayed on the screen. Upon completion of Part 1 & Part 2 learning activities, the certificate/eCard is made available to View/Download/Print.

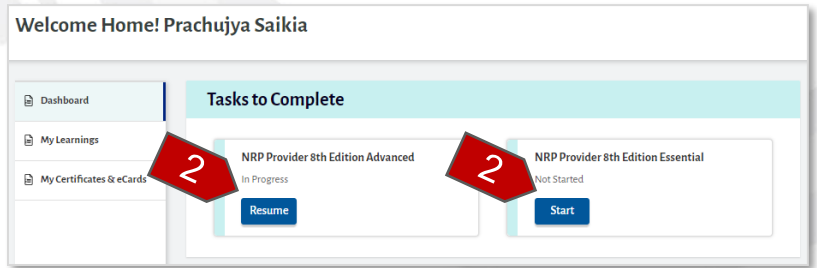


The screenshot shows the 'Activity Status' page. At the top, there is a tab labeled 'Activity'. Below it, the 'Activity Status' section is divided into two columns: 'Part 1' and 'Part 2'. Each column shows a progress indicator (a circle with a dot) and the text 'Not started'. Under 'Part 1', there are three items: 'eLearning: Online Learning Assessment', 'Advanced Exam', and 'Course Survey', each with a status of 'Not started'. Under 'Part 2', there is one item: 'Instructor Led Event', with a status of 'Not started'. Below these sections are three tables, one for each part. Each table has columns for 'Activity Name', 'Status', 'Results', and 'Action'. The first table (Part 1) has three rows: 'eLearning: Online Learning Assessment' (Not Started, N/A, Start Activity), 'Advanced Exam' (Not Started, N/A, Start Exam), and 'Course Survey' (Not Started, Provide Feedback). The second table (Part 2) has one row: 'Instructor Led Event' (Not Registered, N/A, Register for Event).

WI: Activity – Starting/Resuming/Reviewing the Activities

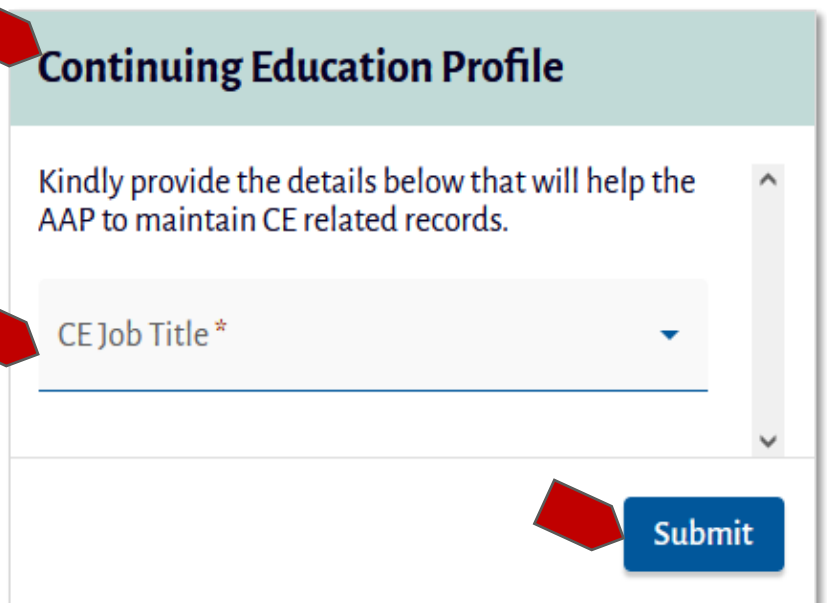
NOTE: The course can be started/resumed also in ‘My Learnings’ tab and ‘NRP Catalog’ menu.

1. Login to NRP Learning Platform.
2. Click on the “Start” or “Resume” button accordingly from the “Tasks to Complete” tile under Dashboard.

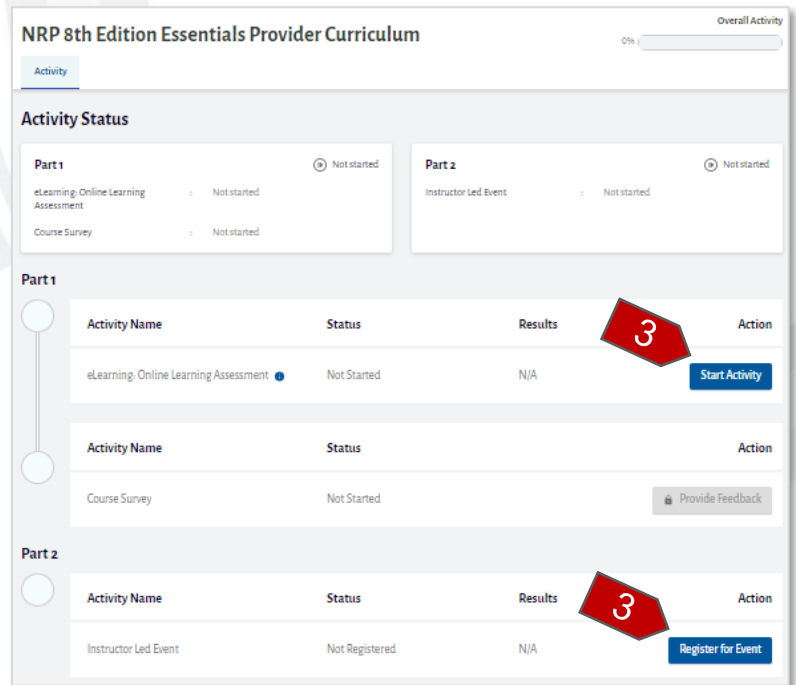


NOTE:

- Upon clicking on “Start” or “Resume” button, the “Continuing Education Profile” popup will appear on the screen only when “Continuing Education Profile” is not updated on the ‘NRP Learning Platform’ through any profile of the user.
- The user has to mandatory fill the “CE Profile” details and click on the “Submit” button.



- Click on the “Start Activity” or “Register for Event” button.



NRP 8th Edition Essentials Provider Curriculum Overall Activity 0%

Activity Status

Part 1 Not started

- eLearning: Online Learning Assessment : Not started
- Course Survey : Not started

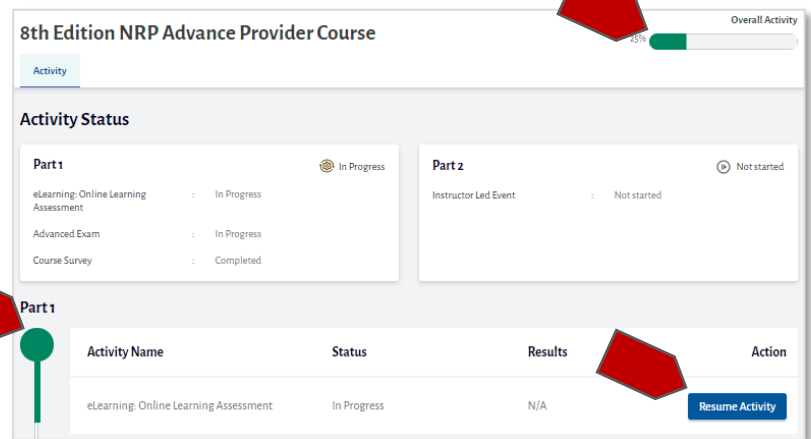
Part 2 Not started

- Instructor Led Event : Not started

| Activity Name | Status | Results | Action |
|---------------------------------------|----------------|---------|------------------------------------|
| eLearning: Online Learning Assessment | Not Started | N/A | Start Activity |
| Course Survey | Not Started | | Provide Feedback |
| Part 2 | | | |
| Activity Name | Status | Results | Action |
| Instructor Led Event | Not Registered | N/A | Register for Event |

NOTE:

- The user’s activity progression in the course is indicated by the green progression flow in the left-side of the screen against each activity as well as in the “Overall Activity” progress bar capturing the percentage of activity completion.
- The user can pause & resume the paused activity by clicking the “Resume Activity” button.
- The user can review the completed activity by clicking the “Review” button.



8th Edition NRP Advance Provider Course Overall Activity 25%

Activity Status

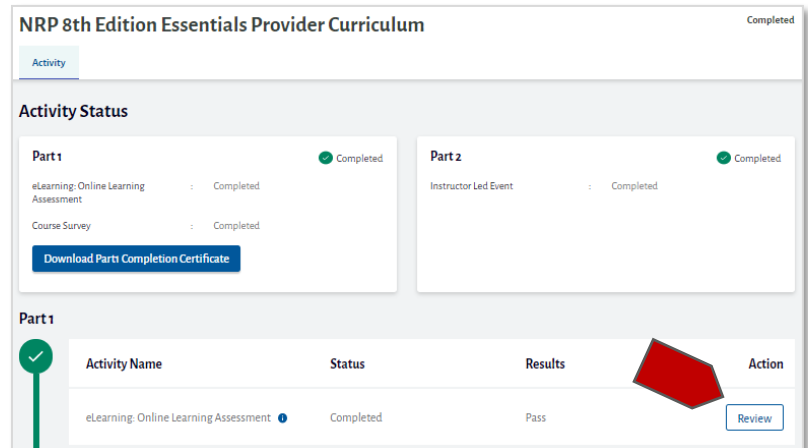
Part 1 In Progress

- eLearning: Online Learning Assessment : In Progress
- Advanced Exam : In Progress
- Course Survey : Completed

Part 2 Not started

- Instructor Led Event : Not started

| Activity Name | Status | Results | Action |
|---------------------------------------|-------------|---------|---------------------------------|
| eLearning: Online Learning Assessment | In Progress | N/A | Resume Activity |



NRP 8th Edition Essentials Provider Curriculum Completed

Activity Status

Part 1 Completed

- eLearning: Online Learning Assessment : Completed
- Course Survey : Completed

Part 2 Completed

- Instructor Led Event : Completed

[Download Part 1 Completion Certificate](#)

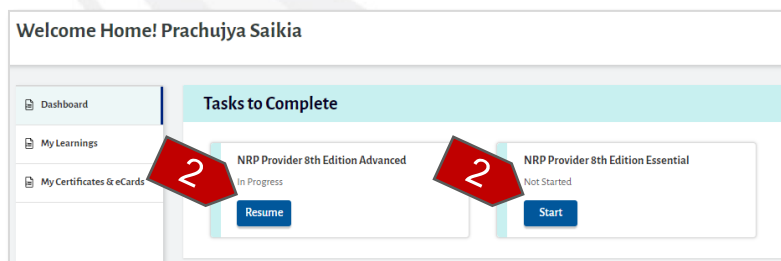
| Activity Name | Status | Results | Action |
|---------------------------------------|-----------|---------|------------------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |

END OF INSTRUCTIONS

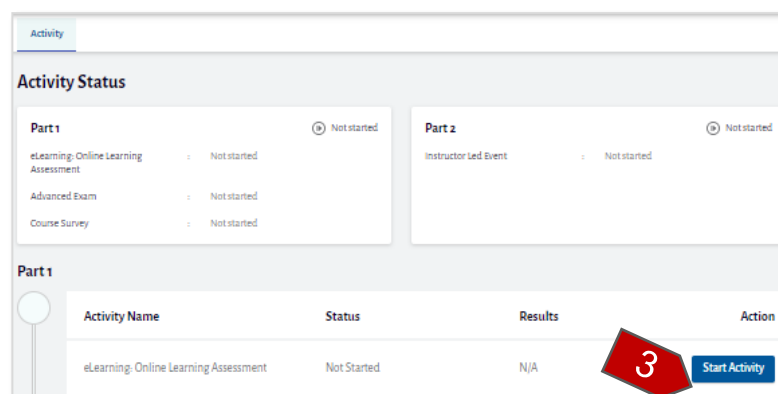


WI: Activity – Starting/Resuming eLearning: Online Learning Assessment Activity

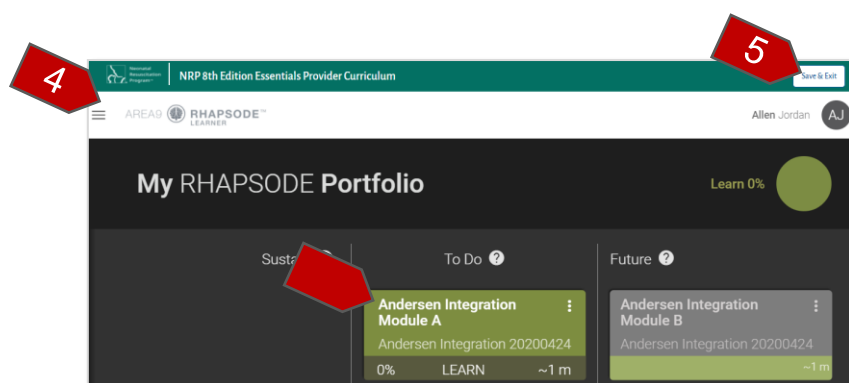
1. Login to NRP Learning Platform.
2. Click on the “Start” or “Resume” button accordingly from the “Tasks to Complete” tile present in the Dashboard.



3. Click on the “Start Activity” button.



4. The “Rhapsode portfolio” screen will load.



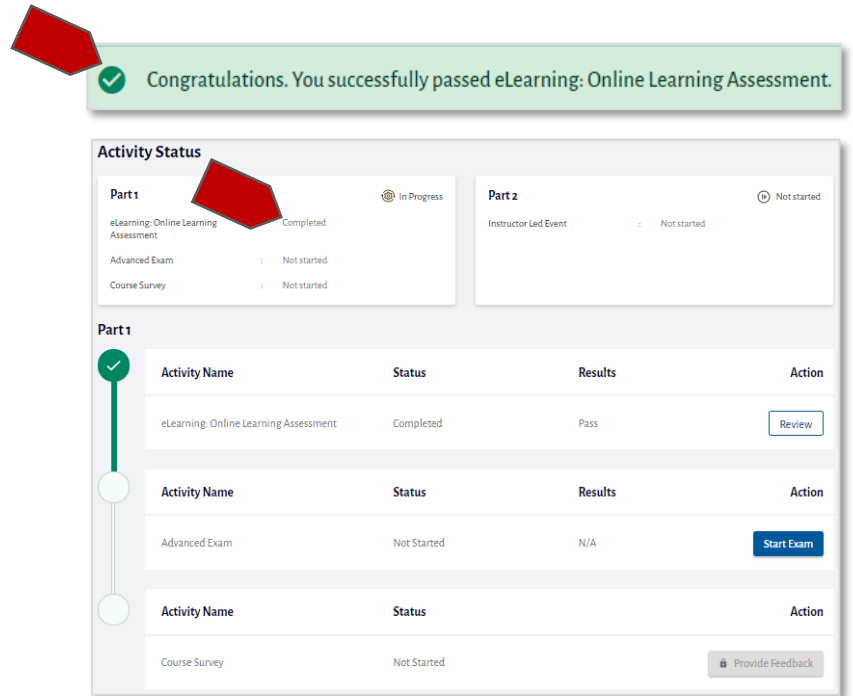
5. Follow the instructions displayed on the screen to complete the activity.

NOTE: Click on the “Save & Exit” button provided at the top-right corner of the screen to exit midway from an activity. The course progress gets automatically saved in this case. To resume the activity from the last saved progress, click on the “Resume Activity” button on the activity page.

6. Click on the “Save & Exit” button upon completion of an activity.

The user is redirected to the “Activity” page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has passed the “eLearning: Online Learning Assessment” activity successfully.
- “Completed” Status
- “Pass” Status
- The next sequential activity is made available for consumption



The screenshot displays a green notification bar at the top with a checkmark icon and the text: "Congratulations. You successfully passed eLearning: Online Learning Assessment." Below this, the "Activity Status" section is shown. It features two columns: "Part 1" and "Part 2". Under "Part 1", the "eLearning: Online Learning Assessment" is marked as "Completed", while "Advanced Exam" and "Course Survey" are "Not started". Under "Part 2", the "Instructor Led Event" is "Not started". A progress indicator on the left shows the first step as completed. Below the status summary is a table for "Part 1" activities:

| Activity Name | Status | Results | Action |
|---------------------------------------|-------------|---------|----------------------------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |
| Advanced Exam | Not Started | N/A | Start Exam |
| Course Survey | Not Started | | Provide Feedback |

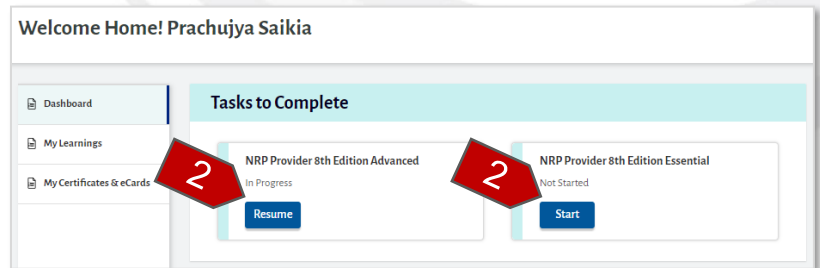
END OF INSTRUCTIONS



WI: Activity – Starting/Resuming Advanced Exam Activity

NOTE: The Advanced Exam activity is available only for the user who has registered for the NRP 8th Edition Advanced Provider curriculum.

1. Login to NRP Learning Platform.
2. Click on the “Start” or “Resume” button accordingly from the “Tasks to Complete” tile under Dashboard.



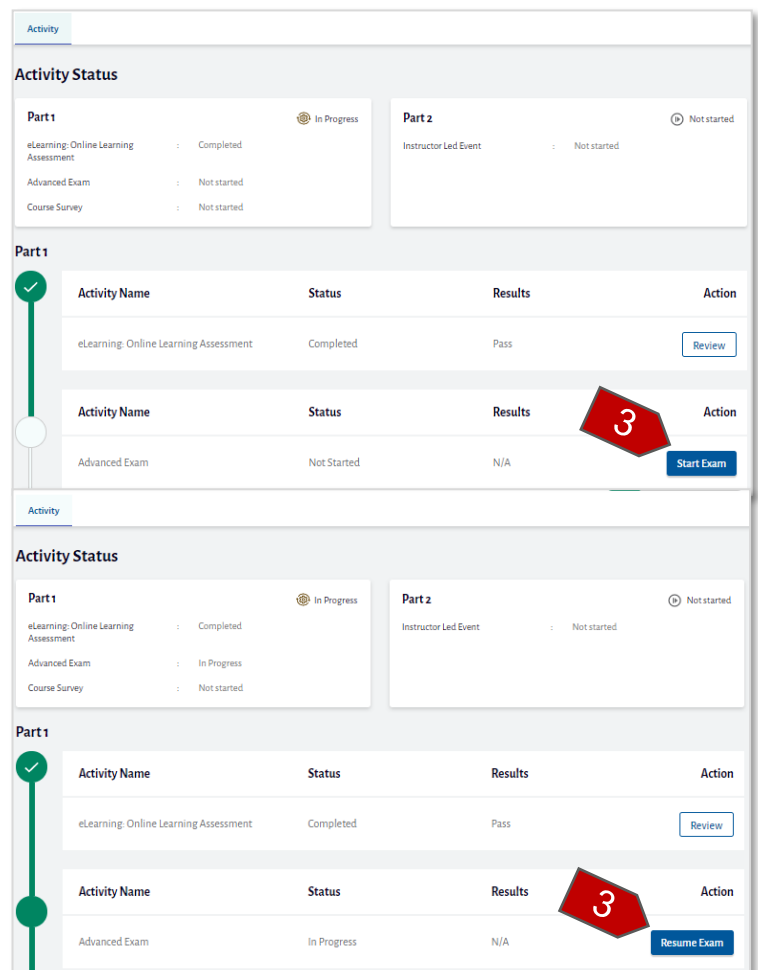
Welcome Home! Prachuja Saikia

Dashboard | **Tasks to Complete** | My Learnings | My Certificates & eCards

| Activity Name | Status | Action |
|------------------------------------|-------------|--------|
| NRP Provider 8th Edition Advanced | In Progress | Resume |
| NRP Provider 8th Edition Essential | Not Started | Start |

3. Click on the “Start Exam” / “Resume Exam” button accordingly.

NOTE: The “Start Exam” button is enabled only when the user completes the “eLearning: Online Learning Assessment” activity.



Activity Status

| Part | Status |
|--------|-------------|
| Part 1 | In Progress |
| Part 2 | Not started |

Part 1

| Activity Name | Status | Results | Action |
|---------------------------------------|-------------|---------|------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |
| Advanced Exam | Not Started | N/A | Start Exam |

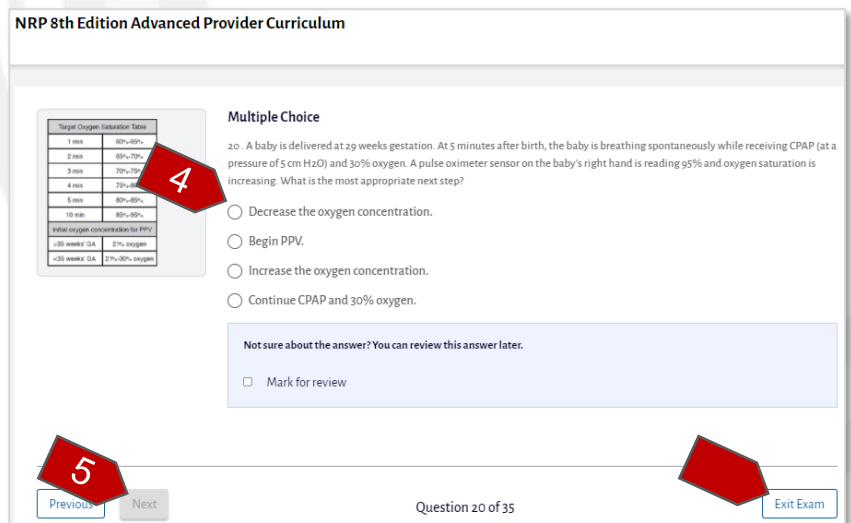
Activity Status

| Part | Status |
|--------|-------------|
| Part 1 | In Progress |
| Part 2 | Not started |

Part 1

| Activity Name | Status | Results | Action |
|---------------------------------------|-------------|---------|-------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |
| Advanced Exam | In Progress | N/A | Resume Exam |

- Select the answer by clicking on the respective radio buttons.



NRP 8th Edition Advanced Provider Curriculum

| Target Oxygen Saturation Values | |
|--------------------------------------|----------------|
| 1 min | 80%-85% |
| 2 min | 80%-70% |
| 3 min | 70%-70% |
| 4 min | 70%-70% |
| 5 min | 80%-85% |
| 10 min | 80%-90% |
| Initial oxygen concentration for PPV | |
| <35 weeks' GA | 21% oxygen |
| >35 weeks' GA | 21%-30% oxygen |

Multiple Choice

20. A baby is delivered at 29 weeks gestation. At 5 minutes after birth, the baby is breathing spontaneously while receiving CPAP (at a pressure of 5 cm H₂O) and 30% oxygen. A pulse oximeter sensor on the baby's right hand is reading 95% and oxygen saturation is increasing. What is the most appropriate next step?

Decrease the oxygen concentration.
 Begin PPV.
 Increase the oxygen concentration.
 Continue CPAP and 30% oxygen.

Not sure about the answer? You can review this answer later.

Mark for review

Previous Next Question 20 of 35 Exit Exam

- Then, click on the “Next” button to save the answer and continue to attend the subsequent questions in the exam.

NOTE:

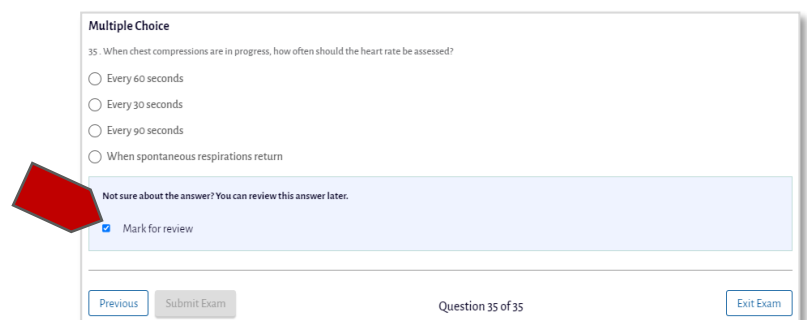
- Click on “Exit” or “Save and Exit Exam” (available upon selecting answer) buttons to pause. The user is prompted for the confirmation. Click on the “Yes, Exit Exam” button to pause and go back to the “Activity” page.
- While attending the exam, any number of questions can be revisited again by selecting the “Mark for review” option.



Are you sure you want to exit the exam?

Your progress will be saved. You can come back anytime to proceed with your exam.

Yes, Exit Exam No, Continue Exam



Multiple Choice

35. When chest compressions are in progress, how often should the heart rate be assessed?

Every 60 seconds
 Every 30 seconds
 Every 90 seconds
 When spontaneous respirations return

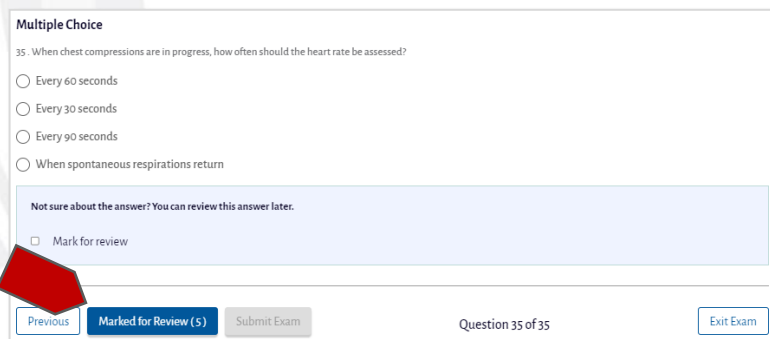
Not sure about the answer? You can review this answer later.

Mark for review

Previous Submit Exam Question 35 of 35 Exit Exam



- Only the questions & answer marked for review can be reviewed at the end of the exam. Upon clicking “Mark for review (#)” button, the user is navigated to specific Q&A in sequence of markings, wherein the user can modify the answer if required and click on “Confirm Review” button to confirm the answers. (# indicates the number of Q&A’s marked for review by the user)

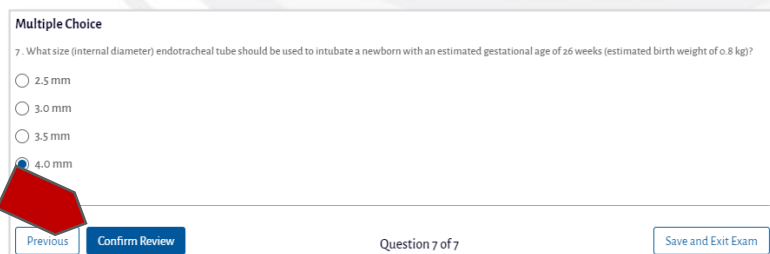


Multiple Choice
35. When chest compressions are in progress, how often should the heart rate be assessed?

Every 60 seconds
 Every 30 seconds
 Every 90 seconds
 When spontaneous respirations return

Not sure about the answer? You can review this answer later.
 Mark for review

[Previous](#) **Marked for Review (5)** [Submit Exam](#) Question 35 of 35 [Exit Exam](#)



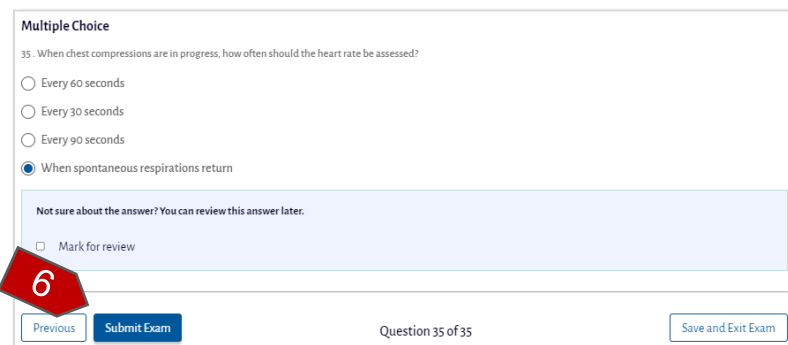
Multiple Choice
7. What size (internal diameter) endotracheal tube should be used to intubate a newborn with an estimated gestational age of 26 weeks (estimated birth weight of 0.8 kg)?

2.5 mm
 3.0 mm
 3.5 mm
 4.0 mm

[Previous](#) **Confirm Review** Question 7 of 7 [Save and Exit Exam](#)

- Click on “Previous” button to go back to the previous question page.

6. Click on “Submit Exam” button upon completing the exam.



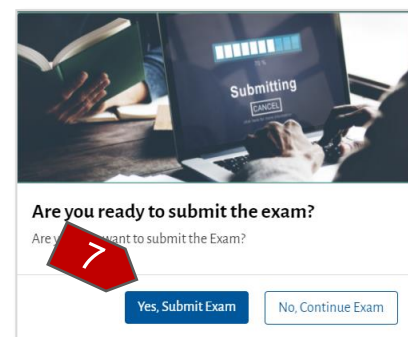
Multiple Choice
35. When chest compressions are in progress, how often should the heart rate be assessed?

Every 60 seconds
 Every 30 seconds
 Every 90 seconds
 When spontaneous respirations return

Not sure about the answer? You can review this answer later.
 Mark for review

[Previous](#) **Submit Exam** Question 35 of 35 [Save and Exit Exam](#)

7. Click “Yes, Submit Exam” button to confirm the submission of the exam.

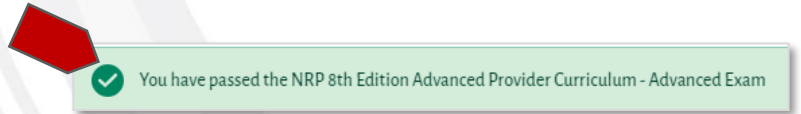


Are you ready to submit the exam?
Are you sure you want to submit the Exam?

Yes, Submit Exam [No, Continue Exam](#)

The user is redirected to the “Activity” page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has passed the “Advanced Exam” activity successfully.
- “Completed” Status
- “Pass” Status
- The next sequential activity is made available for consumption



NOTE:

- *In case of IC/IR curriculum, post completion of ‘Advanced Exam’ activity, the next 3 activities (Instructor Course, Algorithm Activity, and Instructor Exam) are made available for consumption.*
- *The “Retake Exam” option is available only if a user has failed an exam attempt. If a user has been graded as ‘Pass’, a “Review” option is available.*

Activity Status

Part 1: eLearning: Online Learning Assessment (Completed), Advanced Exam (Completed), Course Survey (Not started). Part 2: Instructor Led Event (Not started).

| Activity Name | Status | Results | Action |
|---------------------------------------|-------------|---------|----------------------------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |
| Advanced Exam | Completed | Pass | N/A |
| Course Survey | Not Started | | Provide Feedback |

NRP 8th Edition Advanced Provider Curriculum 25%

Activity Status

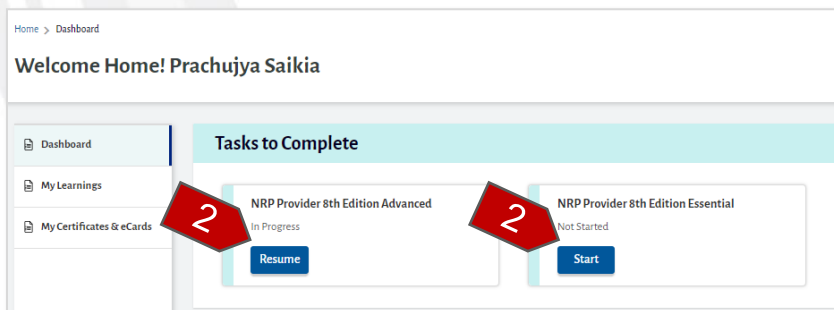
Part 1: eLearning: Online Learning Assessment (Completed), Advanced Exam (In Progress), Course Survey (Not started). Part 2: Instructor Led Event (Not started).

| Activity Name | Status | Results | Action |
|---------------------------------------|-------------|---------|-----------------------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |
| Advanced Exam | In Progress | Fail | Retake Exam |

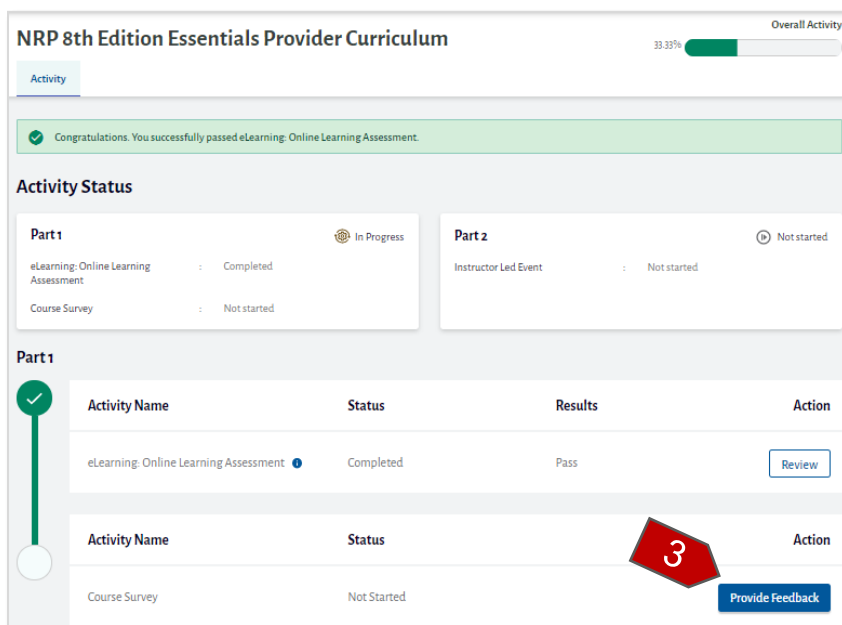
END OF INSTRUCTIONS

WI: Activity – Starting/Resuming Course Survey Activity

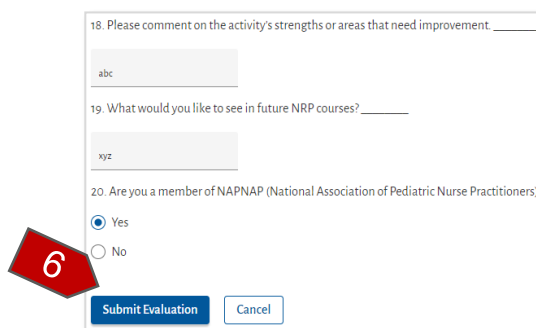
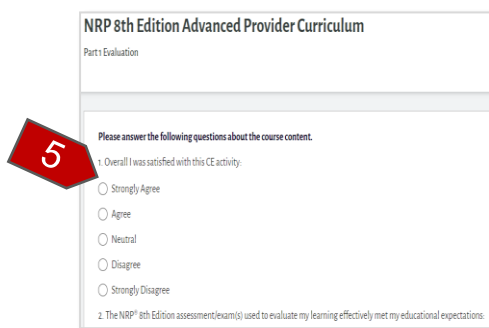
1. Login to NRP Learning Platform.
2. Click on “Start” or “Resume” button accordingly from the “Tasks to Complete” tile present in the Dashboard.



3. Click on “Provide Feedback” button against ‘Course Survey’ activity.



The user is navigated to “Feedback” page.



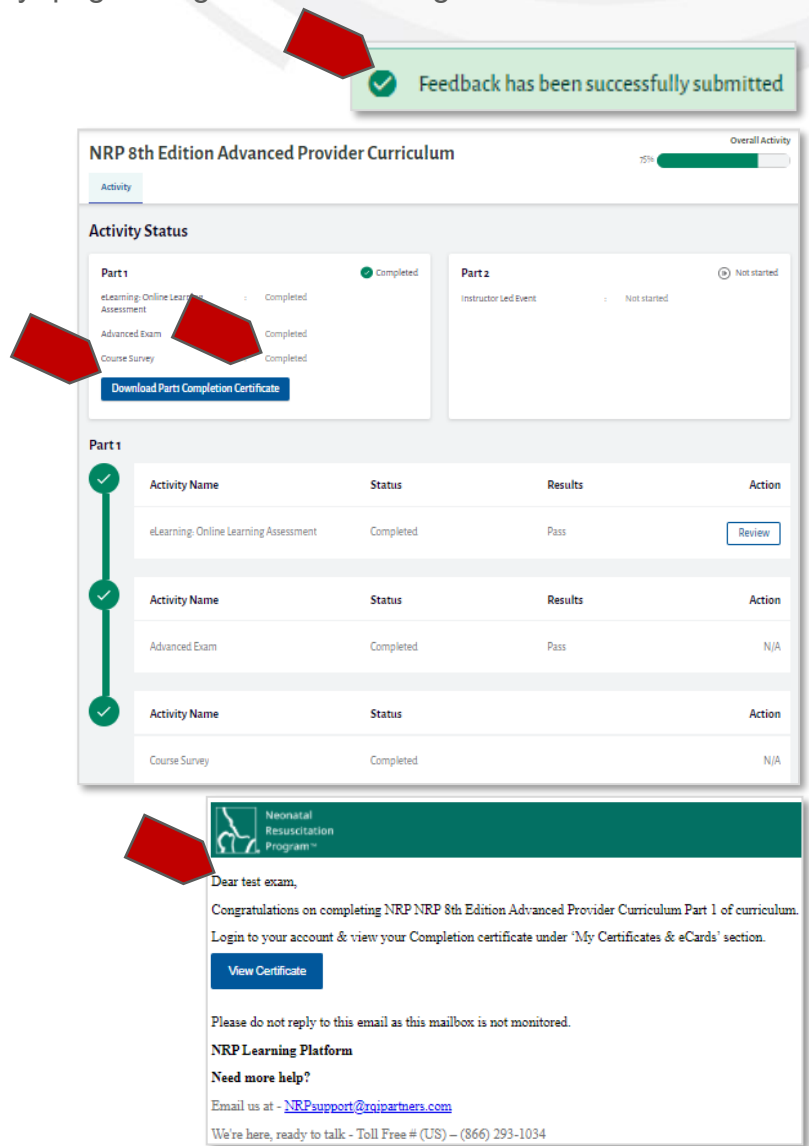
4. Select/Enter the answers by clicking on respective radio buttons.
5. Click on “Submit Evaluation” button upon completion of an activity.

The user is redirected to the “Activity” page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has submitted the feedback successfully.
- “Completed” Status

NOTE:

- *Once the user completes all the Part 1 activities, the Part 1 Completion certificate is available to View/Download/Print by clicking “Download Part 1 Completion Certificate” button.*
- *Example Email: Part 1 Completion*



Feedback has been successfully submitted

NRP 8th Edition Advanced Provider Curriculum Overall Activity 75%

Activity

Activity Status

Part 1 Completed

eLearning: Online Learning Assessment Completed

Advanced Exam Completed

Course Survey Completed

[Download Part 1 Completion Certificate](#)

Part 2 Not started

Instructor Led Event Not started

Part 1

| Activity Name | Status | Results | Action |
|---------------------------------------|-----------|---------|------------------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |
| Advanced Exam | Completed | Pass | N/A |
| Course Survey | Completed | N/A | N/A |

Neonatal Resuscitation Program

Dear test exam,

Congratulations on completing NRP NRP 8th Edition Advanced Provider Curriculum Part 1 of curriculum. Login to your account & view your Completion certificate under 'My Certificates & eCards' section.

[View Certificate](#)

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPsupport@qiqpartners.com

We're here, ready to talk - Toll Free # (US) - (866) 293-1034

END OF INSTRUCTIONS

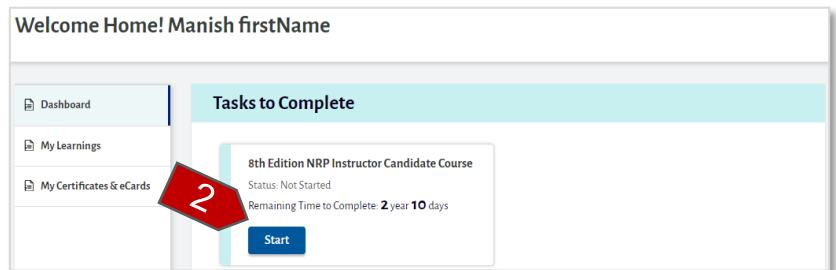


WI: Activity – Exploring Instructor Toolkit (ITK) from an ‘Activity’ page

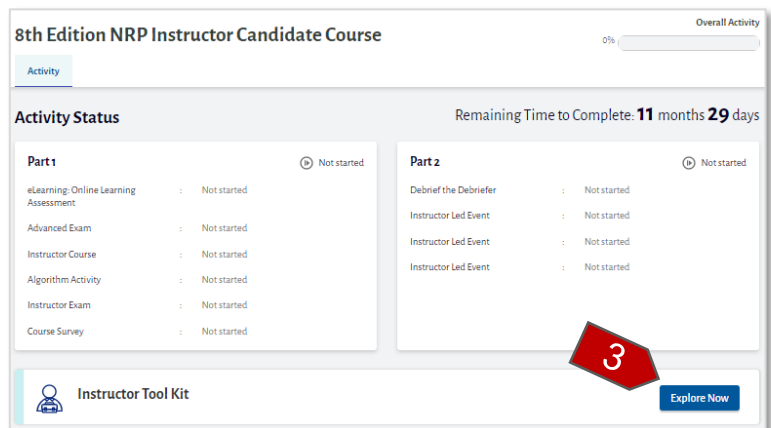
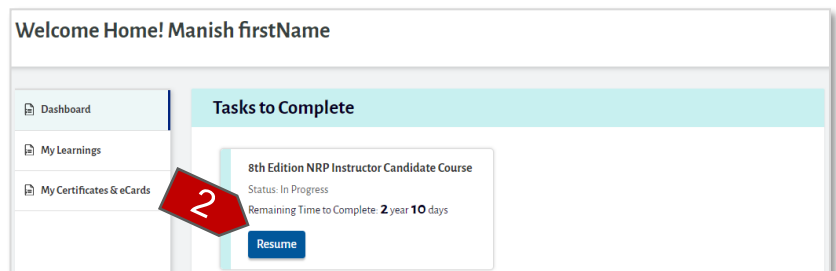
NOTE:

- The ITK is available to the user (who has applied for an IA & has got an approval; and enrolled to IC curriculum) in the ‘Activity page’ and will be marked as Completed in the platform once it has been accessed, but it can be used again by the user any number of times through dashboard (covered under the section titled ‘Accessing ITK from the Dashboard’) by the ICs, Instructors and IMs.
- The ITK can also be started/resumed to explore in ‘My Learnings’ tab and ‘NRP Catalog’ menu post assignment.
- Each time the ITK is being accessed by the user, the new tab will be opened that contain ITK information. Upon logging out from the ITK web page, the user is logged out from both the ITK web page and the user’s dashboard.

1. Login to NRP Learning Platform.
2. Click on “Start” or “Resume” button accordingly from the “Tasks to Complete” tile under Dashboard.



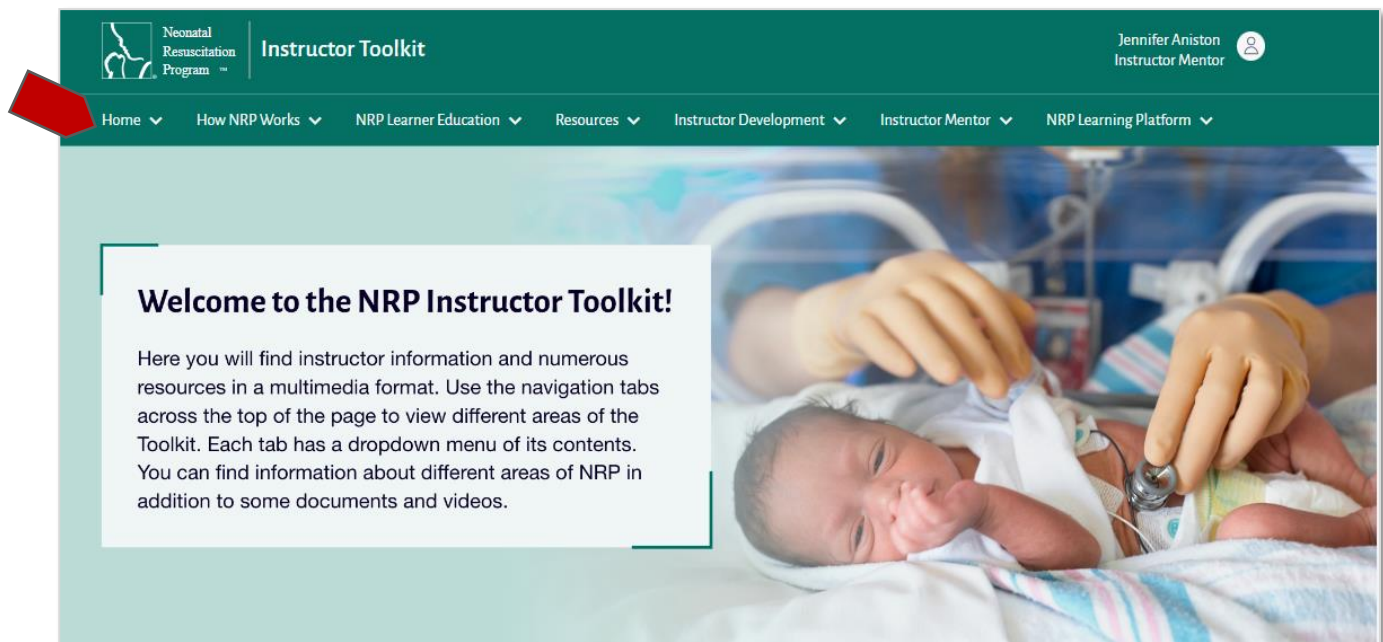
3. Click on the “Explore Now” button.



The user is navigated to “Instructor Toolkit” web resource page.

The information is structured by segregating in the Menu form as follows:

- Home
- How NRP Works
- NRP Learner Education
- Resources
- Instructor Development
- Instructor Mentor
- NRP Learning Platform



Welcome to the NRP Instructor Toolkit!

Here you will find instructor information and numerous resources in a multimedia format. Use the navigation tabs across the top of the page to view different areas of the Toolkit. Each tab has a dropdown menu of its contents. You can find information about different areas of NRP in addition to some documents and videos.

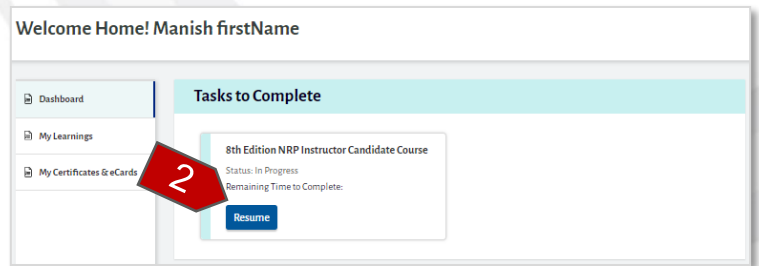
NOTE: The ITK information is further detailed out in the sub-menus that are available upon clicking Menu dropdowns.

END OF INSTRUCTIONS

WI: Activity – Starting/Resuming Instructor Course Activity

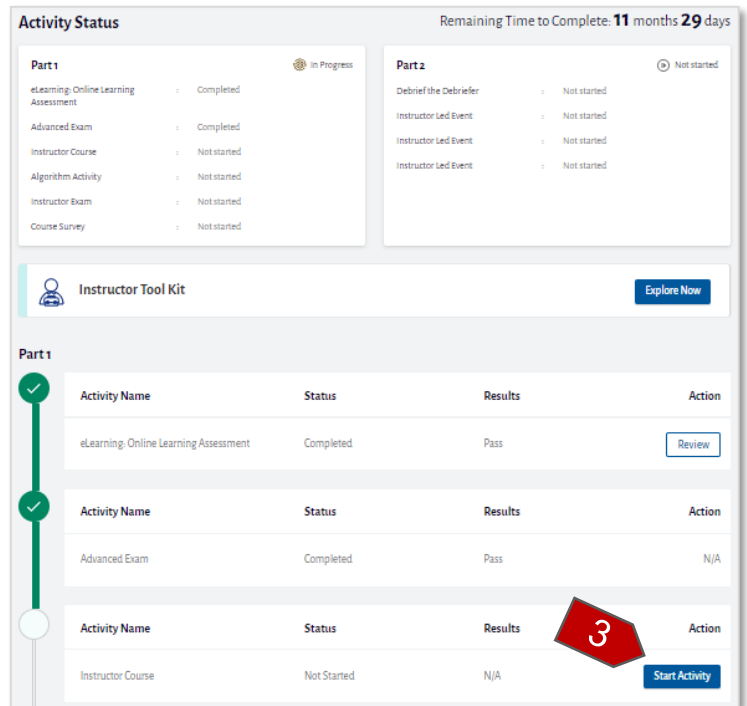
NOTE: The Instructor Course activity is available only for the users who has enrolled to Instructor Candidate or Instructor Renewal curriculum.

1. Login to NRP Learning Platform.
2. Click on “Start” or “Resume” button accordingly from the “Tasks to Complete” tile under Dashboard.

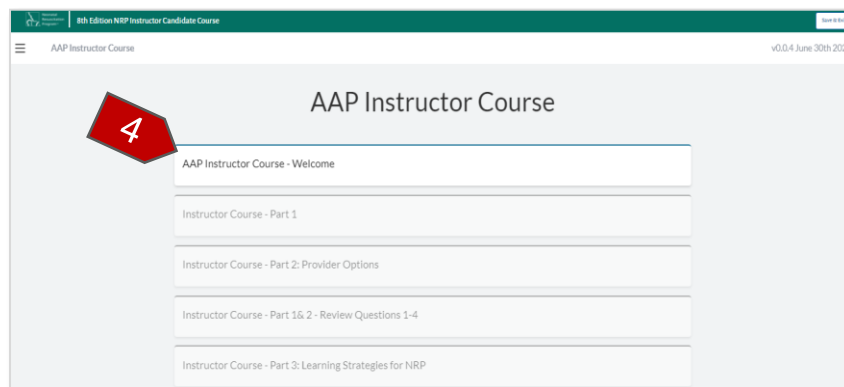


3. Click on “Start Activity” / “Resume Activity” button accordingly.

NOTE: The “Start Activity” button is enabled only when the user completes “Advanced Exam” activity.



The “Instructor course” screen will load.



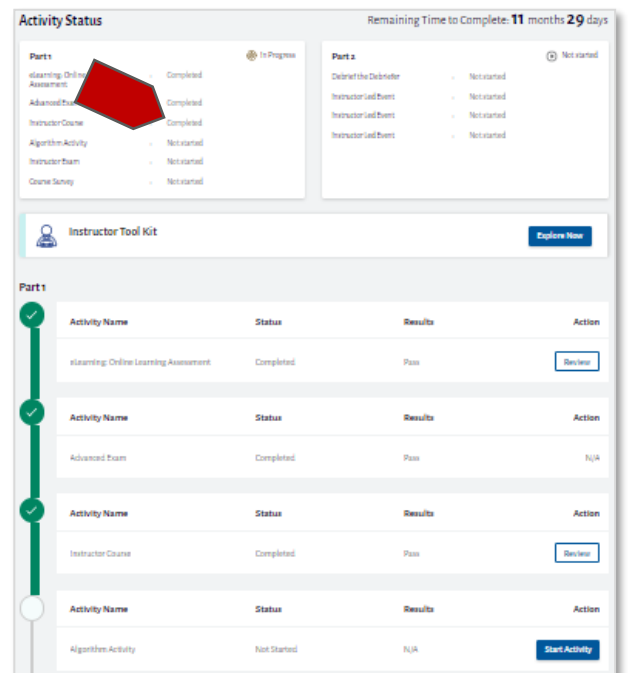
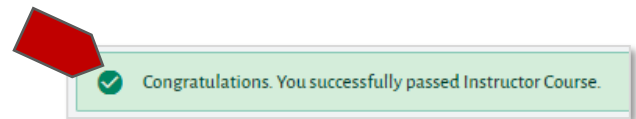
4. Follow the instructions displayed on the screen to complete the activity.

NOTE: The “Save & Exit” button provided at the top-right corner of the screen could be clicked to exit midway from an activity. The course progress gets automatically saved in this case. To resume the activity from the last saved progress, click on “Resume Activity” button in the activity page.

5. Click on “Save & Exit” button upon completion of an activity.

The user is redirected to the “Activity” page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has passed the “Instructor course” activity successfully.
- “Completed” Status
- “Pass” Status



| Part 1 | Activity Name | Status | Results | Action |
|--------|---------------------------------------|-------------|---------|--------------------------------|
| ✓ | eLearning: Online Learning Assessment | Completed | Pass | Review |
| ✓ | Advanced Exam | Completed | Pass | N/A |
| ✓ | Instructor Course | Completed | Pass | Review |
| ○ | Algorithm Activity | Not Started | N/A | Start Activity |

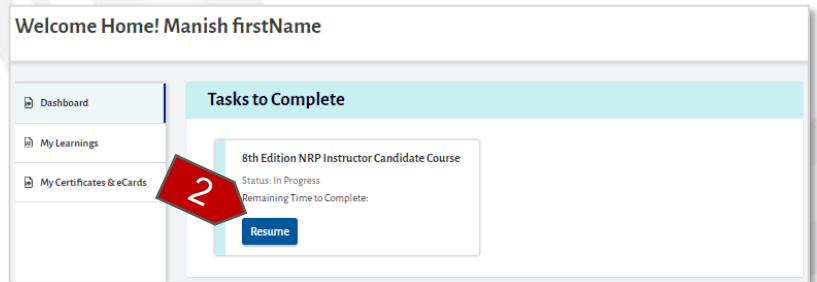
END OF INSTRUCTIONS



WI: Activity – Starting/Resuming Algorithm Activity

NOTE: The ‘Algorithm Activity’ is available only for the users who has enrolled to Instructor Candidate or Instructor Renewal curriculum.

1. Login to NRP Learning Platform.
2. Click on “Start” or “Resume” button accordingly from the “Tasks to Complete” tile under Dashboard.



Welcome Home! Manish firstName

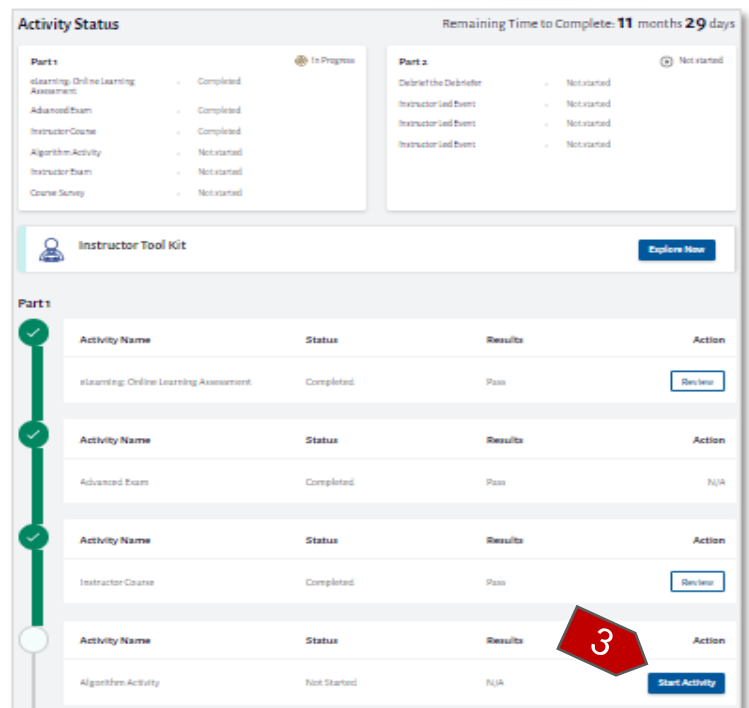
Dashboard | My Learnings | My Certificates & eCards

Tasks to Complete

8th Edition NRP Instructor Candidate Course
Status: In Progress
Remaining Time to Complete:
[Resume](#)

3. Click on “Start Activity” / “Resume Activity” button accordingly.

NOTE: The “Start Activity” button is enabled only when the user completes “Instructor course” activity.



Activity Status Remaining Time to Complete: 11 months 29 days

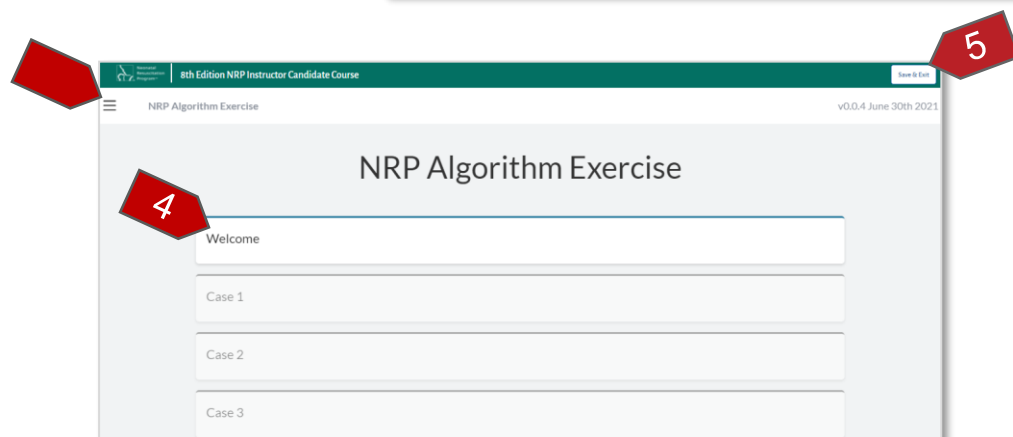
Part 1: In Progress

| Activity Name | Status | Results | Action |
|--------------------------------------|-------------|---------|--------------------------------|
| Learning: Online Learning Assessment | Completed | Pass | Review |
| Advanced Exam | Completed | Pass | N/A |
| Instructor Course | Completed | Pass | Review |
| Algorithm Activity | Not Started | N/A | Start Activity |

Part 2: Not started

Instructor Tool Kit [Explore Now](#)

The “Algorithm Activity” screen will load.



NRP Algorithm Exercise v0.0.4 June 30th 2021

NRP Algorithm Exercise

Welcome

Case 1

Case 2

Case 3

[Start & Exit](#)

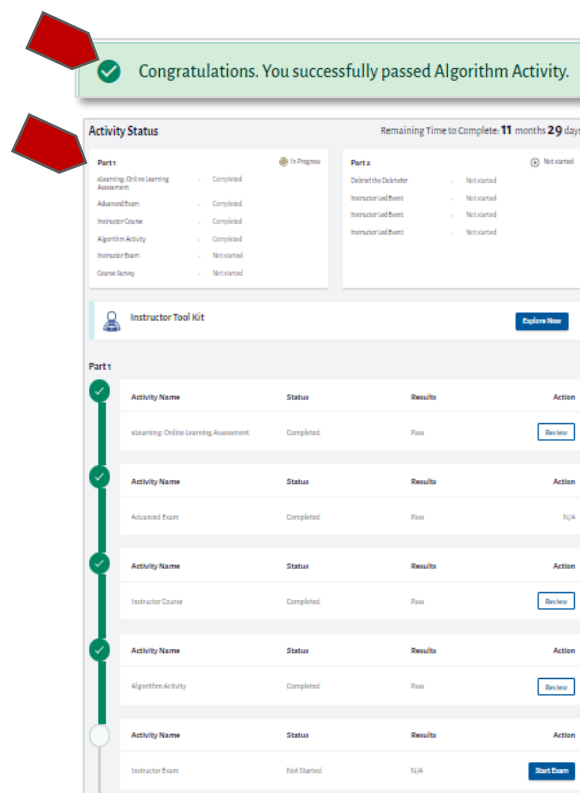
4. Follow the instructions displayed on the screen to complete the activity.

NOTE: The “Save & Exit” button provided at the top-right corner of the screen could be clicked to exit midway from an activity. The course progress gets automatically saved in this case. To resume the activity from the last saved progress, click on “Resume Activity” button in the activity page.

5. Click on “Save & Exit” button upon completion of an activity.

The user is redirected to the “Activity” page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has passed the “Algorithm Activity” successfully.
- “Completed” Status
- “Pass” Status



Activity Status Remaining Time to Complete **11 months 29 days**

Part 1 In-Progress

| Activity Name | Status | Results | Action |
|--------------------------------------|-------------|---------|----------------------------|
| Learning: Online Learning Assessment | Completed | Pass | Review |
| Advanced Exam | Completed | Pass | N/A |
| Instructor Course | Completed | Pass | Review |
| Algorithm Activity | Completed | Pass | Review |
| Instructor Exam | Not Started | N/A | Start Exam |

Part 2 Not started

| Activity Name | Status | Results | Action |
|-----------------------|-------------|---------|--------|
| Debrief the Debriefor | Not started | | |
| Instructor Exam | Not started | | |
| Instructor Exam | Not started | | |

Instructor Tool Kit [Explore Now](#)

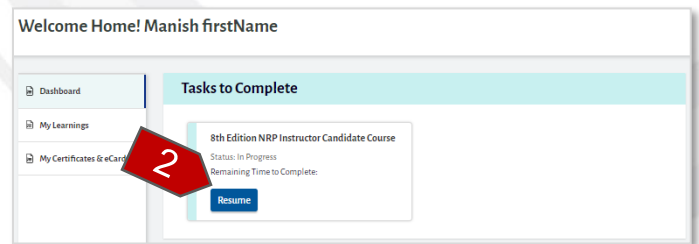
END OF INSTRUCTIONS



WI: Activity – Starting/Resuming Instructor Exam Activity

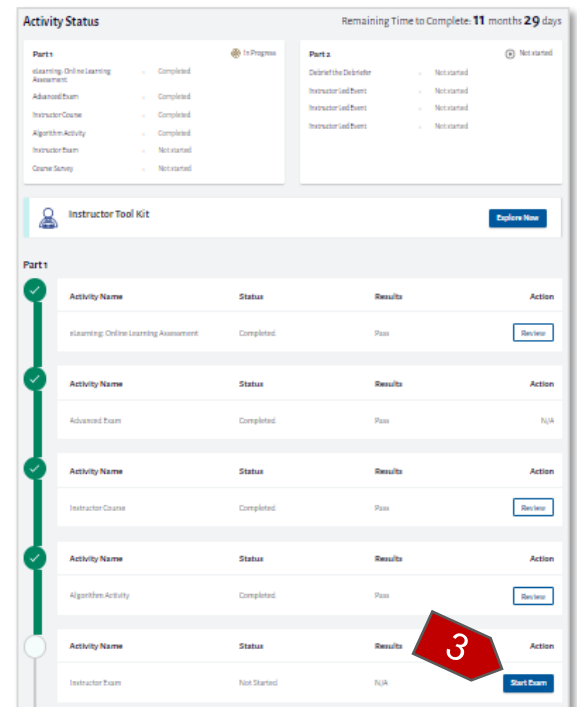
NOTE: The ‘Instructor Exam’ activity is available only for the users who has enrolled to the Instructor Candidate or Instructor Renewal curriculum.

1. Login to NRP Learning Platform.
2. Click on “Start” or “Resume” button accordingly from the “Tasks to Complete” tile under Dashboard.



3. Click on “Start Activity” / “Resume Activity” button accordingly.

NOTE: The “Start Exam” button is enabled only when the user completes “Instructor course” activity.



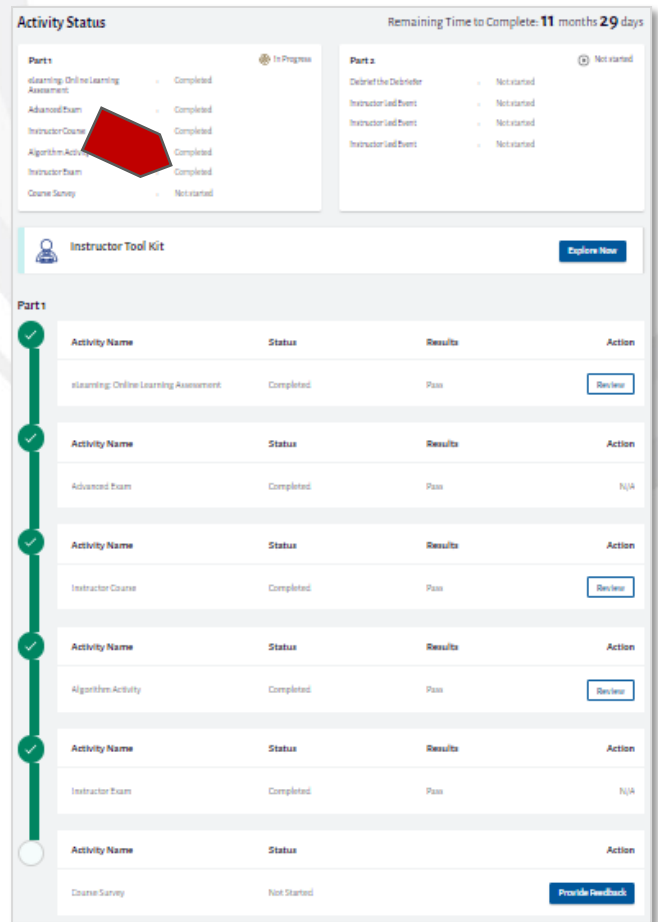
4. Further steps have been covered under the ‘Starting/Resuming Advanced Exam Activity’ -> ‘Step 4 to 7’ section. The ‘Instructor exam’ process is similar ‘Advanced Exam’ activity.

The user is redirected to the “Activity” page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has passed the “Algorithm Activity” successfully.



- “Completed” Status
- “Pass” Status
- The next sequential activity is made available for consumption



Activity Status Remaining Time to Complete: 11 months 29 days

Part 1 In Progress

- eLearning: Online Learning Assessment - Completed
- Advanced Exam - Completed
- Instructor Course - Completed
- Algorithm: Activity - Completed
- Instructor Exam - Completed
- Course Survey - Not started

Part 2 Not started

- Debrief the Debrief - Not started
- Instructor Led Event - Not started
- Instructor Led Event - Not started
- Instructor Led Event - Not started

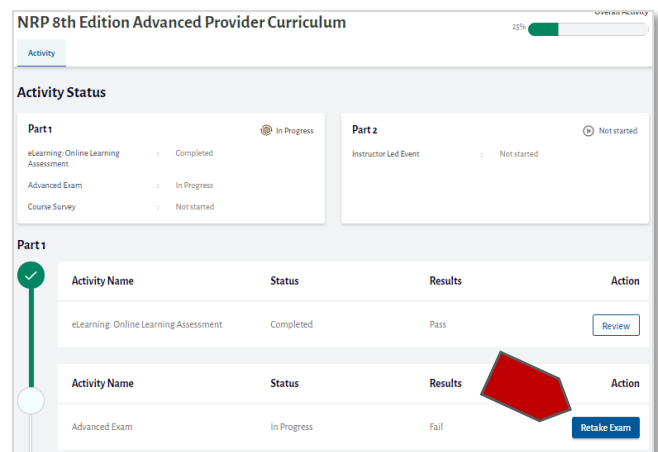
Instructor Tool Kit [Explore Now](#)

| Activity Name | Status | Results | Action |
|---------------------------------------|-------------|---------|----------------------------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |
| Advanced Exam | Completed | Pass | N/A |
| Instructor Course | Completed | Pass | Review |
| Algorithm: Activity | Completed | Pass | Review |
| Instructor Exam | Completed | Pass | N/A |
| Course Survey | Not Started | | Provide Feedback |

NOTE:

- The “Retake Exam” option is available only if a user has failed an exam attempt. If a user has been graded as ‘Pass’, a “Review” option is available.

END OF INSTRUCTIONS



NRP 8th Edition Advanced Provider Curriculum 25% [Overall Activity](#)

Activity Status

Part 1 In Progress

- eLearning: Online Learning Assessment - Completed
- Advanced Exam - In Progress
- Course Survey - Not started

Part 2 Not started

- Instructor Led Event - Not started

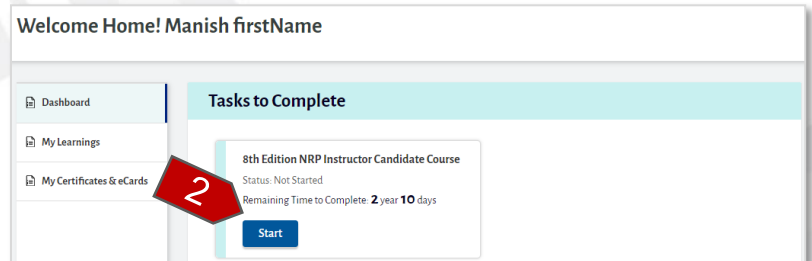
| Activity Name | Status | Results | Action |
|---------------------------------------|-------------|---------|-----------------------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |
| Advanced Exam | In Progress | Fail | Retake Exam |



WI: Activity – Printing/Downloading Debrief the Debrief PDF

NOTE: The ‘Debrief the Debrief’ PDF is available only to the user who has enrolled to Instructor Candidate curriculum. This is an optional activity.

1. Login to NRP Learning Platform.
2. Click on “Start” or “Resume” button accordingly from the “Tasks to Complete” tile under Dashboard.



Welcome Home! Manish firstName

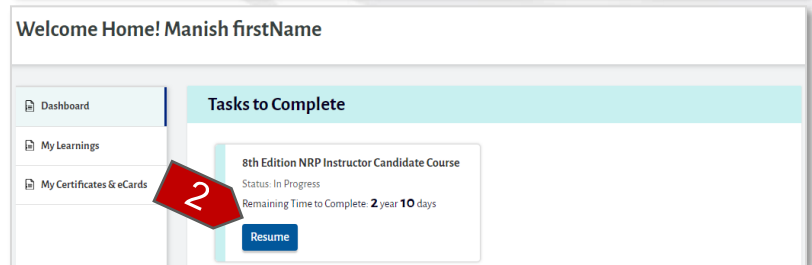
Dashboard | My Learnings | My Certificates & eCards

Tasks to Complete

8th Edition NRP Instructor Candidate Course
Status: Not Started
Remaining Time to Complete: 2 year 10 days

Start

3. Click on the “Print/Download” button.



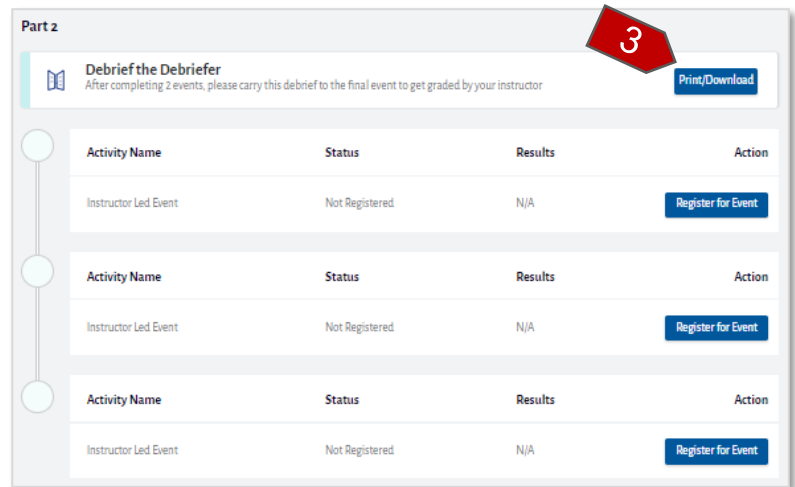
Welcome Home! Manish firstName

Dashboard | My Learnings | My Certificates & eCards

Tasks to Complete

8th Edition NRP Instructor Candidate Course
Status: In Progress
Remaining Time to Complete: 2 year 10 days

Resume



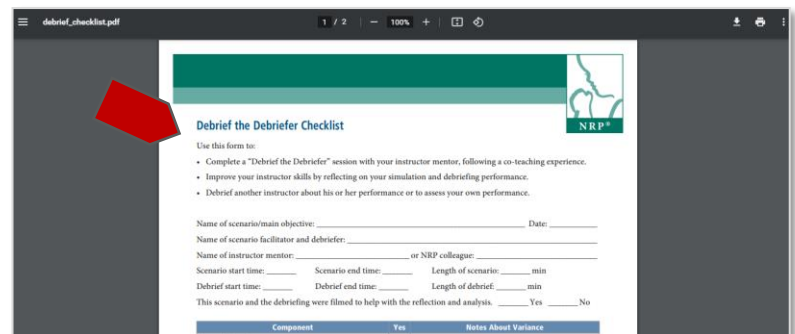
Part 2

Debrief the Debrief
After completing 2 events, please carry this debrief to the final event to get graded by your instructor

Print/Download

| Activity Name | Status | Results | Action |
|----------------------|----------------|---------|--------------------|
| Instructor Led Event | Not Registered | N/A | Register for Event |
| Instructor Led Event | Not Registered | N/A | Register for Event |
| Instructor Led Event | Not Registered | N/A | Register for Event |

The ‘Debrief the Debrief’ pdf will load.



debrief_checklist.pdf

1 / 2 100%

Debrief the Debrief Checklist

Use this form to:

- Complete a “Debrief the Debrief” session with your instructor mentor, following a co-teaching experience.
- Improve your instructor skills by reflecting on your simulation and debriefing performance.
- Debrief another instructor about his or her performance or to assess your own performance.

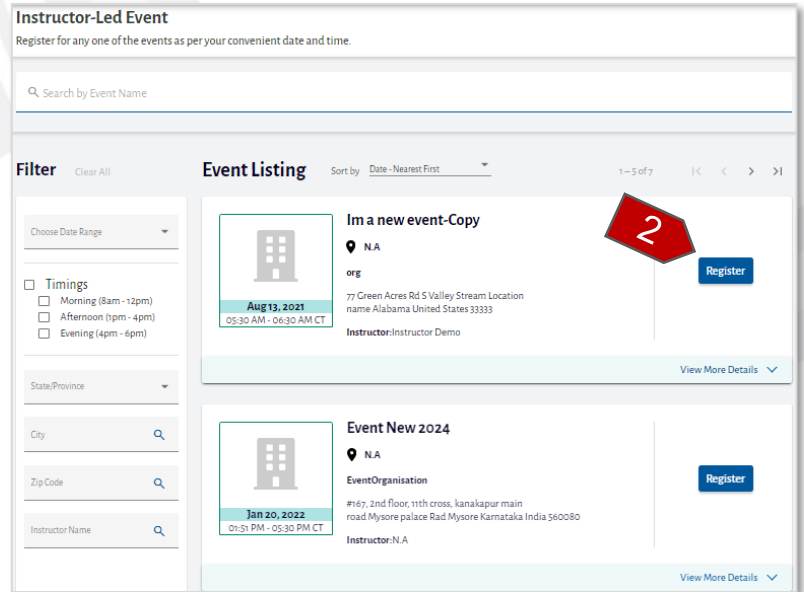
Name of scenario/main objective: _____ Date: _____
Name of scenario facilitator and debriefer: _____
Name of instructor mentor: _____ or NRP colleague: _____
Scenario start time: _____ Scenario end time: _____ Length of scenario: _____ min
Debrief start time: _____ Debrief end time: _____ Length of debrief: _____ min
This scenario and the debriefing were filmed to help with the reflection and analysis. Yes _____ No _____

Component Yes Notes About Variance

END OF INSTRUCTIONS

WI: Activity – Viewing More Details for the Events registration

1. Login to NRP Learning Platform.
2. Click on the “View More Details” link.



Instructor-Led Event
Register for any one of the events as per your convenient date and time.

Search by Event Name

Filter Clear All **Event Listing** Sort by Date - Nearest First 1-5 of 7

Choose Date Range

Timings
 Morning (8am - 12pm)
 Afternoon (1pm - 4pm)
 Evening (4pm - 6pm)

State/Province

City

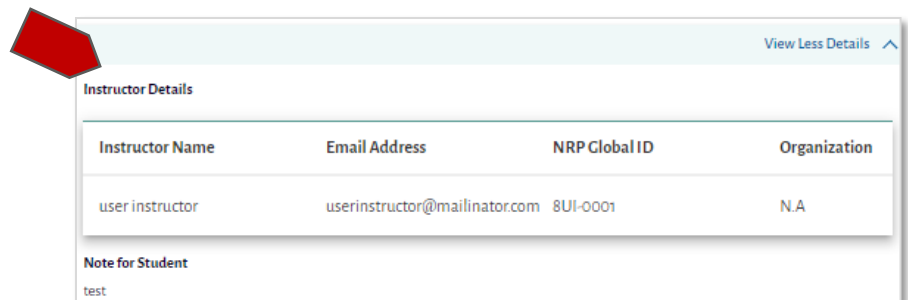
Zip Code

Instructor Name

Im a new event-Copy
N.A
org
77 Green Acres Rd S Valley Stream Location name Alabama United States 33333
Instructor: Instructor Demo
Aug 13, 2021
05:30 AM - 06:30 AM CT
Register
View More Details

Event New 2024
N.A
Event Organisation
#167, 2nd floor, 11th cross, kanakapur main road, Mysore palace Road, Mysore Karnataka India 560080
Instructor: N.A
Jan 20, 2022
01:51 PM - 05:30 PM CT
Register
View More Details

The details of the Event are displayed in the drop-down menu.



View Less Details

Instructor Details

| Instructor Name | Email Address | NRP Global ID | Organization |
|-----------------|-------------------------------|---------------|--------------|
| user instructor | userinstructor@mailinator.com | 8UI-0001 | N.A |

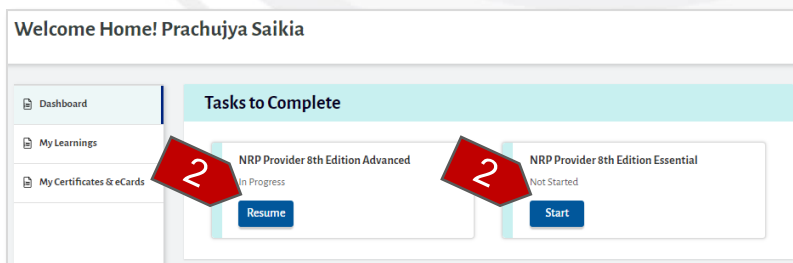
Note for Student
test

END OF INSTRUCTIONS

WI: Activity – Registering for an Instructor-Led Event (ILE)

NOTE: For IC / IR curriculum, only the Events wherein Instructor Mentor is available would be listed in 'Register for Event' page.

1. Login to NRP Learning Platform.
2. Click on “Start” or “Resume” button accordingly from the “Tasks to Complete” tile under Dashboard.
3. Click on “Register for Event” button.



Welcome Home! Prachujya Saikia

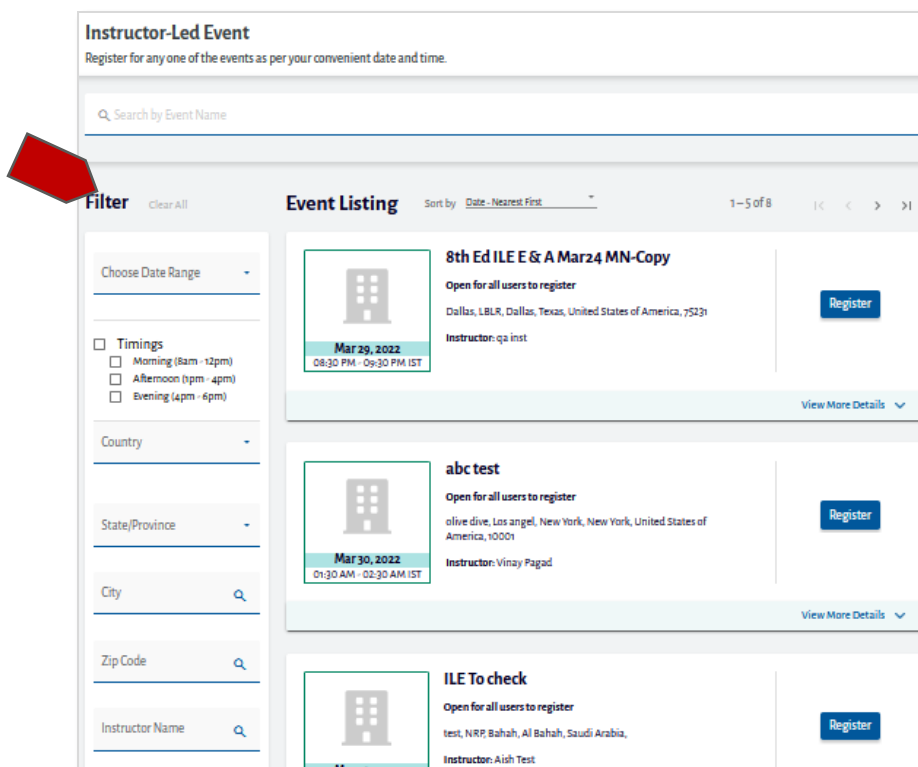
Dashboard | My Learnings | My Certificates & eCards

Tasks to Complete

- NRP Provider 8th Edition Advanced (In Progress) [Resume]
- NRP Provider 8th Edition Essential (Not Started) [Start]

| Activity Name | Status | Results | Action |
|----------------------|----------------|---------|----------------------|
| Instructor Led Event | Not Registered | N/A | [Register for Event] |

The Event screen will load.



Instructor-Led Event
Register for any one of the events as per your convenient date and time.

Search by Event Name

Filter Clear All

Choose Date Range

Timings
 Morning (8am - 12pm)
 Afternoon (1pm - 4pm)
 Evening (4pm - 6pm)

Country

State/Province

City

Zip Code

Instructor Name

Event Listing Sort by Date - Nearest First 1 - 5 of 8

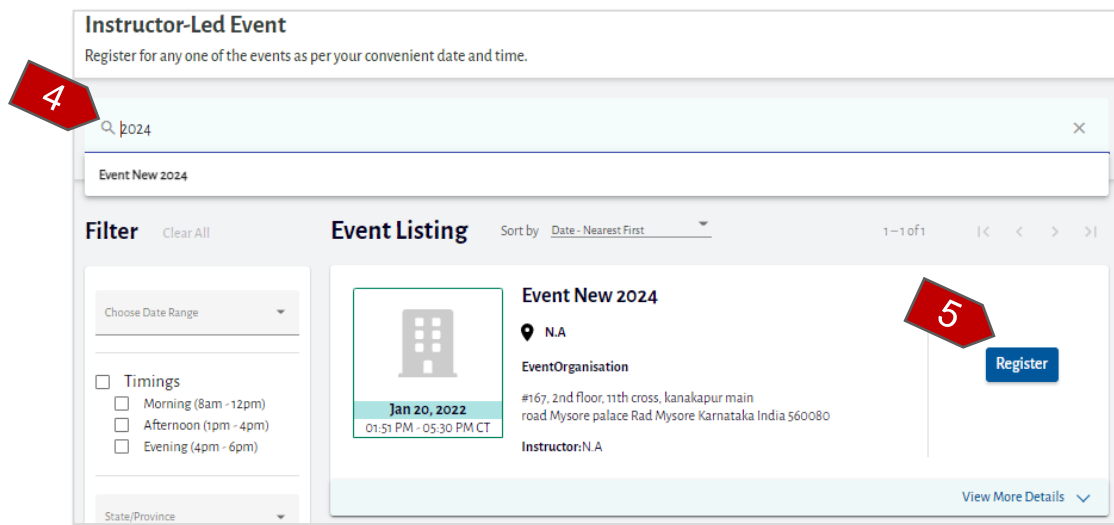
- 8th Ed ILE E & A Mar24 MN-Copy**
Open for all users to register
Dallas, LBLR, Dallas, Texas, United States of America, 75231
Instructor: qa inst
Mar 29, 2022 08:30 PM - 09:30 PM IST [Register]
- abc test**
Open for all users to register
olive dive, Los angel, New York, New York, United States of America, 10001
Instructor: Vinay Pagad
Mar 30, 2022 01:30 AM - 02:30 AM IST [Register]
- ILE To check**
Open for all users to register
test, NRP, Bahah, Al Bahah, Saudi Arabia,
Instructor: Aish Test
Mar 30, 2022 [Register]

NOTE:

- *By default, the latest created events are listed at the top of the list.*
- *The list could be narrowed down by using the following filter options:*
 - *Choose Date Range*
 - *Country*
 - *Timings*
 - *State / Province*
 - *City*
 - *Zip code*
 - *Instructor Name*

4. Enter a part of search term
(Event Name).

The result is the list of all the events that match the search value.

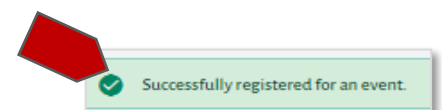


5. Click on the “Register” button.

NOTE: The event details such as Date, Timings, Address of the event to be held, along with the instructor’s name are displayed on the tile.

The user is redirected to the “Activity” page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has



registered for the event successfully.

- “Registered” Status

Part 2

| Activity Name | Status | Results | Action |
|----------------------|------------|---------|---|
| Instructor Led Event | Registered | N/A | <ul style="list-style-type: none"> Change Event Withdraw from Event View Event Details |

Contact Us Policy Quick Links Support Information

NOTE:

- Once the user attends & passes the event, the eCard is available to View/Download/Print by clicking “View eCard” button.
- If the user has already conducted an ILE in 7th edition and credit for the same will give to complete IR in 8th edition platform.
- In case of IR curriculum, the “View eCard” button is enabled only when 60 days ahead the eCard is about to expire.

NRP 8th Edition Essentials Provider Curriculum

Completed [View eCard](#)

Activity

Activity Status

| Part 1 | Part 2 |
|--|---|
| <p>Part 1</p> <p>eLearning: Online Learning Assessment - Completed</p> <p>Course Survey - Completed</p> <p>Download Part1 Completion Certificate</p> | <p>Part 2</p> <p>Instructor Led Event - Completed</p> |

Part 1

| Activity Name | Status | Results | Action |
|---------------------------------------|-----------|---------|------------------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |
| Course Survey | Completed | N/A | |

Part 2

| Activity Name | Status | Results | Action |
|----------------------|-----------|---------|------------------------------|
| Instructor Led Event | Completed | Pass | View Details |

Neonatal Resuscitation Program

Home NRP Catalog Events Help [Verify Certificate](#)

Home > My Learnings > NRP 8th Edition Instructor Renewal Curriculum [View eCard](#)

Your eCard and rank will be renewed on 01/20/2023

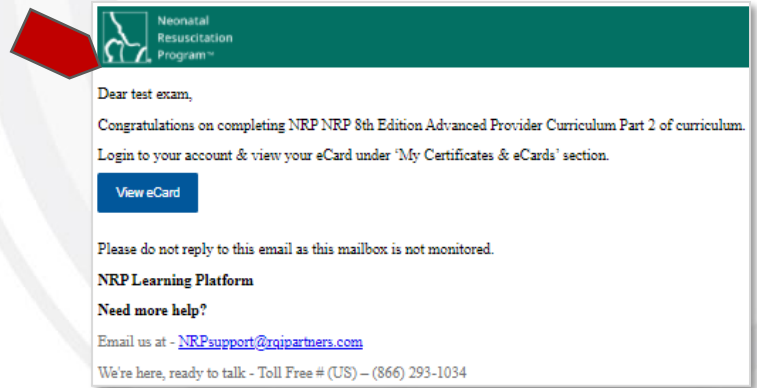
NRP 8th Edition Instructor Renewal Curriculum

Activity

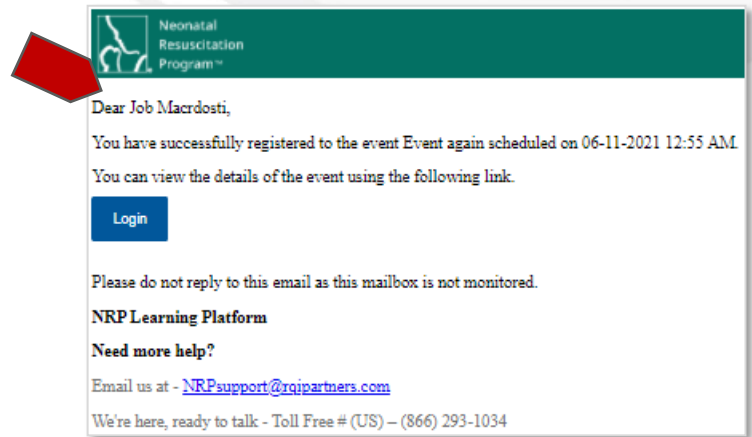
Activity Status

| Part 1 | Part 2 |
|--|---|
| <p>Part 1</p> <p>eLearning: Online Learning Assessment - Completed</p> <p>Advance Exam - Completed</p> <p>Instructor Course - Completed</p> <p>Algorithm Activity - Completed</p> <p>Instructor Exam - Completed</p> <p>Course Survey - Completed</p> <p>Download Part1 Completion Certificate</p> | <p>Part 2</p> <p>Instructor Led Event - Completed</p> <p>Instructor Led Event - Completed</p> |

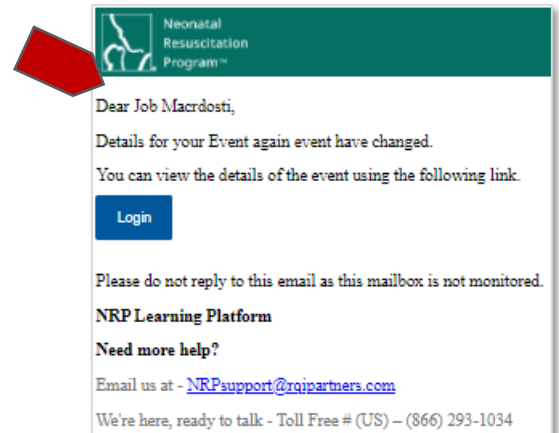
- *Example Email – Part 2 Completion*
- *The EP/AP/Instructor eCard/rank is valid for 2 years (an eCard expiry of AP is extended for another year in case the user has started IC curriculum) and IC rank is valid for 1 year.*



- *Example Email - Event Registered*



- *Example Email – Event Updated*




END OF INSTRUCTIONS

ILE – Action on registered ILE

The Action button (the three dots under the Actions column) opens a menu to perform actions on the registered event, including:

- Change Event – Allows the user to change the registered event to the new event
- Withdraw from Event – Allows the user to withdraw from a registered event
- View Event Details – Allows the user to view additional details of a registered event

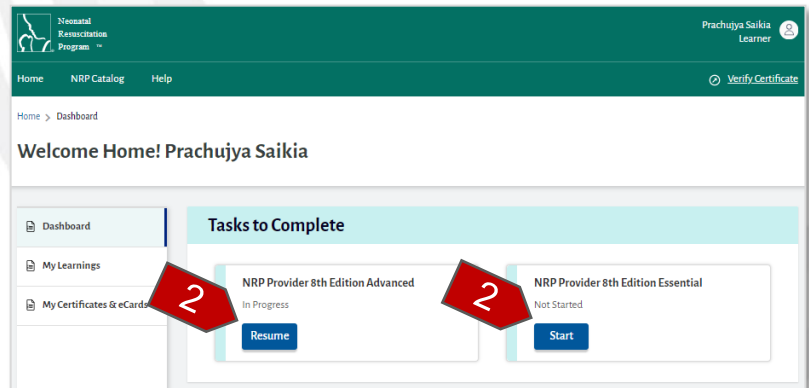
Part 2

| Activity Name | Status | Results | Action |
|----------------------|------------|---------|---|
| Instructor Led Event | Registered | N/A |  ⋮ Change Event Withdraw from Event View Event Details |

Contact Us Policy Quick Links Support Information American Heart Association

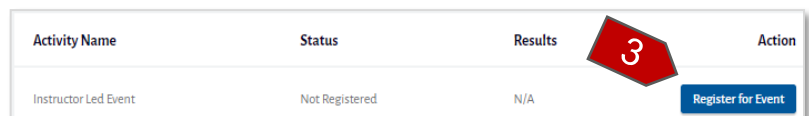
WI: ILE – Changing the Registered Event

1. Login to NRP Learning Platform.
2. Click on “Start” or “Resume” button accordingly from the “Tasks to Complete” tile under Dashboard.



NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

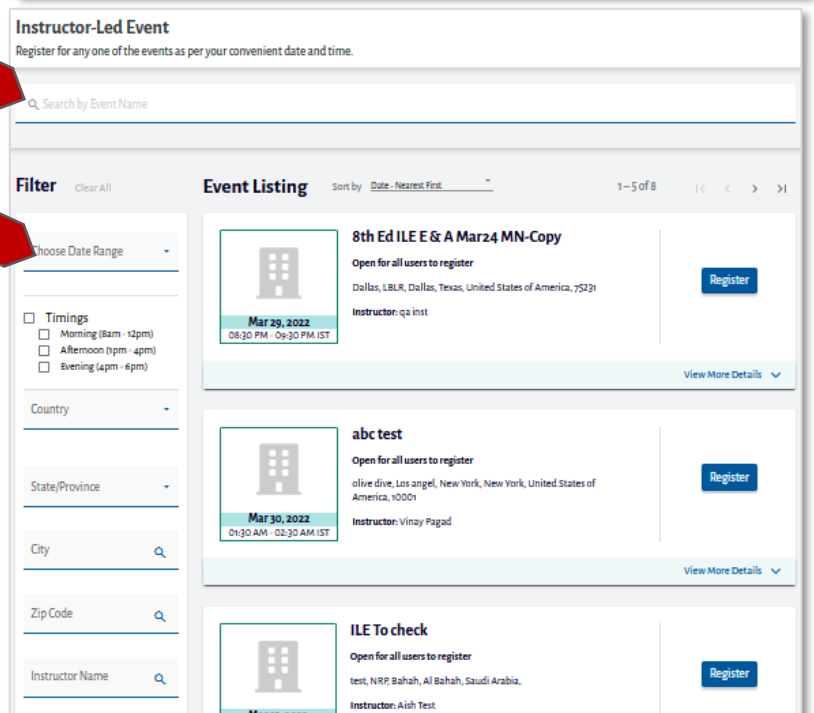
3. Click on “Register for Event” button.



The user is navigated to the 'Event listing' page.

NOTE:

- *By default, the latest created events are listed at the top of the list.*
- *The list could be narrowed down by using the following filter options:*
 - Choose Date Range
 - Timings
 - Morning (8am - 12pm)
 - Afternoon (1pm - 4pm)
 - Evening (4pm - 6pm)
 - Country
 - State/Province
 - City
 - Zip code
 - Instructor Name



4. Enter a part of search term (Event Name).

The result is the list of all the events that match the search value.

NOTE: The registered event in the list will be indicated by “Registered” label.

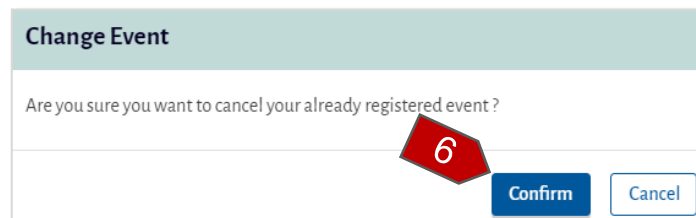
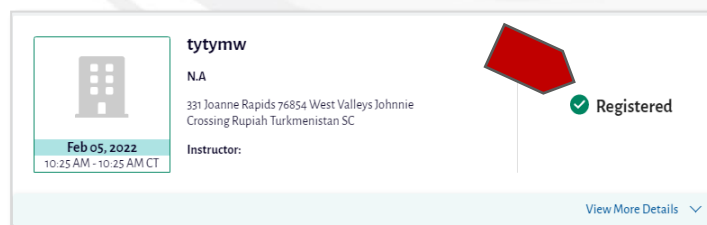
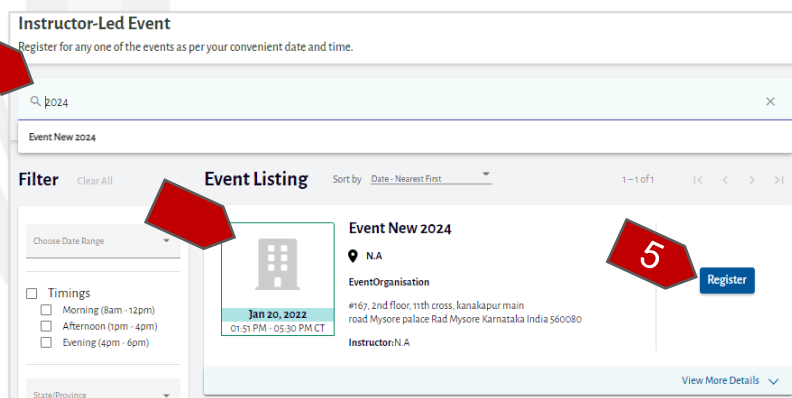
5. Click on the “Register” button.

NOTE: The event details such as Date, Timings, Address of the event to be held, along with the instructor name are displayed on the tile.

6. Click on “Confirm” button provided in the “Change Event” confirmation pop up.

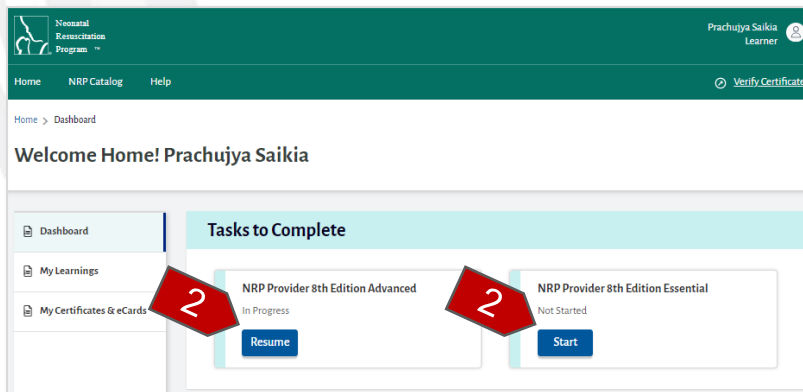
The user is redirected to the “Activity” page along with the registered status being updated.

END OF INSTRUCTIONS



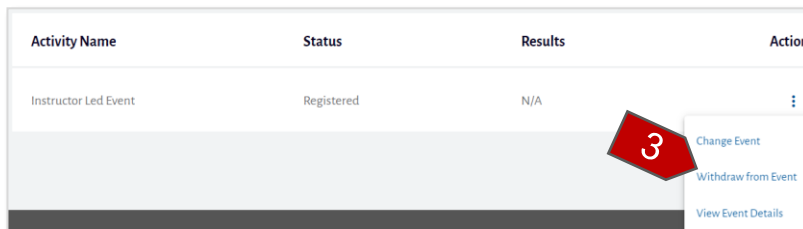
WI: ILE – Withdrawing the Registered Event

1. Login to NRP Learning Platform.
2. Click on “Start” or “Resume” button accordingly from the “Tasks to Complete” tile under Dashboard tab.



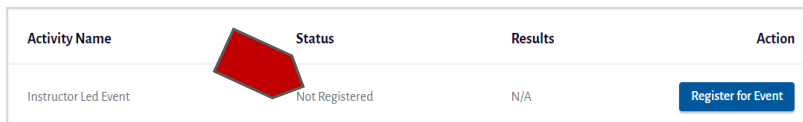
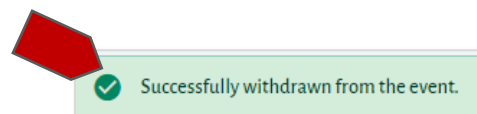
NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on “Withdraw from Event” option available for a registered event in the list under Action column.



The user is redirected to the “Activity” page along with the messages to the user such as:

- A green bar at the top of the page indicates that the user has registered for an event successfully.
- “Not Registered” Status
- The “Register for Event” button is available to register for a new event.





*NOTE: Example Email -
Withdraw Event*



Neonatal Resuscitation Program™

Dear qa inst,

You have successfully withdrawn from the test ADV scheduled on 06-17-2021 02:05 AM.

If you are a student/ Instructor candidate, please use the following link to find more events.

[Login](#)

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPsupport@rqipartners.com

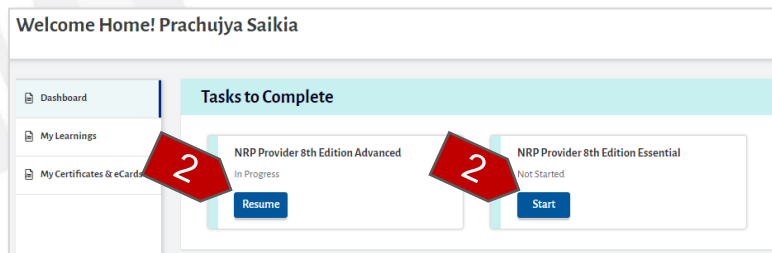
We're here, ready to talk - Toll Free # (US) - (866) 293-1034

END OF INSTRUCTIONS



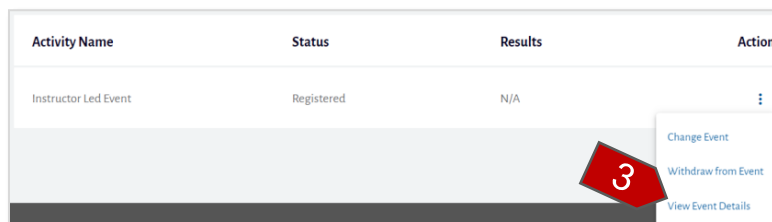
WI: ILE – Viewing Event Details

1. Login to NRP Learning Platform.
2. Click on the “Start” or “Resume” button accordingly from the “Tasks to Complete” tile under Dashboard tab.



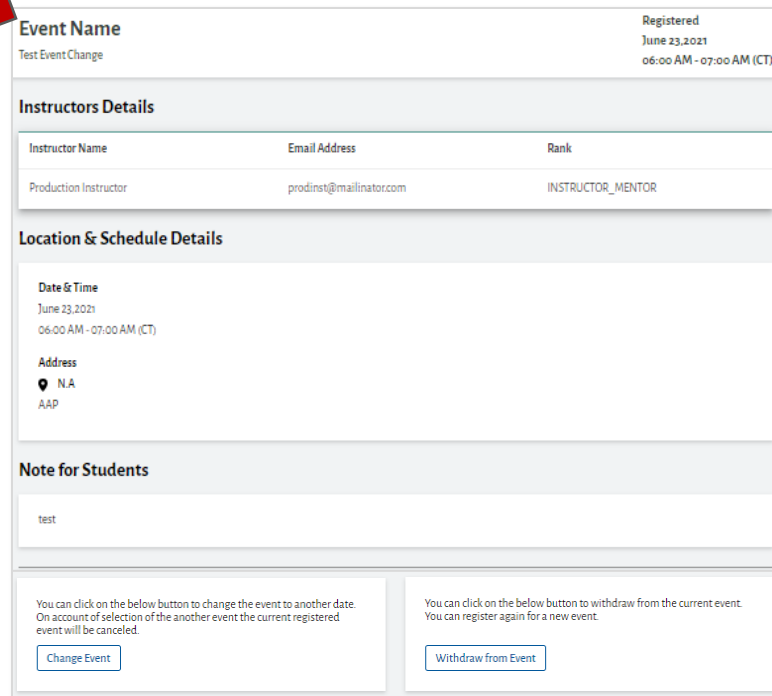
NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on “View Event Details” option available for a registered event in the list under Action column.



4. The user is navigated to the “Event Details” page with the following details:

- Event Name – The name of the event registered
- Event Status – Registered
- Instructor Details – Instructor Name, Email Address, Rank
- Location & Schedule Details –Date, Timings, Address
- Note for Students – The notes to the student(s) by Instructor/IM
- Change Event – The user is navigated to “Change Event” page
- Withdraw from Event – The user is navigated to “Withdraw from Event” page



END OF INSTRUCTIONS

Instructor Toolkit (ITK) in the Dashboard

NOTE:

- *The Instructor Toolkit (ITK) is available only for Instructor Candidates, Instructors, and Instructor Mentors.*
- *Each time the ITK is accessed by the user, the new tab will be opened that contain ITK information. Upon logging out from the ITK web page, the user is logged out from both the ITK web page and the user’s dashboard. To access ITK web page, the user needs to login on the NRP Learning Platform and click on the “Instructor Toolkit” link provided in ‘Quick Links’ section.*

The “Instructor Toolkit” web resource page contains all the information required to assist ICs, Instructors, and IMs in teaching the NRP instructor-led events.



WI: ITK – Accessing ITK from the Dashboard (only from NRP Global Account)

NOTE: The Instructor Toolkit (ITK) is available only for Instructor Candidates, Instructors, and Instructor Mentors.

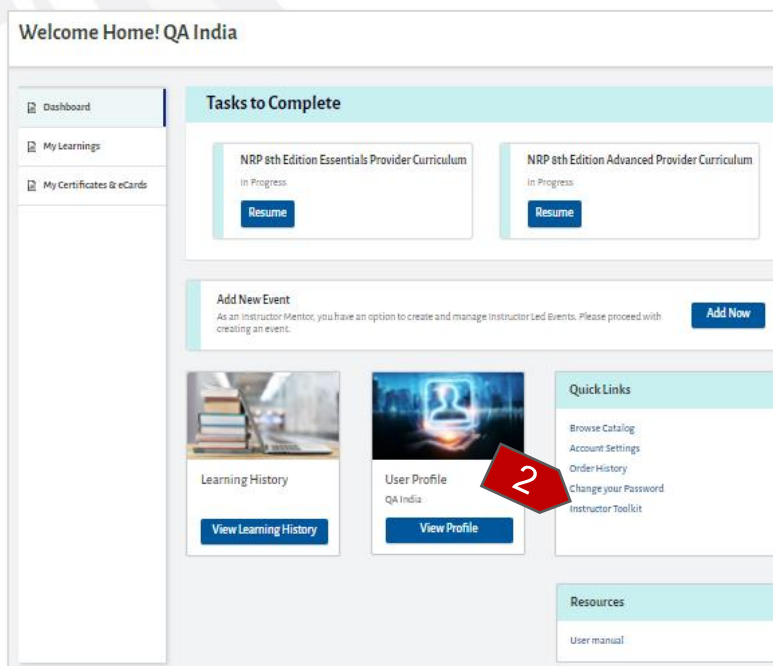
1. Login to NRP Learning Platform.
2. Click on the “Instructor Toolkit” link provided in the ‘Quick Links’ section.

The user is navigated to “Instructor Toolkit” web resource page.

The information is structured by segregating in the Menu form as follows:

- Home
- How NRP Works
- NRP Learner Education
- Resources
- Instructor Development
- Instructor Mentor
- NRP Learning Platform

NOTE: The ITK information is further detailed out in the sub-menus that are available upon clicking Menu dropdowns.



END OF INSTRUCTIONS

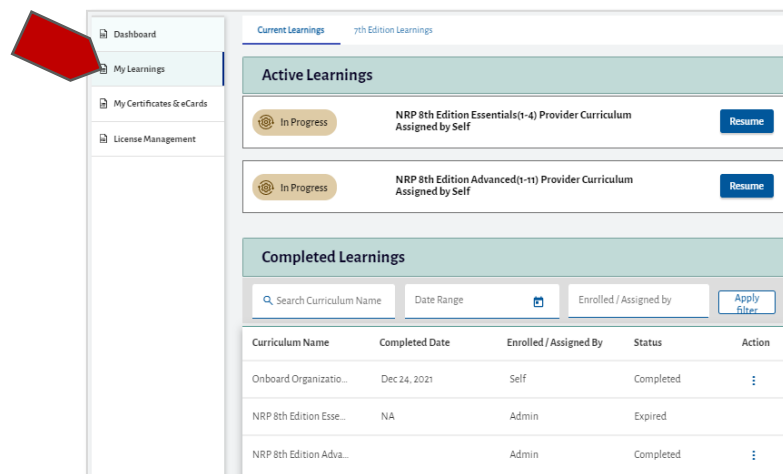
My Learnings

My Learnings tab shows two subtabs:

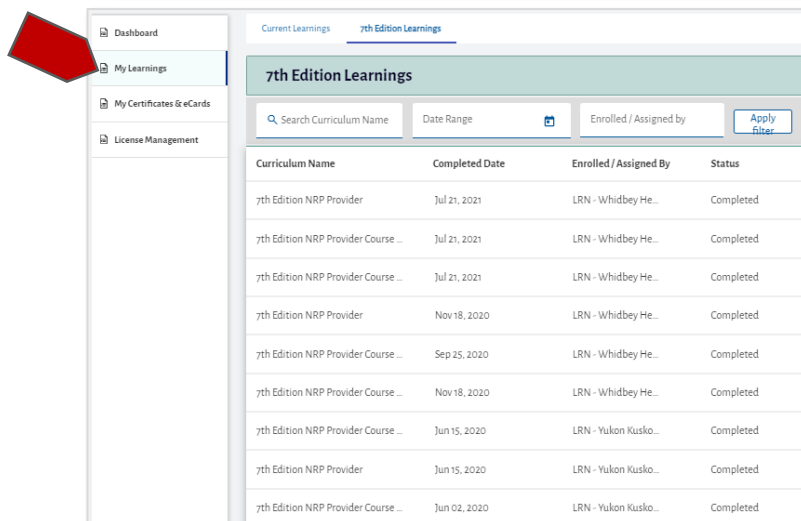
- Current Learnings
- 7th Edition Learnings

The 'Current Learnings' sub-tab shows two tiles:

- **Active Learnings** – Shows the courses that the user can start or resume along with the "Yet to start" & "In-progress" statuses, respectively.
- **Completed Learnings** – shows the list of all the Certificates/eCards of the courses being completed by the user. Actions can be performed on the single certificate or eCard. Certificates or eCards can be searched/filtered, and the resulting columns can be sorted.



| Curriculum Name | Completed Date | Enrolled / Assigned By | Status | Action |
|-------------------------|----------------|------------------------|-----------|--------|
| Onboard Organizatio... | Dec 24, 2021 | Self | Completed | ⋮ |
| NRP 8th Edition Esse... | NA | Admin | Expired | |
| NRP 8th Edition Adva... | | Admin | Completed | ⋮ |



| Curriculum Name | Completed Date | Enrolled / Assigned By | Status |
|-------------------------------------|----------------|------------------------|-----------|
| 7th Edition NRP Provider | Jul 21, 2021 | LRN - Whidbey He... | Completed |
| 7th Edition NRP Provider Course ... | Jul 21, 2021 | LRN - Whidbey He... | Completed |
| 7th Edition NRP Provider Course ... | Jul 21, 2021 | LRN - Whidbey He... | Completed |
| 7th Edition NRP Provider | Nov 18, 2020 | LRN - Whidbey He... | Completed |
| 7th Edition NRP Provider Course ... | Sep 25, 2020 | LRN - Whidbey He... | Completed |
| 7th Edition NRP Provider Course ... | Nov 18, 2020 | LRN - Whidbey He... | Completed |
| 7th Edition NRP Provider Course ... | Jun 15, 2020 | LRN - Yukon Kusko... | Completed |
| 7th Edition NRP Provider | Jun 15, 2020 | LRN - Yukon Kusko... | Completed |
| 7th Edition NRP Provider Course ... | Jun 02, 2020 | LRN - Yukon Kusko... | Completed |

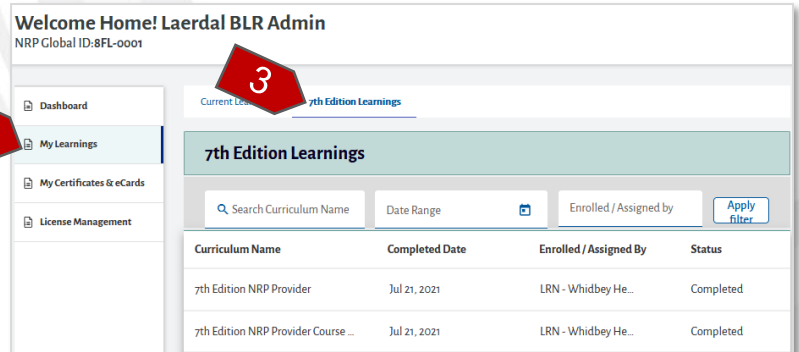


WI: My Learnings – Viewing Details of 7th Edition Learnings

1. Login to NRP Learning Platform.

2. Click the “My Learnings” tab.

NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.



Welcome Home! Laerdal BLR Admin
NRP Global ID:8FL-0001

Dashboard | **My Learnings** | My Certificates & eCards | License Management

Current Learning: 7th Edition Learnings

7th Edition Learnings

Search Curriculum Name | Date Range | Enrolled / Assigned by | Apply filter

| Curriculum Name | Completed Date | Enrolled / Assigned By | Status |
|-------------------------------------|----------------|------------------------|-----------|
| 7th Edition NRP Provider | Jul 21, 2021 | LRN - Whidbey He... | Completed |
| 7th Edition NRP Provider Course ... | Jul 21, 2021 | LRN - Whidbey He... | Completed |

3. Click on “7th Edition Learnings” sub-tabs.

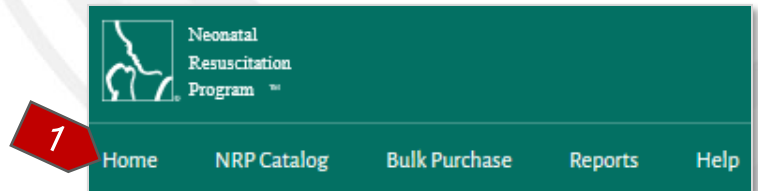
NOTE: By default, Current Learning tab appears.

END OF INSTRUCTIONS

WI: Active Learnings – Starting/Resuming the Activity of a Course

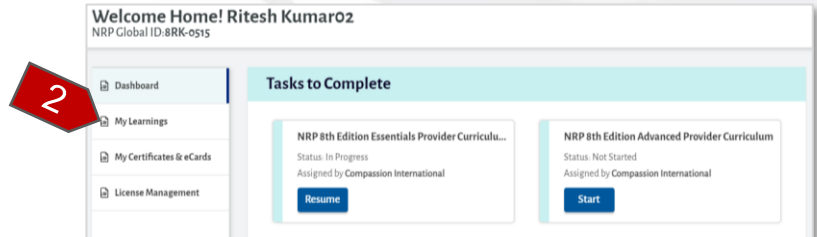
NOTE: The course can be started or resumed also through “Task to Complete” tile provided in the “Home->Dashboard” tab and NRP Catalog menu.

1. Select the “Home” tab from the menu.



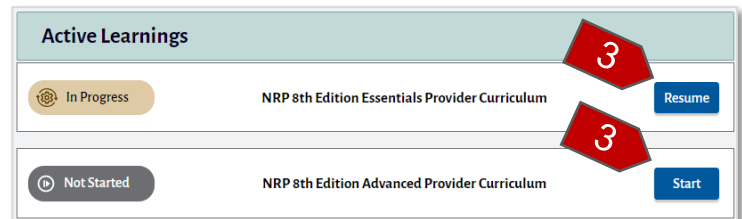
2. Click the “My Learnings” tab.

NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

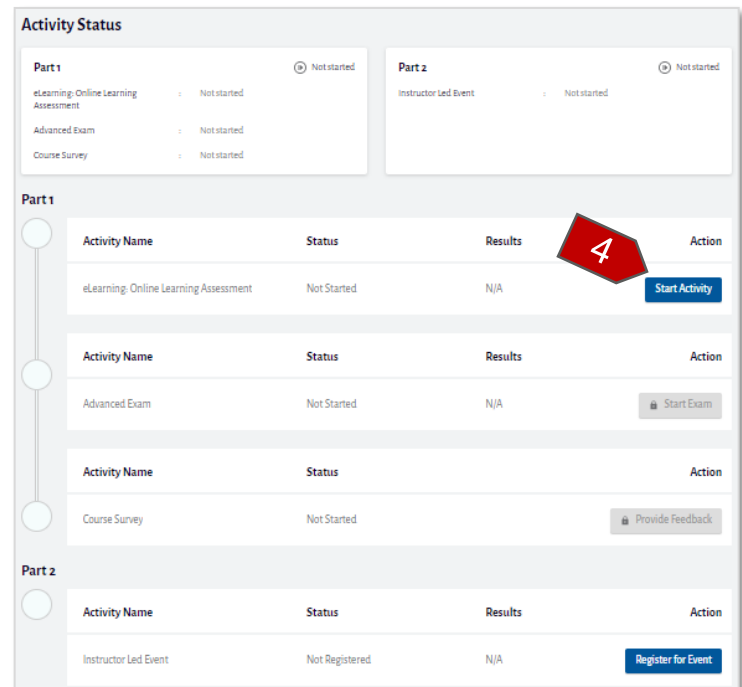


3. Click on “Start” or “Resume” button accordingly.

NOTE: The Resume option is available only when the user pauses any activity in a course & return to Dashboard tab.



4. In either case, “Start” or “Resume”, the user navigates to the “Activity” page along with the appropriate options.




END OF INSTRUCTIONS



Completed Learnings – Action on Completed Learnings (Certificates/eCards)

The Action button (the three dots under the Actions column) opens a menu to perform actions on the course/curriculum, including:

- View eCard – Allows the user to pre-view the generated eCard
- View Certificate – Allows the user to pre-view the generated Certificate
- View Details – Allows the user to view details of the course activities by navigating to the “Activity” page



| Completed Learnings | | | | |
|---|---|---|---|--------|
| <input type="text" value="Search Curriculum Name"/> | <input type="text" value="Date Range"/> | <input type="text" value="Enrolled / Assigned by"/> | <input type="button" value="Apply filter"/> | |
| Curriculum Name | Completed Date | Enrolled / Assigned By | Status | Action |
| Onboard Organizatio... | Dec 24, 2021 | Self | Completed | ⋮ |
| NRP 8th Edition Esse... | NA | Admin | Expired | |
| NRP 8th Edition Adva... | | Admin | Completed | ⋮ |

1-3 of 3 < >

WI: Completed Learnings – Searching/Filtering the Certificates/eCards

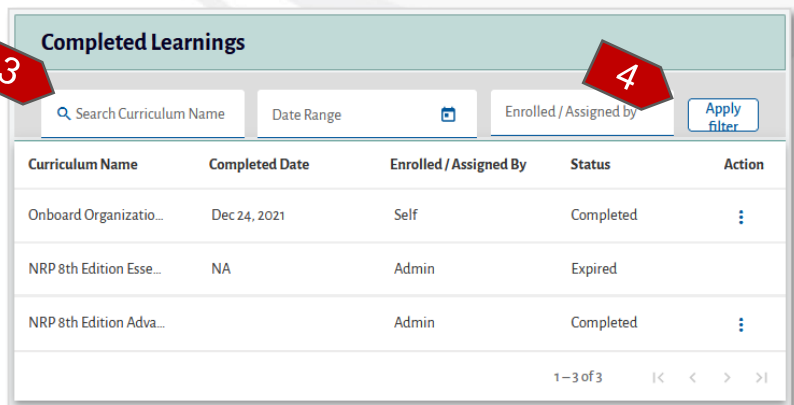
1. Login to NRP Learning Platform.

2. Click the “My Learnings” tab.

NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Enter a part of search term (Curriculum Name) and/or select Date Range.

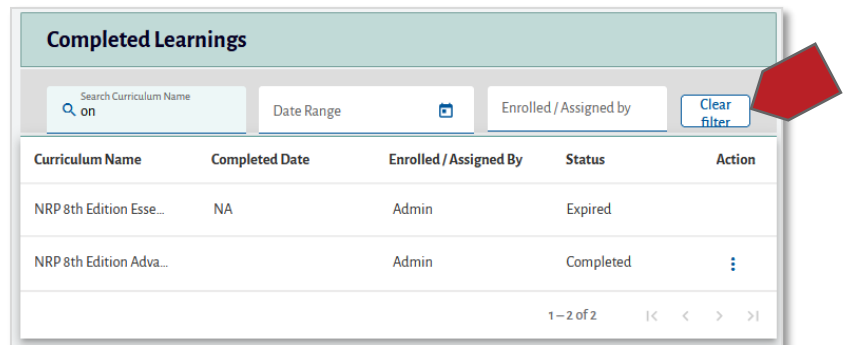
The result is the list of all the curricula that match the search value.



| Curriculum Name | Completed Date | Enrolled / Assigned By | Status | Action |
|-------------------------|----------------|------------------------|-----------|--------|
| Onboard Organizatio... | Dec 24, 2021 | Self | Completed | ⋮ |
| NRP 8th Edition Esse... | NA | Admin | Expired | |
| NRP 8th Edition Adva... | | Admin | Completed | ⋮ |

4. Click the “Apply Filter” button to apply the search and/or filter criteria.

The list of all the certificates/eCards will update based on search criteria. Click the “Clear Filter” button to return to the default view.



| Curriculum Name | Completed Date | Enrolled / Assigned By | Status | Action |
|-------------------------|----------------|------------------------|-----------|--------|
| NRP 8th Edition Esse... | NA | Admin | Expired | |
| NRP 8th Edition Adva... | | Admin | Completed | ⋮ |

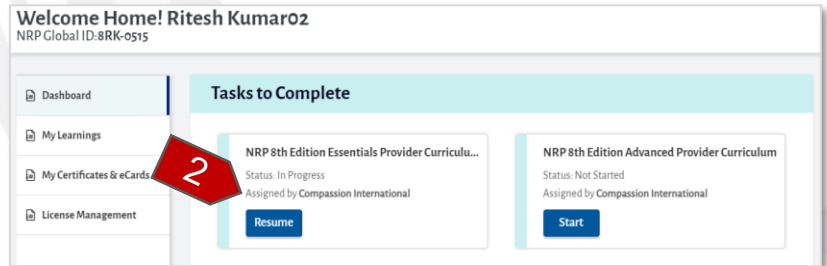
NOTE: The “Clear Filter” button appears only after clicking the “Apply Filter” button.

END OF INSTRUCTIONS

WI: Completed Learnings – Sorting Certificates/eCards

1. Login to NRP Learning Platform.
2. Click the “My Learnings” tab.

NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.



Welcome Home! Ritesh Kumar02
NRP Global ID:8RK-0515

Dashboard | **Tasks to Complete**

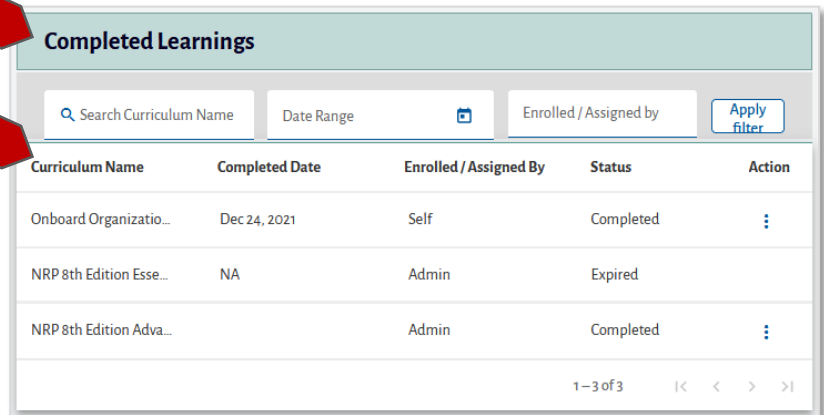
My Learnings | My Certificates & eCards | License Management

NRP 8th Edition Essentials Provider Curriculum...
Status: In Progress
Assigned by: Compassion International
[Resume](#)

NRP 8th Edition Advanced Provider Curriculum
Status: Not Started
Assigned by: Compassion International
[Start](#)

The user is navigated to “My Learnings” page, wherein “Complete Learnings” section is available.

The Curriculum details list can be sorted alphabetically by clicking the column headings.



Completed Learnings

Search Curriculum Name | Date Range | Enrolled / Assigned by | [Apply filter](#)

| Curriculum Name | Completed Date | Enrolled / Assigned By | Status | Action |
|-------------------------|----------------|------------------------|-----------|--------|
| Onboard Organizatio... | Dec 24, 2021 | Self | Completed | ⋮ |
| NRP 8th Edition Esse... | NA | Admin | Expired | |
| NRP 8th Edition Adva... | | Admin | Completed | ⋮ |

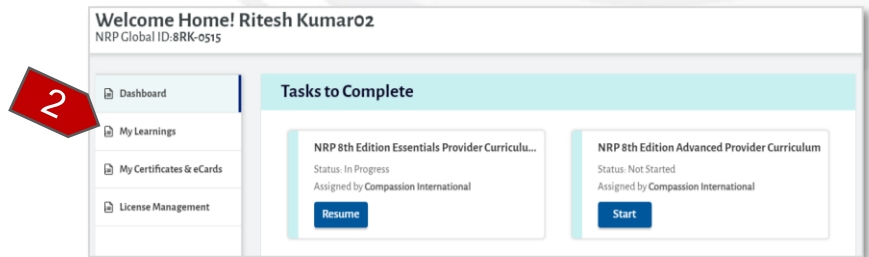
1 – 3 of 3 | < >

END OF INSTRUCTIONS

WI: Completed Learnings – Viewing Certificate/eCard

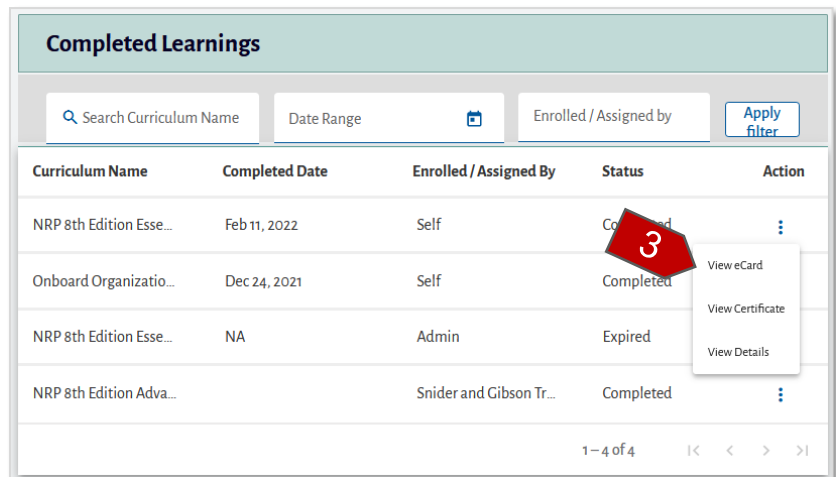
NOTE: The Certificates/eCards are also available to view/download/print in the “My Certificates & eCards” tab and also in “Activity” page, after completing Part 1 & Part 2 activities, respectively.

1. Login to NRP Learning Platform.
2. Click the “My Learnings” tab.



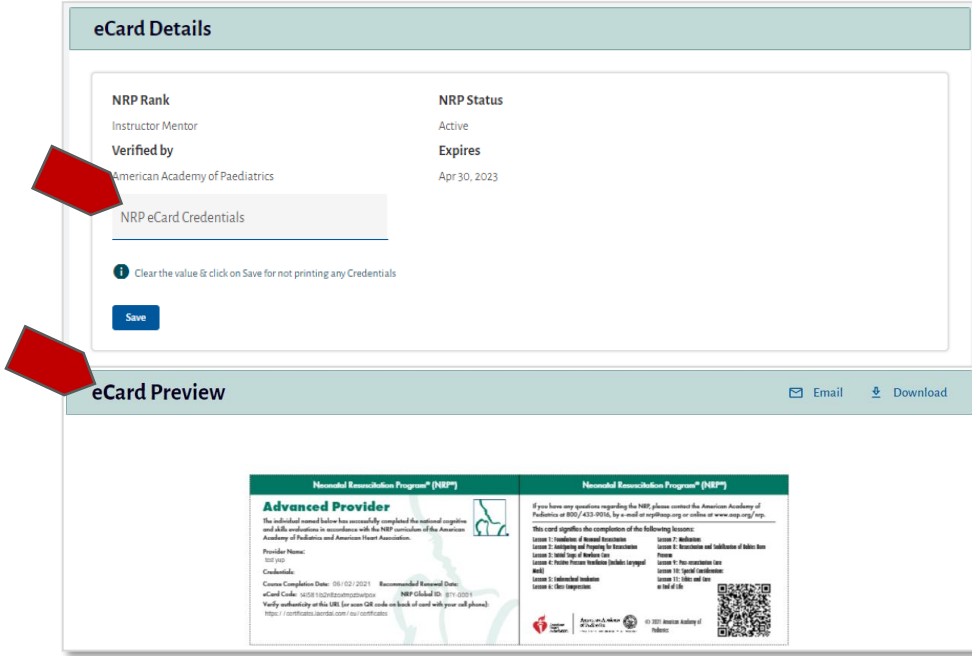
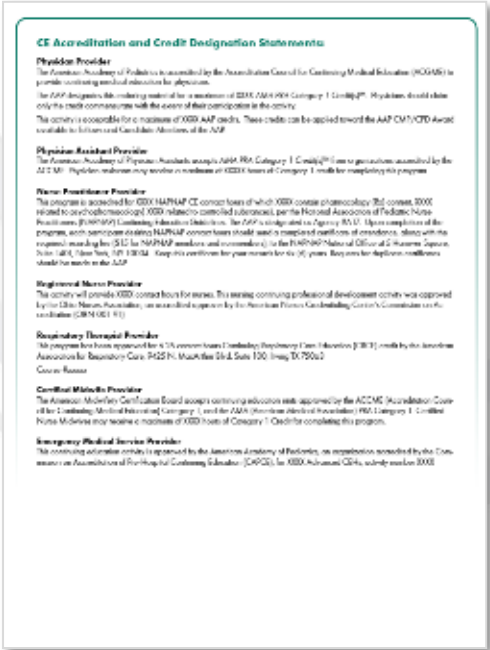
NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on “View Certificate/eCard” option available for a curriculum in the list under Action column.



| Completed Learnings | | | | |
|-------------------------|----------------|-------------------------|--------------|--|
| Search Curriculum Name | Date Range | Enrolled / Assigned by | Apply filter | |
| Curriculum Name | Completed Date | Enrolled / Assigned By | Status | Action |
| NRP 8th Edition Esse... | Feb 11, 2022 | Self | Completed | View eCard View Certificate View Details |
| Onboard Organizatio... | Dec 24, 2021 | Self | Completed | |
| NRP 8th Edition Esse... | NA | Admin | Expired | |
| NRP 8th Edition Adva... | | Snider and Gibson Tr... | Completed | |

The Certificate/eCard screen will load along with the “Email” and “View/Download/Print” options.



NOTE: The NRP eCard Credentials can be entered & saved by the user that is printed on the eCard Name field appending the name of the user.

END OF INSTRUCTIONS

WI: Completed Learnings – Viewing Details

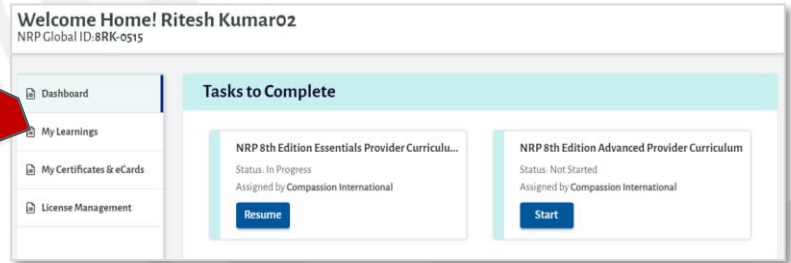
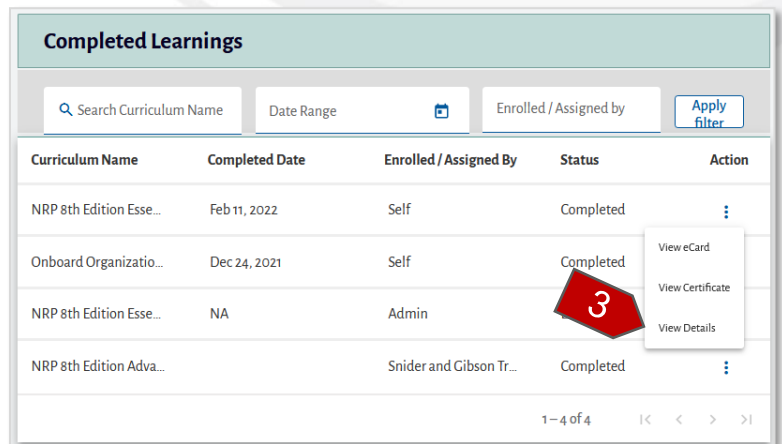
1. Login to NRP Learning Platform.

2. Click the “My Learnings” tab.

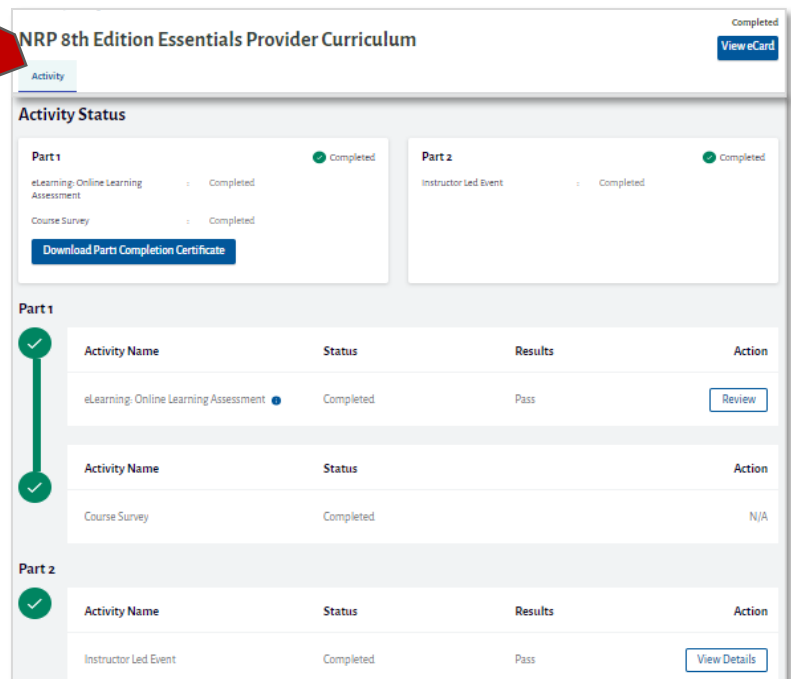
NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on “View Details” option available for a curriculum in the list under Action column.

The user is navigated to the “Activity” page to view the details of the course.

| Curriculum Name | Completed Date | Enrolled / Assigned By | Status | Action |
|-------------------------|----------------|-------------------------|-----------|--|
| NRP 8th Edition Esse... | Feb 11, 2022 | Self | Completed | ⋮ |
| Onboard Organizatio... | Dec 24, 2021 | Self | Completed | View eCard View Certificate View Details |
| NRP 8th Edition Esse... | NA | Admin | Completed | ⋮ |
| NRP 8th Edition Adva... | | Snider and Gibson Tr... | Completed | ⋮ |



NRP 8th Edition Essentials Provider Curriculum Completed [View eCard](#)

Activity Status

Part 1 Completed

- eLearning: Online Learning Assessment Completed
- Course Survey Completed

[Download Part1 Completion Certificate](#)

Part 2 Completed

- Instructor Led Event Completed

| Activity Name | Status | Results | Action |
|---------------------------------------|-----------|---------|------------------------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |
| Course Survey | Completed | N/A | |
| Instructor Led Event | Completed | Pass | View Details |

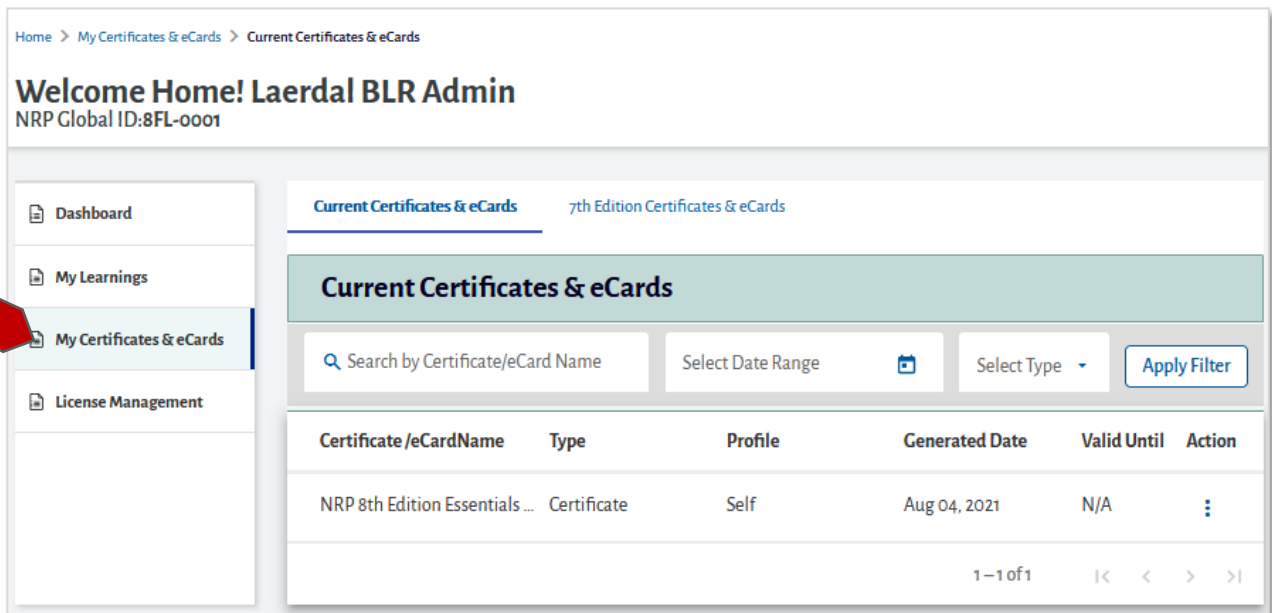
END OF INSTRUCTIONS

My Certificates & eCards

The 'My Certificates & eCards' tab shows overall list of certificates & eCards earned by the user. Actions can be performed on the single certificate or eCard. Certificates or eCards can be searched/filtered, and the resulting columns can be sorted.

My Certificates & eCards tab shows two subtabs:

- Current Certificates & eCards
- 7th Edition Certificates & eCards



Home > My Certificates & eCards > Current Certificates & eCards

Welcome Home! Laerdal BLR Admin

NRP Global ID:8FL-0001

Dashboard | My Learnings | **My Certificates & eCards** | License Management

Current Certificates & eCards 7th Edition Certificates & eCards

Search by Certificate/eCard Name Select Date Range Select Type Apply Filter

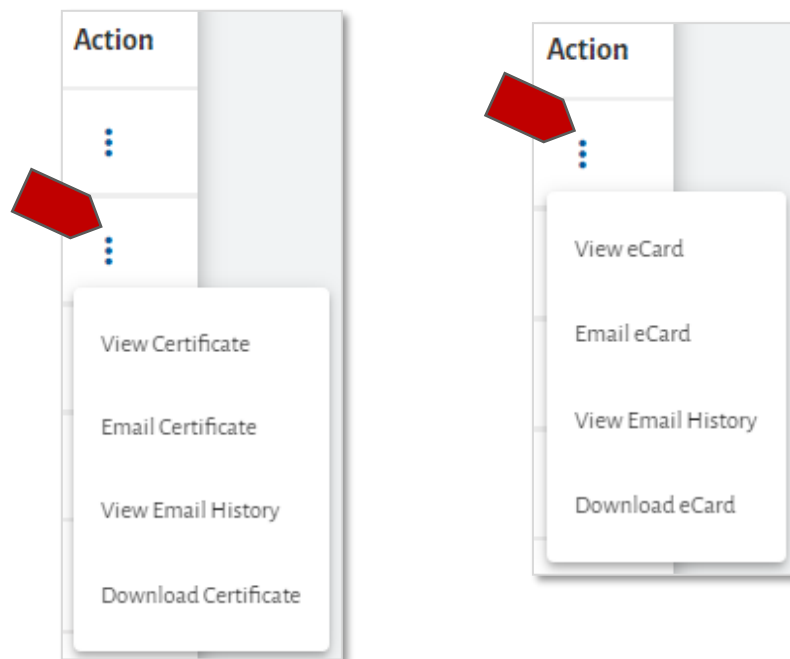
| Certificate /eCardName | Type | Profile | Generated Date | Valid Until | Action |
|--------------------------------|-------------|---------|----------------|-------------|--------|
| NRP 8th Edition Essentials ... | Certificate | Self | Aug 04, 2021 | N/A | ⋮ |

1 – 1 of 1 |< < > >|

My Certificates & eCards – Action on Current Certificates/eCards

The Action button (the three dots under the Actions column) opens a menu to perform actions on the certificate/eCard, including:

- View Certificate/eCard – Allows the user to pre-view the generated certificate/eCard
- Email Certificate/eCard – Allows the user to share the certificate/eCard to any other person
- View Email History – Allows the user to view the email addresses to whom the user has emailed
- Download Certificate/eCard – Allows the user to navigate to the standard Download browser along with view/download/print options



NOTE: The “View Certificate” is available in the action when the user has completed only part 1 of the course and the “View eCard” is available when the user has completed both part 1 and part 2 of the course.

My Certificates & eCards – Action on 7th Edition Certificates/eCards

The Action button (the three dots under the Actions column) opens a menu to perform actions on the certificate/eCard, including:

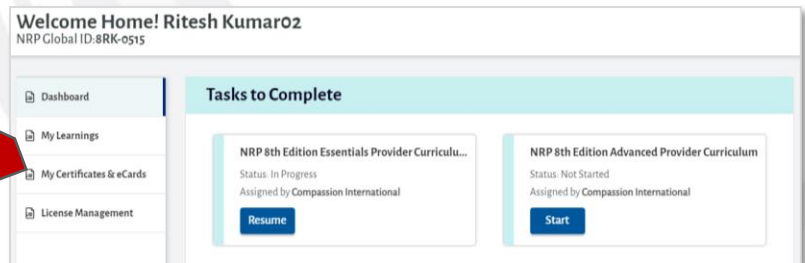
- View Certificate/eCard – Allows the user to pre-view the generated certificate/eCard
- Email Certificate/eCard – Allows the user to share the certificate/eCard to any other person
- View Email History (Certificate/eCard) – Allows the user to view the email addresses to whom the user has emailed
- Download Certificate/eCard – Allows the user to navigate to the standard Download browser along with view/download/print options



WI: My Certificate & eCards – Searching/Filtering the Certificates/eCards

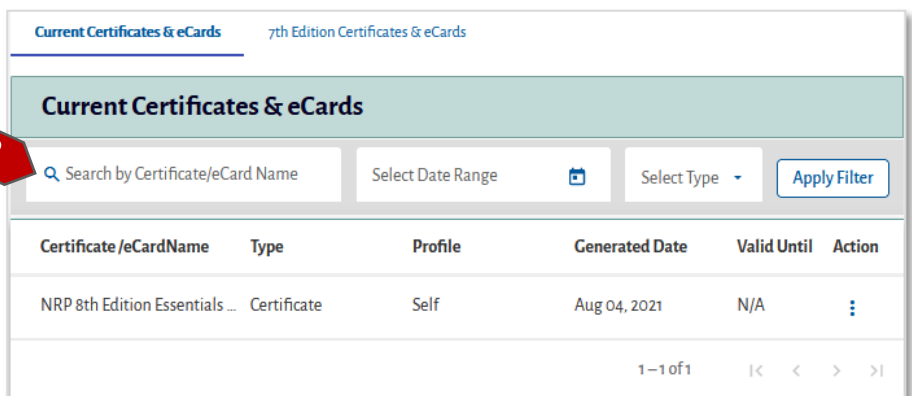
1. Login to NRP Learning Platform.

2. Click the “My Certificates & eCards” tab.

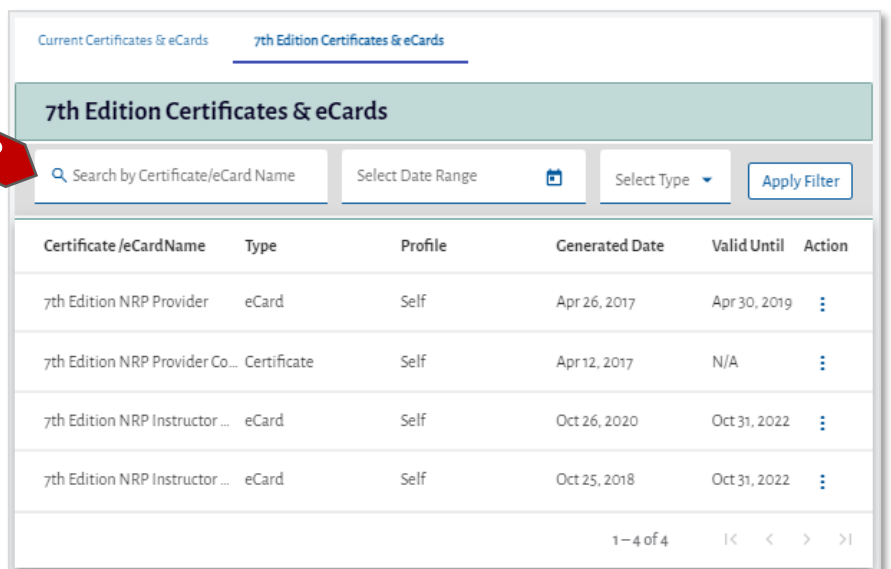


NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Enter the part of a search term (Certificate/eCard Name) and/or select Date Range and/or Type (Certificate or eCard).



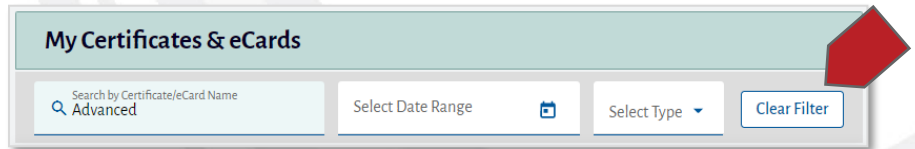
| Certificate /eCardName | Type | Profile | Generated Date | Valid Until | Action |
|--------------------------------|-------------|---------|----------------|-------------|--------|
| NRP 8th Edition Essentials ... | Certificate | Self | Aug 04, 2021 | N/A | ⋮ |



| Certificate /eCardName | Type | Profile | Generated Date | Valid Until | Action |
|--------------------------------|-------------|---------|----------------|--------------|--------|
| 7th Edition NRP Provider | eCard | Self | Apr 26, 2017 | Apr 30, 2019 | ⋮ |
| 7th Edition NRP Provider Co... | Certificate | Self | Apr 12, 2017 | N/A | ⋮ |
| 7th Edition NRP Instructor ... | eCard | Self | Oct 26, 2020 | Oct 31, 2022 | ⋮ |
| 7th Edition NRP Instructor ... | eCard | Self | Oct 25, 2018 | Oct 31, 2022 | ⋮ |


4. Click the “Apply Filter” button to apply the search and/or filter criteria.


The list of certificates/eCards will update based on search criteria. Click the “Clear Filter” button to return to the default view.



My Certificates & eCards

Search by Certificate/eCard Name
Advanced

Select Date Range 

Select Type 

Clear Filter

NOTE: The “Clear Filter” button appears only after clicking the “Apply Filter” button.

END OF INSTRUCTIONS

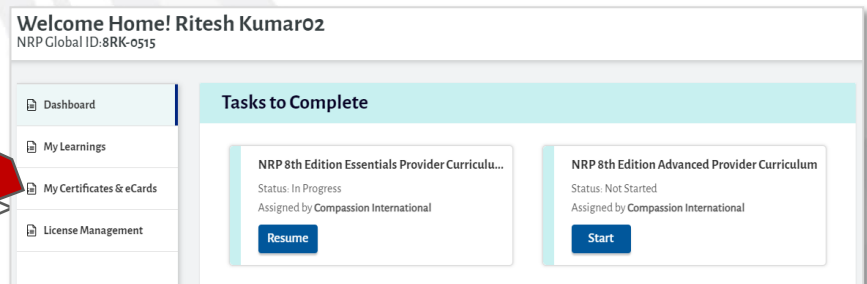


WI: My Certificate & eCards – Sorting Certificates/eCards

1. Login to NRP Learning Platform.

2. Click the “My Certificates & eCards” tab.

NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.



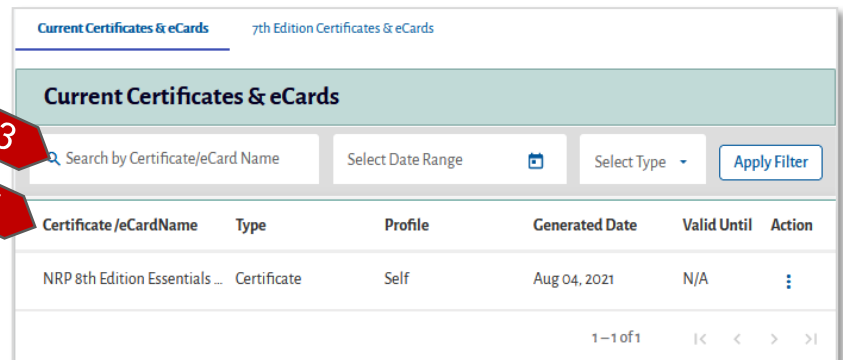
Welcome Home! Ritesh Kumaroz
NRP Global ID:8RK-0515

- Dashboard
- My Learnings
- My Certificates & eCards
- License Management

Tasks to Complete

- NRP 8th Edition Essentials Provider Curriculum...
Status: In Progress
Assigned by Compassion International
[Resume](#)
- NRP 8th Edition Advanced Provider Curriculum
Status: Not Started
Assigned by Compassion International
[Start](#)

3. Enter the part of a search term (Certificate/eCard Name) and/or select Date Range and/or Type (Certificate or eCard).



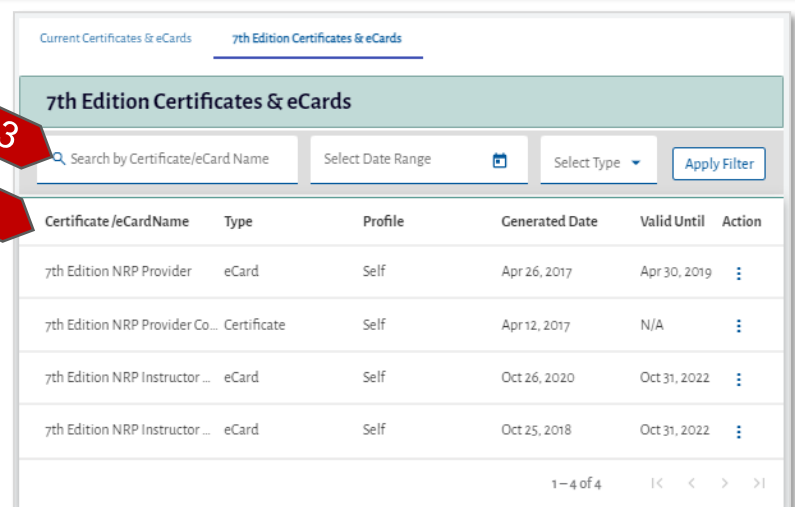
Current Certificates & eCards 7th Edition Certificates & eCards

Current Certificates & eCards

Search by Certificate/eCard Name Select Date Range Select Type [Apply Filter](#)

| Certificate /eCardName | Type | Profile | Generated Date | Valid Until | Action |
|--------------------------------|-------------|---------|----------------|-------------|--------|
| NRP 8th Edition Essentials ... | Certificate | Self | Aug 04, 2021 | N/A | ⋮ |

1 – 1 of 1 |< < > >|



Current Certificates & eCards 7th Edition Certificates & eCards

7th Edition Certificates & eCards

Search by Certificate/eCard Name Select Date Range Select Type [Apply Filter](#)

| Certificate /eCardName | Type | Profile | Generated Date | Valid Until | Action |
|--------------------------------|-------------|---------|----------------|--------------|--------|
| 7th Edition NRP Provider | eCard | Self | Apr 26, 2017 | Apr 30, 2019 | ⋮ |
| 7th Edition NRP Provider Co... | Certificate | Self | Apr 12, 2017 | N/A | ⋮ |
| 7th Edition NRP Instructor ... | eCard | Self | Oct 26, 2020 | Oct 31, 2022 | ⋮ |
| 7th Edition NRP Instructor ... | eCard | Self | Oct 25, 2018 | Oct 31, 2022 | ⋮ |

1 – 4 of 4 |< < > >|

The Certificates/eCards list can be sorted alphabetically by clicking the column headings.

END OF INSTRUCTIONS

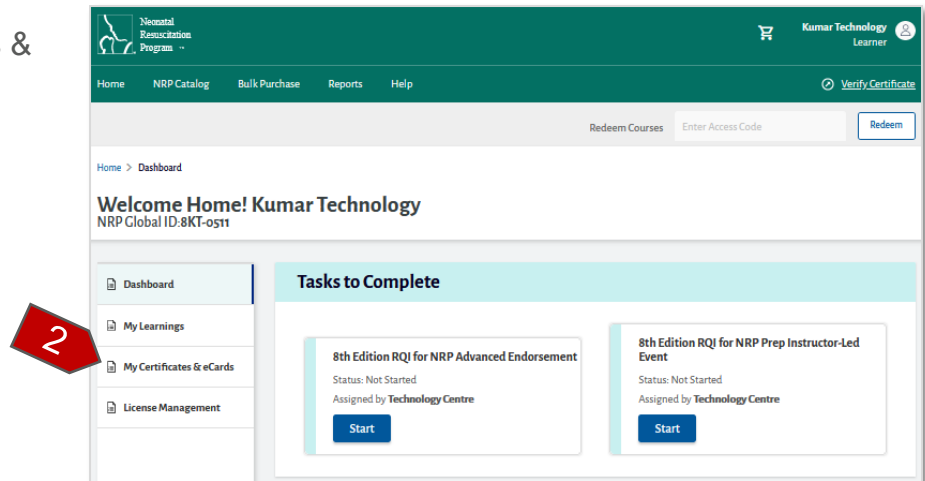
WI: My Certificate & eCards – Viewing Certificate/eCard

NOTE:

- The Certificates/eCards are also available to view/download/print in the “My Learnings” tab and also in “Activity” page, after completing Part 1 & Part 2 activities, respectively.
- An eCard is generated only to AP/EP curricula, IC/IR curricula does not have an eCard (only rank will be maintained/updated as Instructor once the user completes the curriculum. However, IC/IR does have Part 1 completion certificates.

1. Login to NRP Learning Platform.

2. Click the “My Certificates & eCards” tab.



NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on “View Certificate/eCard” option respectively provided in the list under Action column.

Current Certificates & eCards 7th Edition Certificates & eCards

7th Edition Certificates & eCards

Search by Certificate/eCard Name | Select Date Range | Select Type | Apply Filter

| Certificate /eCardName | Type | Profile | Generated Date | Valid Until | Action |
|--------------------------------|-------------|---------|----------------|--------------|--------|
| 7th Edition NRP Provider | eCard | Self | Apr 26, 2017 | Apr 30, 2019 | ⋮ |
| 7th Edition NRP Provider Co... | Certificate | Self | Apr 12, 2017 | N/A | ⋮ |
| 7th Edition NRP Instructor ... | eCard | Self | Oct 26, 2020 | Oct 31, 2022 | ⋮ |
| 7th Edition NRP Instructor ... | eCard | Self | Oct 25, 2018 | Oct 31, 2022 | ⋮ |

1 - 4 of 4 | < >

3 View eCard
Email eCard
View Email History (eCard)
Download eCard

Current Certificates & eCards 7th Edition Certificates & eCards

7th Edition Certificates & eCards

Search by Certificate/eCard Name | Select Date Range | Select Type | Apply Filter

| Certificate /eCardName | Type | Profile | Generated Date | Valid Until | Action |
|--------------------------------|-------------|---------|----------------|--------------|--------|
| 7th Edition NRP Provider | eCard | Self | Apr 26, 2017 | Apr 30, 2019 | ⋮ |
| 7th Edition NRP Provider Co... | Certificate | Self | Apr 12, 2017 | N/A | ⋮ |
| 7th Edition NRP Instructor ... | eCard | Self | Oct 26, 2020 | Oct 31, 2022 | ⋮ |
| 7th Edition NRP Instructor ... | eCard | Self | Oct 25, 2018 | Oct 31, 2022 | ⋮ |

1 - 4 of 4 | < >

3 View Certificate
Email Certificate
View Email History (Certificate)
Download Certificate

- The user is navigated to 'View Certificate/eCard' page along with the "Email" and "View/Download/Print" options.

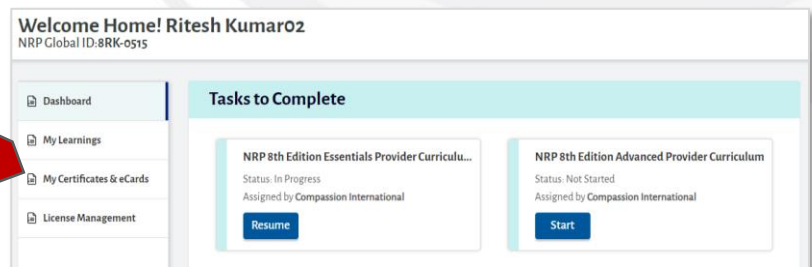


WI: My Certificate & eCards – Emailing Certificate/eCard

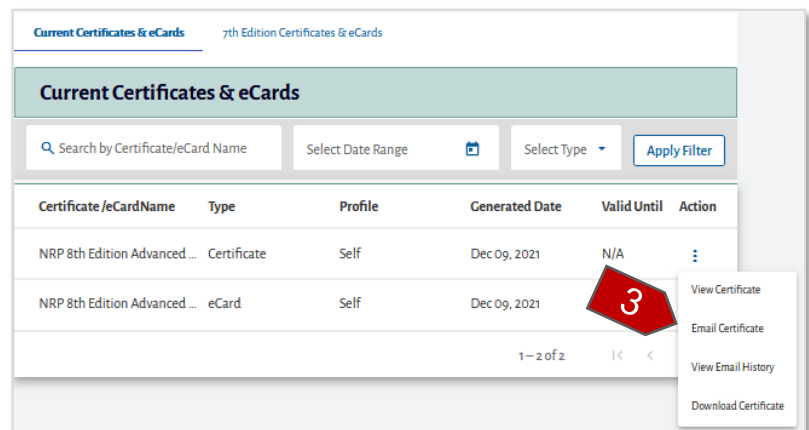
NOTE: The Email Certificates/eCards option is also available in “View Certificate/eCard” page.

1. Login to NRP Learning Platform.
2. Click the “My Certificates & eCards” tab.

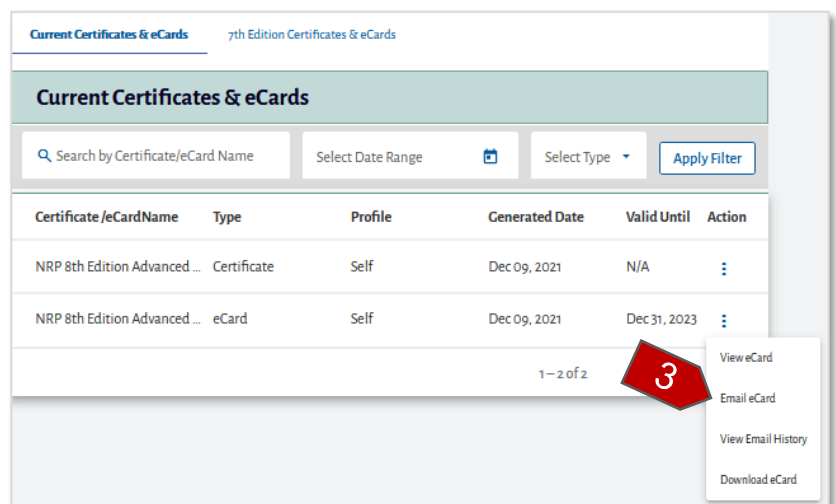
NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.



3. Click on the “Email Certificate/eCard” option respectively provided in the list under Action column.



| Certificate/eCardName | Type | Profile | Generated Date | Valid Until | Action |
|------------------------------|-------------|---------|----------------|-------------|---|
| NRP 8th Edition Advanced ... | Certificate | Self | Dec 09, 2021 | N/A | ⋮ |
| NRP 8th Edition Advanced ... | eCard | Self | Dec 09, 2021 | | View Certificate Email Certificate View Email History Download Certificate |

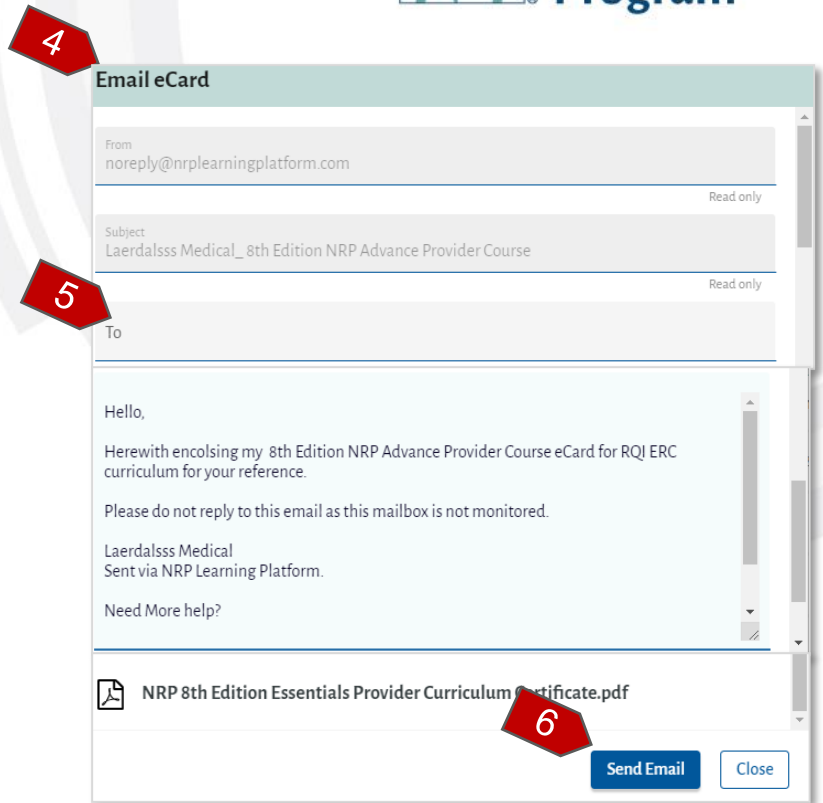


| Certificate/eCardName | Type | Profile | Generated Date | Valid Until | Action |
|------------------------------|-------------|---------|----------------|--------------|---|
| NRP 8th Edition Advanced ... | Certificate | Self | Dec 09, 2021 | N/A | ⋮ |
| NRP 8th Edition Advanced ... | eCard | Self | Dec 09, 2021 | Dec 31, 2023 | View eCard Email eCard View Email History Download eCard |

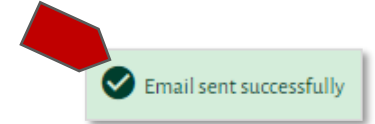
4. The “Email Certificate/eCard” pop up (pre-defined email template) appears, respectively.

5. Enter the email address of the user(s).

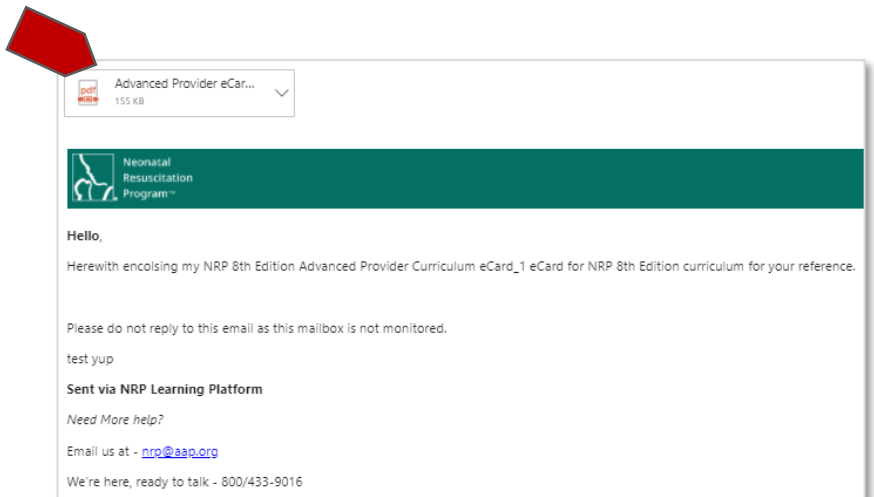
6. Click on “Send Email” button.



A green bar at the top of the page indicates that the email was sent successfully.



NOTE: Example Email - View eCard PDF



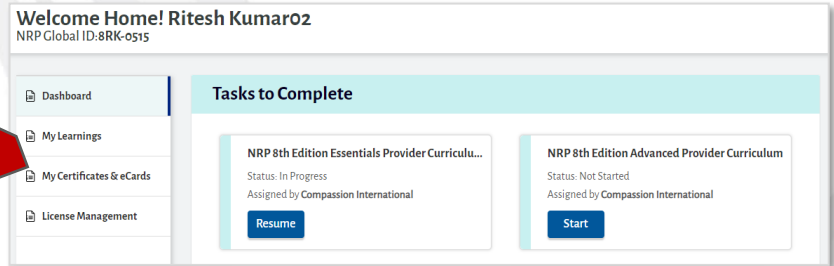
END OF INSTRUCTIONS



WI: My Certificate & eCards – Viewing Email History of a Certificate/eCard

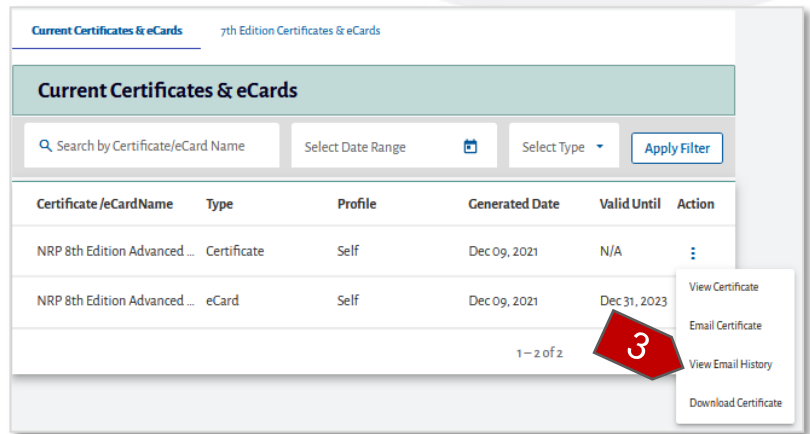
1. Login to NRP Learning Platform.

2. Click the “My Certificates & eCards” tab.

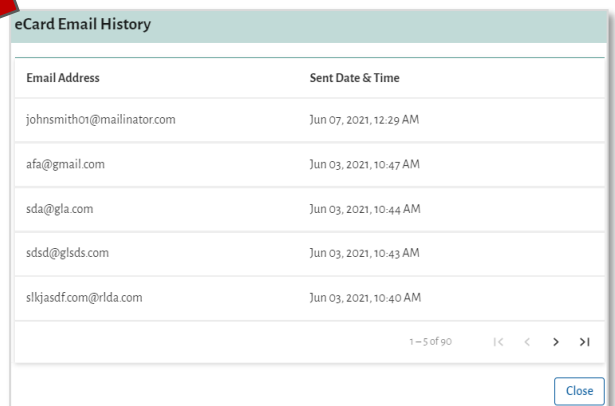
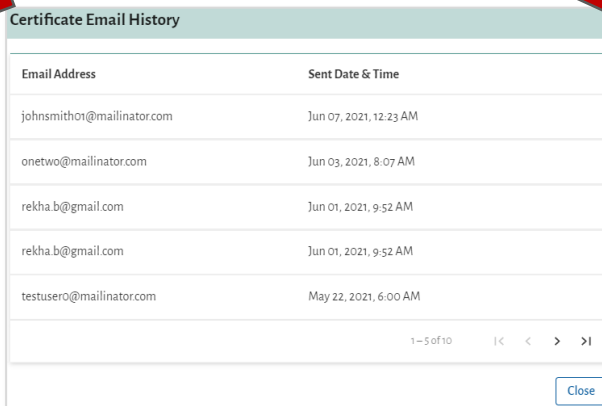


NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on “View Email History” option provided in the list under Action column.



The “Certificate Email History” or “eCard Email History” pop up appears respectively updated with all the email addresses being sent.

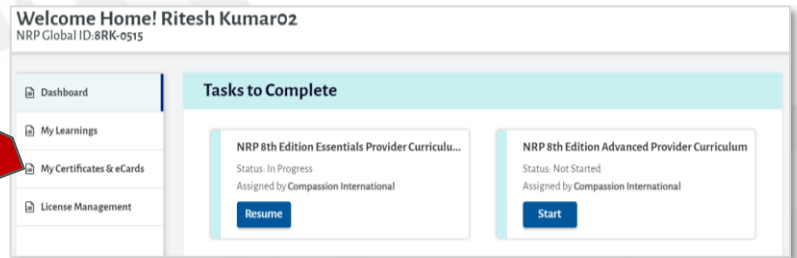


END OF INSTRUCTIONS

WI: My Certificate & eCards – Downloading Certificate/eCard

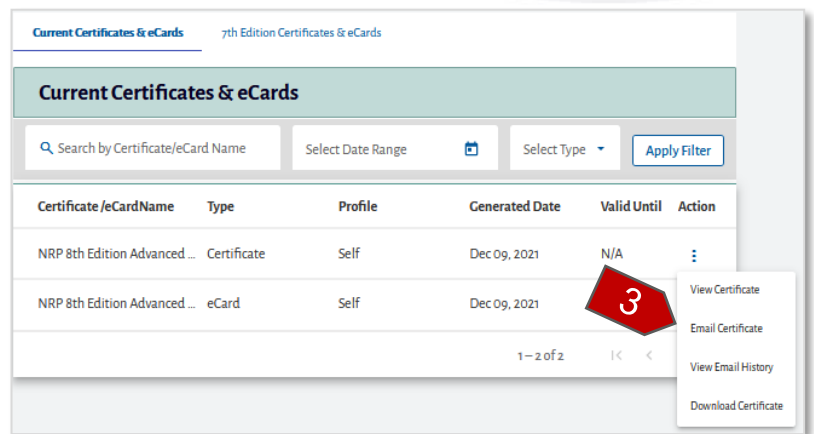
NOTE: The Download Certificates/eCards is also available in “View Certificate/eCard” page and also in “Activity” page, after completing Part 1 & Part 2 activities, respectively.

1. Login to NRP Learning Platform.
2. Click the “My Certificates & eCards” tab.

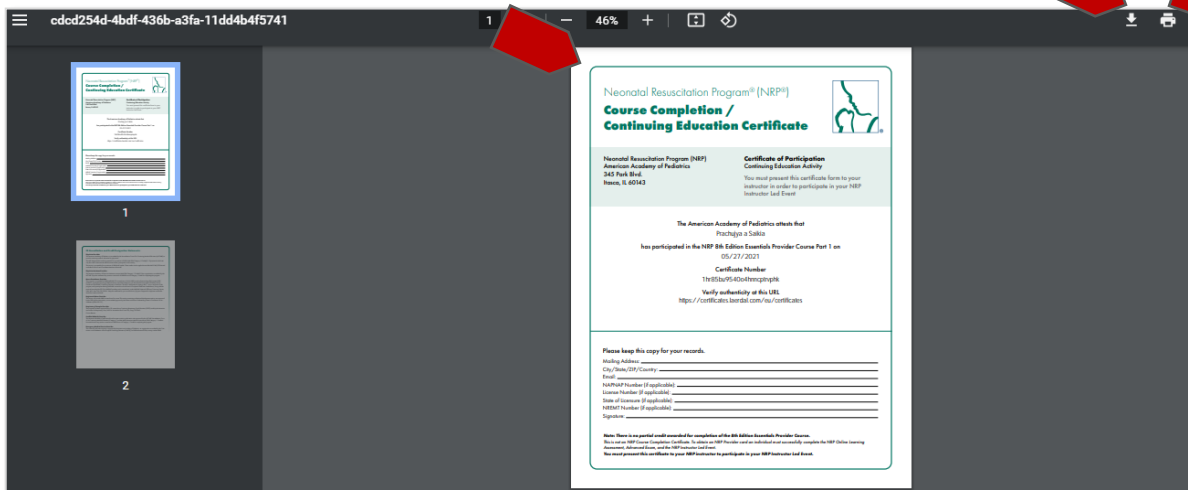


NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on “Download Certificate/eCard” option provided in the list under Action column.



The standard Download browser appears along with View/Download/Print options for a Certificate & eCard, respectively.



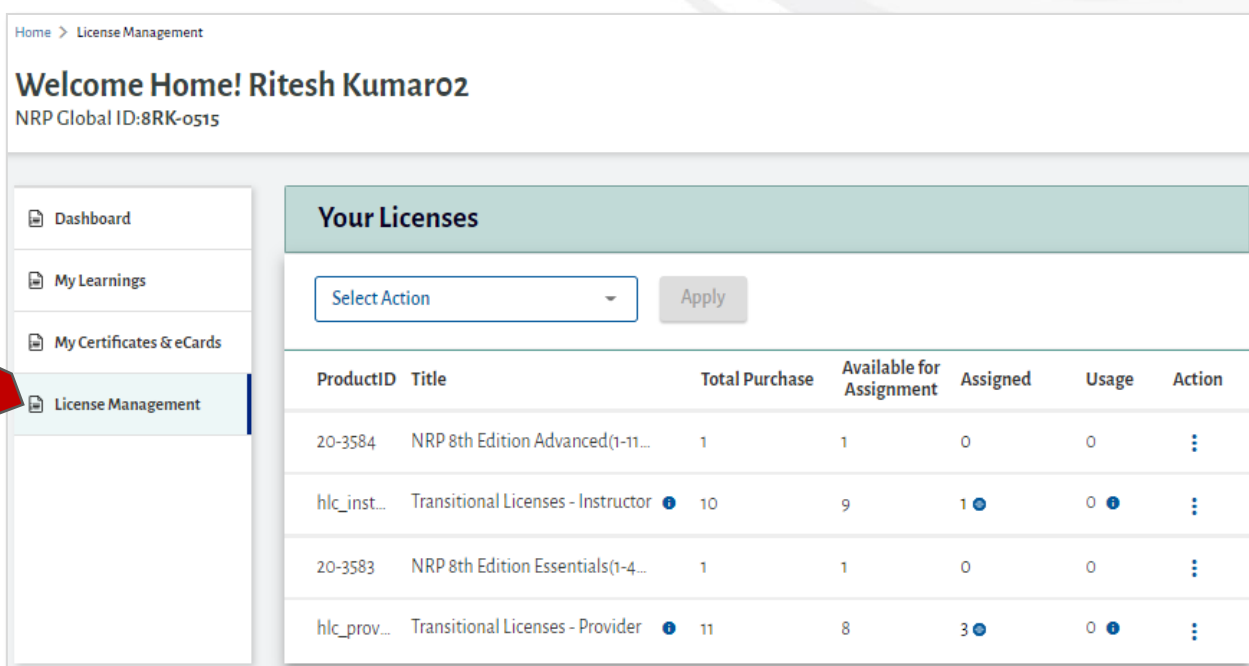
NOTE: The Download & Print options are available in the top-right corner of the browser.

END OF INSTRUCTIONS

License Management

NOTE: The 'License Management' tab is available for all the retail users for bulk purchases.

The 'License Management' tab shows a list of licenses purchased by the user. Actions can be performed on a product. The license can be searched/filtered, and the resulting columns can be sorted.



Home > License Management

Welcome Home! Ritesh Kumaroz
NRP Global ID:8RK-0515

Dashboard
My Learnings
My Certificates & eCards
License Management

Your Licenses

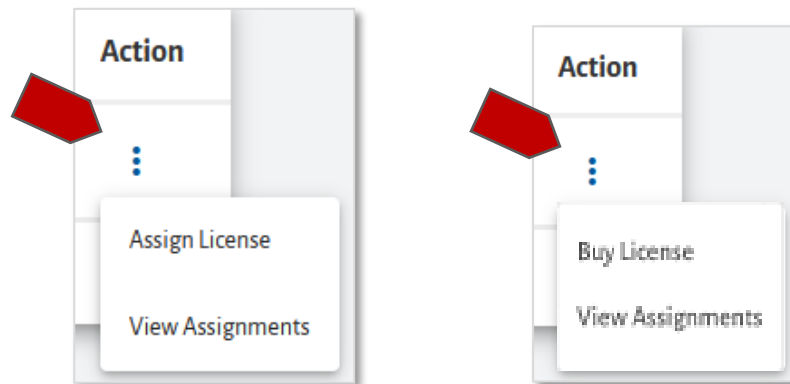
Select Action

| ProductID | Title | Total Purchase | Available for Assignment | Assigned | Usage | Action |
|-------------|------------------------------------|----------------|--------------------------|----------|-------|--------|
| 20-3584 | NRP 8th Edition Advanced(1-11... | 1 | 1 | 0 | 0 | ⋮ |
| hlc_inst... | Transitional Licenses - Instructor | 10 | 9 | 1 | 0 | ⋮ |
| 20-3583 | NRP 8th Edition Essentials(1-4... | 1 | 1 | 0 | 0 | ⋮ |
| hlc_prov... | Transitional Licenses - Provider | 11 | 8 | 3 | 0 | ⋮ |

License Management – Action on License

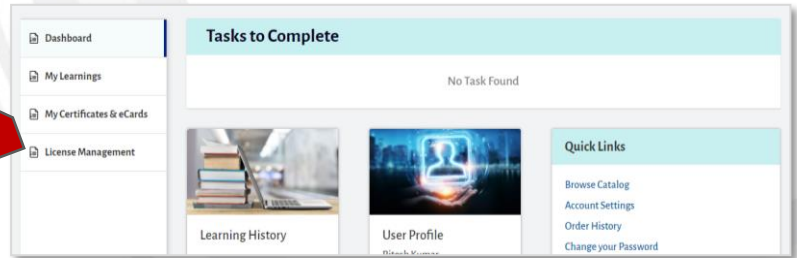
The Action button (the three dots under the Actions column) opens a menu to perform actions on the license, including:

- Assign License – Allows the user to assign the license(s) to the user(s)
- View Assignments – Allows the user to view the assignments created for the product
- Buy License – Allows the user to buy the licenses for further distribution



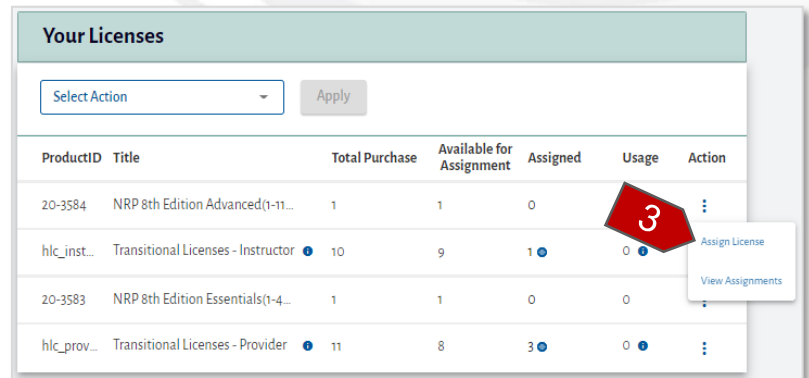
WI: License Management – Assigning a License

1. Login to NRP Learning Platform.
2. Click the “License Management” tab.



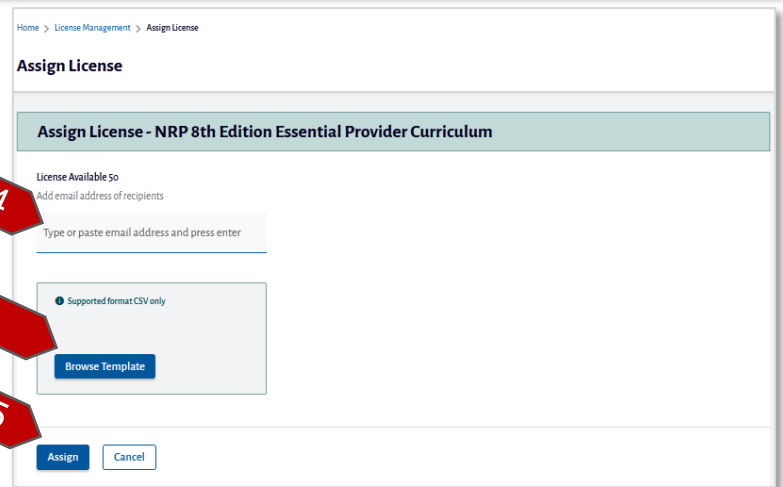
NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on the “Assign License” option provided in the list under the Action column.
4. Enter the ‘Email Address’ of the users.



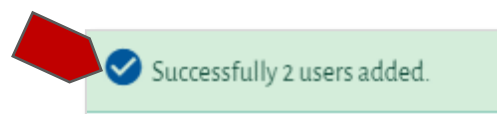
NOTE:

- *More than one ‘Email address’ can be entered in the field.*
- *Users can also upload a list of email addresses in bulk by clicking on ‘Browse Template’.*



5. Click on the “Assign” button.

A green bar at the top of the page indicates that the course has been assigned to the number of users successfully.

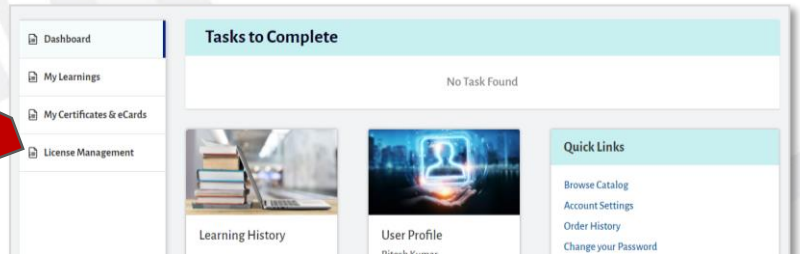


END OF INSTRUCTIONS

WI: License Management – Assigning a License (Only Transitional Licenses are Available)

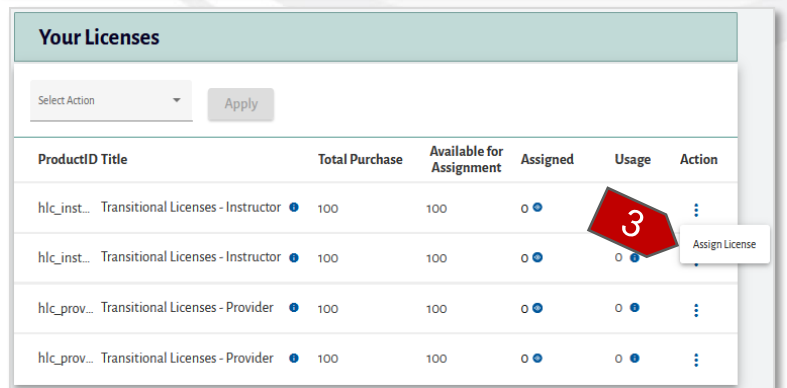
1. Login to NRP Learning Platform.

2. Click the “License Management” tab.



NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

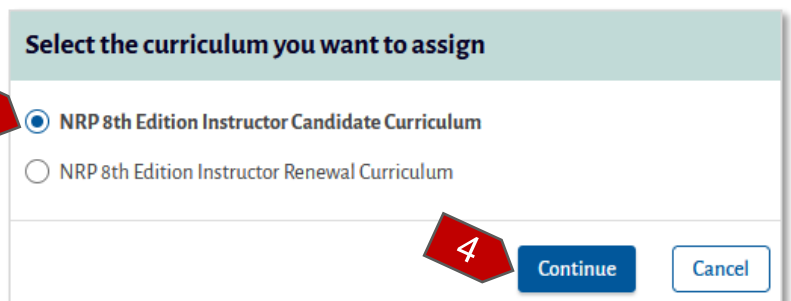
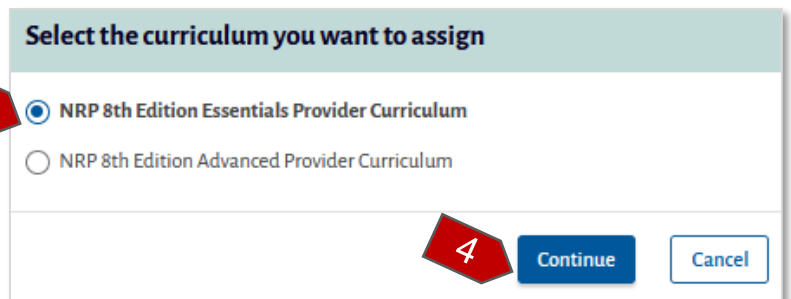
3. Click on the “Assign License” option provided in the list under the Action column.



4. Select the “Curriculum” and click on the “Continue” button.

NOTE:

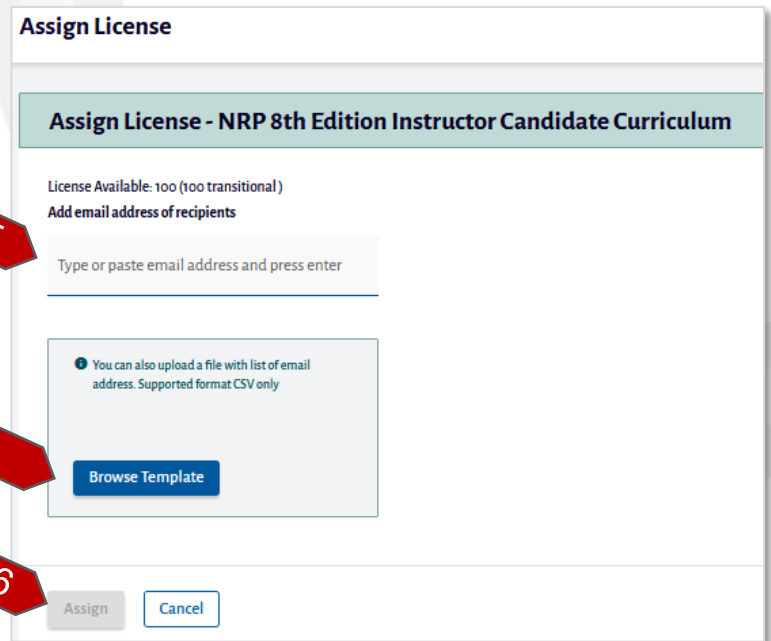
- The ‘Transitional License – Provider’ will be used for assigning Essential Provider Curriculum and Advanced Provider Curriculum.
- The ‘Transitional License – Instructor’ will be used for assigning for Instructor Curriculum and Instructor Renewal Curriculum.



5. Enter the 'Email Address' of the users.

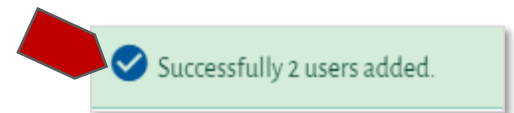
NOTE:

- *More than one 'Email address' can be entered in the field*
- *Users can also upload a list of email addresses in bulk by clicking on 'Browse Template'.*



6. Click on the "Assign" button.

A green bar at the top of the page indicates that the course has been assigned to the number of users successfully.



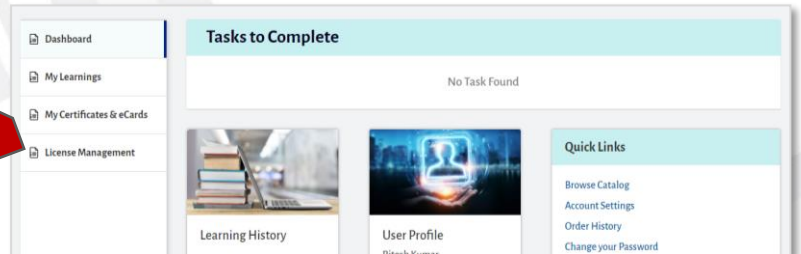
END OF INSTRUCTIONS



WI: License Management – Assigning a License (Both Transitional Licenses and Standard Licenses are Available)

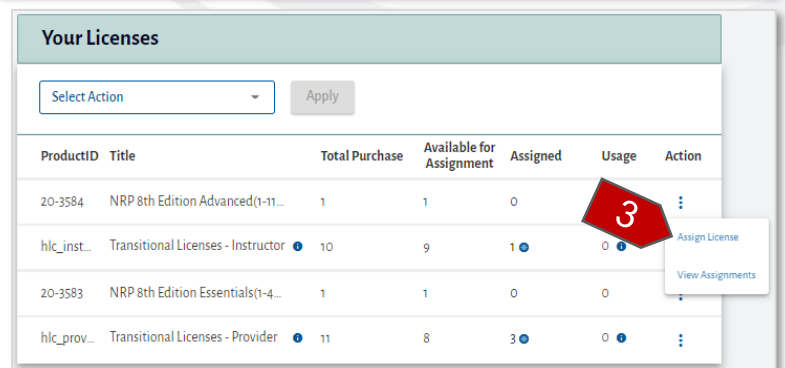
1. Login to NRP Learning Platform.

2. Click the “License Management” tab.

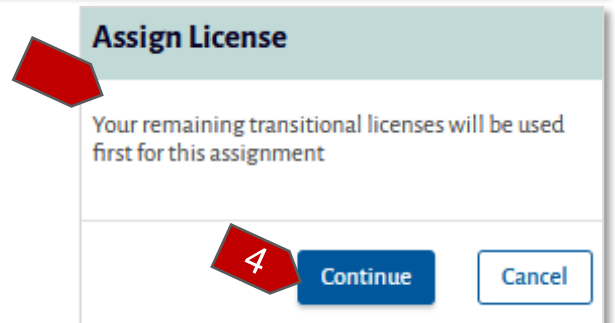


NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on the “Assign License” option provided in the list under the Action column.



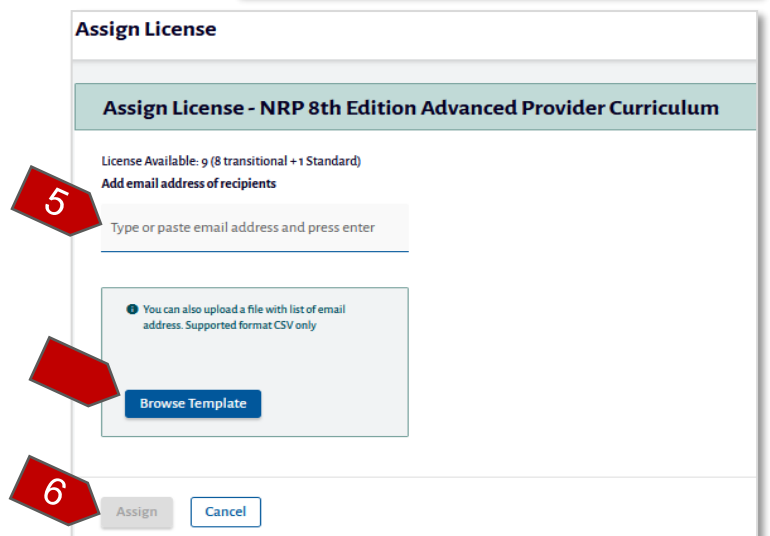
4. A popup stating that the transitional licenses will be used first for the assignment will appear. Click on the “Continue” button.



5. Enter the ‘Email Address’ of the users.

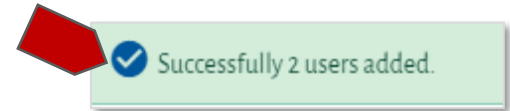
NOTE:

- *More than one ‘Email address’ can be entered in the field.*
- *Users can also upload a list of email addresses in bulk by clicking on ‘Browse Template’.*



6. Click on the “Assign” button.

A green bar at the top of the page indicates that the course has been assigned to the number of users successfully.



NOTE:

- *The number of assigned licenses is more than the number of ‘Transitional Licenses’ then first Transitional Licenses are consumed and then rest of the standard licenses are consumed.*
- *The Revoked licenses are added back to Standard Licenses first and then to the Transitional Licenses.*
- *In case of increase in Transitional Licenses, the consumed Standard Licenses are credited back, and Transitional Licenses are consumed based on a logic set for consumption of different courses.*



Transitional License Allocation

The transitional license(s) once added would revert the consumed standard license(s) back into the standard license pool for later use, thereby reducing the transitional license count.

The transitional license(s) (Transitional License Provider - EP & AP; Transitional License Instructor -IC & IR) would be assigned to a product based on the highest consumption. However, if the product consumptions are equal the following precedence rule would apply :

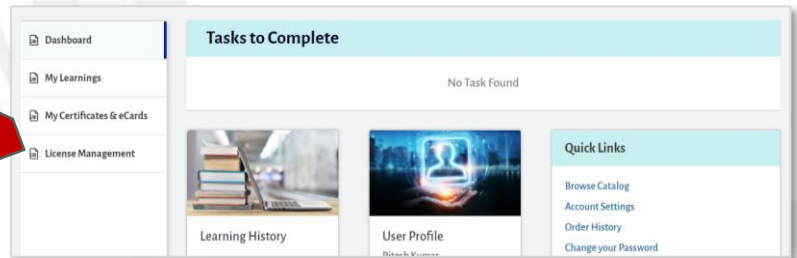
- a. For Transitional License Provider, Essential Provider Curriculum would take precedence
- b. For Transitional License Instructor, Instructor Candidate Curriculum would take precedence.

Note: For CPS users, the allocation of Transitional License Provider would be of the order Essential Provider Curriculum - English, Essential Provider Curriculum - French, Advanced Provider Curriculum - English, and Advanced Provider Curriculum- French.

END OF INSTRUCTIONS

WI: License Management – Viewing Assignments

1. Login to NRP Learning Platform.
2. Click the “License Management” tab.



NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on the “View Assignments” option provided in the list under the Action column.



Your Licenses

Select Action

| ProductID | Title | Total Purchase | Available for Assignment | Assigned | Usage | Action |
|-------------|------------------------------------|----------------|--------------------------|----------|-------|--------|
| 20-3583 | NRP 8th Edition Essentials Pro... | 3 | 3 | 0 | 0 | ⋮ |
| hlc_inst... | Transitional Licenses - Instructor | 9 | 9 | 0 | 0 | ⋮ |
| 20-3584 | NRP 8th Edition Advanced Pro... | 2 | 2 | 0 | 0 | ⋮ |
| hlc_prov... | Transitional Licenses - Provider | 9 | 8 | 1 | 0 | ⋮ |

The user is navigated to the “View Assignment” page with the list of the users along with the following details:

- NRP Global ID
- Email Address
- Assign Date
- Activation Date
- Completion Date
- Assignment Status
- Action



Home > License Management > View Assignments

NRP 8th Edition Essentials Provider Curriculum

License Available 50

Search: NRP Global ID/Name/Email Address Assigned Date Range

Activate Date Range Completion Date Range Status

Filter Action:

| <input type="checkbox"/> | NRP Global ID | Email Address | Assigned Date | Activation Date | Completion Date | Access Code Status | Assignment Status | Action |
|--------------------------|---------------|--------------------------|---------------|-----------------|-----------------|--------------------|-------------------|--------|
| <input type="checkbox"/> | N/A | hjk78@mailinator.com | 03/11/2021 | 03/11/2021 | 03/11/2021 | Not Redeemed | N/A | ⋮ |
| <input type="checkbox"/> | N/A | samdemo65@mailinator.com | 03/11/2021 | 03/11/2021 | 03/11/2021 | Redeemed | In Progress | ⋮ |
| <input type="checkbox"/> | 8AB-0512 | bagramin00@yopmail.com | 03/11/2021 | 03/11/2021 | 03/11/2021 | Redeemed | Completed | ⋮ |
| <input type="checkbox"/> | N/A | airtel@mailinator.com | 03/11/2021 | 03/11/2021 | 03/11/2021 | Revoked | N/A | ⋮ |
| <input type="checkbox"/> | N/A | andy.lelson@yopmail.com | 03/11/2021 | 03/11/2021 | 03/11/2021 | Redeemed | Not started | ⋮ |

No records to display

noOfUsersSelected User(s) Selected All eligible User(s) Selected 0 of 0 |< > |



NOTE:

- The user can view the assignment created for the license by clicking on the link of the 'Assigned' column and clicking on the "View" button.

| Your Licenses | | | | | | |
|---------------|------------------------------------|----------------|--------------------------|----------|----------------------|----------------------|
| Select Action | | Apply | | | | |
| ProductID | Title | Total Purchase | Available for Assignment | Assigned | Usage | Action |
| 20-3583 | NRP 8th Edition Essentials Pro... | 3 | 3 | 0 | 0 | ⋮ |
| hlc_inst... | Transitional Licenses - Instructor | 9 | 5 | 4 | Instructor Candidate | View |
| 20-3584 | NRP 8th Edition Advanced Pro... | 2 | 2 | 0 | Instructor Renewal | View |
| hlc_prov... | Transitional Licenses - Provider | 9 | 7 | 2 | 0 | ⋮ |

- The view Assignment page lists all the users assigned to the curriculum.

Home > License Management > View Assignments

NRP 8th Edition Instructor Candidate Curriculum [Assign License](#)

License Available: 5 (5 transitional)

Search: NRP Global ID/Email Address | Assigned Date Range

Activate Date Range | Completion Date Range | Status | [Apply Filter](#)

| <input type="checkbox"/> | NRP Global ID | Email Address | Assigned Date | Activation Date | Completion Date | Access Code Status | Assignment Status | Action |
|--------------------------|---------------|-----------------------------|---------------|-----------------|-----------------|--------------------|-------------------|--------|
| <input type="checkbox"/> | N/A | ritesh.kumar99@yopmail.com | 20/12/2021 | -- | -- | Not Redeemed | N/A | ⋮ |
| <input type="checkbox"/> | N/A | ritesh.kumar100@yopmail.com | 20/12/2021 | -- | -- | Not Redeemed | N/A | ⋮ |

0 User(s) Selected | 1-2 of 2 | < >

END OF INSTRUCTIONS



WI: License Management – Buying License

1. Login to NRP Learning Platform.
2. Click the “License Management” tab.



NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on the “Buy License” option provided in the list under the Action column.



| Your Licenses | | | | | | |
|---------------|---|-----------|-------------------|-------|----------------|--------|
| OrderID | Title | Available | Total Assignments | Usage | Total Purchase | Action |
| hlc_prov... | Transitional Licenses - Provider | 60 | 0 | 0 | 60 | ⋮ |
| hlc_inst... | Transitional Licenses - Instructor | 100 | 0 | 0 | 100 | ⋮ |
| 20-3584 | NRP 8th Edition Advanced Provider ... | 0 | 5 | 0 | 5 | ⋮ |
| 20-3583 | NRP 8th Edition Essentials Provider ... | 8 | 0 | 0 | 8 | ⋮ |
| 20-3586 | NRP 8th Edition Instructor Renewal ... | 7 | 0 | 0 | 7 | ⋮ |



NOTE: The ‘Buy License’ option is only available when the license available quantity is ‘0’.

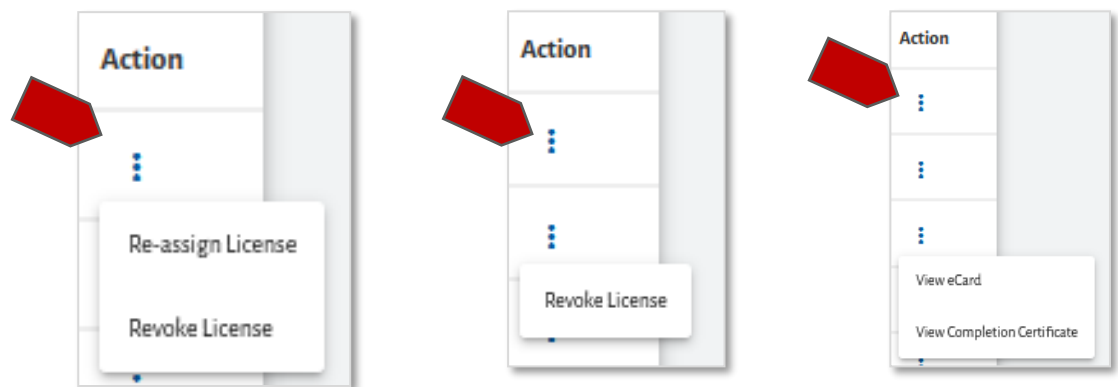
The user is navigated to the “Purchase License” page with the list of the courses for bulk purchase.

END OF INSTRUCTIONS

License Management – Action on Learners

The Action button (the three dots under the Actions column) opens a menu to perform actions on the learners, including:

- Re-assign License – Allows the user to re-assign the license to another learner
- Revoke License – Allows the user to revoke the assigned license to the learner
- View eCard - Allows the user to view eCard of the learner
- View Completion Certificate – Allows the user to view the Completion certificate of the learner



NOTE:

- *In case of a license is not redeemed, the revoked license can be used to reassign*
- *In the case, the 'Assignment Status' is "In Progress", the license can be revoked but cannot be reassigned*
- *In case, the 'Assignment Status' is 'Completed', the license cannot be revoked*
- *In case, the user has completed the course the "View eCard" and the "View Completion Certificate" is displayed under the action button.*

WI: License Management – Re-assigning License to a Learner

1. Login to NRP Learning Platform.
2. Click the “License Management” tab.



NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on the “View Assignments” option provided in the list under the Action column.
4. Click on the “Re-assign License” option provided in the list under the Action column.

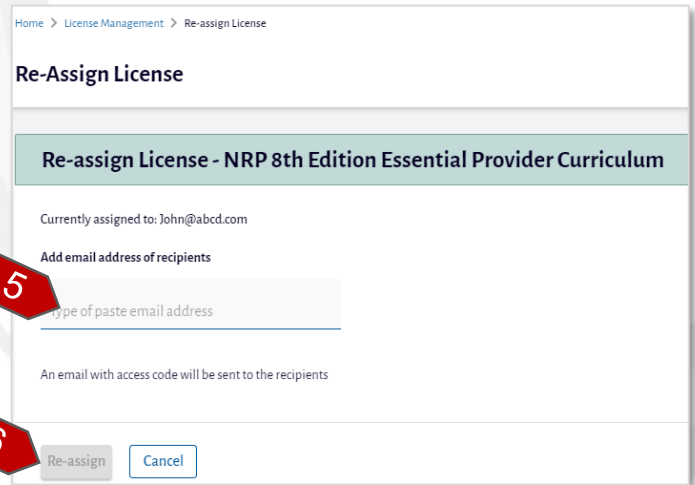
| Your Licenses | | | | | | | |
|---|-------------|-----------|--------------|--------------|----------------|--------|--|
| OrderID | Title | Available | Assignments | Usage | Total Purchase | Action | |
| NRP 8th Edition Essentials Provider ... | Certificate | Self | Aug 27, 2021 | N/A | N/A | ⋮ | |
| NRP 8th Edition Essentials Provider ... | Certificate | Self | Sep 28, 2021 | N/A | | ⋮ | |
| NRP 8th Edition Essentials Provider ... | eCard | Self | Sep 28, 2021 | Sep 30, 2023 | Sep 30, 2023 | ⋮ | |
| NRP 8th Edition Essentials Provider ... | eCard | Self | Sep 29, 2021 | Sep 30, 2023 | Sep 30, 2023 | ⋮ | |
| NRP 8th Edition Essentials Provider ... | Certificate | Self | Oct 29, 2021 | N/A | N/A | ⋮ | |



| <input type="checkbox"/> | NRP Global ID | Email Address | Assigned Date | Activation Date | Completion Date | Access Code Status | Assignment Status | Action |
|--------------------------|---------------|--------------------------|---------------|-----------------|-----------------|--------------------|-------------------|--------|
| <input type="checkbox"/> | N/A | hjk78@mailinator.com | 03/11/2021 | 03/11/2021 | 03/11/2021 | Not Redeemed | N/A | ⋮ |
| <input type="checkbox"/> | N/A | samdemo65@mailinator.com | 03/11/2021 | 03/11/2021 | 03/11/2021 | Redeemed | In Progress | ⋮ |
| <input type="checkbox"/> | 8AB-0512 | bagramin00@yopmail.com | 03/11/2021 | 03/11/2021 | 03/11/2021 | Redeemed | Completed | ⋮ |
| <input type="checkbox"/> | N/A | airtel@mailinator.com | 03/11/2021 | 03/11/2021 | 03/11/2021 | Revoked | N/A | ⋮ |



5. Enter the “email address” of the learner.
6. Click on the “Re-assign” button.

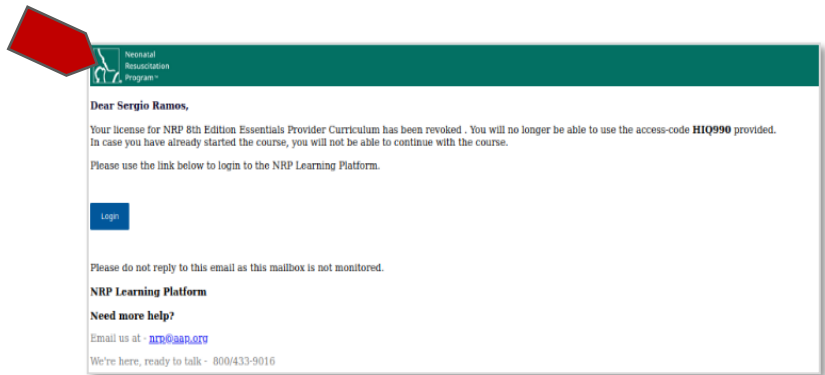


A green bar at the top of the page indicates that the license has been re-assigned successfully.

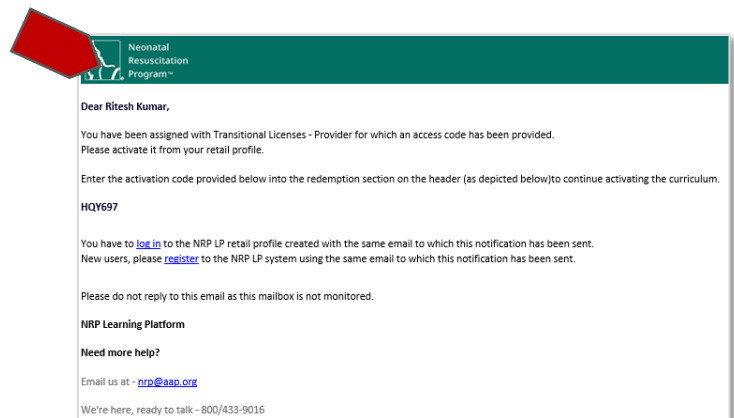


NOTE:

- *Example Email – Unrolled from the course*



- *Example Email – Assigned Course*



END OF INSTRUCTIONS



WI: License Management – Revoking License of a Learner

1. Login to NRP Learning Platform.
2. Click the “License Management” tab.



NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on the “View Assignments” option provided in the list under the Action column.

| Your Licenses | | | | | | | |
|---|-------------|-----------|--------------|--------------|----------------|--------|--|
| OrderID | Title | Available | Assignments | Usage | Total Purchase | Action | |
| NRP 8th Edition Essentials Provider ... | Certificate | Self | Aug 27, 2021 | N/A | N/A | ⋮ | |
| NRP 8th Edition Essentials Provider ... | Certificate | Self | Sep 28, 2021 | N/A | | ⋮ | |
| NRP 8th Edition Essentials Provider ... | eCard | Self | Sep 28, 2021 | Sep 30, 2023 | Sep 30, 2023 | ⋮ | |
| NRP 8th Edition Essentials Provider ... | eCard | Self | Sep 29, 2021 | Sep 30, 2023 | Sep 30, 2023 | ⋮ | |
| NRP 8th Edition Essentials Provider ... | Certificate | Self | Oct 29, 2021 | N/A | N/A | ⋮ | |



4. Click on the “Revoke License” option provided in the list under the Action column.



5. Click on the “Revoke” button.





Revoke License

Revoke license assigned to ***ritesh.kumar99@yopmail.com*** ?

This license will be credited back to your **transitional License account**.

5

A green bar at the top of the page indicates that the license has been revoked successfully.

The license for **eturingan@yopmail.com** has been successfully revoked.

NOTE:

- *In case of a license is not redeemed, the revoked license can be used to reassign*
- *In the case, the 'Assignment Status' is "In Progress", the license can be revoked but cannot be reassigned*
- *In case, the 'Assignment Status' is 'Completed', the license cannot be revoked*

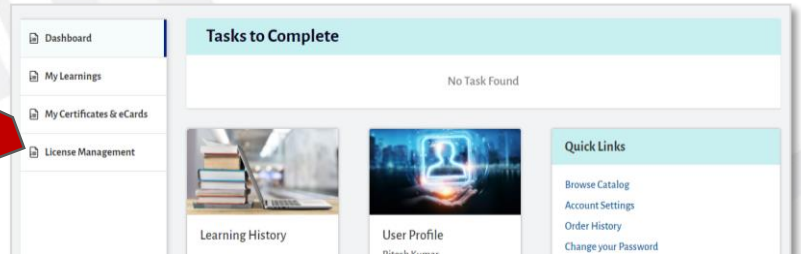
END OF INSTRUCTIONS



WI: License Management – Downloading the records of all the Users through ‘Select Action’

1. Login to NRP Learning Platform.

2. Click the “License Management” tab.



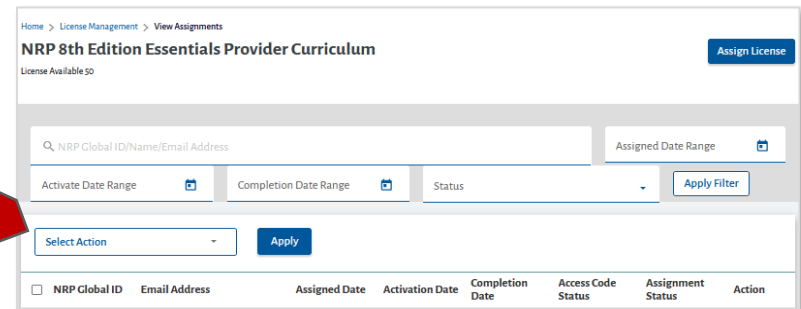
NOTE: By default, Dashboard -> “Tasks to Complete” tile appears.

3. Click on the “View Assignments” option provided in the list under the Action column.



| Your Licenses | | | | | | | |
|---|-------------|-----------|--------------|--------------|----------------|--------|--|
| OrderID | Title | Available | Assignments | Usage | Total Purchase | Action | |
| NRP 8th Edition Essentials Provider ... | Certificate | Self | Aug 27, 2021 | N/A | N/A | ⋮ | |
| NRP 8th Edition Essentials Provider ... | Certificate | Self | Sep 28, 2021 | N/A | | ⋮ | |
| NRP 8th Edition Essentials Provider ... | eCard | Self | Sep 28, 2021 | Sep 30, 2023 | Sep 30, 2023 | ⋮ | |
| NRP 8th Edition Essentials Provider ... | eCard | Self | Sep 29, 2021 | Sep 30, 2023 | Sep 30, 2023 | ⋮ | |
| NRP 8th Edition Essentials Provider ... | Certificate | Self | Oct 29, 2021 | N/A | N/A | ⋮ | |

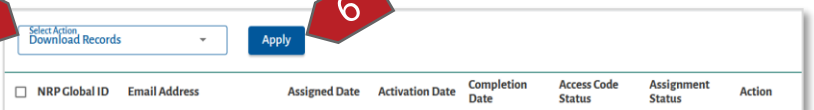
4. Click on the “Select Action” drop-down menu.



5. Select the “Download Records” option.



6. Click on the “Apply” button for exporting the user(s) details to a CSV file.



NOTE: The ‘Download Records’ option exports the search results.





A CSV file with the user(s) details is downloaded.



| A | B | C | D | E | F | G | H |
|---------------|------|---------------|---------------------|------|-------------|-----------|--------|
| NRP Global Id | Name | Email Address | Organisation/Retail | Rank | Rank Expiry | Job Title | Status |

END OF INSTRUCTIONS



Events (Only for Instructors & IMs)

The “Events” menu shows the list of all the events on the NRP Learning Platform. A new event can be added. Actions can be performed on a single event. The events can be searched/filtered, and the resulting columns can be sorted.

The “Events” menu has two submenu – “Current Events” and “7th Edition Events”.

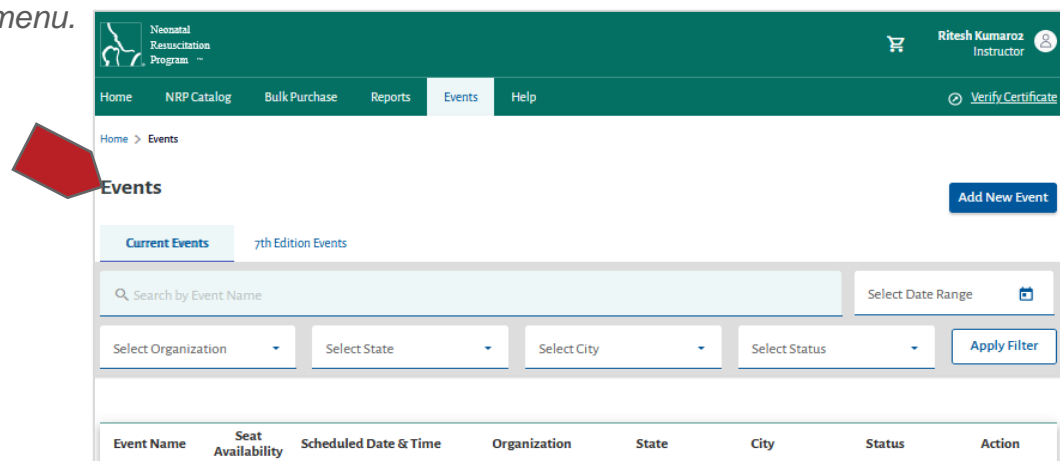
The ‘Events’ menu columns:

- Event Name – The name of the event created by the user
- Seat Availability – The number of seats available in the event
- Scheduled Date & Time – The date & Time of the event being scheduled
- Organization – The name of the organization
- State – The state name of the event being scheduled
- City – The city name of the event being scheduled
- Status – The status of the event, either Active, Scheduled, Draft, Cancelled or Completed
- Action – An action button to perform actions on the user

Following indications are used to display the status of the events:

- Scheduled – An event status is displayed as ‘Scheduled’ once it has been published by the NRP LP Implementer/ Instructor / Instructor Mentor
- Draft – An event will be marked as ‘Draft’ state if the user has saved it without publishing
- Active – An event is marked as ‘Active’ when the ‘Scheduled’ event commences
- Completed – An event is marked as ‘Completed’ when the user completes grading of all the students
- Cancelled – An event is marked as ‘Cancelled’ when the user cancels it post scheduling

NOTE: Only 7th Edition Events with Completed status have been migrated to “7th Edition Events” sub-menu.



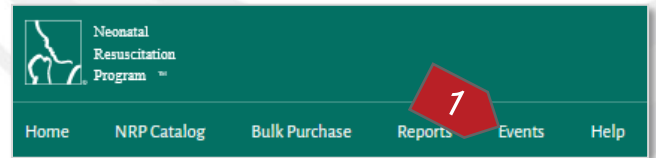
The screenshot displays the 'Events' page in the NRP Learning Platform. The top navigation bar includes 'Home', 'NRP Catalog', 'Bulk Purchase', 'Reports', 'Events', and 'Help'. The 'Events' page has two sub-menus: 'Current Events' and '7th Edition Events'. A search bar is present with the text 'Search by Event Name'. Below the search bar are four dropdown menus for 'Select Organization', 'Select State', 'Select City', and 'Select Status', along with an 'Apply Filter' button. At the bottom, a table header is visible with columns: 'Event Name', 'Seat Availability', 'Scheduled Date & Time', 'Organization', 'State', 'City', 'Status', and 'Action'. A red arrow points to the 'Events' menu item in the top navigation bar.

WI: Events – Adding New Event

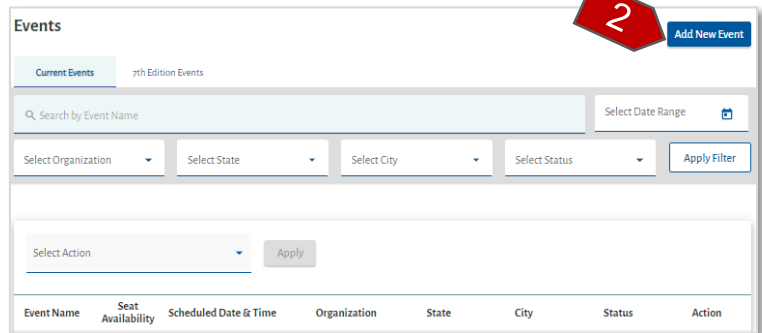
NOTE:

- The user having the NRP LP Implementer role; and Instructor & Instructor Mentor (IM) rank can add an event.
- The ‘Add Event’ activity is also the part of IR Curriculum wherein only the events with Instructor Mentor will be listed.

1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.

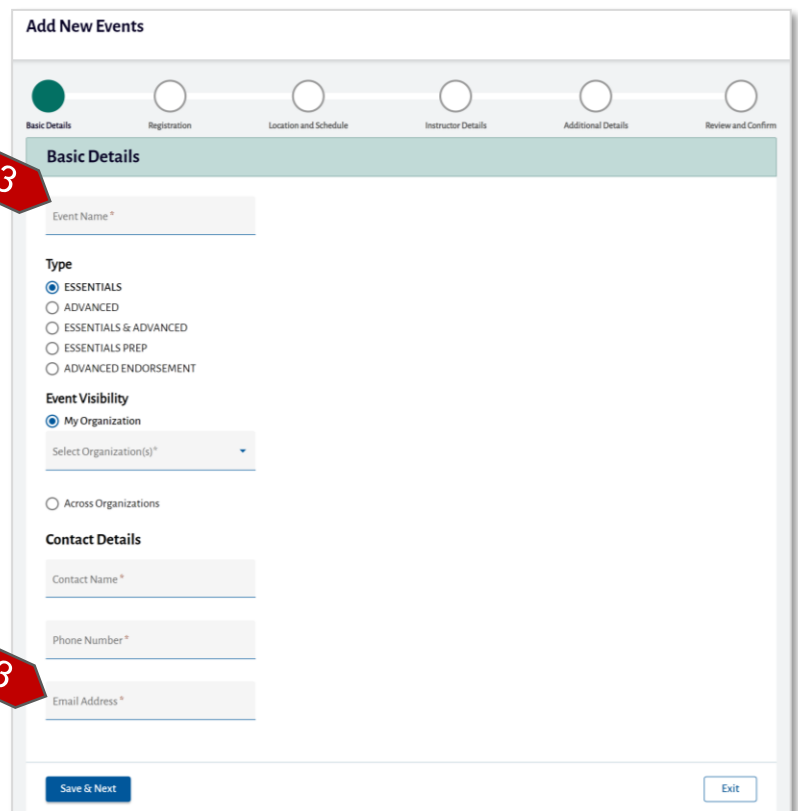


2. Click on the “Add New Event” button.



3. Enter the following details in Basic Details section of “Add New Events” page and click on the “Save & Next” button:

- Event Name – The name of an event
- Organization Name (optional) – The name of the Organization the user belongs
- Type – Either Essentials / Advanced / Essentials & Advanced
- Event Visibility – Either My Organization / Across Organizations
- Select Organization(s) – The name of the





Organization the user belongs

NOTE: The “Select Organization(s)” option is displayed only when “My Organization” option is selected from ‘Event Visibility’ field.

- Select Organization(s) – The name of the Organization the user belongs

NOTE: The “Select Organization(s)” option is displayed only when “My Organization” option is selected from ‘Event Visibility’ field.

- Contact Name – The name of the contact person who can assist with event details
- Phone Number – The phone number of the contact person who can assist with event details
- Email Address – The email address of the contact person who can assist with event details

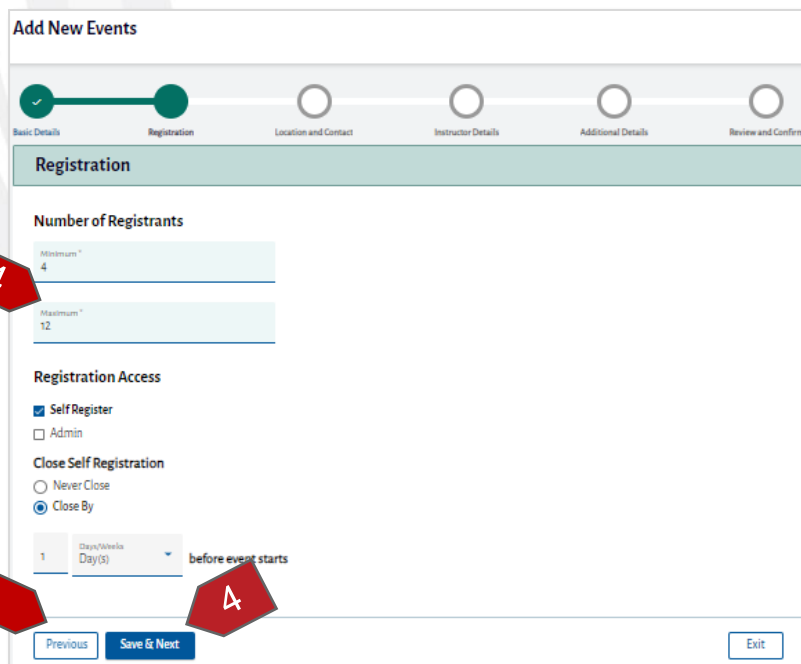
NOTE:

- *The Events (once published) are visible only to the students associated with the specific organization(s) chosen in the “My Organization” field.*
- *The Events (once published) are visible to all the students on the platform when “Across Organization” field is chosen.*
- *The event details are saved & the user is navigated to Event listing page along with the event in Draft status, by clicking on the “Exit” button.*



4. Enter the following details in 'Registration' section of "Add New Events" page and click on the "Save & Next" button:

- Number of Registrants – Minimum & Maximum number of registrants allowed in an event
- Registration Access – Either Self Register or Admin
- Close Self Registration (appears only when the user has selected 'Self Register' in Registration Access option) – Either 'Never Close' (default) or 'Close By days'
- Days/Weeks before event starts (appears only when the user selects "Close By" in Close Self Registration option) – The number of days or weeks the self-registration needs to be closed before an event start



NOTE: The user can use the "Previous" button to navigate back to an Event creation wizard.



NRP LP User (Individual/Global Account) Guide Events (Only for Instructors & IMs)



5. Enter the following details in Location Details & Schedule section of “Add New Events” page and click on the “Save & Next” button:

- Location Name – The name of the location where an event is going to be held
- Address Line 1 – The address of an event going to be held
- Address Line 2 (optional) – An additional address details if the user wishes to enter
- City – The city where an event is going to be held
- State / Province – The state/province where an event is going to be held
- Zip code – The zip code where an event is going to be held
- Schedule – Event Date, Start Time & End Time

6. Click on “Add Instructor” button Instructors/IMs (at least one is mandatory).

NOTE:

- The “Add Instructor / Mentor” popup is displayed, wherein the user can search for

| Instructor Name | Email Address | Instructor Rank | Action |
|-----------------|-----------------------------|-----------------|--------|
| Inst | instructorqa@mailinator.com | INSTRUCTOR | |

NRP LP User (Individual/Global Account) Guide Events (Only for Instructors & IMs)

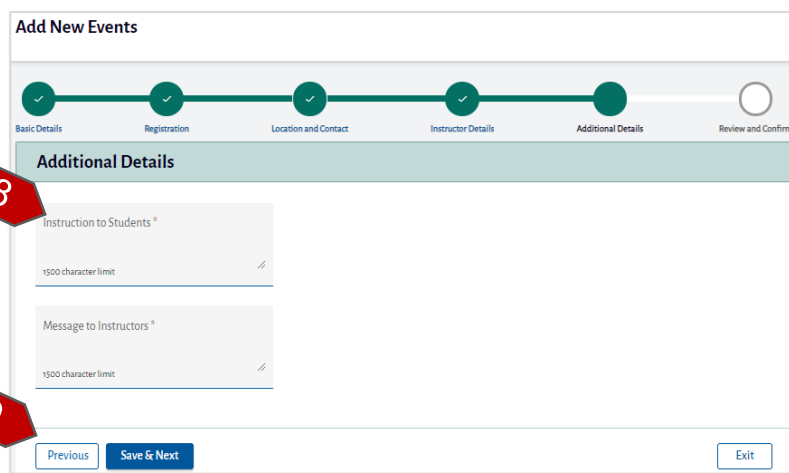
other Instructors / IMs who have registered on the NRP Learning Platform. Select the user and click on “Add” button in the popup.

- The AAP recommended ratios for Instructor to Student is 1:4 and Instructor Mentor to Instructor Candidate is 1:1.

7. Click on the “Save & Next” button.

8. Enter the following details in Additional Details section of “Add New Events” page:

- Instruction to Students – The detailed instructions of an event to the students
- Message to Instructors – The message to Instructors/IM who have been added to an event



9. Click on the “Save & Next” button.

NRP LP User (Individual/Global Account) Guide Events (Only for Instructors & IMs)



10. Review all the details entered while creating an event and click on the “Publish Event” button.

Review and Confirm

Basic Information

Event Name
Essentials II Advanced ILE Mr. Rathod

Organization Name

Type
Essentials II Advanced

Event Visibility
Across Organization

Schedule Date
Jun 8th, 2021

Schedule Time
Start Time - 4:00 AM IST
End Time - 6:00 AM IST

Registration

Number of registrants

Minimum Seats
4

Maximum Seats
12

Registration Access
Admin

Location and Contact

Organization Name

Country
United States

Street Address 1
Abc

Street Address 2

State
Alabama

Contact Details

Contact Name
PQR

Phone
234567890

Email Address
PQR@Mailinator.Com

Instructor Details

| Instructor Name | Email Address | Instructor Rank |
|-----------------|-----------------------------|-----------------|
| qp aa list | instructorqp@mailinator.com | INSTRUCTOR |

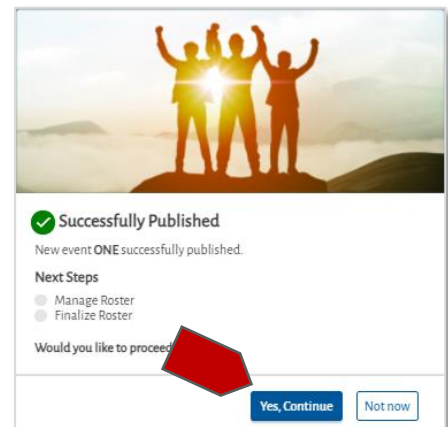
Additional Information

Instructions to Students
abcd

Instructions to Instructors

Previous Publish Event Exit

The ‘Successfully Published’ popup message is displayed.

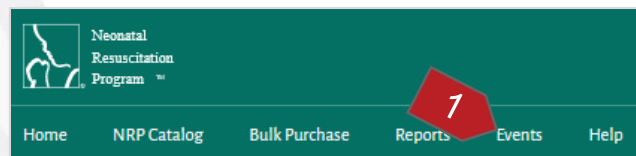


END OF INSTRUCTIONS



WI: Events – Searching/Filtering the Events

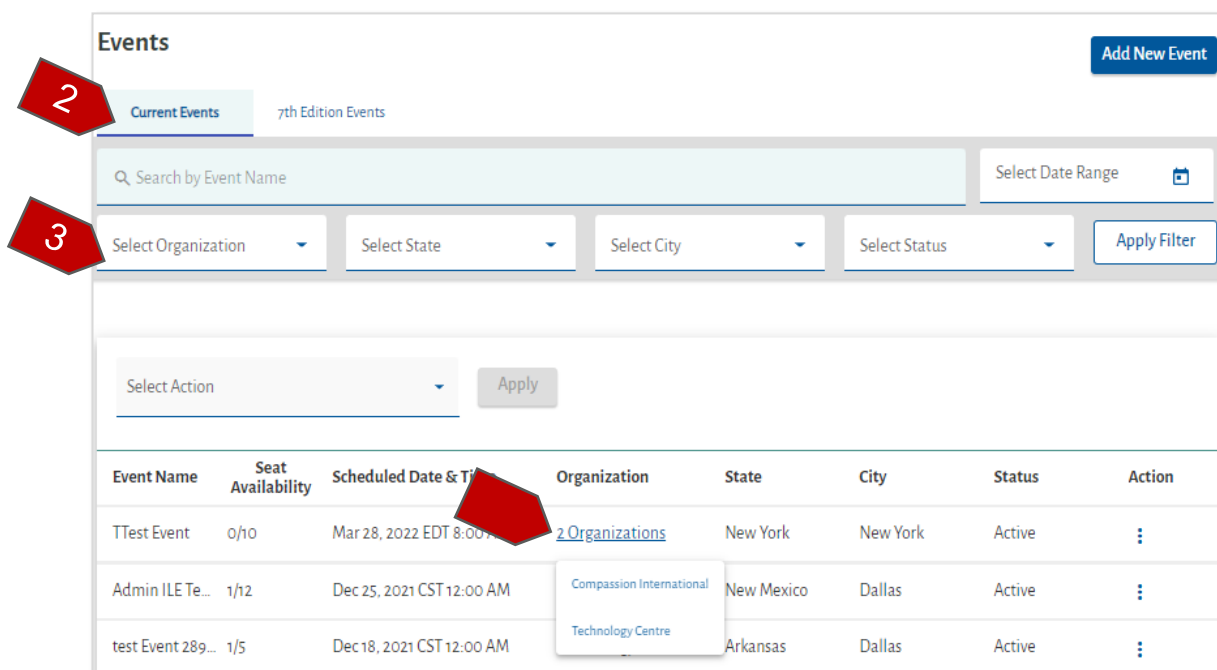
1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.



2. Click on the “Current Events” or “7th Edition Events” sub-menu.

NOTE: By default, the “Current Events” page is displayed.

3. Enter part of a search term Event Name (minimum 3 characters or more) and/or select an Organization or ‘All Organizations’, and/or select State, and/or select City and/or select a Status and click on the “Apply Filter” button. The list of events will update based on the search criteria. Click on the “Clear Filter” button to return to the default view.



| Event Name | Seat Availability | Scheduled Date & Time | Organization | State | City | Status | Action |
|-------------------|-------------------|---------------------------|--------------------------|------------|----------|--------|--------|
| TTest Event | 0/10 | Mar 28, 2022 EDT 8:00 AM | 2 Organizations | New York | New York | Active | ⋮ |
| Admin ILE Te... | 1/12 | Dec 25, 2021 CST 12:00 AM | Compassion International | New Mexico | Dallas | Active | ⋮ |
| test Event 289... | 1/5 | Dec 18, 2021 CST 12:00 AM | Technology Centre | Arkansas | Dallas | Active | ⋮ |

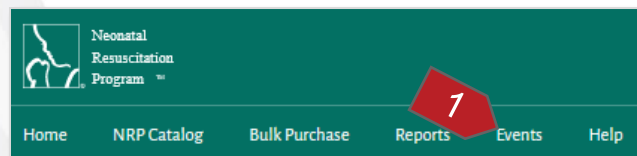
NOTE:

- The “Clear Filter” button appears only post clicking the “Apply Filter” button.
- In case, the user is associated with more than one organization, then the organization names are displayed on clicking the ‘Organization’ column value along with the number of organizations.

END OF INSTRUCTIONS

WI: Events – Sorting the Events

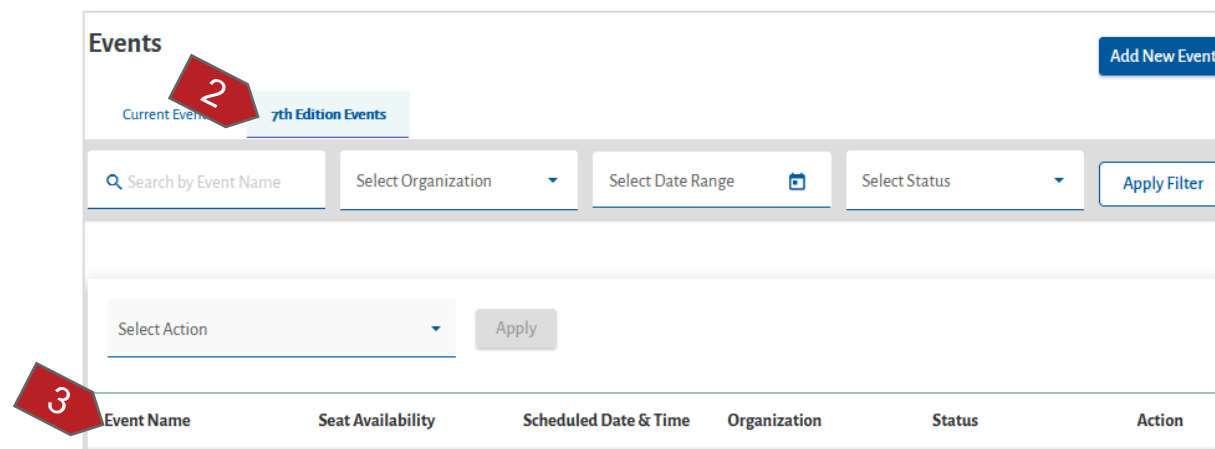
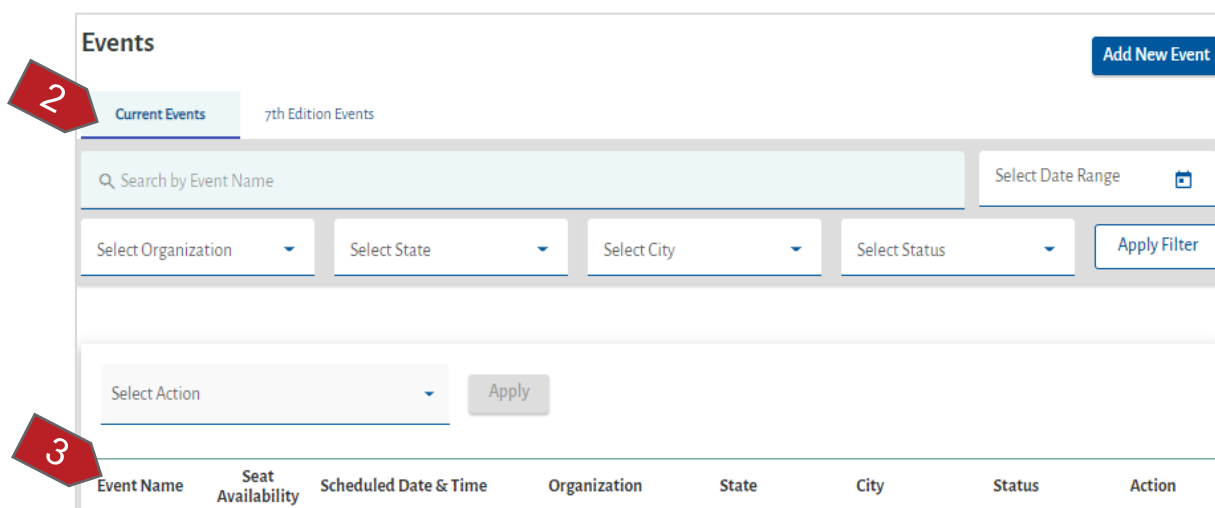
1. From the NRP LP User interface, click on the “Organizations” heading in the top menu bar.



2. Click on the “Current Events” or “7th Edition Events” sub-menu.

NOTE: By default, the “Current Events” page is displayed.

3. The Events list can be sorted alphabetically by clicking the column headings.

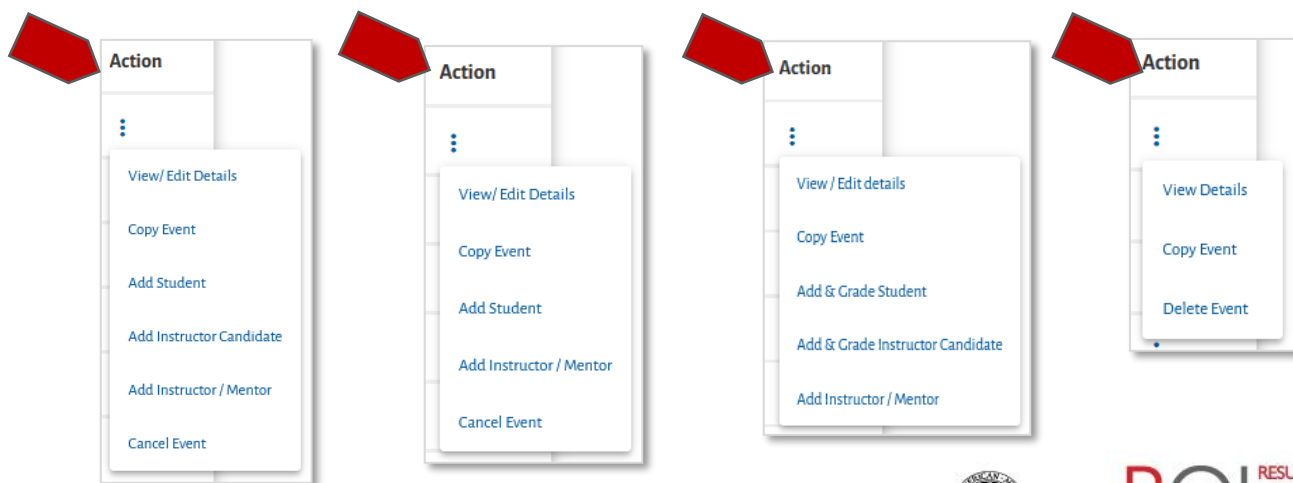


END OF INSTRUCTIONS

Events – Action on the Created Events

The Action button (the three dots under the Actions column) opens a menu to perform actions on the events, including:

- View/Edit Details – Allows the user to view or edit the details of an added event or completed event
- *View Details* - Allows the user to view the details of cancelled event
- Copy Event – Allows the user to copy the existing event details and schedule with a different time & location
- Add Student – Allows the user to add student(s) to an event
- Add Instructor Candidate – Allows the user to add instructor candidate(s) to an event
- Cancel Event – Allows the user to cancel the added event
- Resume – Allows the user to resume an event
- Delete Event – Allows the user to delete an event
- Finalize Roster – Allows the user to finalize the roster of the passed event
- Grade Student – Allows the user to grade the students according to the performance of the student who has completed an event
- Add Instructor Candidate – Allows the user to add the Instructor Candidate to an event
- Add & Grade Student – Allow the user to add & grade student to a completed event
- Add & Grade Instructor Candidate – Allow the user to add & grade instructor candidate to a completed event
- Add Instructor / Mentor - Allow the user to add Instructor or Instructor Mentor to an event



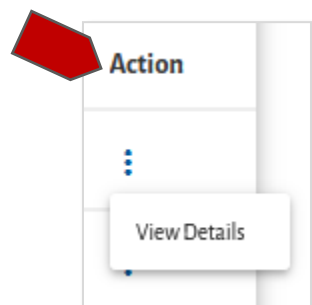
NOTE:

- *View/Edit Details, Add Student, Cancel Event options are available to the events that is in Scheduled or Active (only until roster is finalized) statuses or Completed status*
- *View Details option is available to the events that is in cancelled status*
- *Finalize Roster option is available to the events that is in Active status*
- *Copy Event option is available to the events that is in all the statuses*
- *Add and Grade Students option is available to the events that is in completed status*
- *Add and Grade Instructor Candidate option is available to the events that is in completed status*
- *Delete Event option is available to the events that is in Draft status*
- *Add Instructor Candidate is available to the events that is in Scheduled or Active (only until roster is finalized) statuses and has Instructor Mentor in the event*
- *Add Instructor / Mentor option is available to the events that is in Active, Schedule or Completed (Within 90 days) status*

Events – Action on the 7th Edition Events

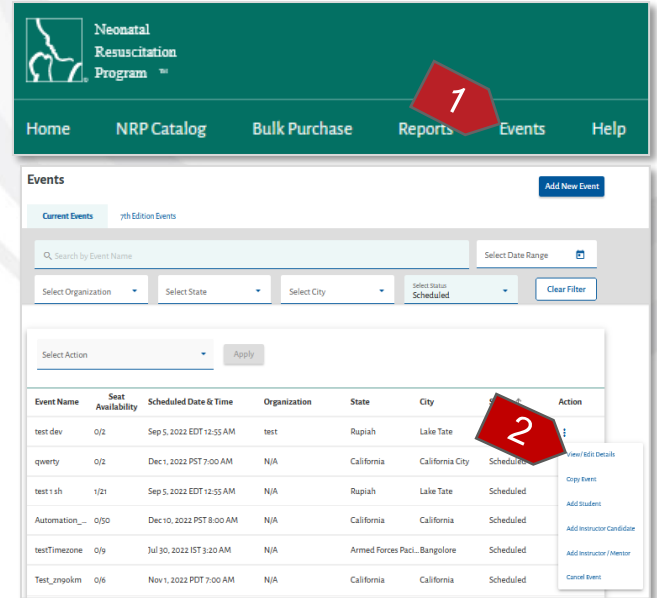
The Action button (the three dots under the Actions column) opens a menu to perform actions on the events, including:

- View Details – Allows the user to view the details of an added event on the 7th Edition Platform



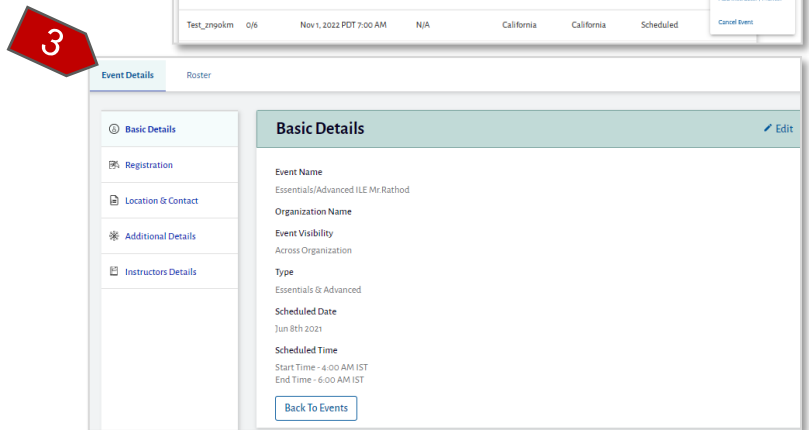
WI: Events – Viewing/Editing Details of an Event

1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.
2. Click on the three dots Action button for the Event and select “View/Edit Details” option.



The screenshot shows the top navigation bar with 'Home', 'NRP Catalog', 'Bulk Purchase', 'Reports', 'Events', and 'Help'. The 'Events' menu item is highlighted with a red arrow labeled '1'. Below the navigation bar, the 'Events' section is displayed, showing a search bar and filters. A table of events is shown with columns for Event Name, Seat Availability, Scheduled Date & Time, Organization, State, City, and Action. A red arrow labeled '2' points to the 'View/Edit Details' button in the Action column for the first event.

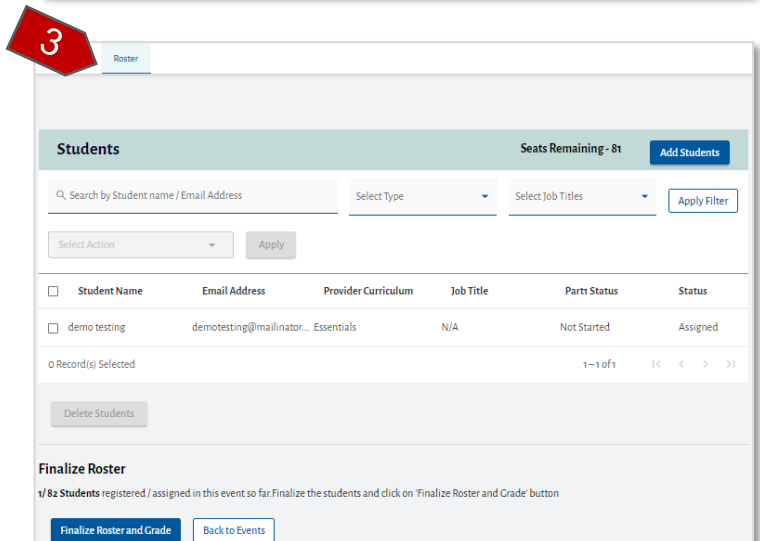
3. Navigate to either tabs (Event Details or Roster) followed by sub-tabs accordingly to view/edit and click on the “Edit” link to modify the information:



The screenshot shows the 'Event Details' page. A red arrow labeled '3' points to the 'Event Details' tab. The page is divided into two main sections: 'Basic Details' and 'Registration'. The 'Basic Details' section includes fields for Event Name, Organization Name, Event Visibility, Type, Scheduled Date, and Scheduled Time. An 'Edit' link is visible in the top right corner of the 'Basic Details' section.

- Event Details
 - Basic Details
 - Registration
 - Location & Contact
 - Additional Details
 - Instructors Details

- Roster
 - Add Students
 - Delete Students
 - Finalize Roster and Grade

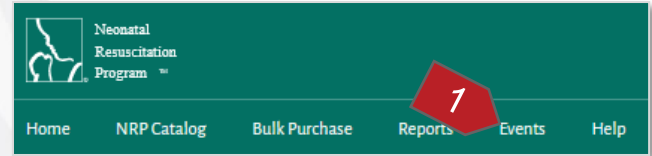


The screenshot shows the 'Roster' page. A red arrow labeled '3' points to the 'Roster' tab. The page displays a table of students with columns for Student Name, Email Address, Provider Curriculum, Job Title, Part Status, and Status. There are buttons for 'Add Students', 'Delete Students', and 'Finalize Roster and Grade'.

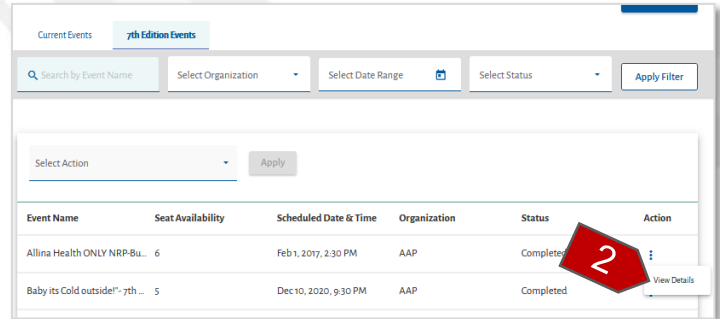
END OF INSTRUCTIONS

WI: Events – Viewing Details of a 7th Edition Event

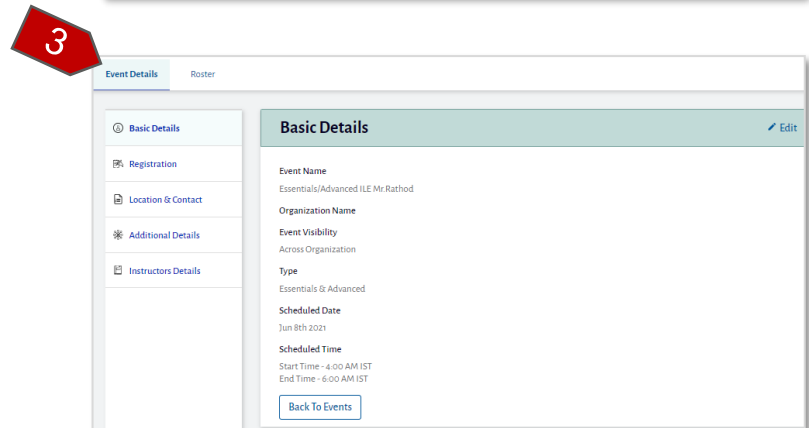
1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.



2. Click on the three dots Action button for the Event and select the “View Details” option.

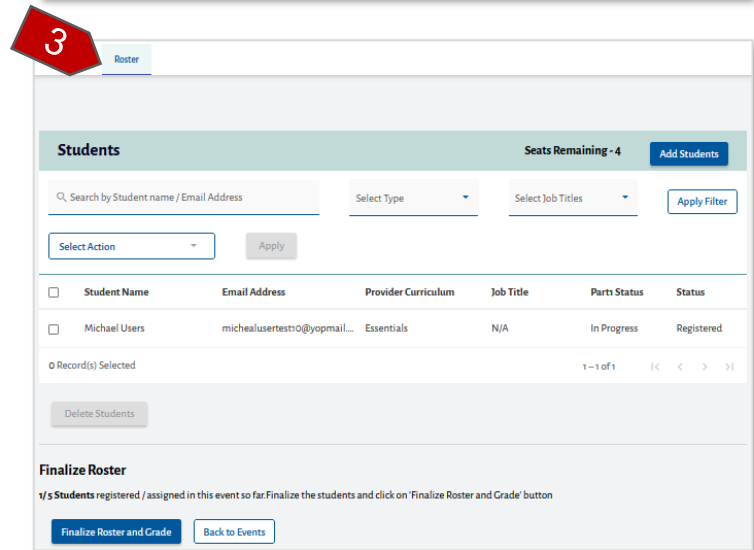


3. Navigate to either tabs (Event Details or Roster) followed by sub-tabs accordingly to view and click on the “Edit” link to modify the information:



- Event Details
 - Basic Details
 - Registration
 - Location & Contact
 - Additional Details
 - Instructors Details

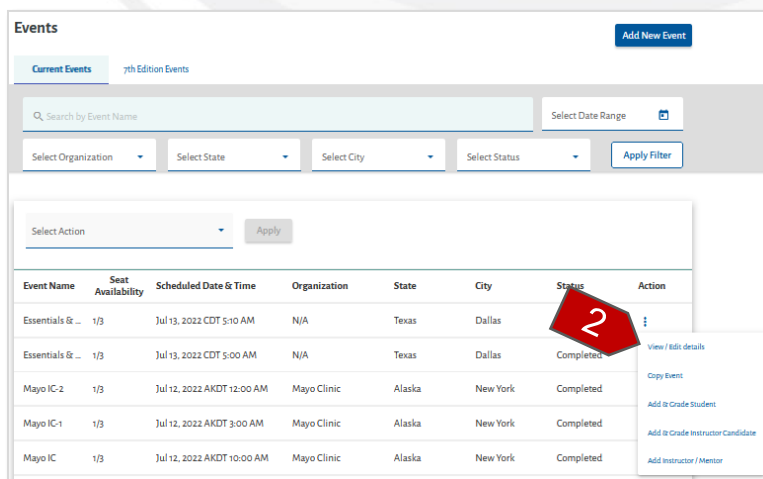
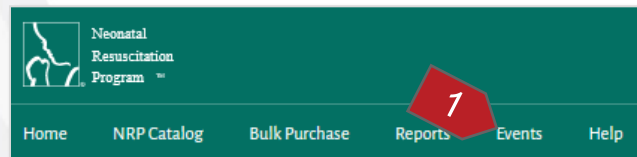
- Roster



END OF INSTRUCTIONS

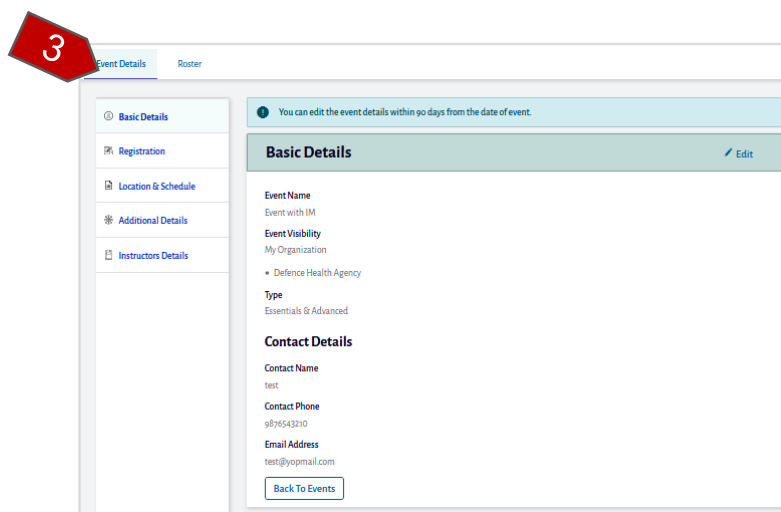
WI: Events – Viewing/Editing Details of the Completed Event

- From the NRP LP User interface, click on the “Events” heading in the top menu bar.
- Click on the three dots Action button for the Event and select “View/Edit Details” option.



- Navigate to either tabs (Event Details or Roster) followed by sub-tabs accordingly to view/edit the details of the completed event:

- Event Details
 - Basic Details
 - Registration
 - Location & Contact(view only)
 - Additional Details(View only)
 - Instructors Details



NRP LP User (Individual/Global Account) Guide Events (Only for Instructors & IMs)



- Roster
 - Add & Grade Instructor Candidate
 - Add & Grade Students

3

| Instructor Candidate Name | Email Address | Result |
|---|---------------|--------|
| No instructor candidate registered yet. Click here to add manually. | | |

| Student Name | Email Address | Provider Curriculum | Job Title | Part Status | Result |
|--------------|-----------------------|---------------------|-----------|-------------|--------|
| Nadine Good | goody0@mailinator.com | Essentials | N/A | Not Started | Fail |

NOTE:

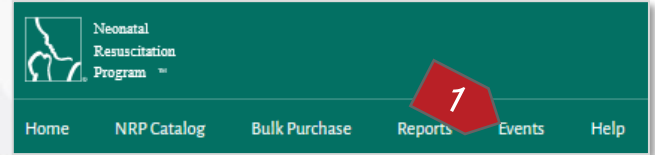
- Completed events can be edited within 90 days from the date of event.
- Students or Instructor Candidates can be added and graded to an event within 90 days from date of event.

END OF INSTRUCTIONS

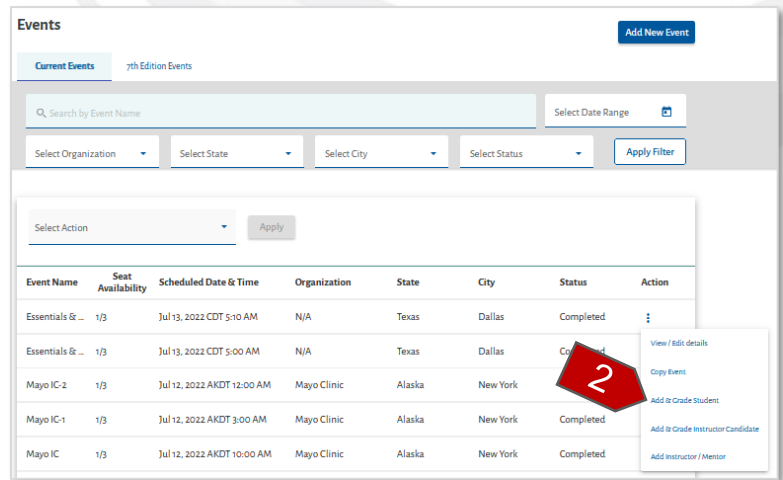


WI: Events – Adding & Grading students to Completed Event

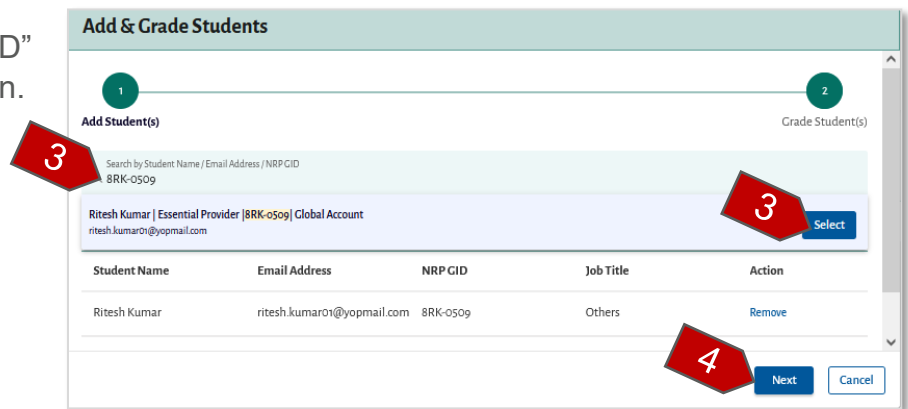
1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.



2. Click on the three dots Action button for the Event and select the “Add and Grade Students” option.



3. Search the student by “Name/Email Address/NRPGID” and click on the “Select” button.



4. Click on the “Next” button on Add & Grade Students popup.

NOTE: Alternatively, the Add and Grade Students popup page can be reached by navigating through “View / Edit Details” option, select “Roster” subtab and click on “Add & Grade Students” button.

NRP LP User (Individual/Global Account) Guide Events (Only for Instructors & IMs)



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5. Select “Pass or Fail” option in action column and click on “Submit Result” button.

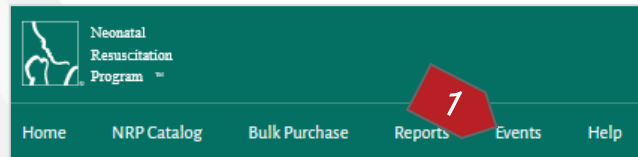
| Student Name | Email Address | NRP GID | Job Title | Action |
|--------------|----------------------------|----------|-----------|--|
| Rabhi kabhi | Rabhikabhi@yopmail.com | 8RK-0502 | Nutritian | <input checked="" type="radio"/> Pass <input type="radio"/> Fail |
| Ritesh Kumar | ritesh.kumar01@yopmail.com | 8RK-0509 | Others | <input type="radio"/> Pass <input checked="" type="radio"/> Fail |

END OF INSTRUCTIONS

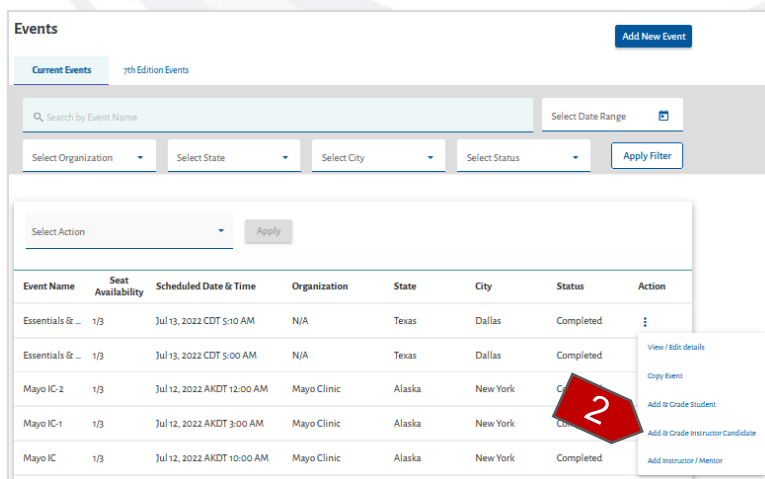


WI: Events – Adding & Grading Instructor Candidate to Completed Event

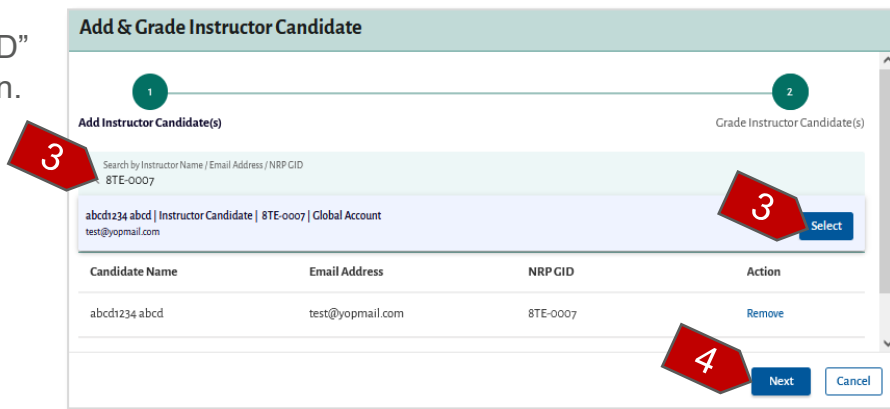
1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.



2. Click on the three dots Action button for the Event and select the “Add and Grade Instructor Candidate” option.



3. Search the student by “Name/Email Address/NRPGID” and click on the “Select” button.



4. Click on the “Next” button on Add & Grade Instructor Candidate popup.

NOTE: Alternatively, the Add and Grade Instructor Candidate popup page can be reached by navigating through “View / Edit Details” option, select “Roster” subtab and click on “Add & Grade Instructor Candidate” button.

NRP LP User (Individual/Global Account) Guide Events (Only for Instructors & IMs)



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5. Select “Pass or Fail” option in action column and click on “Submit Result” button.

| Candidate Name | Email Address | NRP GID | Action |
|----------------|------------------|----------|--|
| abcd1234 abcd | test@yopmail.com | 8TE-0007 | <input checked="" type="radio"/> Pass <input type="radio"/> Fail |

1 - 1 of 1 |< < > >|

Please check the grading before submitting. Instructor Candidates will be notified upon submitting the result.

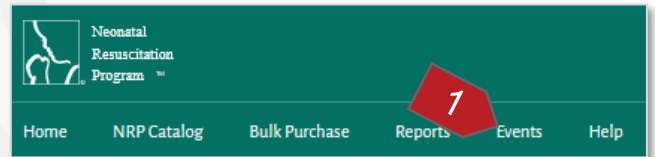
Previous Submit Result Cancel

END OF INSTRUCTIONS

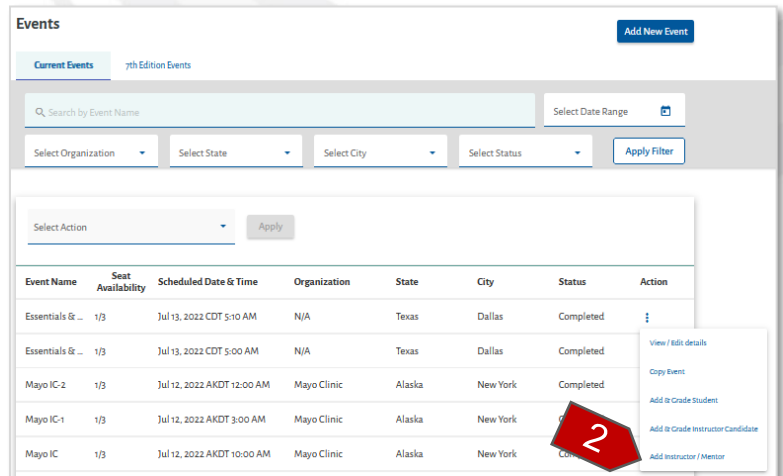


WI: Events – Adding Instructor / Mentor to Event

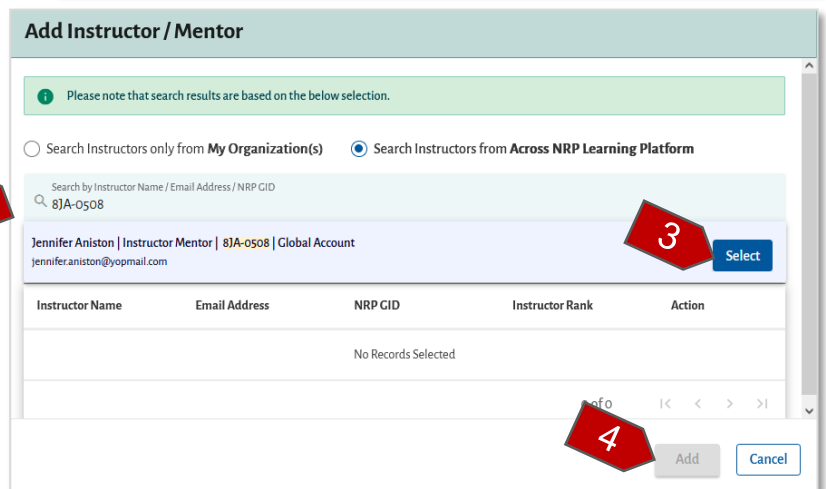
1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.



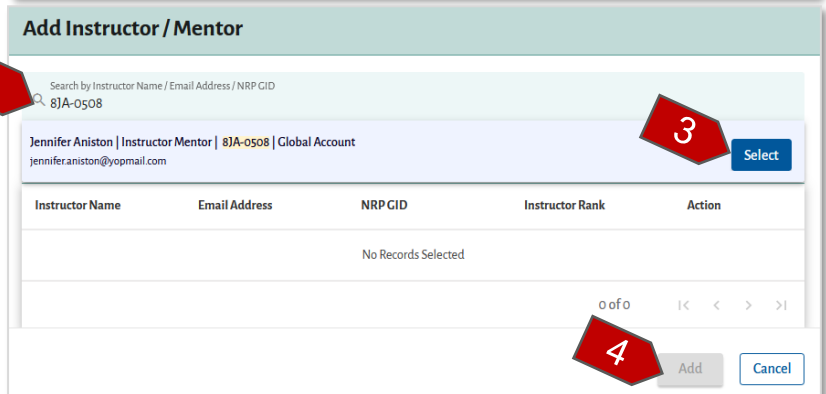
2. Click on the three dots Action button for the Event and select the “Add Instructor / Mentor” option.



3. Search the student by “Name/Email Address/NRPGID” and click on the “Select” button.



4. Click on the “Add” button on Add Instructor / Mentor popup.



NRP LP User (Individual/Global Account) Guide Events (Only for Instructors & IMs)



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NOTE:

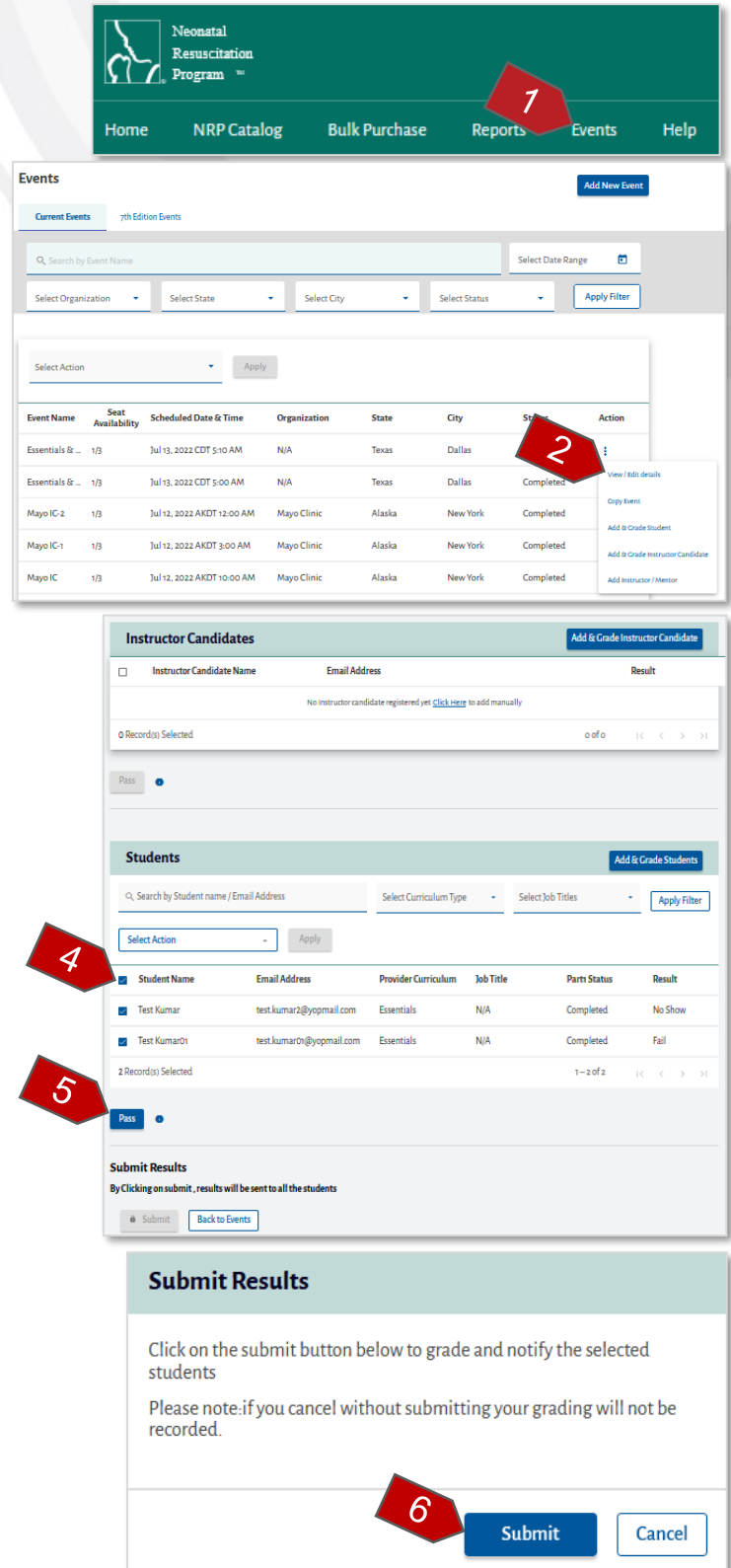
- *Alternatively, the Add Instructor / Mentor popup page can be reached by navigating through “View / Edit Details” option, select “Instructor Details” subtab and click on “Add Instructor” button.*
- *The “Search instructors only from **My Organization(s)**” and “Search instructors from **Across NRP Learning Platform**” option is available for the events created for specific organization(s).*

END OF INSTRUCTIONS



WI: Events – Grading Students (Fail or No Show) of a Completed Event

1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.
2. Click on the three dots Action button for the Event and select the “View/Edit Details” option.
3. Select the “Roster” sub-menu.
4. Select the students with “Fail” or “Now Show” result.
5. Click on the “Pass” button.
6. Click on the “Submit” button on ‘Submit Result’ popup page.



Events Add New Event

Current Events 7th Edition Events

Search by Event Name Select Date Range

Select Organization Select State Select City Select Status Apply Filter

Select Action Apply

| Event Name | Seat Availability | Scheduled Date & Time | Organization | State | City | Status | Action |
|------------------|-------------------|----------------------------|--------------|--------|----------|-----------|-----------------------------------|
| Essentials @ ... | 1/3 | Jul 13, 2022 CDT 5:10 AM | N/A | Texas | Dallas | Completed | ⋮ |
| Essentials @ ... | 1/3 | Jul 13, 2022 CDT 5:00 AM | N/A | Texas | Dallas | Completed | View / Edit details |
| Mayo IC-2 | 1/3 | Jul 12, 2022 AKDT 12:00 AM | Mayo Clinic | Alaska | New York | Completed | Copy Event |
| Mayo IC-1 | 1/3 | Jul 12, 2022 AKDT 3:00 AM | Mayo Clinic | Alaska | New York | Completed | Add to Grade Student |
| Mayo IC | 1/3 | Jul 12, 2022 AKDT 10:00 AM | Mayo Clinic | Alaska | New York | Completed | Add to Grade Instructor Candidate |
| | | | | | | | Add Instructor / Mentor |

Instructor Candidates Add & Grade Instructor Candidate

Instructor Candidate Name Email Address Result

No instructor candidate registered yet [Click here](#) to add manually

0 Record(s) Selected 0 of 0

Pass

Students Add & Grade Students

Search by Student name / Email Address Select Curriculum Type Select Job Titles Apply Filter

Select Action Apply

| Student Name | Email Address | Provider Curriculum | Job Title | Part Status | Result |
|--|--------------------------|---------------------|-----------|-------------|---------|
| <input checked="" type="checkbox"/> Test Kumar | test.kumar2@yopmail.com | Essentials | N/A | Completed | No Show |
| <input checked="" type="checkbox"/> Test Kumar01 | test.kumar01@yopmail.com | Essentials | N/A | Completed | Fail |

2 Record(s) Selected 1 - 2 of 2

Pass

Submit Results
By clicking on submit, results will be sent to all the students

Submit Results

Click on the submit button below to grade and notify the selected students

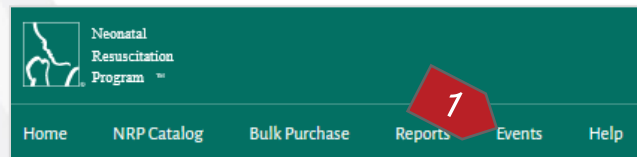
Please note: if you cancel without submitting your grading will not be recorded.

END OF INSTRUCTIONS

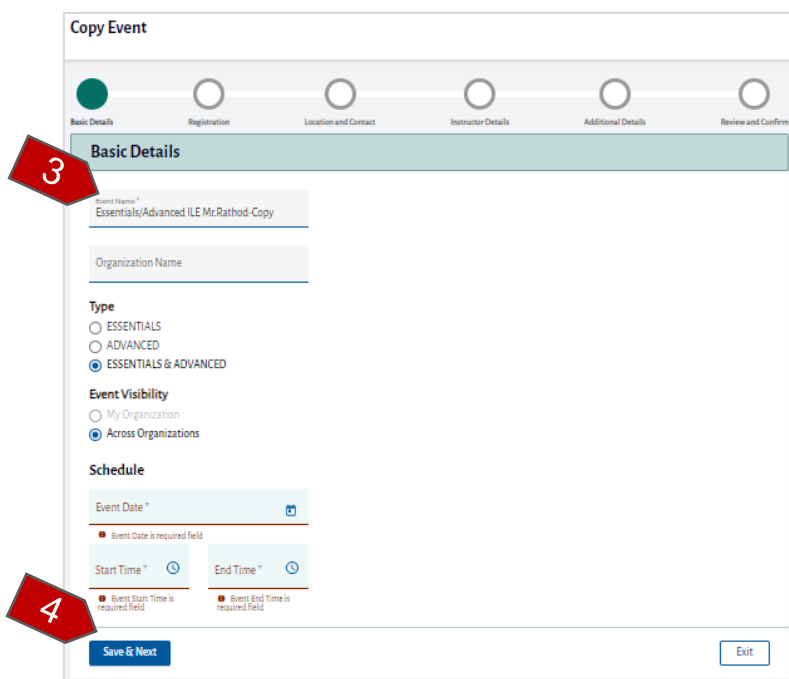
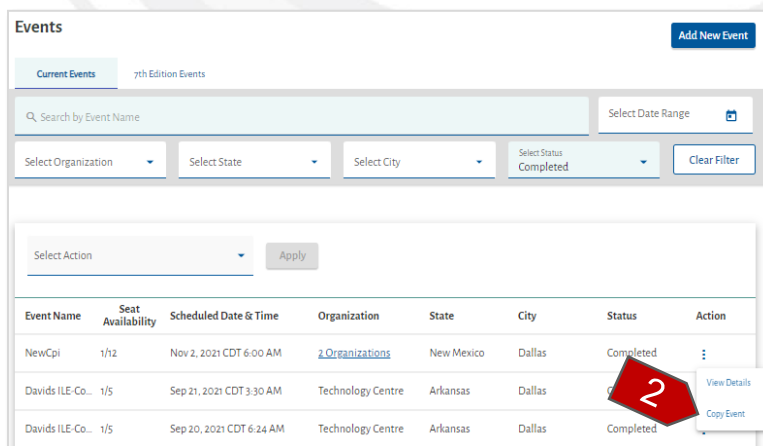


WI: Events – Copying an Event

1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.
2. Click on the three dots Action button for the Event and select “Copy Event” option.



3. Enter the Schedule details in ‘Basic Details’ section of “Add New Events” page.
4. Click on the “Save & Next” button.



NOTE: The event details are saved & the user is navigated to Event listing page along with a Draft status, by clicking on the “Exit” button.

NRP LP User (Individual/Global Account) Guide Events (Only for Instructors & IMs)



5. Modify the required details in the subsequent sections that are automatically populated and then click on the “Publish Event” button.

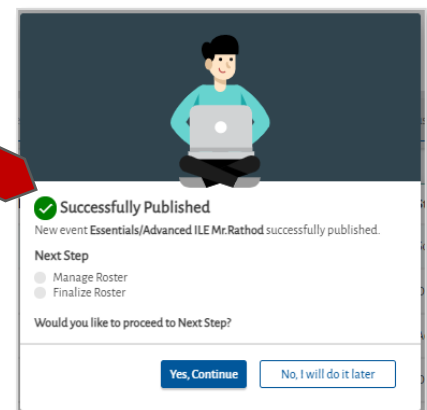
The screenshot shows the 'Review and Confirm' page for an event. At the top, a progress bar indicates the following steps: Basic Details, Registration, Location and Contact, Instructor Details, Additional Details, and Review and Confirm. The 'Review and Confirm' section is active and contains the following information:

- Basic Information**
 - Event Name: Essentials/Advanced ILE Mr.Rathod
 - Organization Name: [Populated]
 - Type: Essentials Q Advanced
 - Event Visibility: Across Organization
 - Schedule Date: Jun 8th, 2021
 - Schedule Time: Start Time: 4:00 AM IST, End Time: 6:00 AM IST
- Registration**
 - Number of registrants: [Populated]
 - Minimum Seats: 4
 - Maximum Seats: 12
 - Registration Access: Admin
- Location and Contact**
 - Organization Name: [Populated]
 - Country: United States
 - Street Address 1: Abc
 - Street Address 2: [Populated]
 - State: Alabama
- Contact Details**
 - Contact Name: PQR
 - Phone: 2343454656
 - Email Address: Pqr@Malinator.Com
- Instructor Details**

| Instructor Name | Email Address | Instructor Rank |
|-----------------|--------------------------|-----------------|
| qa aa Inst | instructor@malinator.com | INSTRUCTOR |
- Additional Information**
 - Instructions to Students: abcd
 - Message to Instructors: [Populated]

At the bottom, there are three buttons: 'Previous', 'Publish Event' (highlighted with a red arrow and the number 5), and 'Exit'.

An event has been added in an Event listing page and the ‘Successfully Published’ popup is displayed.



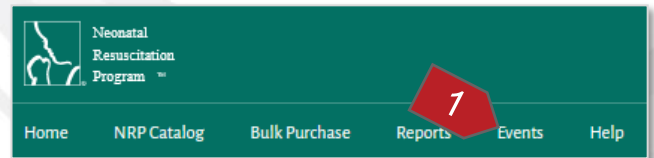
END OF INSTRUCTIONS



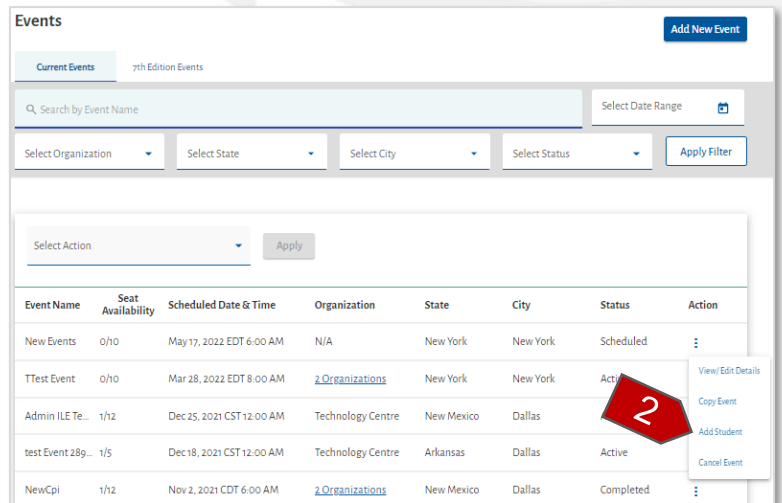
WI: Events – Adding Student(s) to an Event

NOTE: The student(s) can be added to an event also in the “Events -> View/Edit details -> Roster” tab.

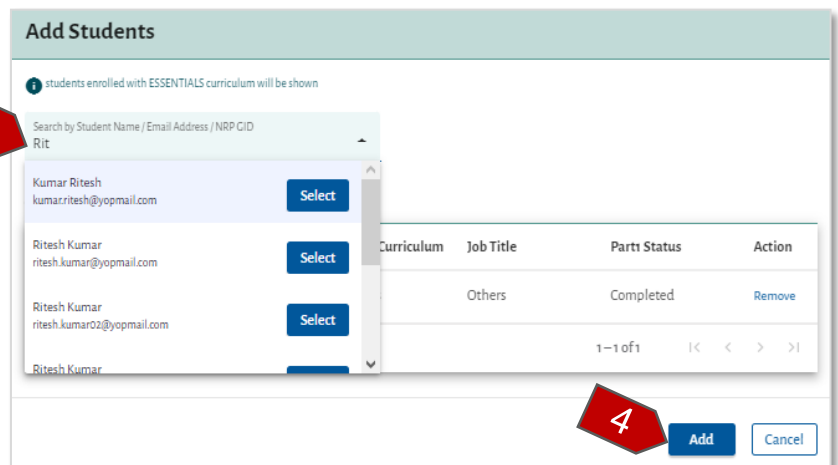
1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.
2. Click on the three dots Action button for the Event and select “Add Student” option.



3. Search the part of a search (Student Name / Email Address) & click on the “Select” button provided for each searched user.



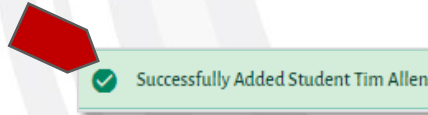
4. Click on the “Add” button.



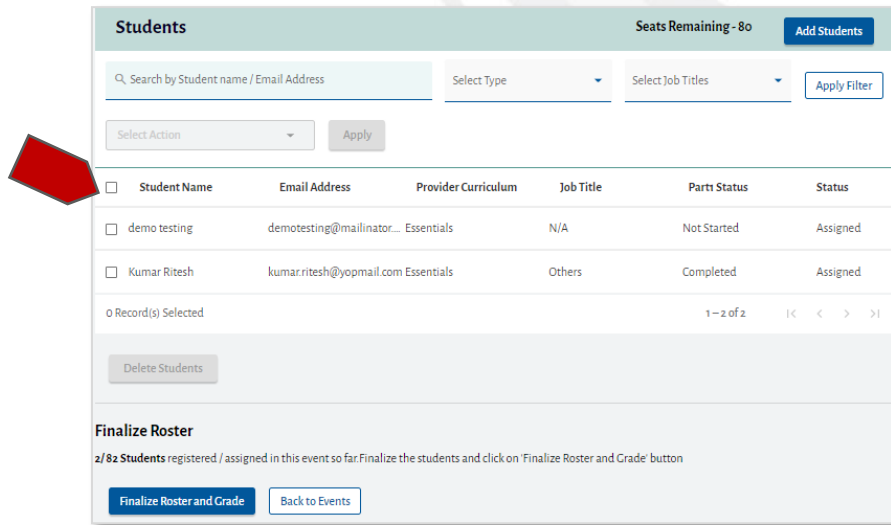
NOTE:

- Only the students who are enrolled to the curriculum corresponding to the Event type would be searchable.
- The selected user(s) can be excluded before adding to the student list by clicking on the “Remove” button provided for each selected user.

A green bar at the top of the page indicates that the student has been added successfully.



NOTE: The student is added in the “Roster -> Student” table section.



Students Seats Remaining - 80 [Add Students](#)

Search by Student name / Email Address Select Type Select Job Titles [Apply Filter](#)

Select Action [Apply](#)

| <input type="checkbox"/> | Student Name | Email Address | Provider Curriculum | Job Title | Parts Status | Status |
|--------------------------|--------------|---------------------------|---------------------|-----------|--------------|----------|
| <input type="checkbox"/> | demo testing | demotesting@mailinator... | Essentials | N/A | Not Started | Assigned |
| <input type="checkbox"/> | Kumar Ritesh | kumar.ritesh@yopmail.com | Essentials | Others | Completed | Assigned |

0 Record(s) Selected 1 - 2 of 2 [|<](#) [<](#) [>](#) [>|](#)

[Delete Students](#)

Finalize Roster
2 / 82 Students registered / assigned in this event so far. Finalize the students and click on 'Finalize Roster and Grade' button

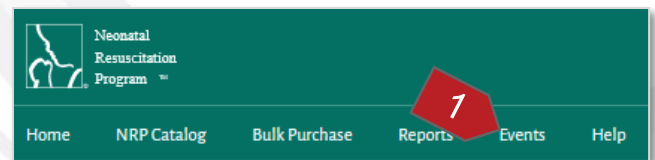
[Finalize Roster and Grade](#) [Back to Events](#)

END OF INSTRUCTIONS

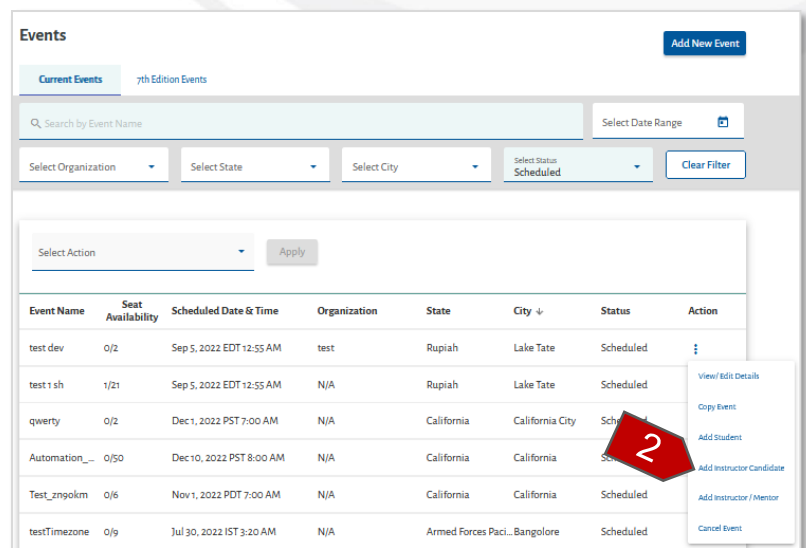
WI: Events – Adding Instructor Candidates

NOTE: The Instructor Candidates/IMs can be added to an event in the “Events -> View/Edit details -> Roster” tab.

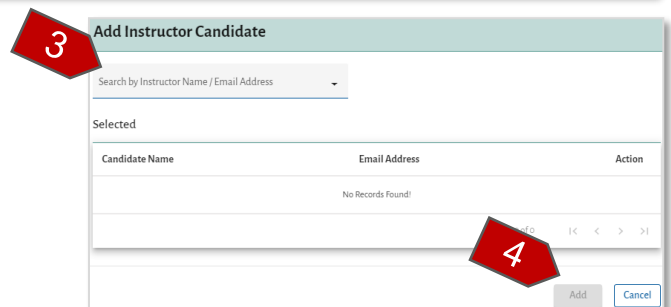
1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.



2. Click on the three dots Action button for the Event and select “Add Instructor Candidate” option.



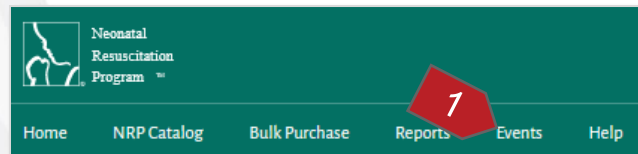
3. Search the part of a search (Instructor Candidate Name / Email Address) (minimum 3 characters or more).
4. Click on the “Add” button to add the Instructor Candidate to the list.



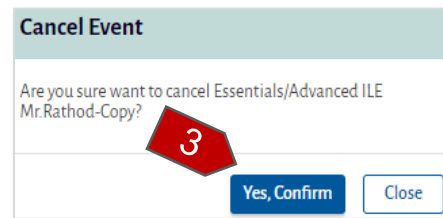
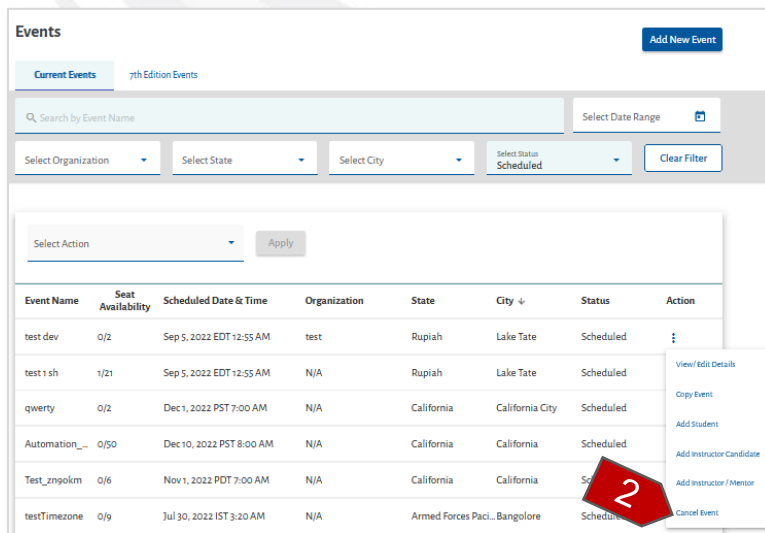
END OF INSTRUCTIONS

WI: Events – Cancelling an Added Event

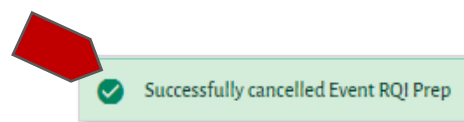
1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.
2. Click on the three dots Action button for the Event and select “Cancel Event” option.



3. Click on the “Yes, Confirm” button.



A green bar at the top of the page indicates that an event has been deleted successfully.

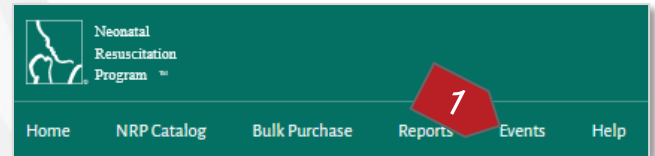


END OF INSTRUCTIONS

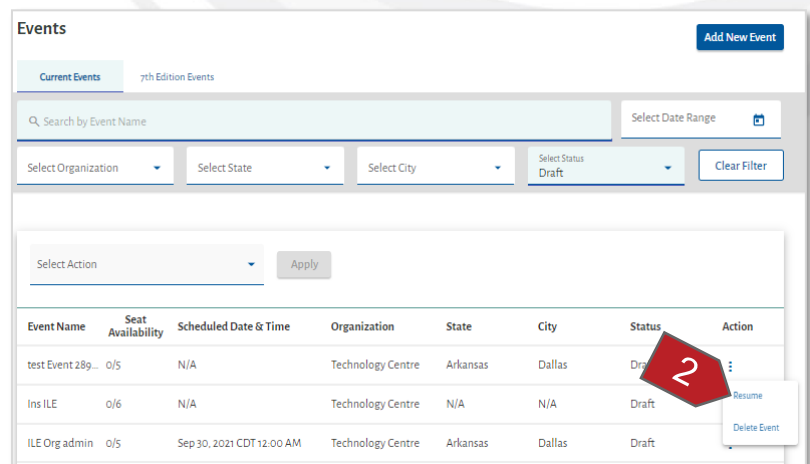


WI: Events – Resuming the Drafted Event

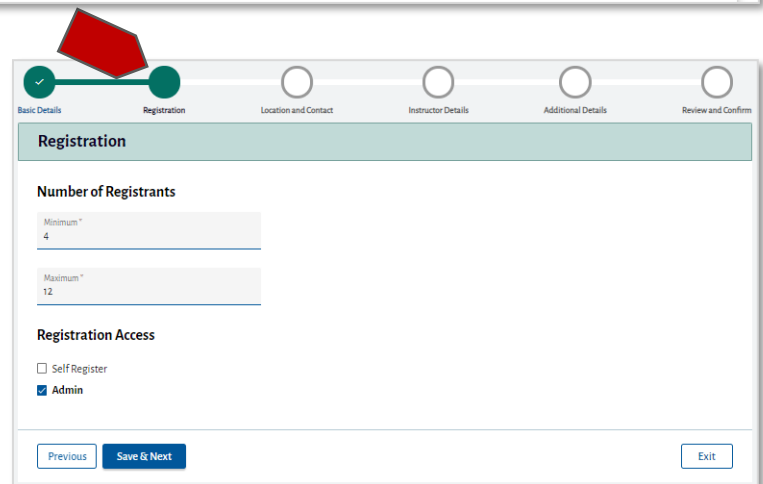
1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.



2. Click on the three dots Action button for the Event and select “Resume” option.



The user is navigated to any of the sections of the “Add New Event” page, where the user has paused by clicking on the “Save & Exit” button.

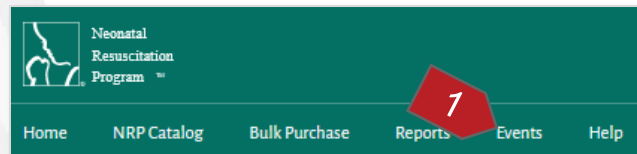


END OF INSTRUCTIONS

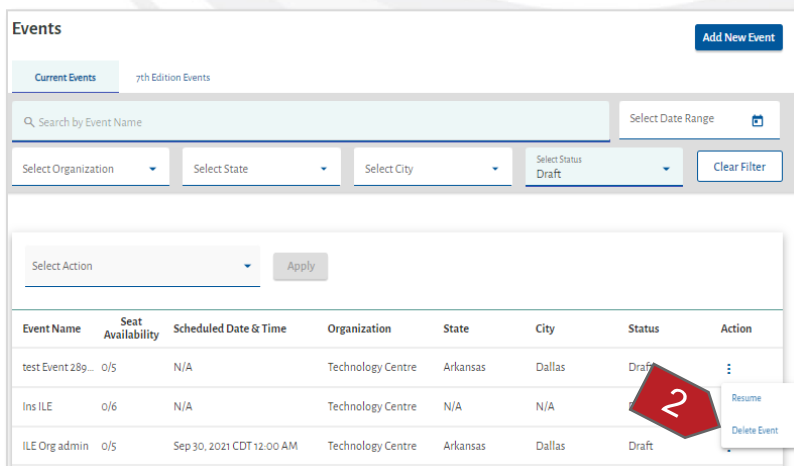


WI: Events – Deleting the Drafted Event

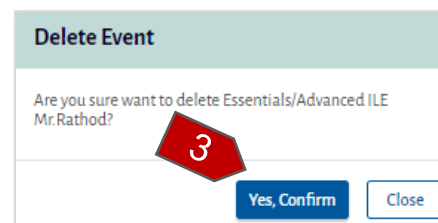
1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.



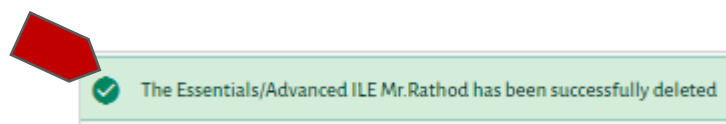
2. Click on the three dots Action button for the Event and select “Delete Event” option.



3. Click on the “Yes, Confirm” button in the “Delete Event” popup.



A green bar at the top of the page indicates that an event has been deleted successfully.

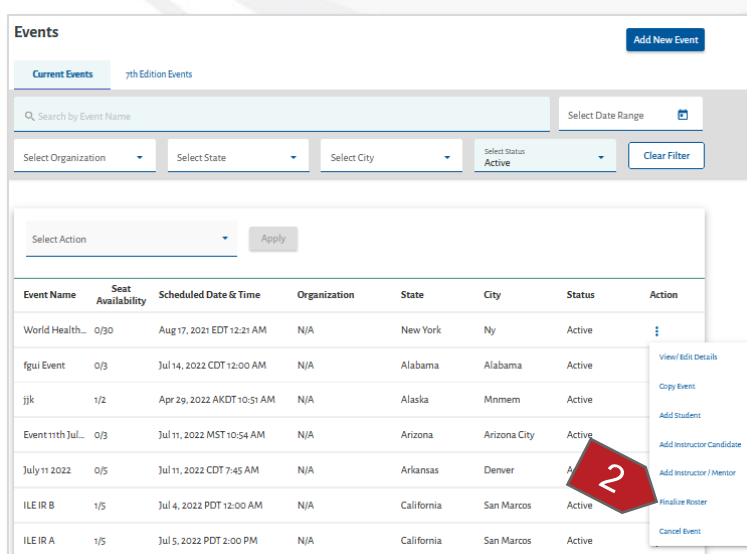
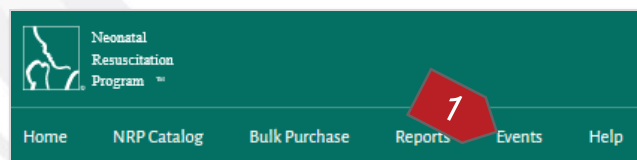


END OF INSTRUCTIONS

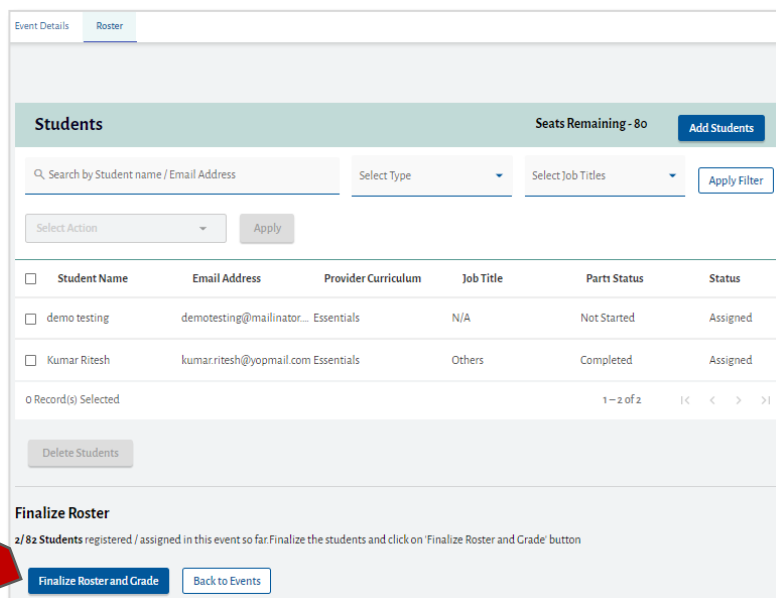
WI: Events – Finalizing the Roster to an Event by Instructor/IM

NOTE: The Event Date should have been passed in order to Finalize the Roster.

1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.
2. Click on the three dots Action button for the Event and select “Finalize Roster” option.



3. Click on the “Finalize Roster and Grade” button post adding the students to an event by clicking on the “Add Student” button.



NRP LP User (Individual/Global Account) Guide Events (Only for Instructors & IMs)



**Neonatal
Resuscitation
Program®**

- Click on the “Yes, Confirm” button to finalize the roster list.

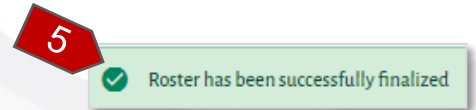
Finalize Roster

Are you sure want to finalize roster? Once it is finalized, you cannot add more student for this events.

4

Yes, Confirm Cancel

A green bar at the top of the page indicates that the roster has been finalized successfully.

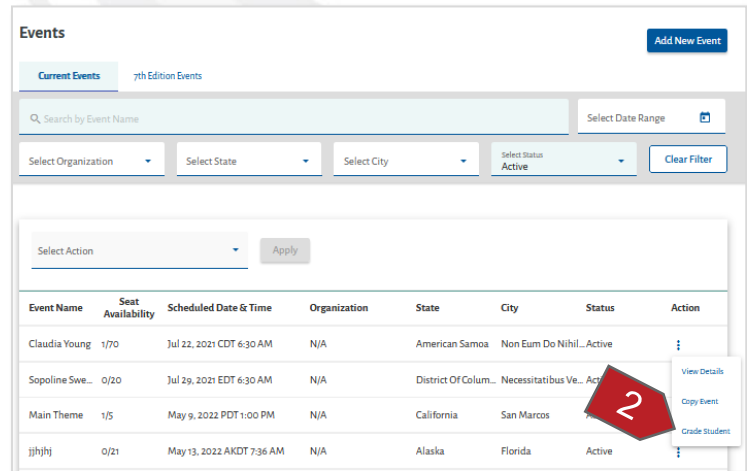
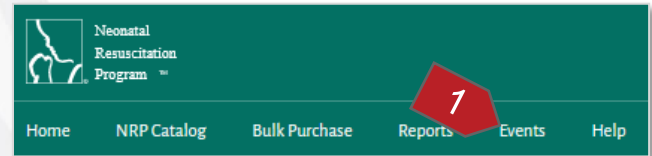


END OF INSTRUCTIONS

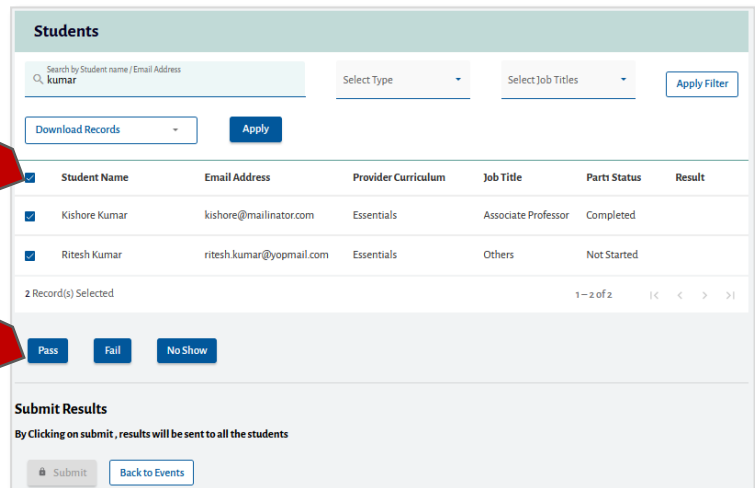


WI: Events – Grading/Submitting the Result of Students/Instructor Candidates

1. From the NRP LP User interface, click on the “Events” heading in the top menu bar.
2. Click on the three dots Action button for the Event and select “Grade Student” option.

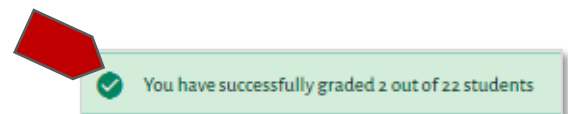


3. Select the checkbox of an individual user or the checkbox next to Student Name column for group student selection.



4. Click on the “Pass / Fail / No Show” button, accordingly.

A green bar at the top of the ‘Students’ section of the page indicates that the selected student(s)/Instructor Candidate(s) has been graded successfully.



NOTE: The updated results reflects for each user in the “Result” column of the Student table.

| Students | | | | | |
|--|--------------|--------------------|---------------------|--------------|--------|
| Search by Student name / Email Address | | Select Type | Select Job Titles | Apply Filter | |
| <input type="checkbox"/> | Student Name | Email Address | Provider Curriculum | Job Title | Result |
| <input type="checkbox"/> | Rejin Pter | rejin@yopmail.com | Essentials | Nutrition | FAIL |
| <input type="checkbox"/> | Treesa John | treesa@yopmail.com | Essentials | Nutrition | |
| 0 Record(s) Selected | | | | 1 - 2 of 2 | |

5. Click on the “Submit” button.

NOTE: The “Submit” button is available only when all the students/Instructor candidates have been graded.

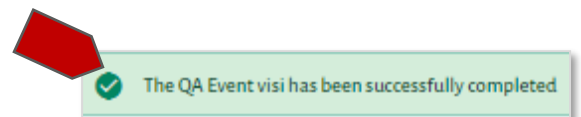
| Students | | | | | | |
|--|---------------|--------------------------|---------------------|---------------------|--------------|--------|
| Search by Student name / Email Address | | Select Type | Select Job Titles | Apply Filter | | |
| Search: kumar | | | | Apply Filter | | |
| Download Records | | Apply | | | | |
| <input type="checkbox"/> | Student Name | Email Address | Provider Curriculum | Job Title | Parti Status | Result |
| <input type="checkbox"/> | Kishore Kumar | kishore@mailinator.com | Essentials | Associate Professor | Completed | Pass |
| <input type="checkbox"/> | Ritesh Kumar | ritesh.kumar@yopmail.com | Essentials | Others | Not Started | Fail |
| 0 Record(s) Selected | | | | 1 - 2 of 2 | | |
| <input type="button" value="Pass"/> <input type="button" value="Fail"/> <input type="button" value="No Show"/> | | | | | | |
| Submit Results | | | | | | |
| By Clicking on submit , results will be sent to all the students | | | | | | |
| <input type="button" value="Submit"/> <input type="button" value="Back to Events"/> | | | | | | |

6. Click on the “Yes, Confirm” button in the “Submit Result” popup.

Submit Result

Are you sure you want to submit the results ?

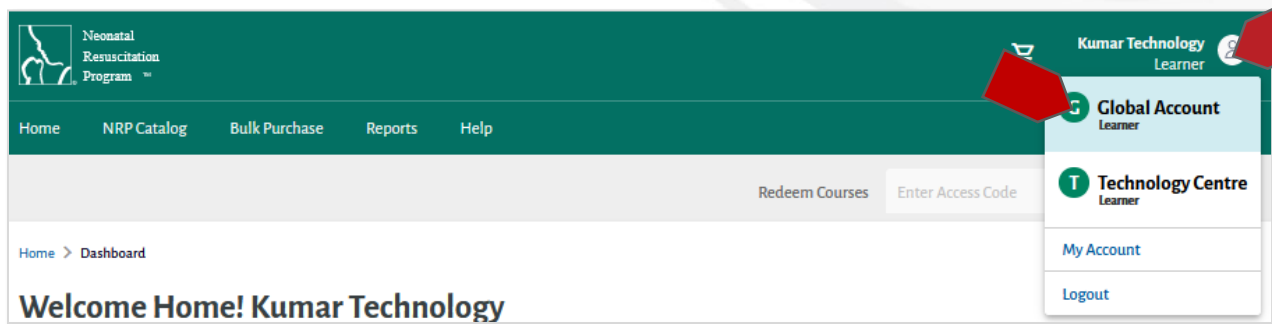
A green bar at the top of the page indicates that an event has been completed successfully.



END OF INSTRUCTIONS

Switch Accounts

The 'Switch Accounts' functionality allows the user to switch between multiple accounts (Global account and Organizational accounts). In case the user switches to Global Account or any other associated organization accounts, the 'Dashboard' appears accordingly.



NRP LP User (Individual/Global Account) Guide Switch Accounts



In case, the user is associated (linked) with multiple profiles (multiple organizational and individual profiles). The user can navigate to other profiles by clicking on the user icon on the top-right corner followed by clicking on the 'My Account' link. Associated 'My Account' details will be displayed.

NOTE: Associated Learner 'Rank' will be displayed to each of the profiles and the highest 'Rank' of the user will be displayed in the Global Account below the Username.

The screenshot shows the user dashboard for Kumar Technology. At the top right, a user icon is highlighted with a red arrow, and a dropdown menu is open, showing 'Global Account' (highlighted with a red arrow), 'Technology Centre', 'My Account', and 'Logout'. The dashboard includes a 'Tasks to Complete' section with two tasks: '8th Edition RQI for NRP Advanced Endorsement' and '8th Edition RQI for NRP Prep Instructor-Led Event', both with 'Start' buttons. Below this is a 'Link to your 7th Edition Learning History' section with a 'Recover Now' button. The bottom section contains 'Learning History' and 'User Profile' cards, each with a 'View' button, and a 'Quick Links' section with links for 'Browse Catalog', 'Account Settings', 'Order History', and 'Change your Password'. A 'Resources' section at the bottom right lists 'Quickstart Guide' and 'User Manual'.



NRP LP User (Individual/Global Account) Guide Switch Accounts



In case, the user is in 'Global Account', then 'My Account' menu displays all the associated profiles details (multiple organizational and individual profiles).

The screenshot shows the 'My Account' page for a user with a 'Global Account'. The page is divided into a sidebar and a main content area. The sidebar contains a 'My Profile' link, which is highlighted with a red arrow. The main content area shows the 'My Profile - Personal' section, which is also highlighted with a red arrow. The 'Global' tab is selected, and the 'User Information' section displays the following details:

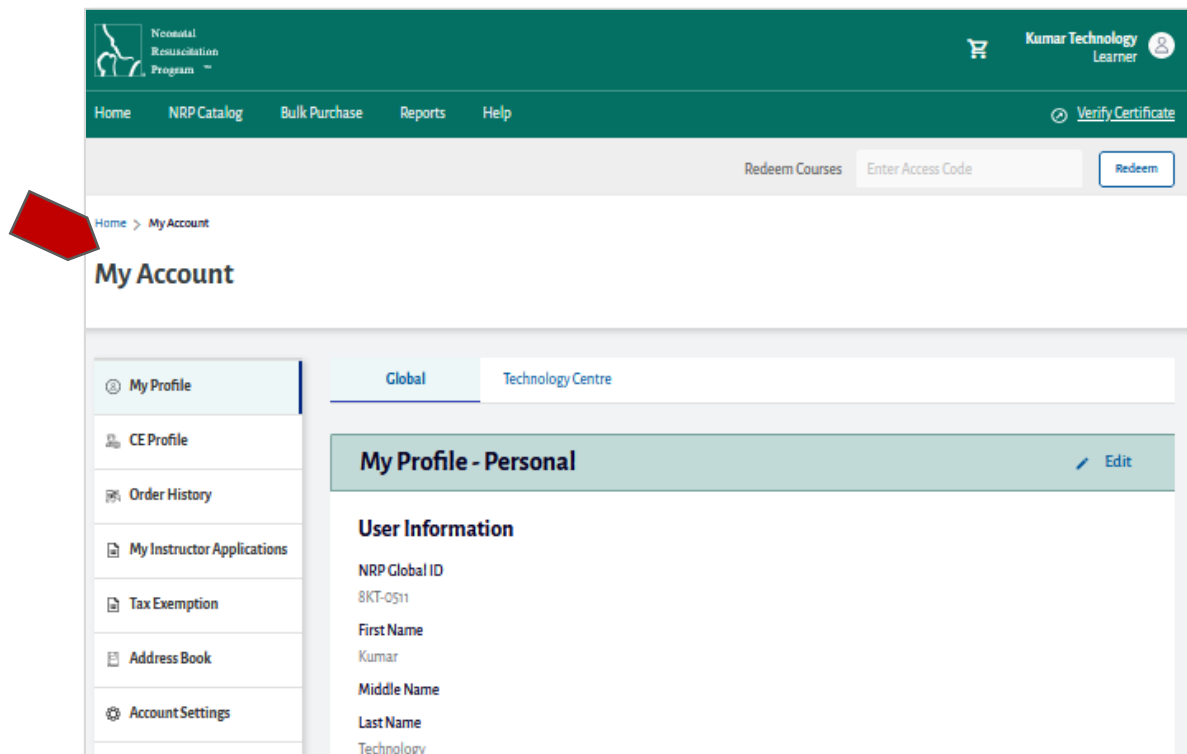
| Field | Value |
|--------------------|-----------------------|
| NRP Global ID | 8AC-0503 |
| First Name | Afternoon |
| Middle Name | |
| Last Name | Check |
| Username | 8AC-0503 |
| Email Address | afcheck12@yopmail.com |
| User Rank | Advanced Provider |
| Rank Expiry Date | Dec 31, 2099 |
| Status | Active |
| Time Zone | GMT |
| Preferred Language | English |



My Account

The My Account menu shows the tabs:

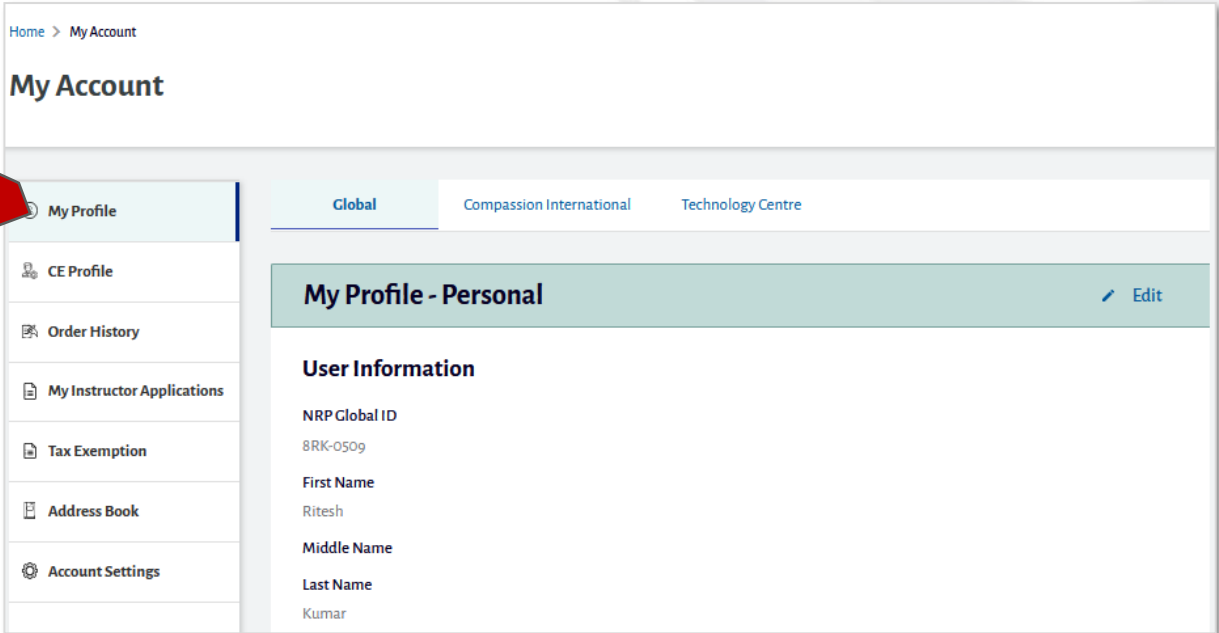
- My Profile (default)
- CE Profile
- Order History
- My Instructor Applications (available for the users who has at least once applied an IA)
- Tax Exemption
- Address Book
- Account Settings



The screenshot shows the 'My Account' page. At the top, there is a green header with the NRP logo and 'Kumar Technology Learner' profile. Below the header is a navigation bar with 'Home', 'NRP Catalog', 'Bulk Purchase', 'Reports', and 'Help'. A 'Verify Certificate' link is on the right. Below the navigation bar is a 'Redeem Courses' section with an 'Enter Access Code' input and a 'Redeem' button. The main content area has a breadcrumb 'Home > My Account' with a red arrow pointing to it. Below the breadcrumb is the 'My Account' title. On the left is a sidebar menu with 'My Profile' (selected), 'CE Profile', 'Order History', 'My Instructor Applications', 'Tax Exemption', 'Address Book', and 'Account Settings'. The main content area shows 'Global' and 'Technology Centre' tabs. Below the tabs is a 'My Profile - Personal' section with an 'Edit' link. Under 'User Information', the following details are listed: NRP Global ID 8KT-0511, First Name Kumar, Middle Name, and Last Name Technology.

My Profile

The My Profile tab shows all the basic details of a user.



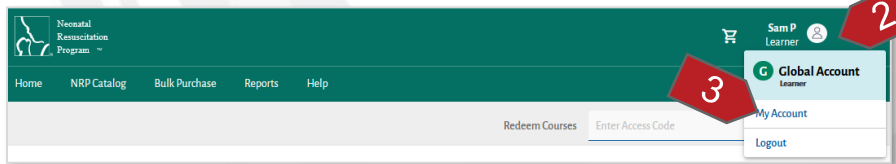
The screenshot shows the 'My Account' page. At the top, there is a breadcrumb 'Home > My Account' and the title 'My Account'. Below this, there are three tabs: 'Global', 'Compassion International', and 'Technology Centre'. The 'Global' tab is active. On the left, a sidebar menu lists several options: 'My Profile' (highlighted with a red arrow), 'CE Profile', 'Order History', 'My Instructor Applications', 'Tax Exemption', 'Address Book', and 'Account Settings'. The main content area is titled 'My Profile - Personal' with an 'Edit' link. Underneath, the 'User Information' section displays the following details:

| User Information | |
|------------------|----------|
| NRP Global ID | 8RK-0509 |
| First Name | Ritesh |
| Middle Name | |
| Last Name | Kumar |

WI: My Profile – Viewing My Profile details

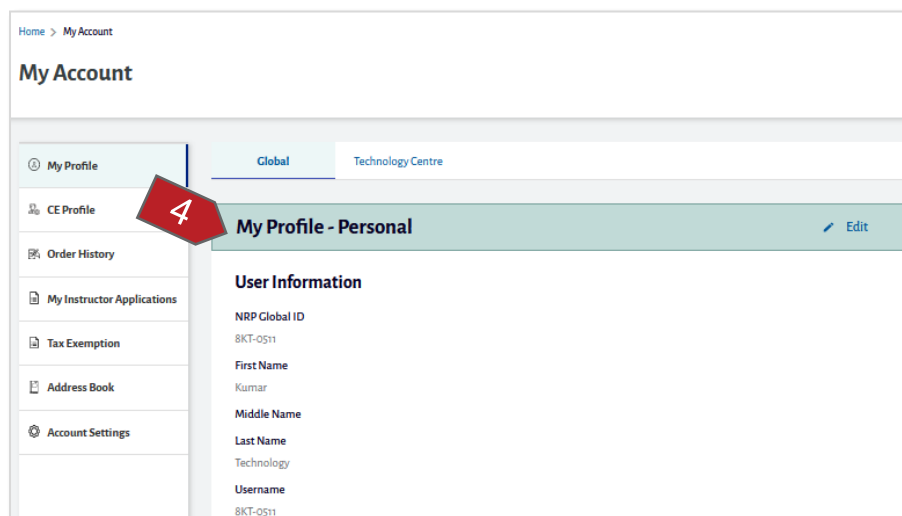
1. Login to NRP Learning Platform.

2. Click the user icon.



3. Click the “My Account” option.

4. The user details are displayed.



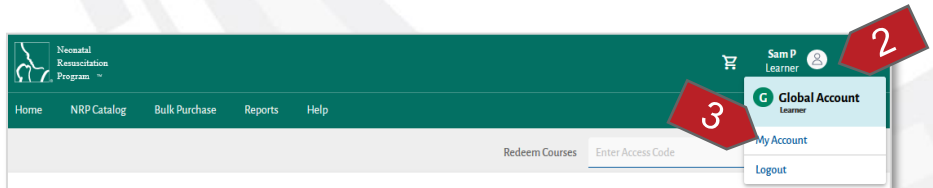
NOTE: By default, “My Profile” page is displayed.

END OF INSTRUCTIONS

WI: My Profile – Editing My Profile details

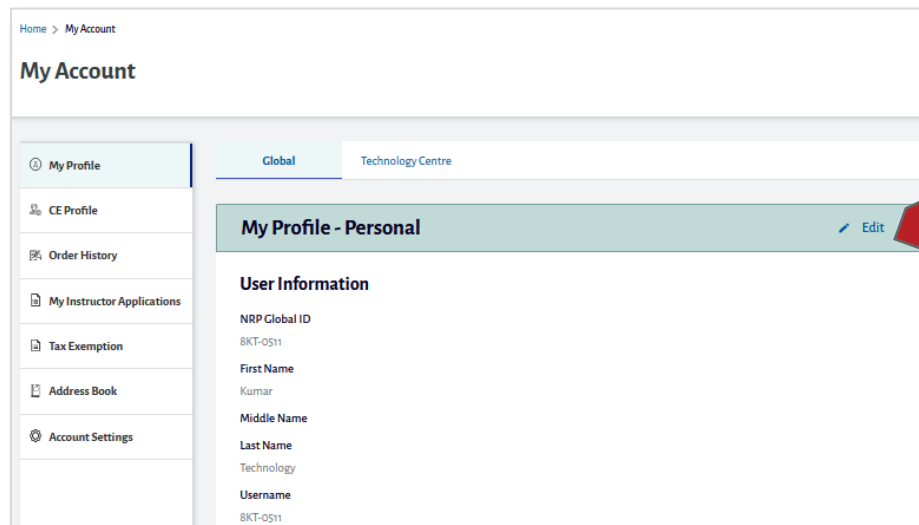
1. Login to NRP Learning Platform.

2. Click the user icon.



3. Click the “My Account” option.

4. Click the “Edit” button.

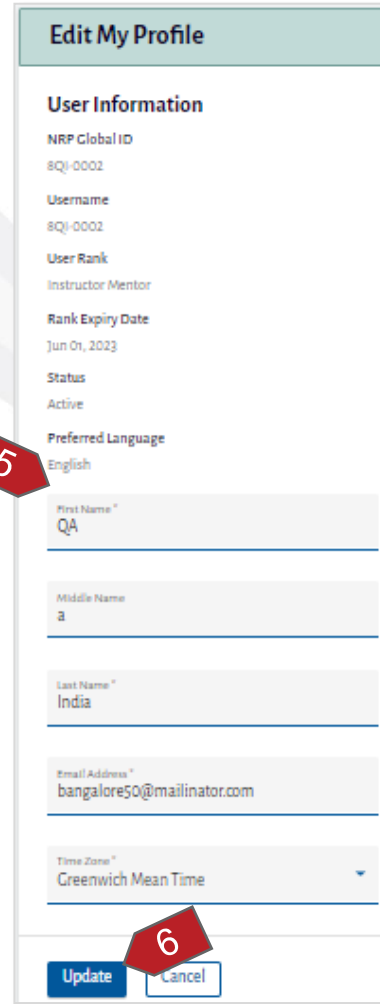


5. Modify the following user details as needed in 'Edit My Profile' page:

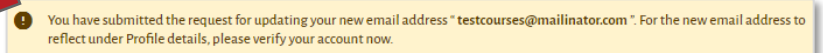
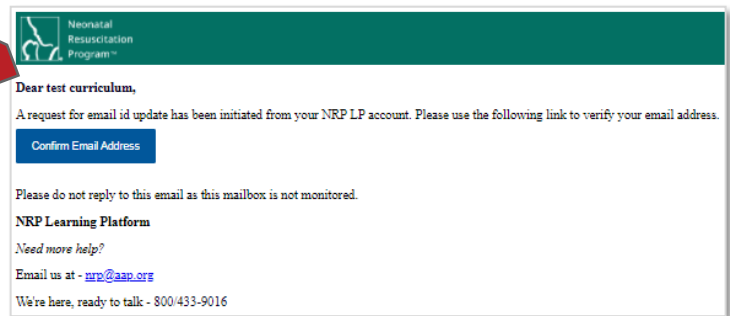
- First Name
- Middle Name (optional)
- Last Name
- Email Address
- Time Zone

NOTE:

- *The following fields cannot be changed:*
 - *NRP Global ID*
 - *Username*
 - *User Rank*
 - *Rank Expiry Date (Applicable to Essentials/Advanced Providers, ICs, Instructors, IMs; 'Expired' for Inactive instructors; N/A for Learners)*
 - *Status*
 - *Preferred Language*

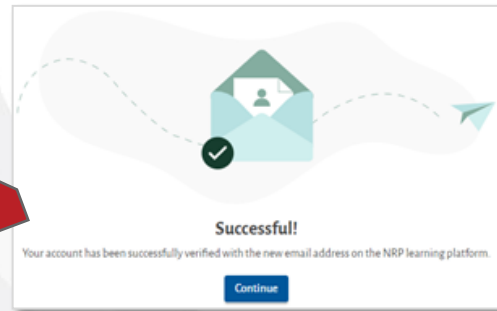


- *Upon editing email address, there will be a warning message to verify the account*
- *Example Email - Confirm Email Address*

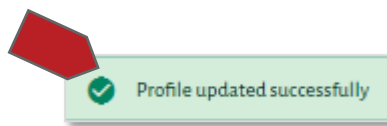

NRP LP User (Individual/Global Account) Guide My Account

- *The success message is displayed upon verifying an account*



6. Click on the “Update” button to update the details.

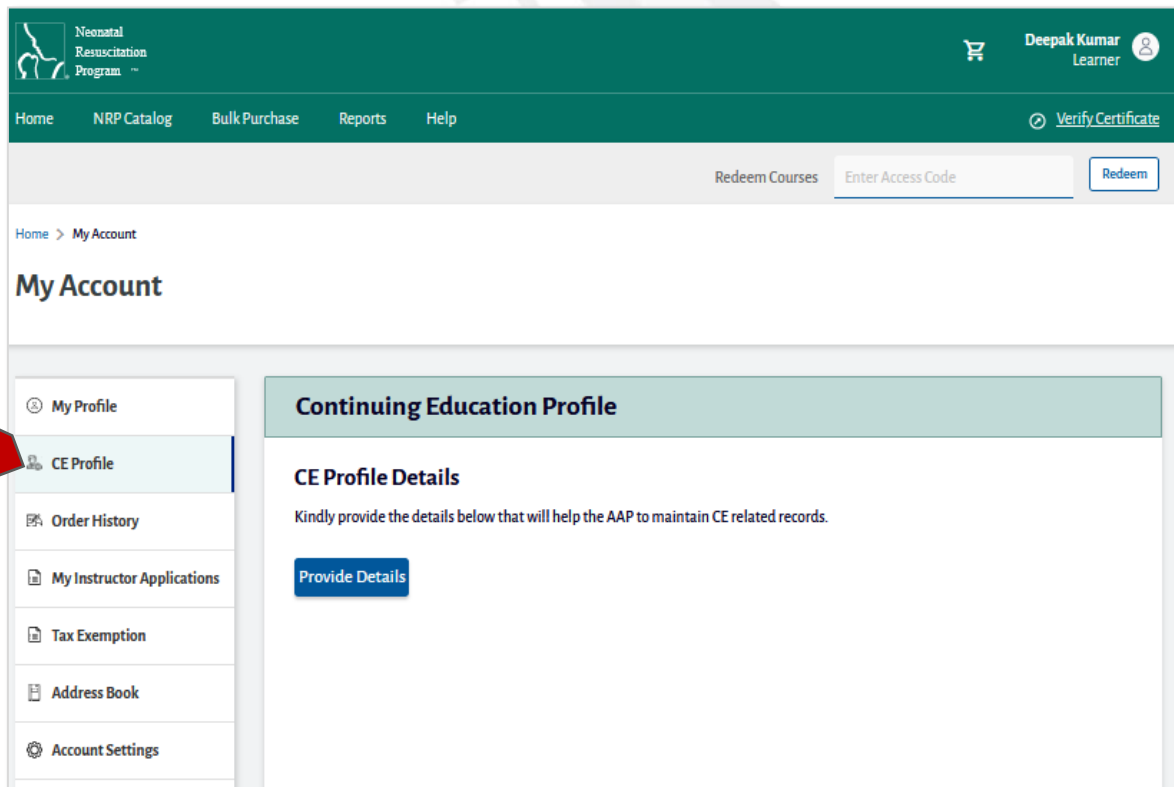
A green bar at the top of the page indicates that the profile details have been updated successfully.



END OF INSTRUCTIONS

CE Profile

The CE Profile (Continuing Education Profile) tab shows all the CE Profile Details of a user. The CE Profile is associated with all the profiles of the user.



The screenshot displays the NRP website interface. At the top, there is a green navigation bar with the NRP logo, user name 'Deepak Kumar Learner', and a shopping cart icon. Below this is a secondary navigation bar with links for 'Home', 'NRP Catalog', 'Bulk Purchase', 'Reports', and 'Help'. A 'Verify Certificate' link is also present. The main content area is titled 'My Account' and features a sidebar with menu items: 'My Profile', 'CE Profile' (highlighted with a red arrow), 'Order History', 'My Instructor Applications', 'Tax Exemption', 'Address Book', and 'Account Settings'. The 'CE Profile' section is active, showing 'Continuing Education Profile' and 'CE Profile Details'. A text prompt asks the user to 'Kindly provide the details below that will help the AAP to maintain CE related records.' and includes a 'Provide Details' button.

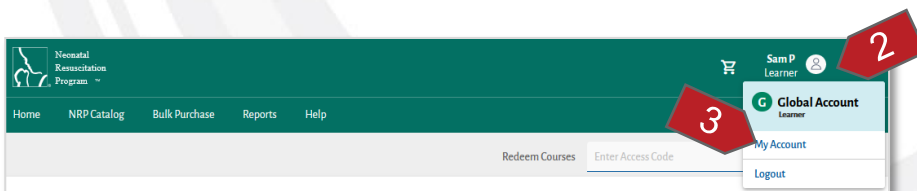
NOTE:

- The User has to mandatory fill the “Continuing Education Profile” while “Resuming” or “Starting” course on NRP Learning Platform.
- The “Continuing Education Profile” details is updated on any profile will reflect in all the profile of the user.

CE Profile – WI: Viewing User’s CE Profile

1. Login to NRP Learning Platform.

2. Click the user icon.

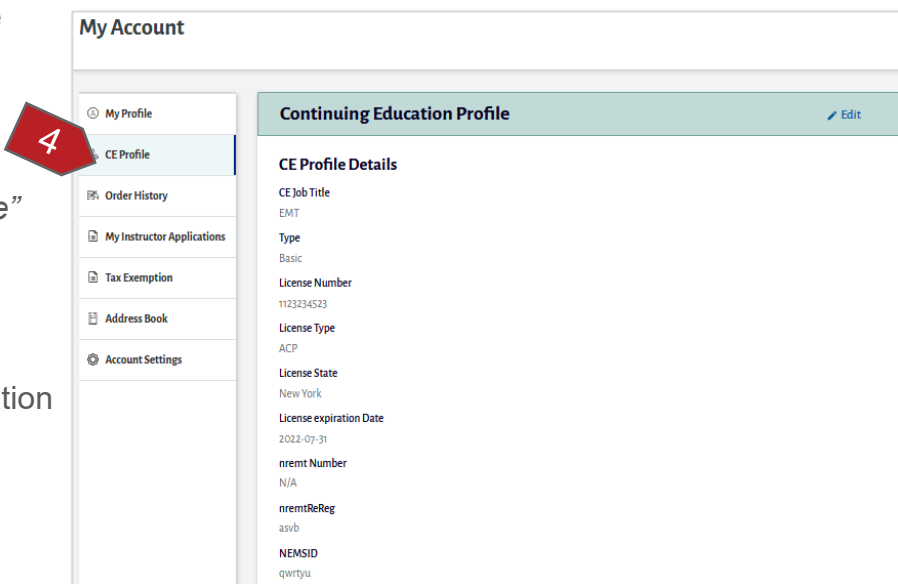


3. Click on the “My Account” option.

The user details based on the profile being selected will be displayed.

NOTE: By default, “My Profile” page is displayed.

4. Click the “CE Profile” tab to display the ‘Continuing Education Profile’ details of the user.

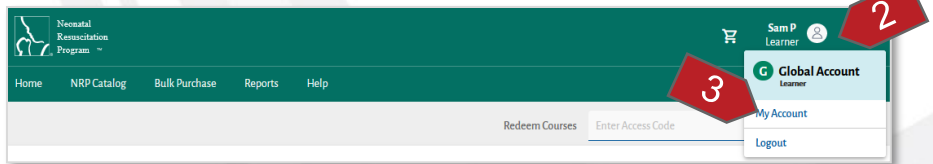


END OF INSTRUCTIONS

CE Profile – WI: Adding User’s CE Profile

1. Login to NRP Learning Platform.

2. Click the user icon.

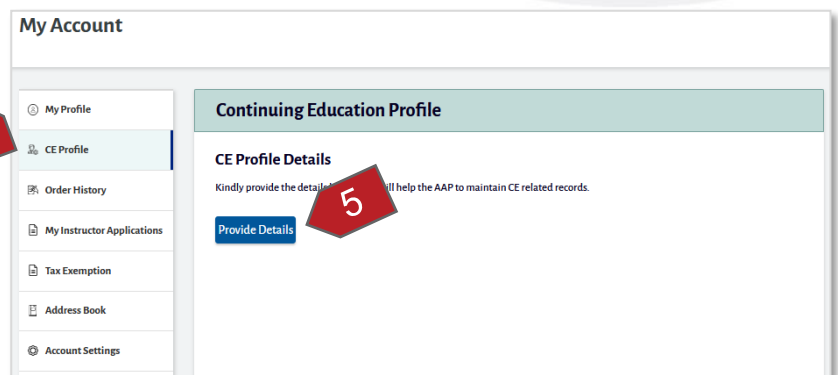


3. Click on the “My Account” option.

The user details based on the profile being selected will be displayed.

NOTE: By default, “My Profile” page is displayed.

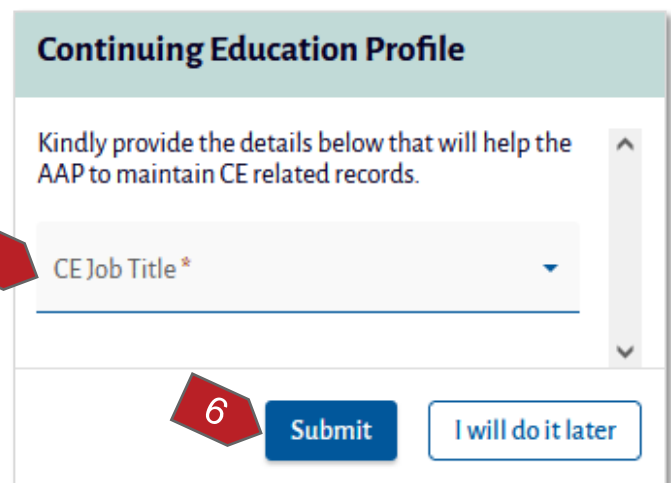
4. Click the “CE Profile” tab to display/add the CE Profile details of the user.



5. Click on the “Profile Details” button.

6. Select the “CE Job Title” from the dropdown and click on the “Submit” button.

NOTE: Based on the ‘CE Job Title’ other information needs to be filled by the user which is ‘CE Job Title’ specific.



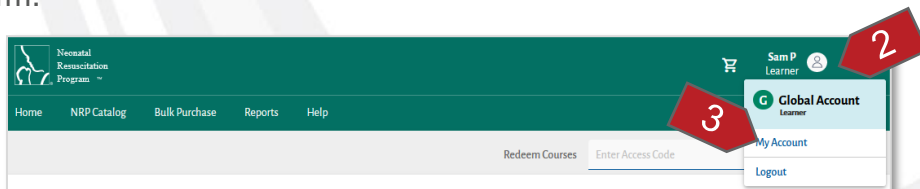
END OF INSTRUCTIONS



CE Profile – WI: Editing User’s CE Profile

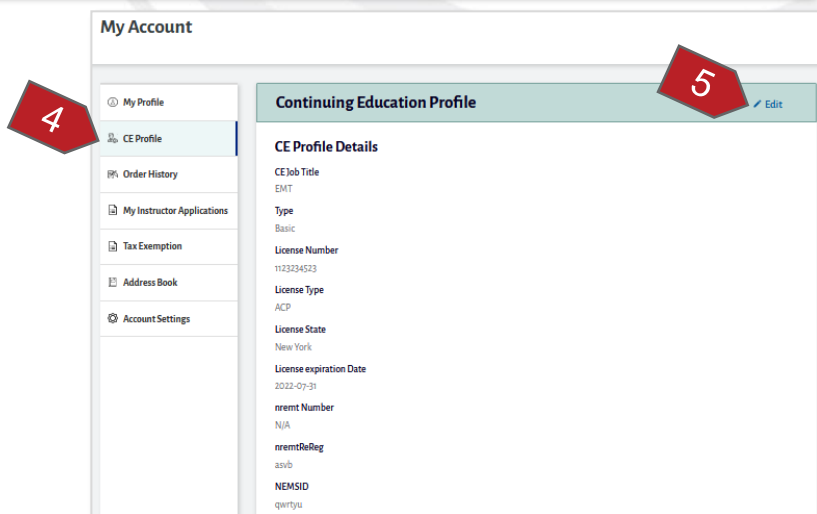
1. Login to NRP Learning Platform.

2. Click the user icon.



3. Click on the “My Account” option.

The user details based on the profile being selected will be displayed.

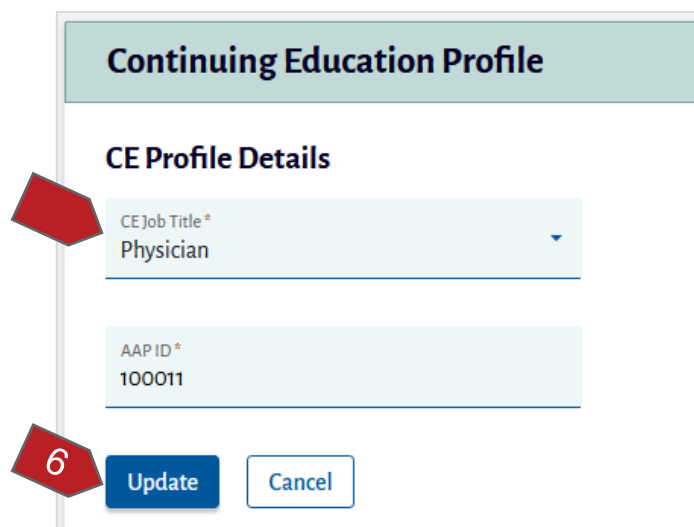


NOTE: By default, “My Profile” page is displayed.

4. Click the “CE Profile” tab to display the CE Profile details of the user.

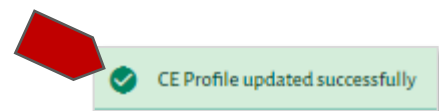
5. Click on the “Edit” button.

6. Update the “CE Profile Details” and click on the “Update” button.



NOTE: Based on the ‘CE Job Title’ other information need to be while updating the ‘CE Profile’ By the user.

A green bar at the top of the page indicates that the student has been added successfully.



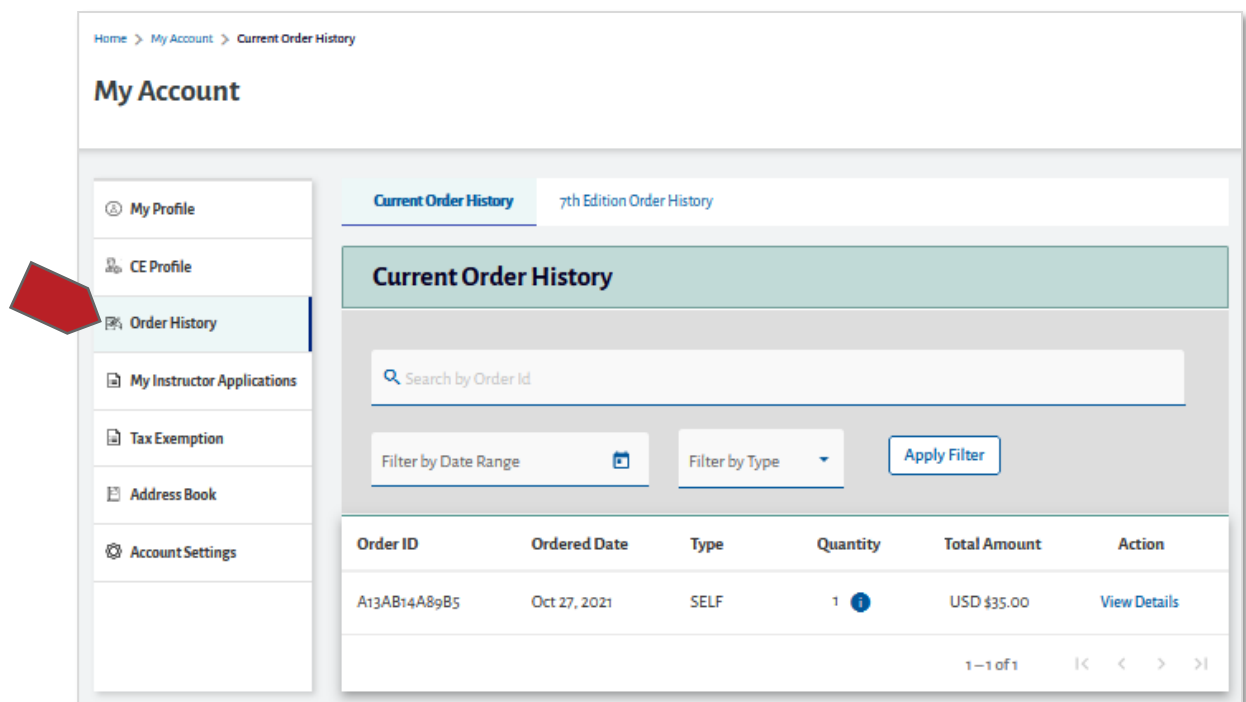
END OF INSTRUCTIONS

Order History

The Order History tab shows the list of orders purchased by a user. Actions can be performed on a single order. An order of a specific curriculum/course can be searched/filtered, and the resulting columns can be sorted.

Order History tab shows two subtabs:

- Current Order History – Order made on the 8th edition NRP platform.
- 7th Edition Order History – Order made on the 7th edition NRP platform



Home > My Account > Current Order History



My Account


- My Profile
- CE Profile
- Order History**
- My Instructor Applications
- Tax Exemption
- Address Book
- Account Settings


Current Order History | 7th Edition Order History

Current Order History

Search by Order Id

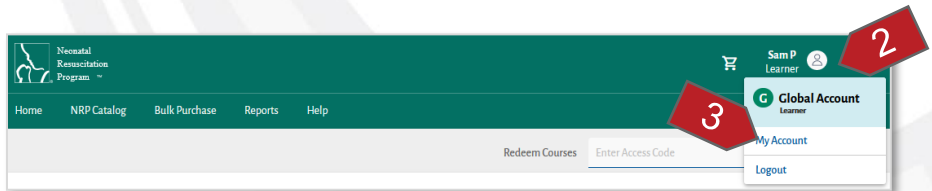
Filter by Date Range  Filter by Type  [Apply Filter](#)

| Order ID | Ordered Date | Type | Quantity | Total Amount | Action |
|--------------|--------------|------|---|--------------|------------------------------|
| A13AB14A89B5 | Oct 27, 2021 | SELF | 1  | USD \$35.00 | View Details |

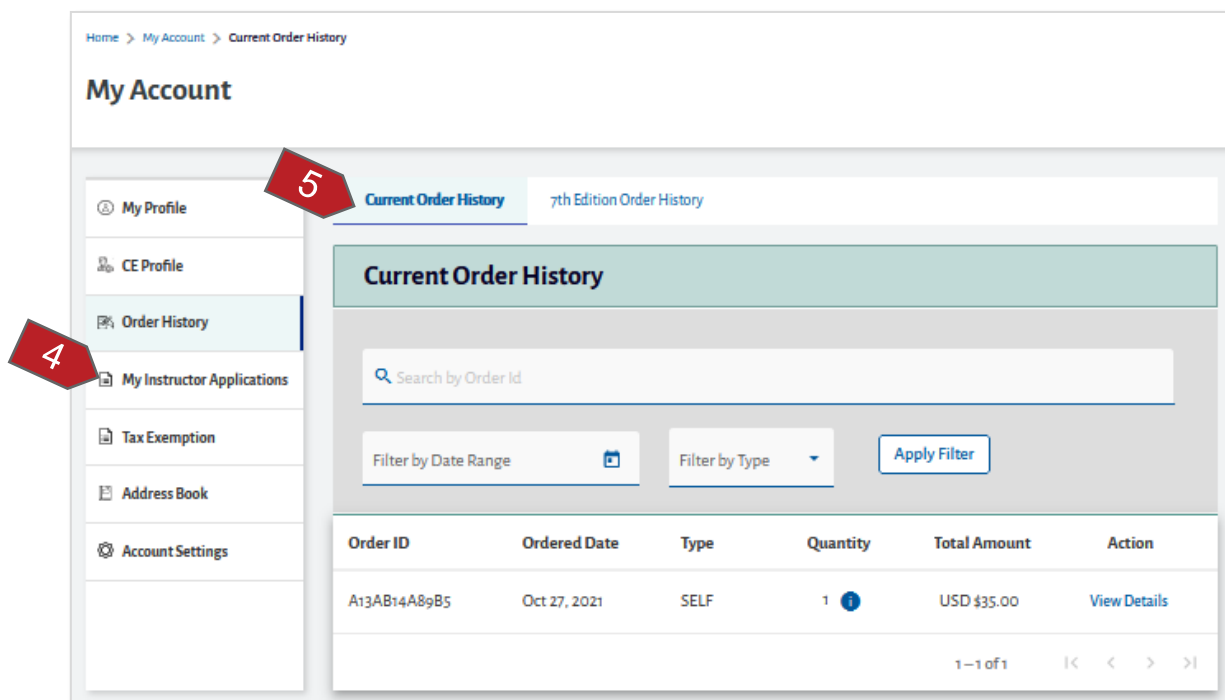
1 – 1 of 1 

WI: Order History – Viewing Order History

1. Login to NRP Learning Platform.
2. Click the user icon.



3. Click the “My Account” option.
4. Click on the “Order History” tab to view Order History.



Home > My Account > Current Order History

My Account

- My Profile
- CE Profile
- Order History**
- My Instructor Applications
- Tax Exemption
- Address Book
- Account Settings

Current Order History | 7th Edition Order History

Search by Order Id

Filter by Date Range | Filter by Type | Apply Filter

| Order ID | Ordered Date | Type | Quantity | Total Amount | Action |
|--------------|--------------|------|----------|--------------|------------------------------|
| A13AB14A89B5 | Oct 27, 2021 | SELF | 1 | USD \$35.00 | View Details |

1 - 1 of 1

NOTE: By default, “My Profile” page is displayed.

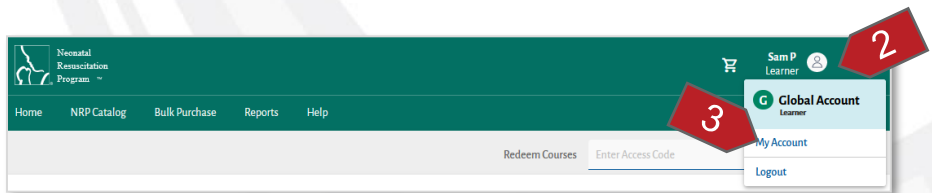
5. Click on the “Current Order History” or “7th Edition Order History” sub-tabs to view to order history details.

END OF INSTRUCTIONS

WI: Order History – Searching/Filtering Orders

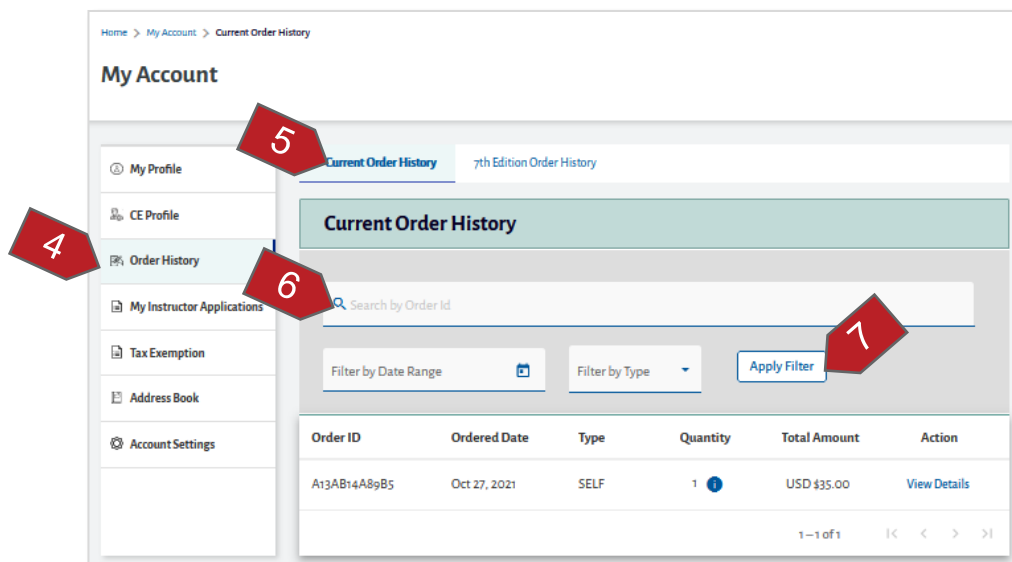
1. Login to NRP Learning Platform.

2. Click the user icon.



3. Click the “My Account” option.

4. Click the “Order History” tab.



NOTE: By default, “My Profile” page is displayed.

5. Click on “Current Order History” or “7th Edition Order History” sub-tabs.

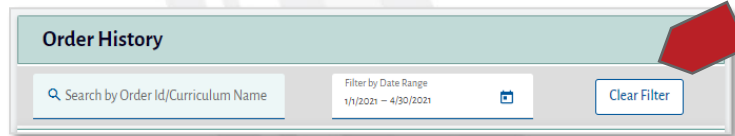
6. Enter the part of a search term (Order Id/Curriculum Name) and/or select filter criteria.

7. Click the “Apply Filter” button to apply the search and/or filter criteria.

The list of all the orders will update based on search criteria.

Click the “Clear Filter” button to return to the default view.

NOTE: The “Clear Filter” button appears only after clicking the “Apply Filter” button.



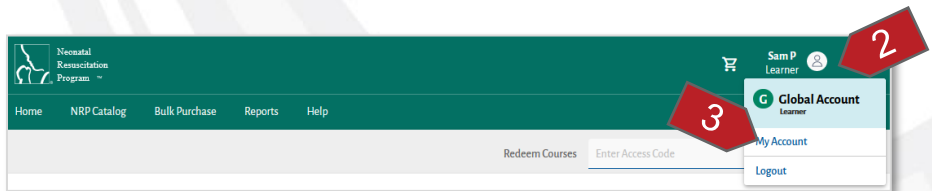
END OF INSTRUCTIONS



WI: Order History – Viewing Details of an Order

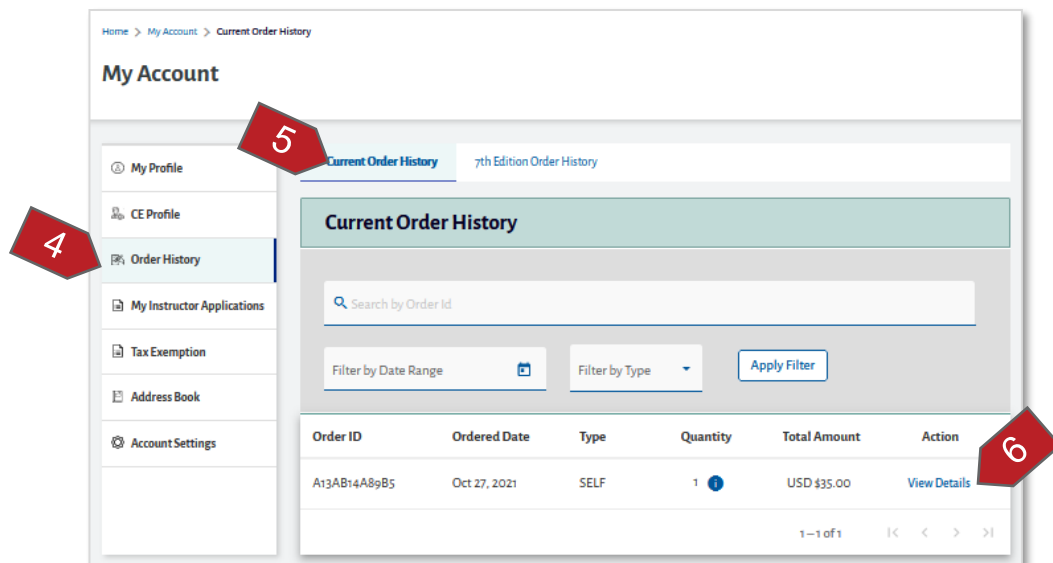
1. Login to NRP Learning Platform.

2. Click the user icon.



3. Click the “My Account” option.

4. Click the “Order History” tab.



NOTE: By default, “My Profile” page is displayed.

5. Click on “Current Order History” or “7th Edition Order History” sub-tabs.

6. Click the “View Details” option under the Action column.

7. The “View Oder Details” pop up appears.



View Order Details

Order Id
B43PoDDA7C36 Print Download

Order Date
May 27, 2021

Product Name
NRP 8th Edition Essentials Provider Curriculum

Payment Amount
\$38.11

Payment Mode
CC

Help
Please contact RQI Partners Customer Support (Monday – Friday, 7a – 7p central) for queries about online purchases or refunds.

Email Address
nrp@rqipartners.com

Contact Details
[XXX-XXX-XXXX](#)

Close

NOTE: The Print & Download options are available on the top-right side of the page.

END OF INSTRUCTIONS



My Instructor Applications

NOTE: The 'My Instructor Applications' tab is available only to the users, who has at least once applied an Instructor Application. Learner & Essentials Provider are not eligible to apply an instructor application.

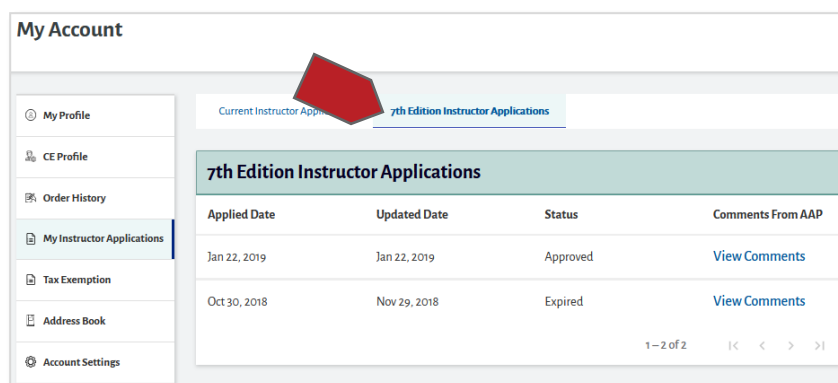
The 'My Instructor Applications' tab shows the list of instructor applications applied by a user along with the status of the application. Actions can be performed on the single application. The columns can be sorted.

My Instructor Applications tab shows two subtabs:

- Current Instructor Applications– Instructor Applications applied on the 8th edition NRP platform.
- 7th Edition Instructor Applications – Instructor Applications applied on the 7th edition NRP platform

Following are the Instructor Application statuses:

- Expired – Once the user has submitted & got the approval from AAP Admin and then in case the user failed to enroll within 30days; or has purchased and failed to launch the Instructor Candidate curriculum within 30days
- In Review – The user has just submitted the application and the AAP Admin is yet to take an action on the application
- Approved – The user had submitted the application and it has been approved by the AAP Admin
- Rejected – The user had submitted the application and it has been rejected by the AAP Admin
- On Hold – The user had submitted the application, but the AAP Admin has put the application on hold to verify or cross check the details submitted by the user

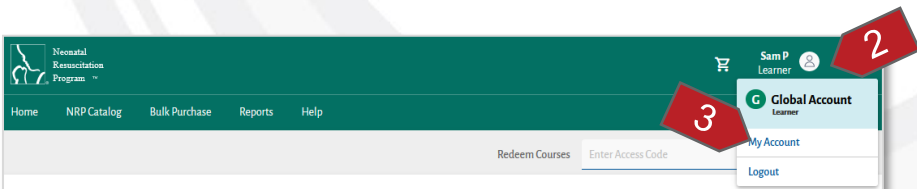


| 7 th Edition Instructor Applications | | | |
|---|--------------|----------|-------------------------------|
| Applied Date | Updated Date | Status | Comments From AAP |
| Jan 22, 2019 | Jan 22, 2019 | Approved | View Comments |
| Oct 30, 2018 | Nov 29, 2018 | Expired | View Comments |



WI: IA – Viewing Instructor Application

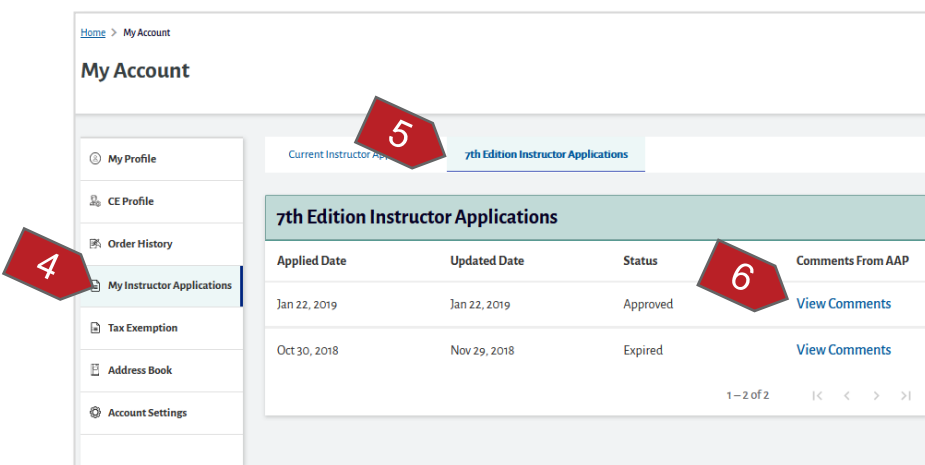
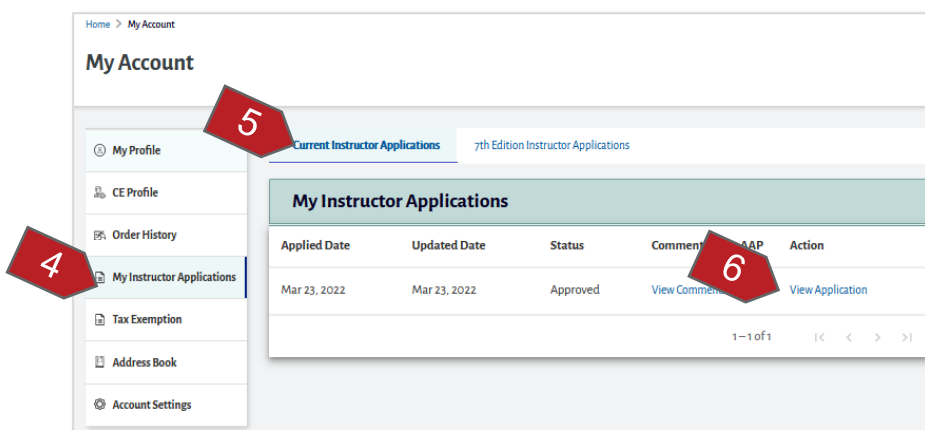
1. Login to NRP Learning Platform.
2. Click the user icon.



3. Click on “My Account” option.
4. Click the “My Instructor Applications” tab to view all the instructor application’s information.

NOTE: By default, “My Profile” page is displayed.

5. Click on the “Current Instructor Applications” or “7th Edition Instructor Application” sub-tab.





NOTE: By default, “Current Instructor Application” page is displayed.

6. Click the “View Application” option under the ‘Action’ column.

The user is navigated to ‘View application’ page to view.

View Application

Candidate Details

NRP Global ID
BMF-0001

Candidate Name
Manish firstName

Organization Name
Mayo

Rank
Advanced Provider

Applied Date
Jul 21, 2021

Application Status
In Review

Updated Date
Jul 21, 2021

Instructor Eligibility Requirements

Clinician Type

NRP Instructors must be licensed physicians, registered nurses/nurse practitioners, respiratory care practitioners, or physician assistants. Please select your primary professional role:

Physician Assistant

Affirmation

NRP instructor candidates are required to be licensed physicians, registered nurses/nurse practitioners, respiratory care practitioners, or physician assistants with experience in the hospital care of newborns in the delivery room. The instructor candidate must have current maternal-child educational or clinical responsibility within a hospital setting. It is recommended that an NRP instructor and instructor candidates have ongoing delivery room experience.

Please respond below by checking Yes or No. If your response is NO, please include your reason or explanation

Yes

Read and Acknowledge

Once your application is approved, you will have 30 days to purchase the NRP Instructor Candidate course. If the NRP Instructor candidate course is not purchased, you will need to re-submit an Instructor Application. To achieve instructor status, the following must be completed within 1 year from the date on which your application is approved:

1. View the online NRP Instructor Course.
2. Successfully pass the NRP Instructor Online Exam and Cognitive Assessment Activity.
3. Co-teach two NRP Instructor-Led Events with an Instructor Mentor(s).
4. Complete the mentor evaluations.
5. Affirm a “debrief the debriefer” component in one of the two required NRP Instructor-Led Events.

[Download the AAP's How to Become an NRP Instructor PDF for your reference](#)

I have read and understood the application requirements.

Terms of Use

CLICKING ACCEPT BELOW CONSTITUTES YOUR AGREEMENT TO BE BOUND BY THESE TERMS OF USE. IF YOU DO NOT WISH TO BE BOUND BY THESE TERMS, YOU MAY NOT ACCESS OR USE THIS WEBSITE.

I Accept Terms of Use

Business Address

Organization Name
Mayo

Department
Oncology

Country
United States of America

Address Line 1
Tooms Hall, Greenland

Address Line 2

City
Houston

State / Province
Texas

Zip Code
74401

[Back to My Instructor Applications](#)

END OF INSTRUCTIONS

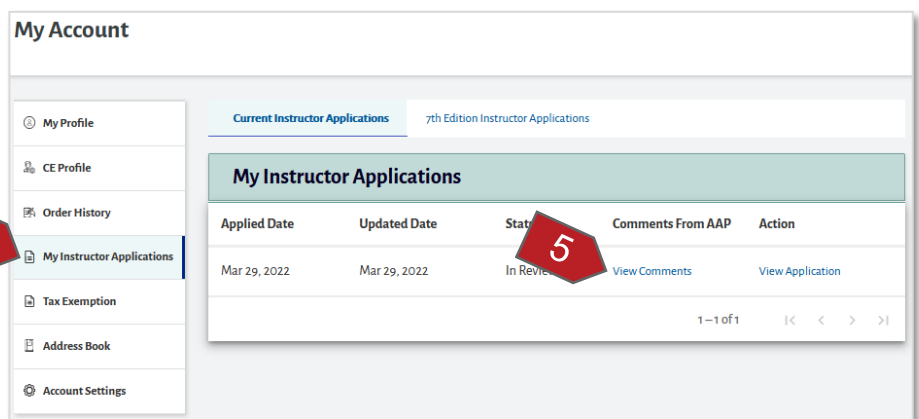
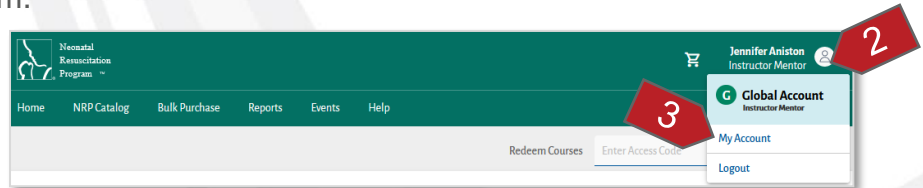
WI: IA – Viewing Comments on Instructor Application

1. Login to NRP Learning Platform.

2. Click the user icon.

3. Click the “My Account” option.

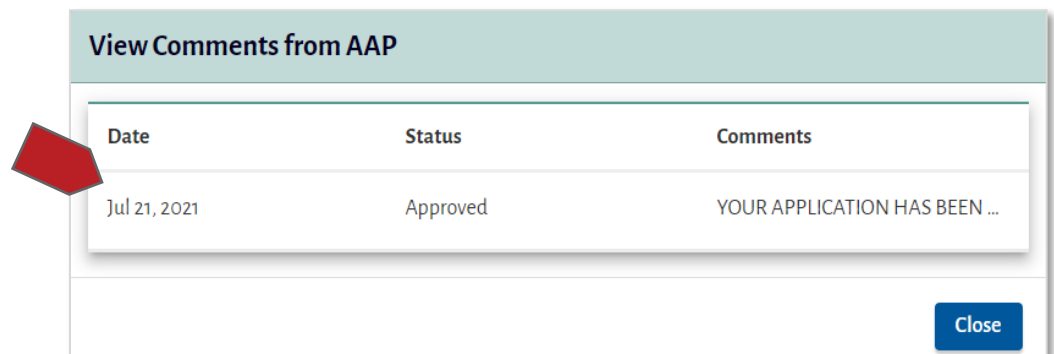
4. Click the “My Instructor Application” tab to view all the instructor application’s details.



NOTE: By default, “My Profile” page is displayed.

5. Click the “View Comments” option under ‘Comments from AAP’ column.

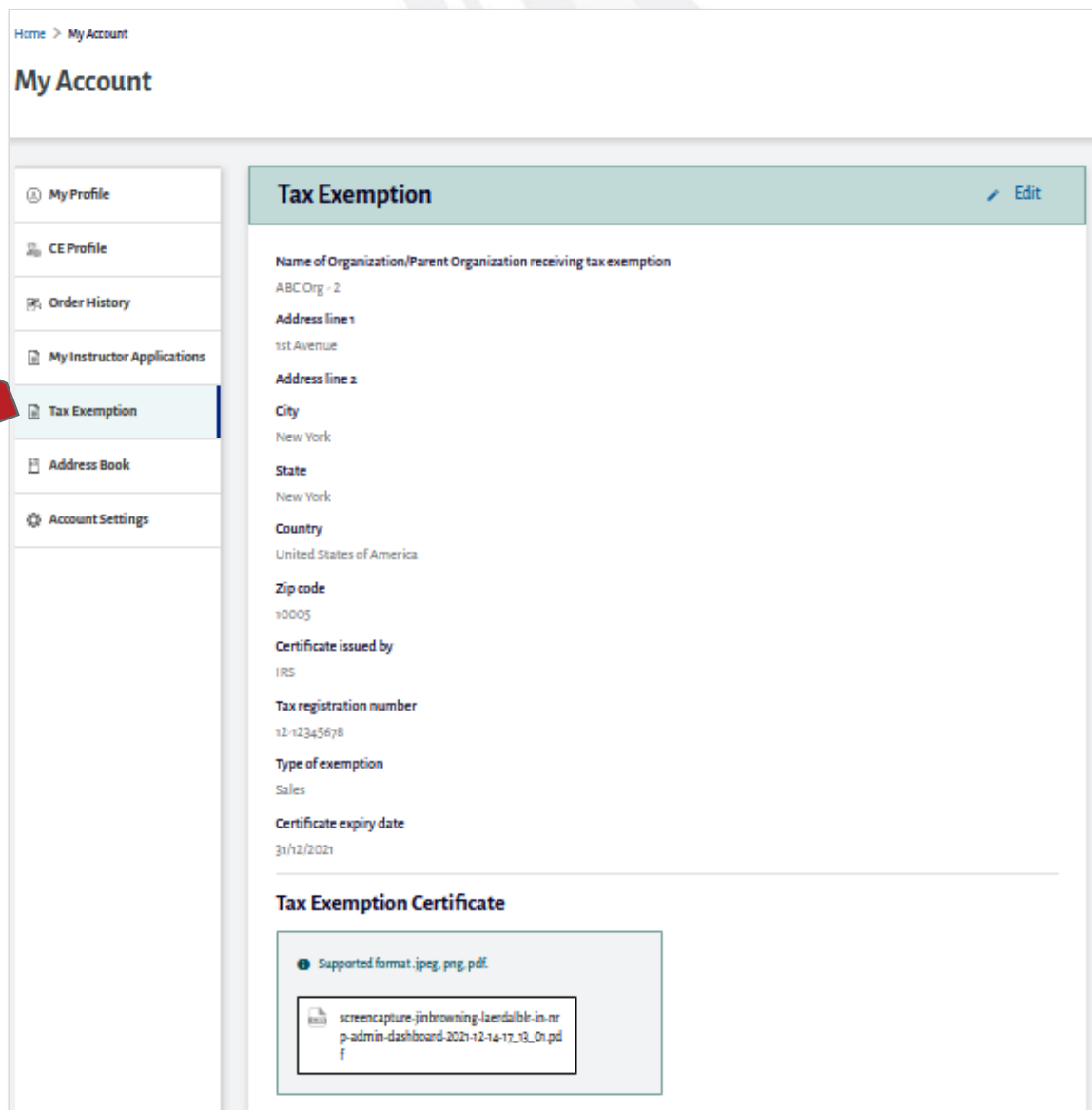
The ‘View Comments from AAP’ popup appears to view.



END OF INSTRUCTIONS

Tax Exemption

The 'Tax Exemption' tab shows the information related to tax exemption provided by the user during the bulk purchase of licenses.



Home > My Account

My Account

- My Profile
- CE Profile
- Order History
- My Instructor Applications
- Tax Exemption**
- Address Book
- Account Settings

Tax Exemption [Edit](#)

Name of Organization/Parent Organization receiving tax exemption
ABC Org - 2

Address line 1
1st Avenue

Address line 2

City
New York

State
New York

Country
United States of America

Zip code
10005

Certificate issued by
IRS

Tax registration number
12-12345678

Type of exemption
Sales

Certificate expiry date
31/12/2021

Tax Exemption Certificate

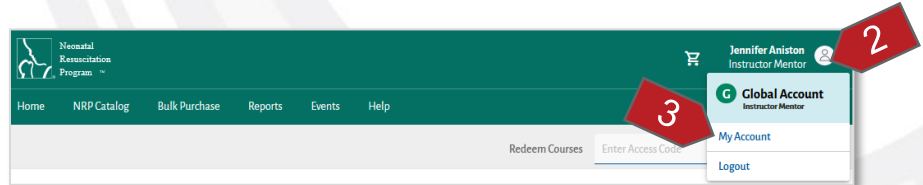
Supported format: jpeg, png, pdf.

screenshot-jimbrowning-laerdalbl-in-nr
p-admin-dashboard-2021-12-14-17_18_01.pdf

WI: Tax Exemption – Viewing Tax Exemption details

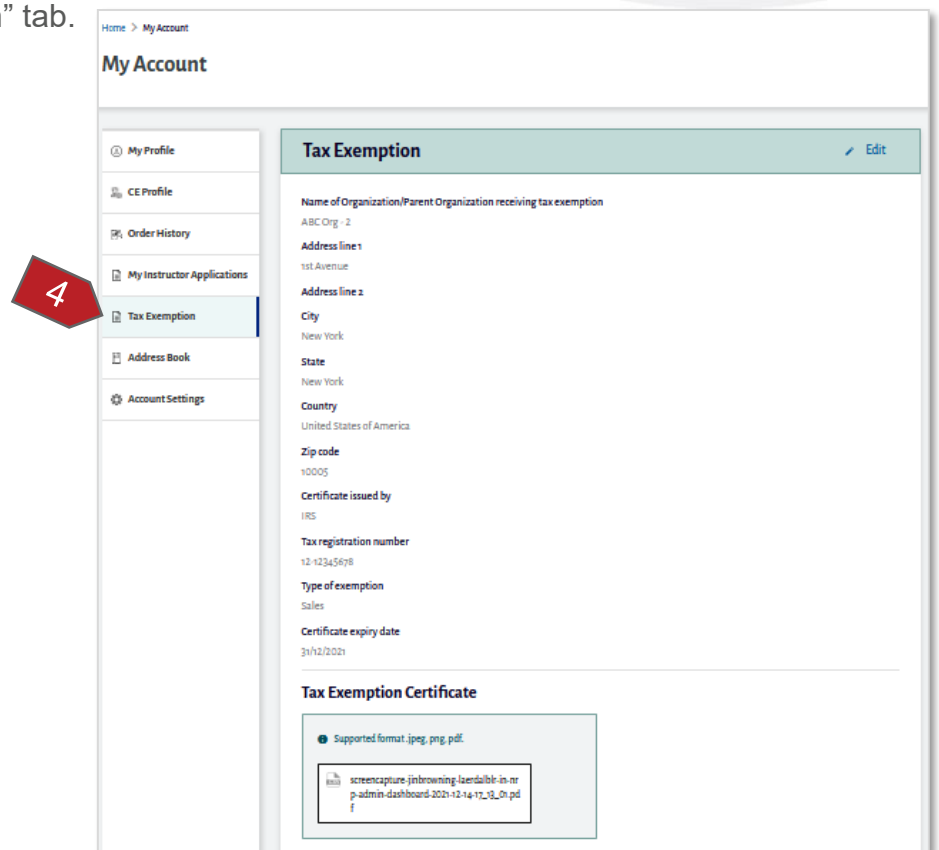
1. Login to NRP Learning Platform.

2. Click the user icon.



3. Click the “My Account” option.

4. Click on the “Tax Exemption” tab.



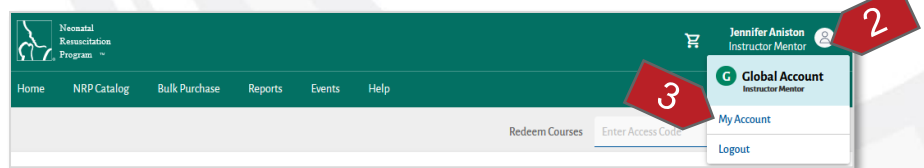
NOTE: By default, “My Profile” page is displayed.

END OF INSTRUCTIONS

WI: Tax Exemption – Editing Tax Exemption details

1. Login to NRP Learning Platform.

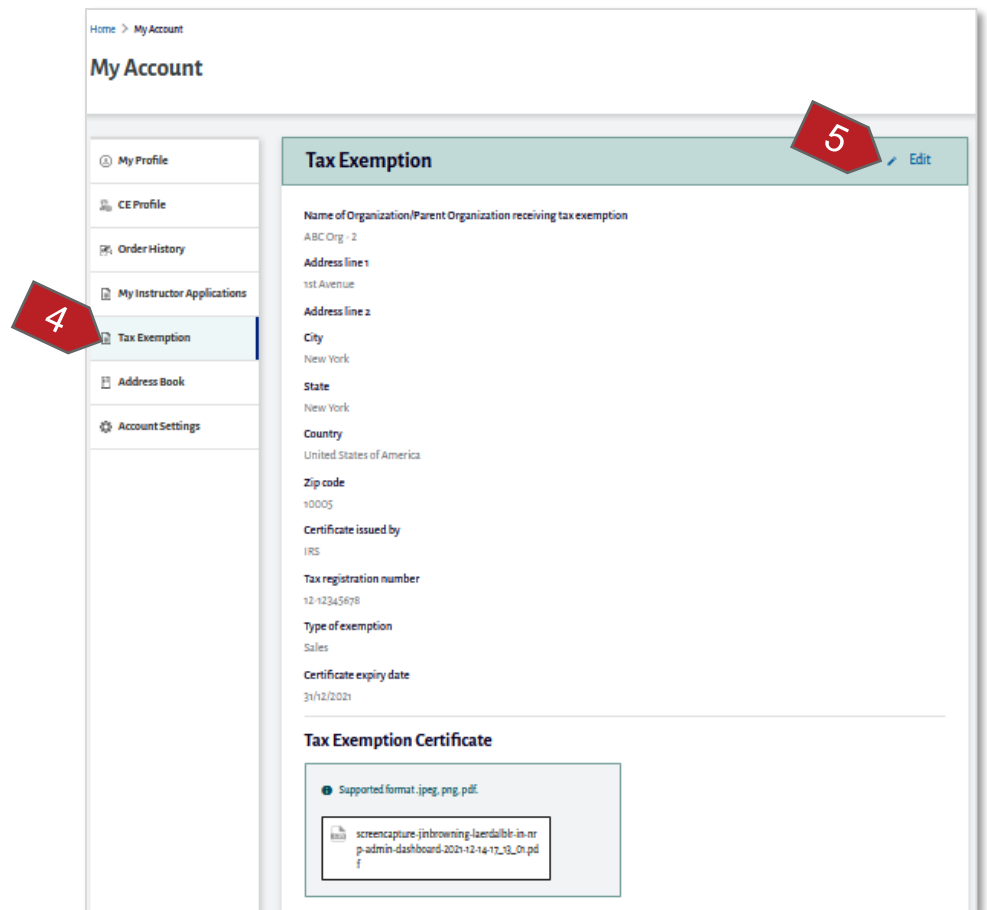
2. Click the user icon.



3. Click the “My Account” option.

4. Click on the “Tax Exemption”
button.

5. Click the “Edit” button.





6. Modify the details as needed on the 'Tax Exemption' page.

6

Edit Tax Exemption

Name of Organization/Parent Organization receiving tax exemption...

Address line 1 *

Address line 2

City *

State/Province *

Country *

Zip code *

Certificate issued by *

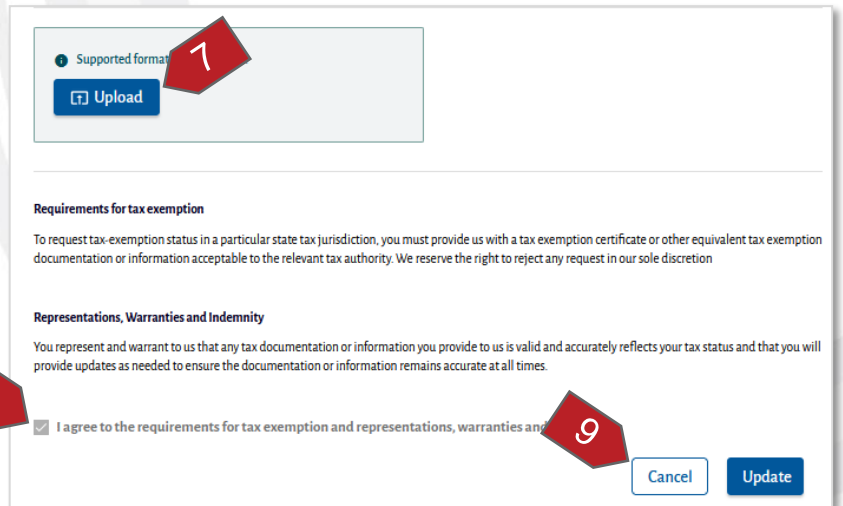
Tax registration number *

Type of tax exemption *

Certificate expiry date



7. Click on the “Upload” button for uploading the tax exemption certificate.



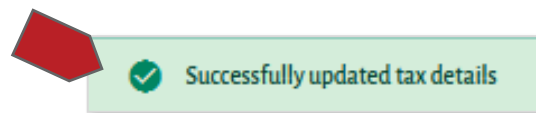
The screenshot shows a web form for uploading a tax exemption certificate. At the top, there is a section titled "Supported format" with a blue "Upload" button. A red callout box with the number 7 points to this button. Below this is a section titled "Requirements for tax exemption" with a paragraph of text. Underneath is a section titled "Representations, Warranties and Indemnity" with another paragraph of text. At the bottom of this section, there is a checkbox with the text "I agree to the requirements for tax exemption and representations, warranties and indemnity". A red callout box with the number 8 points to this checkbox. To the right of the checkbox is another red callout box with the number 9. At the bottom right of the form, there are two buttons: a light blue "Cancel" button and a dark blue "Update" button.

8. Click on the checkbox to agree on the term of tax exemption.

NOTE: The tax exemption certificate is supported in jpeg, png, and pdf format.

9. Click on the “Update” button.

A green bar at the top of the page indicates that the tax exemption details have been updated successfully.

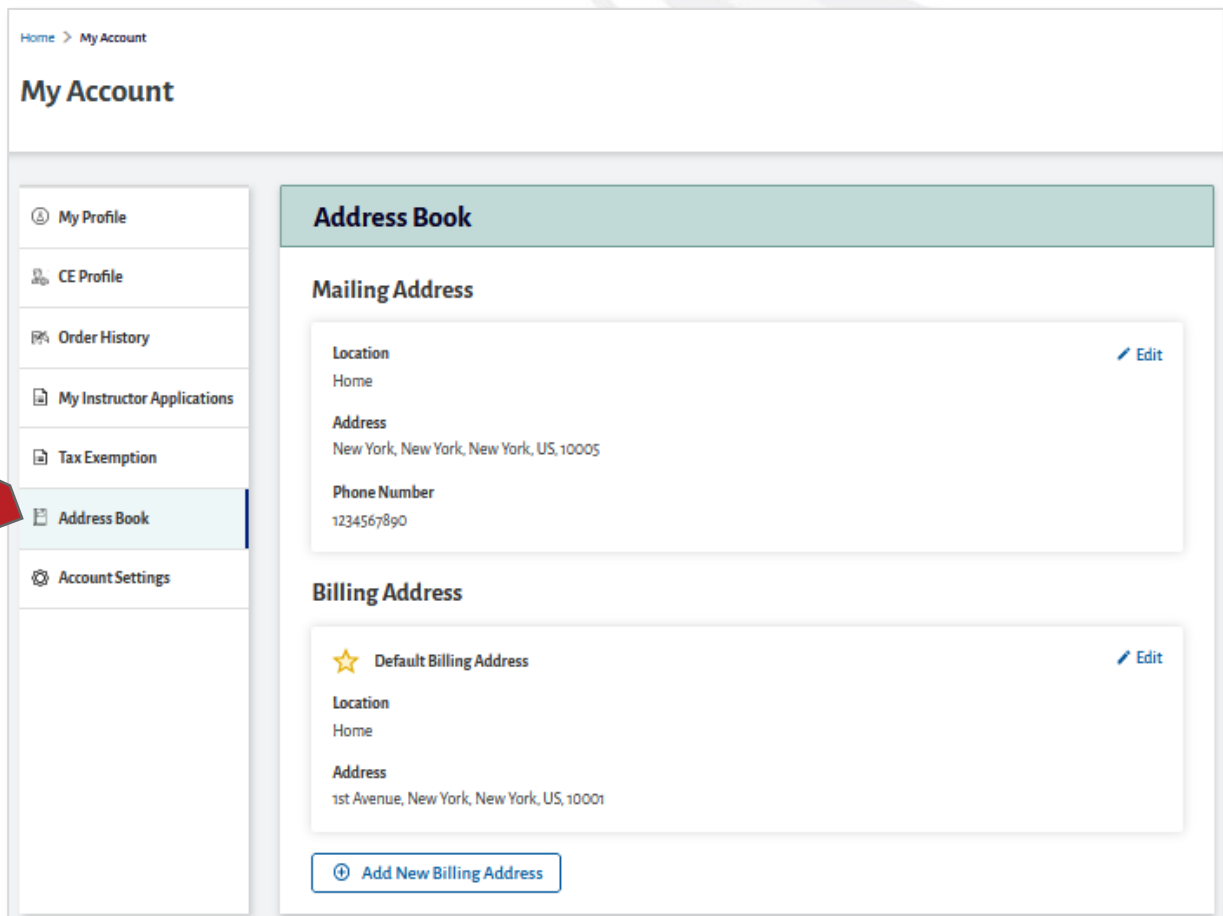


END OF INSTRUCTIONS

Address Book

The Address Book tab shows two types of addresses: Mailing Address and Billing Address.

NOTE: The Billing Address is collected only when the user purchases the curriculum.



Home > My Account

My Account

- My Profile
- CE Profile
- Order History
- My Instructor Applications
- Tax Exemption
- Address Book**
- Account Settings

Address Book

Mailing Address

Location Home [Edit](#)

Address New York, New York, New York, US, 10005

Phone Number 1234567890

Billing Address

★ **Default Billing Address** [Edit](#)

Location Home

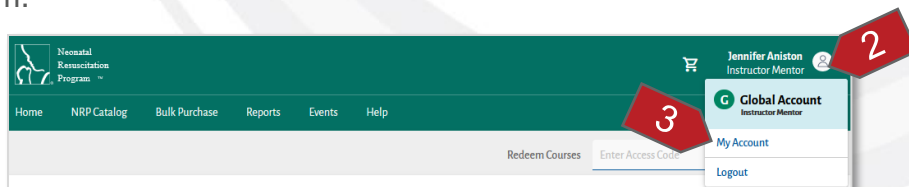
Address 1st Avenue, New York, New York, US, 10001

[Add New Billing Address](#)

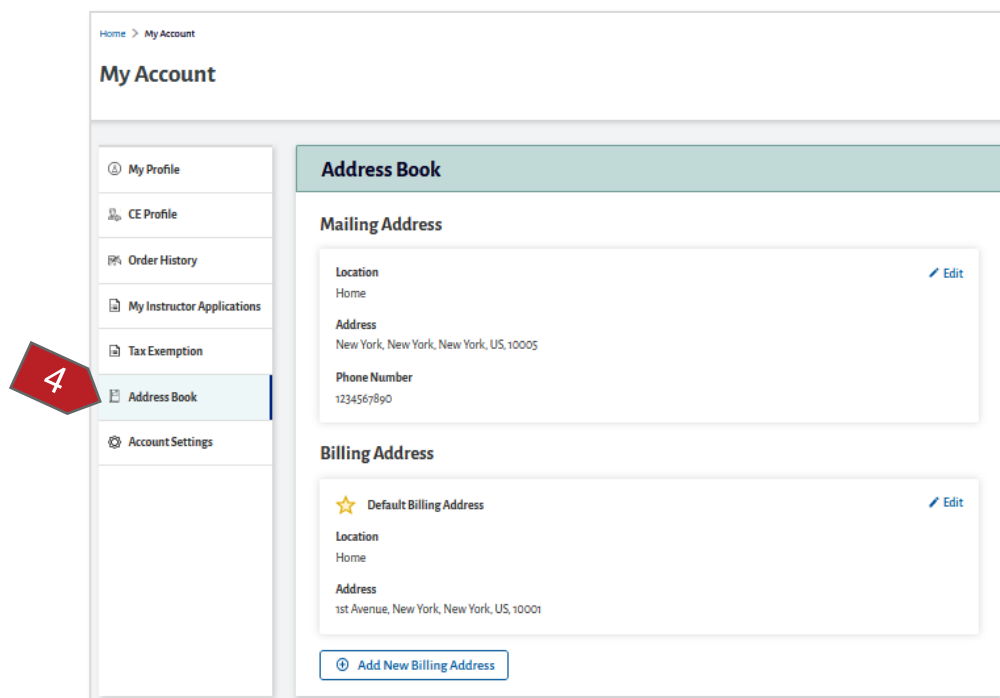
WI: Address Book – Viewing User’s Address Book

NOTE: The Mailing Address & Billing Address details are populated automatically entered by the user during Profile creation.

1. Login to NRP Learning Platform.
2. Click the user icon.



3. Click the “My Account” option.
4. Click the “Address Book” tab to display the mailing address and billing address.



NOTE: By default, “My Profile” page is displayed.

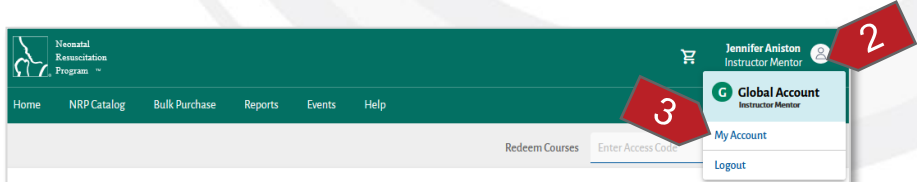
END OF INSTRUCTIONS

WI: Address Book – Editing Mailing Address / Billing Address

NOTE: The Mailing Address & Billing Address details are populated automatically entered by the user during Profile creation process.

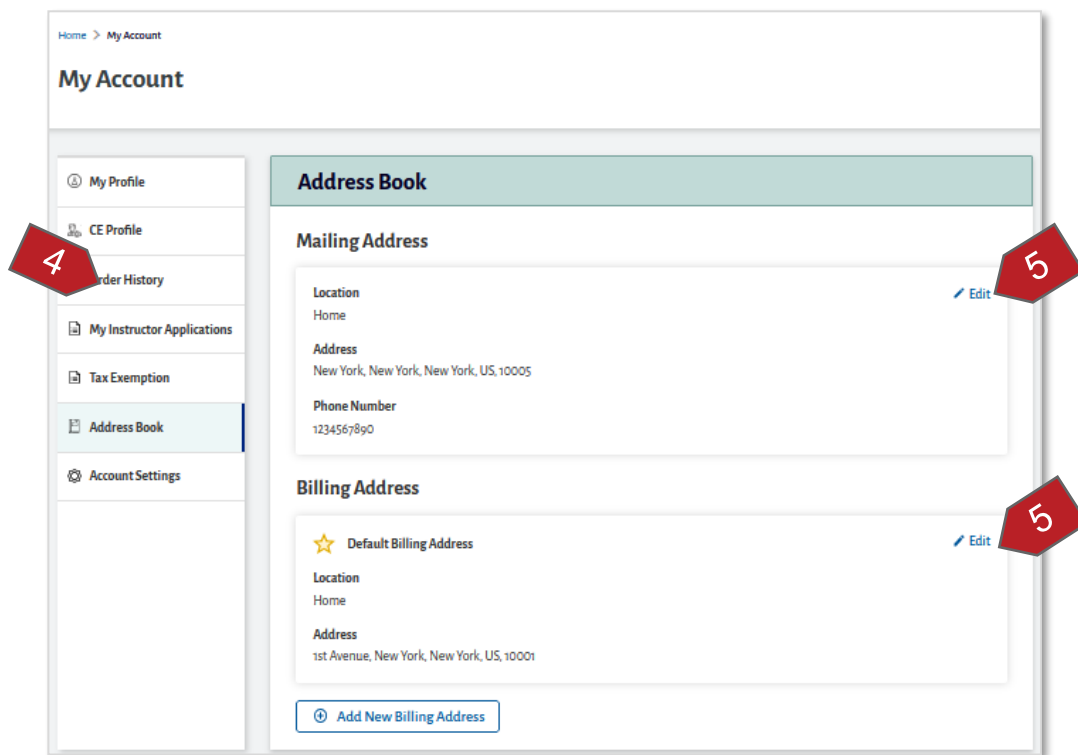
1. Login to NRP Learning Platform.

2. Click the user icon.



3. Click the “My Account” option.

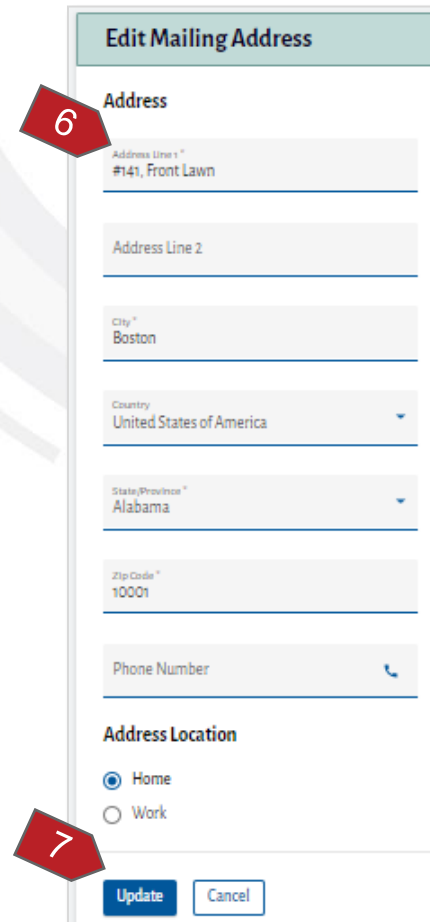
4. Click the “Address Book” tab to display the mailing address and billing address.



NOTE: By default, “My Profile” page is displayed.

5. Click the “Edit” link.

6. Modify the details as required.
7. Click on the “Update” button to update the details.



The screenshot shows a mobile application interface for editing a mailing address. The form is titled "Edit Mailing Address" and contains the following fields:

- Address Line 1***: #141, Front Lawn
- Address Line 2**: (empty)
- City***: Boston
- Country**: United States of America (dropdown menu)
- State/Province***: Alabama (dropdown menu)
- Zip Code***: 10001
- Phone Number**: (empty)

Below the form, there is an "Address Location" section with two radio buttons: "Home" (selected) and "Work". At the bottom of the form are two buttons: "Update" and "Cancel".

Callout box 6 points to the "Address Line 1" field, and callout box 7 points to the "Update" button.

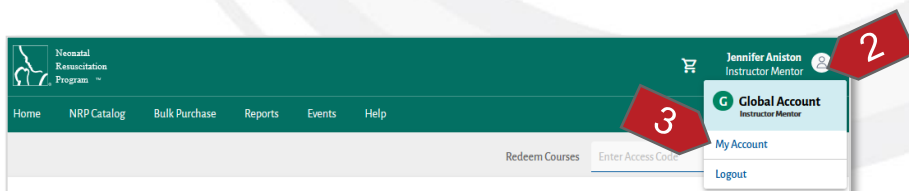
END OF INSTRUCTIONS

WI: Address Book – Adding New Billing Address

NOTE: The Mailing Address & Billing Address details are populated automatically entered by the user during Profile creation.

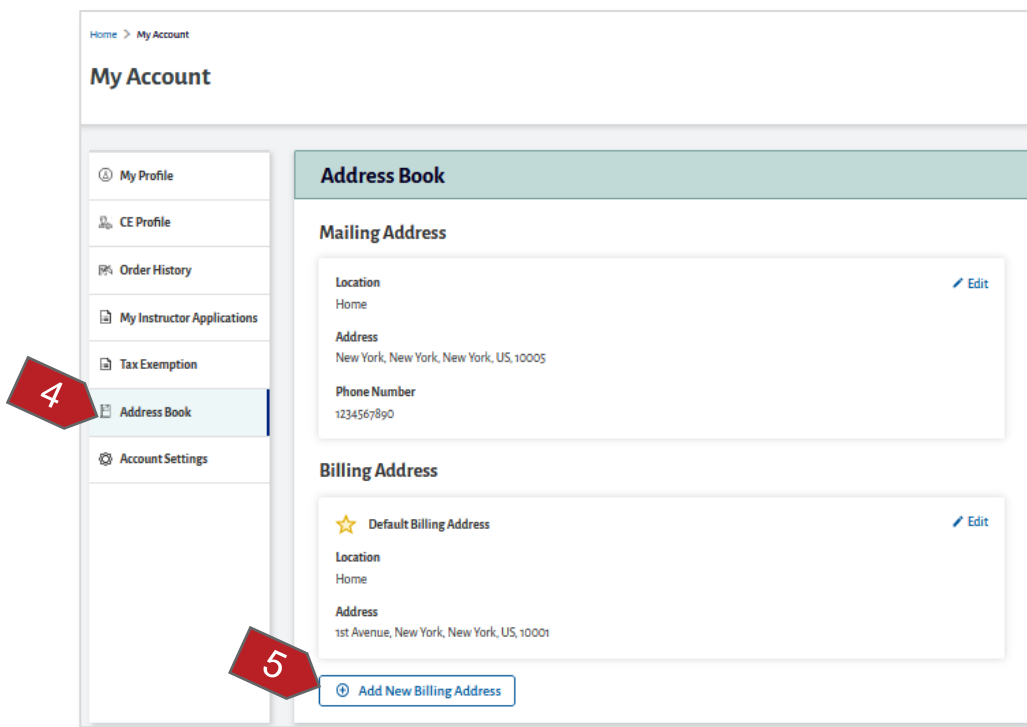
1. Login to NRP Learning Platform.

2. Click the user icon.



3. Click the “My Account” option.

4. Click the “Address Book” tab.



NOTE: By default, “My Profile” page is displayed.

5. Click on “Add New Billing Address” button.

NRP LP User (Individual/Global Account) Guide My Account



6. Enter the details of the new billing address.
7. Click on the “Add New Address” button to update the details.

A screenshot of a web form titled "Add New Billing Address". The form contains several input fields: "Address Line 1*", "Address Line 2", "City*", "Country" (a dropdown menu with "United States of America" selected), "State/Province*" (a dropdown menu), and "Zip Code*". Below these fields is a section titled "Address Location" with two radio buttons: "Home" (which is selected) and "Work". At the bottom of the form are two buttons: "Add New Address" (in blue) and "Cancel" (in white). A red callout box with the number "6" points to the "Address Line 1" field, and another red callout box with the number "7" points to the "Add New Address" button.

END OF INSTRUCTIONS

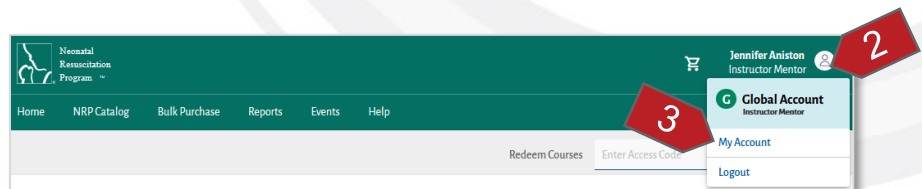


WI: Address Book – Setting one of the Billing Address as Default

NOTE: The “Set As Default Billing Address” option is available only when the user has added more than one billing address.

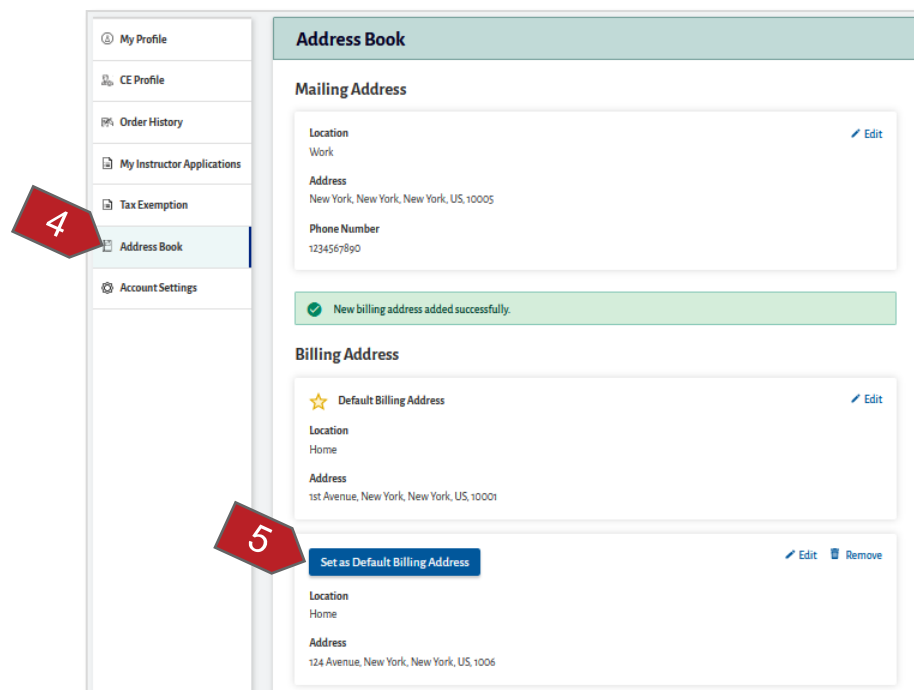
1. Login to NRP Learning Platform.

2. Click the user icon.



3. Click the “My Account” option.

4. Click the “Address Book” tab.

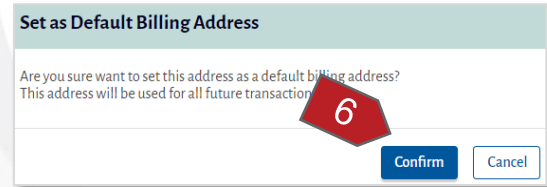


NOTE: By default, “My Profile” page is displayed.

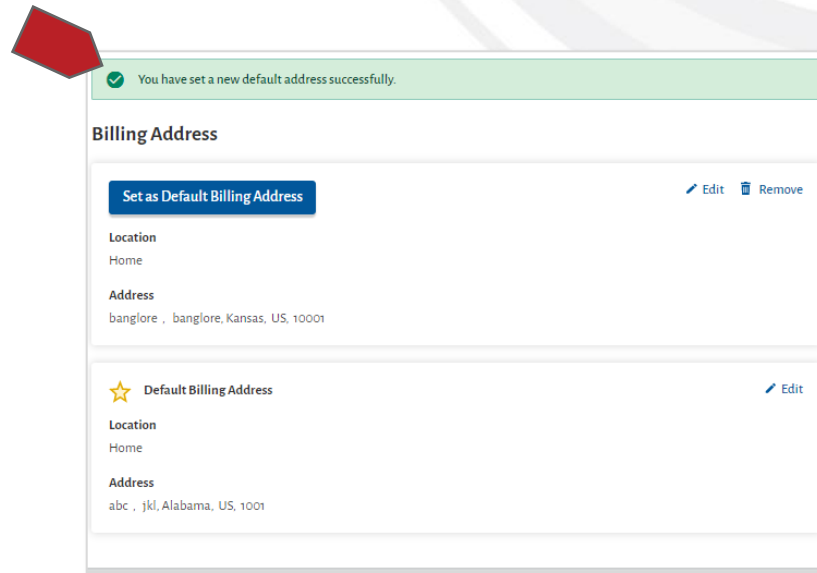
5. Click on any of the address “Set As Default Billing Address” button.

NOTE: By default, the Billing Address entered by the user in the enrolling process is considered as the default billing address.

- Click on “Confirm” button in the “Set As Default Billing Address” pop up.



A green bar at the top of the “Billing Address” section indicates that the new default address has been set successfully.

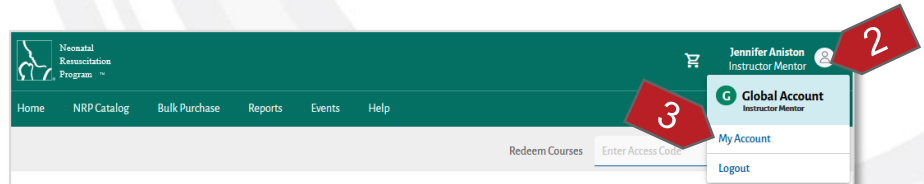


END OF INSTRUCTIONS

WI: Address Book – Editing Billing Address

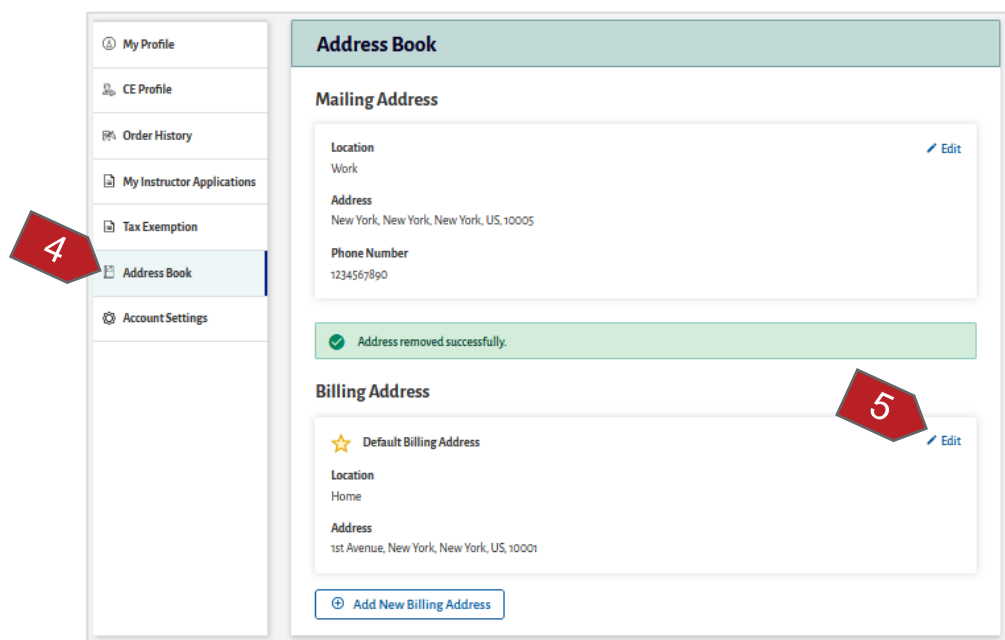
1. Login to NRP Learning Platform.

2. Click the user icon.



3. Click the “My Account” option.

4. Click the “Address Book” tab.

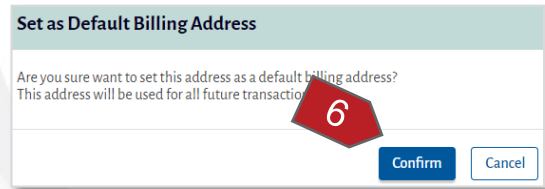


NOTE: By default, “My Profile” page is displayed.

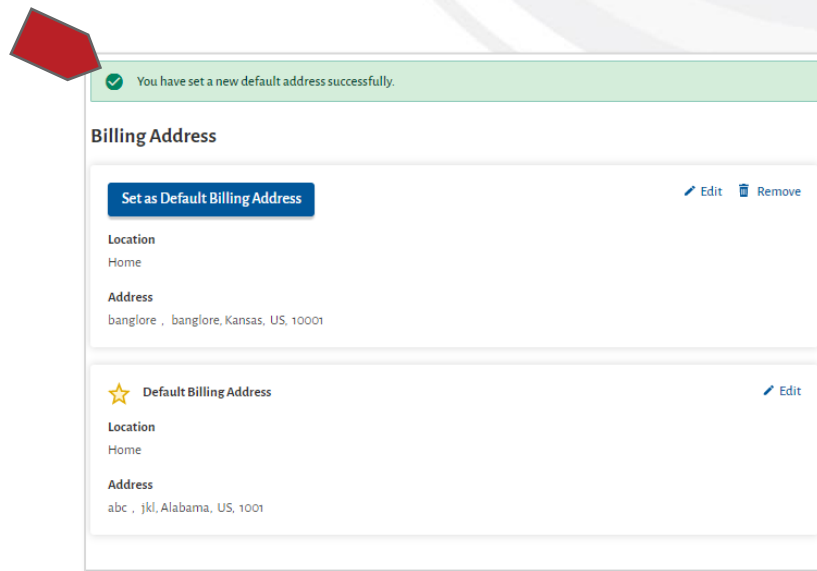
5. Click on any of the address “Set As Default Billing Address” button.

NOTE: By default, the Billing Address entered by the user in the enrolling process is considered as the default billing address.

- Click on the “Confirm” button in the “Set As Default Billing Address” pop up.



A green bar at the top of the “Billing Address” section indicates that the new default address has been set successfully.



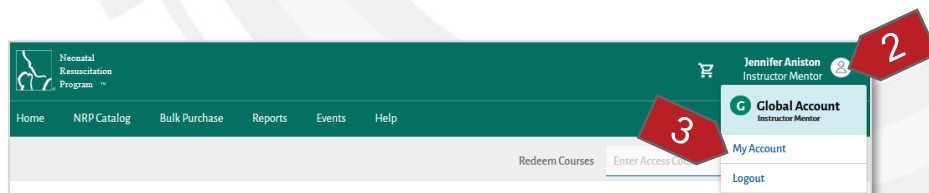
END OF INSTRUCTIONS

WI: Address Book – Removing Billing Address

NOTE: The “Remove” option is available only when there is more than one billing address.

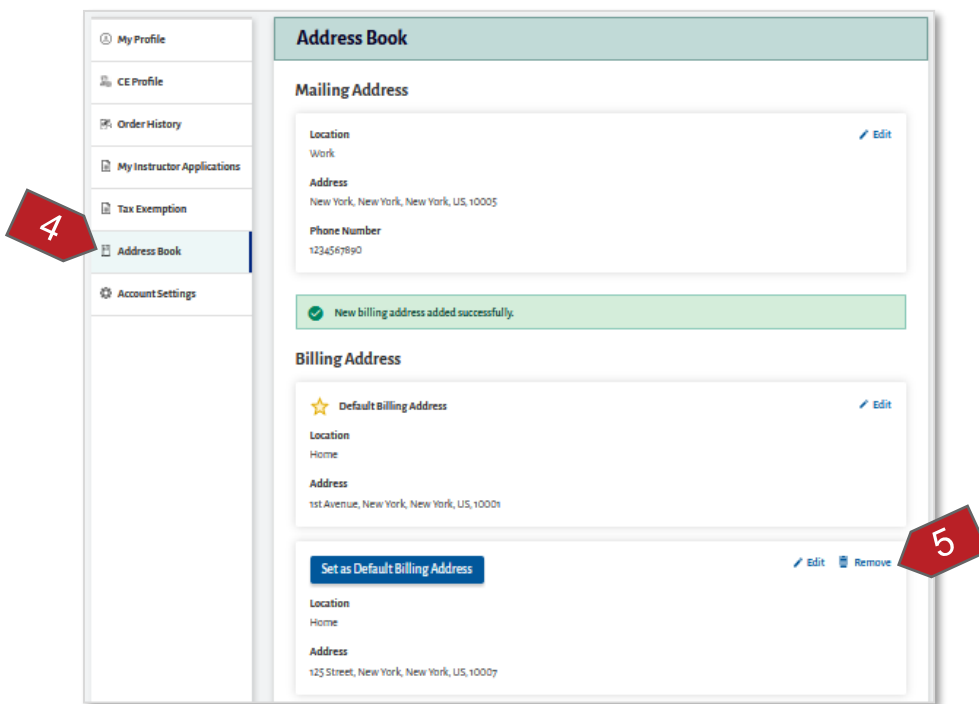
1. Login to NRP Learning Platform.

2. Click the user icon.



3. Click the “My Account” option.

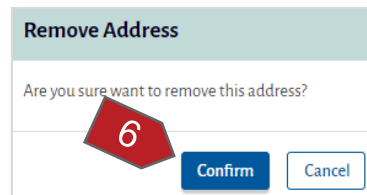
4. Click the “Address Book” tab.



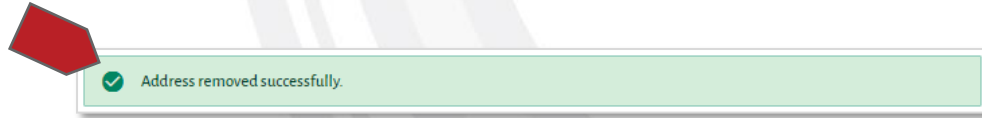
NOTE: By default, “My Profile” page is displayed.

5. Click on any of the address “Remove” link.

6. Click on “Confirm” button in the “Remove Address” pop up.



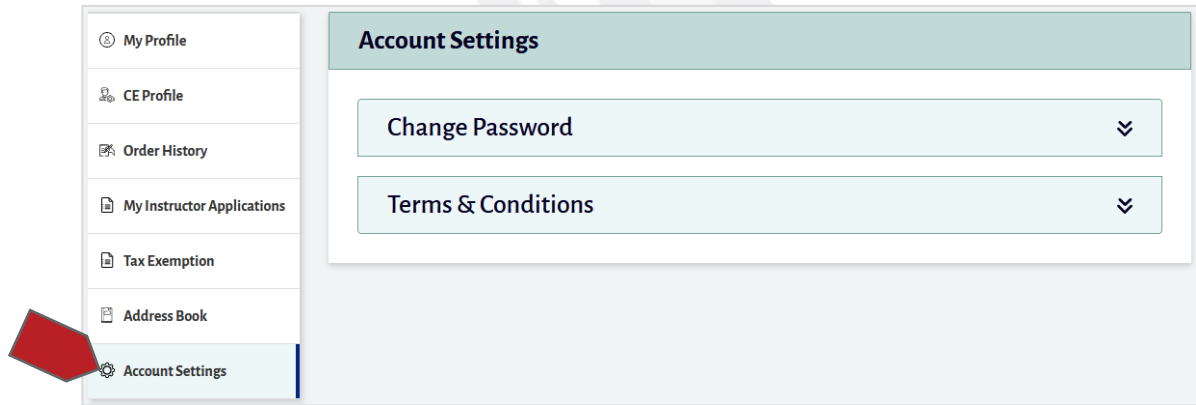
A green bar at the top of the “Billing Address” section indicates that the address has been removed successfully.



END OF INSTRUCTIONS

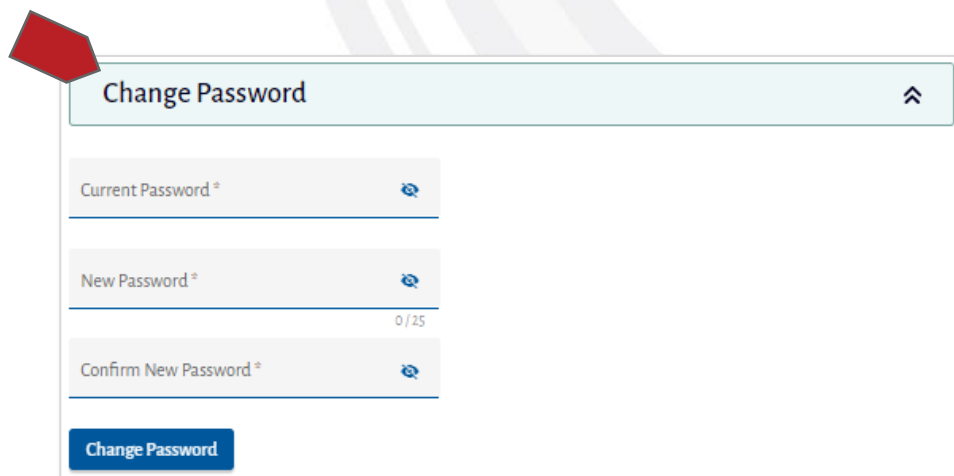
Account Settings

The Account Settings tab shows two tiles: Change Password and Terms & Conditions.



Changing Password

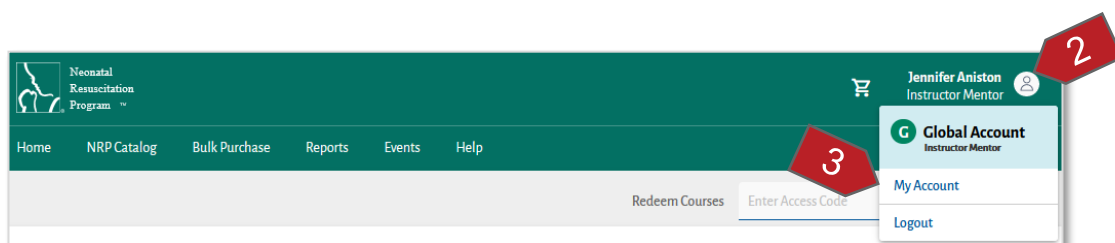
The Change Password tile shows three information: Current Password, New Password, and Confirm New Password.



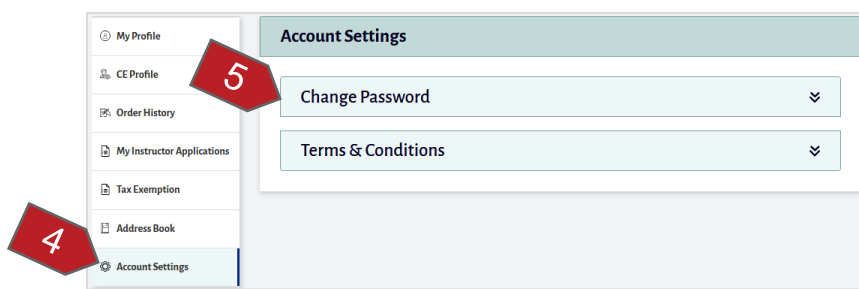
The screenshot shows a 'Change Password' form with three input fields: 'Current Password *', 'New Password *', and 'Confirm New Password *'. Each field has a toggle icon for visibility. The 'New Password' field has a character count '0 / 25'. A blue 'Change Password' button is at the bottom. A red arrow points to the top-left corner of the form.

WI: Account Settings – Changing the Password being Set Earlier

1. Login to NRP Learning Platform.
2. Click the user icon.



3. Click the “My Account” option.
4. Click the “Address Book” tab.



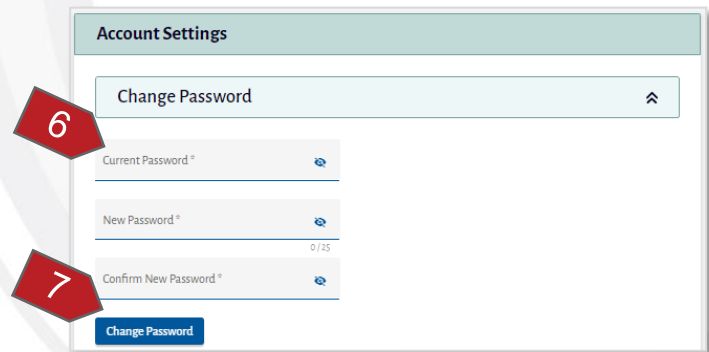
NOTE: By default, “My Profile” page is displayed.

5. Click on “Change Password” tile.

6. Enter the details of the current and new password to be set.

NOTE: The password must meet the following complexity requirements:

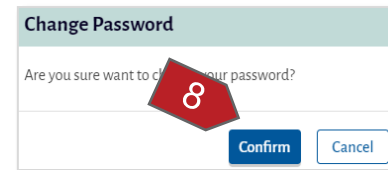
- At least one lowercase character
- At least one uppercase character
- At least one digit character
- At least 8 characters



The screenshot shows the 'Account Settings' page with a 'Change Password' section. It includes three input fields: 'Current Password*', 'New Password*', and 'Confirm New Password*'. A 'Change Password' button is located at the bottom of the form. Red arrows with numbers 6 and 7 point to the header and the button, respectively.

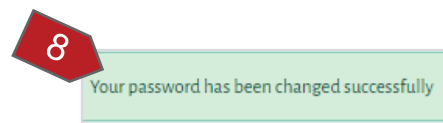
7. Click on “Change Password” button to update the current password with the new password.

8. Click on “Confirm” button.



The screenshot shows a confirmation dialog box titled 'Change Password' with the text 'Are you sure want to change your password?'. It has two buttons: 'Confirm' and 'Cancel'. A red arrow with the number 8 points to the 'Confirm' button.

9. A green bar at the top of the page indicates that the password has been changed successfully.



END OF INSTRUCTIONS

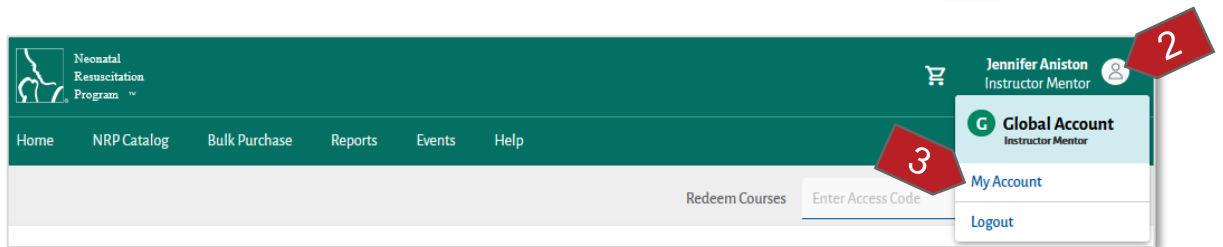


Terms & Conditions

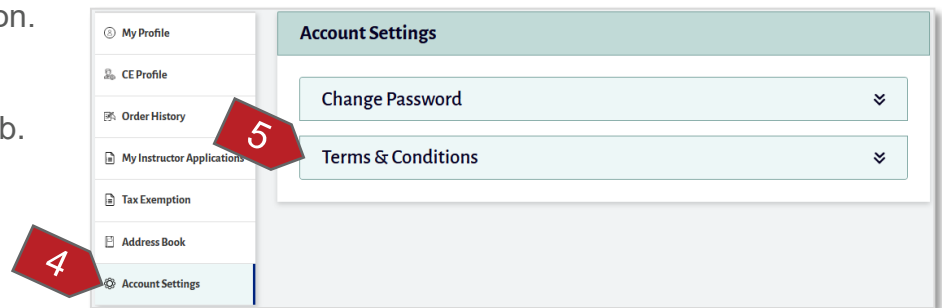
The Disagree Terms & Conditions tile shows the details of the Terms & Conditions wherein the user can read and disagree.

WI: Account Settings – Terms & Conditions

1. Login to NRP Learning Platform.
2. Click the user icon.



3. Click the “My Account” option.
4. Click the “Address Book” tab.



NOTE: By default, “My Profile” page is displayed.

5. Click on the “Terms & Conditions” tile to read the details of Terms & Conditions.
6. Click on “Disagree” button in the ‘Terms & Conditions’ pop up to disagree the Terms & Conditions.



Terms & Conditions

These are the Terms of Use ("Terms") for the American Academy of Pediatrics ("AAP") which govern your access to and use of the websites, apps, and digital platforms provided by AAP (collectively the "Websites"). Please note your access to and use of the Websites is conditioned on your acceptance of and compliance with these Terms. By accessing or using the Websites you agree you are bound by these Terms.

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Your Acceptance Of The Terms

Please be aware that these Terms constitute a binding legal agreement between you and the AAP outlining your legal rights, obligations, and remedies arising from your use of the Websites. You agree you are responsible for your use of the Websites and any consequences resulting from your use of the Websites. You may use the Websites only in compliance with these Terms and all applicable local, state, national, and international laws, rules and regulations. If you do not agree to these Terms, you may not use

Changes To Our Terms

The AAP may modify these Terms of Use from time to time. The most current version of these Terms will govern your use of the Websites and will be located at <https://www.aap.org/en-us/Pages/Terms-of-Use.aspx>. We will notify you of material changes to these Terms by posting a notice at the Websites. By continuing to access or use the Websites after those changes become effective, you agree to be bound by the revised Terms of Use.

Contact The AAP

American Academy of Pediatrics
345 Park Blvd
Itasca, IL 60143
Phone: (630) 626-6000
dataprotection@aap.org

6

Disagree Print

7. Click on "Yes, Log Me Out" button in the "Disagree Terms & Conditions" pop up.

Disagree Terms and Conditions

Disagreeing to the Terms and Conditions may restrict your activity within the NRP site. Do you wish to continue with disagreeing to the terms and conditions?

7

Yes, Log Me Out No, Cancel

8. The user is logged out of the account & navigated to Login page.

8

Neonatal Resuscitation Program

AAP NRP NRP Catalog Bulk Purchase Help Verify/Certify

Redeem Courses Enter Access Code Redeem

Login

Username *

Password *

Remember Me

Forgot your [Password or Username?](#)

Login Register now



NOTE:

- *When the user logs in again, the “Terms & Conditions” pop up appears until the user accepts the Terms & Conditions.*
- *The user can continue with any activity in the account only when the Terms & Conditions are agreed by clicking on “Agree” button provided in the pop up.*

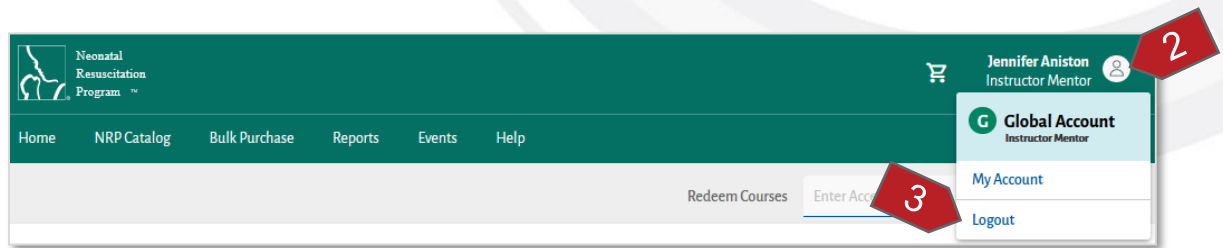
END OF INSTRUCTIONS



Logout

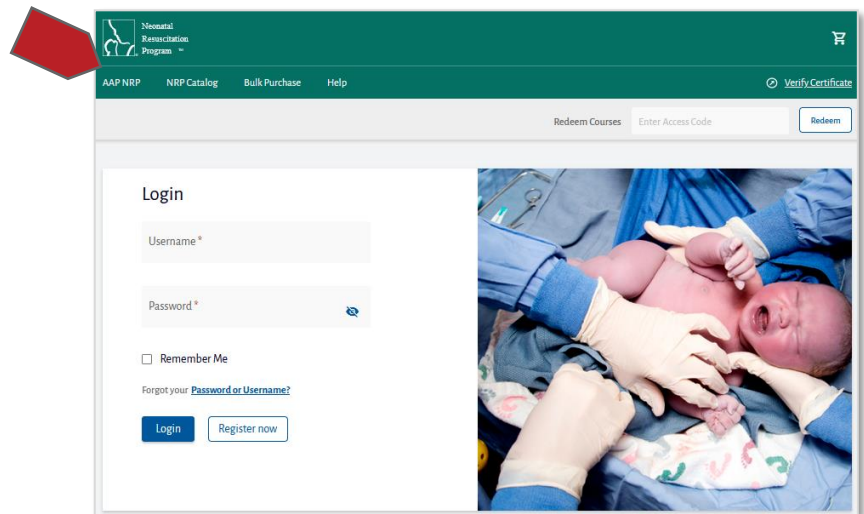
WI: Logout – Logging Out from NRP Learning Platform

1. Login to NRP Learning Platform.
2. Click the user icon.



3. Click the “Logout” option from the drop-down menu.

The user will be logged out & navigated to ‘Login’ page.



END OF INSTRUCTIONS

END OF DOCUMENT