



**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
Instructor Mentor (Individual/Global)
Quick Start Guide
Rev 4.0**



American
Heart
Association.



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Revision History

Revision Number	Effective Date	Notes
1.0	07/02/2021	Initial version. Created based on the full User Guide.
2.0	08/17/2021	Included changes from the July 2020 update, including: Applying an IA, 'My Instructor Applications' tab in 'My Account' section, Updated 'Courses' with IC & IR curriculum details, Access ITK as part of IC curriculum, Added the Instructor Course, Algorithm Activity, Instructor Exam, Debrief the Debrief activities in the IC & IR curriculum, Added 'Inactive' status details, Added updated images, enhanced 'Definitions' section
3.0	09/30/2021	Enhanced the concept of 'NRP Global Account'
4.0	12/01/2021	Added the concept of Bulk Purchase



General Information

Purpose

This guide provides a quick introduction to the common Instructor interactions on the NRP Learning Platform, to access AAP NRP courses/curricula and events.

Applies To

This guide applies to:

- NRP Instructors
- NRP Instructor Mentors

The actions described in this guide can only be performed by NRP Instructors.

Types of Instructors

- Instructor Candidate
- Instructor
- Instructor Mentor

Quick Start Guide Structure

This Quick Start Guide contains information grouped into major topics, with task-specific work instructions (abbreviated WI:).





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 Debriefer:** 'Debrief the Debriefer' 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.
- **Inactive Instructor:** An Instructor is considered 'Inactive' upon eCard / rank expiry. An Inactive Instructor cannot manage ILEs (add/cancel/view/withdraw), however, will be able to modify ILEs that were added during the 'Active' period.
- **Instructor:** Instructors focus on hands-on instruction, simulation, communication, and teamwork with their NRP Providers aspirants.
- **Inactive Instructor Mentor:** An Instructor mentor is considered 'Inactive' upon eCard / rank expiry. An Inactive Instructor mentor cannot manage ILEs (add/cancel/view/withdraw), however, will be able to modify ILEs that were added during the 'Active' period.
- **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.

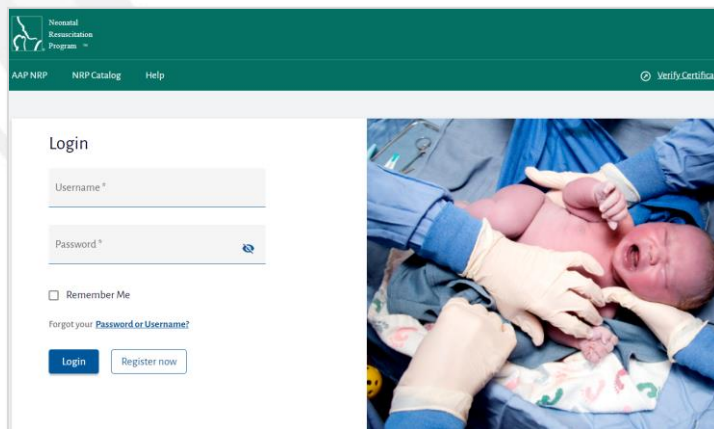


User Registration

NRP LP Landing Page

The NRP LP Landing Page offers some basic functionality for users who are not logged in, such as:

- Login to the NRP LP
- Self-Register for an account
- Recover a forgotten username or password
- View information about the AAP NRP
- View the NRP Catalog of courses
- View general help information
- Verify a certificate's authenticity



Self-Registration User Journey

Users of the NRP platform are required to self-register. The registration process involves:

- Navigating to the NRP Learning Platform
- Self-Registering with some basic information
- Activating the account via a link in an email
- Adding additional user details to complete the user profile





NRP Global Account / B2C

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:

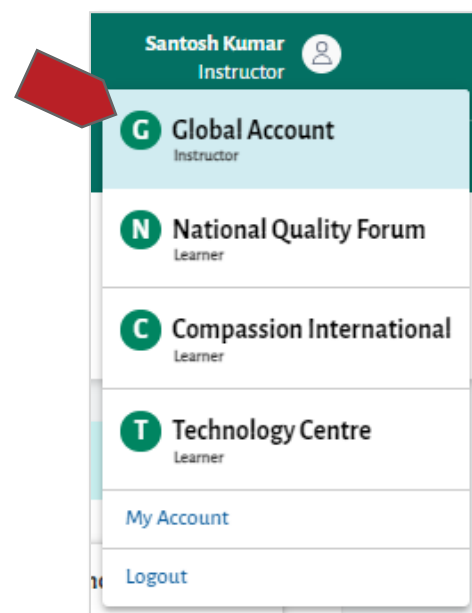
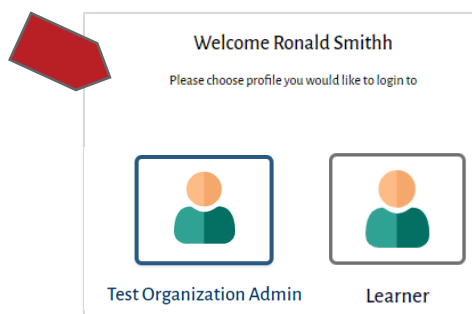
- Single sign on for global & organizational profiles
- Access to NRP Catalog based on Global Account
- Self-enroll to NRP curriculums
- Initiate/Resume/Complete a course assigned within the NRP LP (even after org separation)
- View Learning History of self-enrolled & Organizational assignments through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



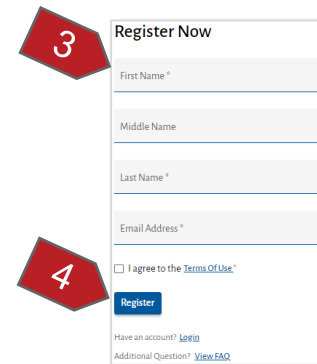
WI: Self-Registration on the NRP Learning Platform

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.org -> NRP (under Quick Links) -> Login (NRP LMS Login)). This work instruction 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://NRPLearningPlatform.com>
2. Click on the “Register now” button.



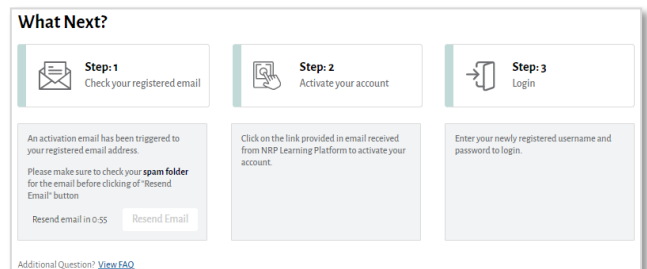
3. Complete the “Register Now” form with the user information. Required fields are marked by a red asterisk (*).
4. Click on the “Register” button.



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

The “What’s Next” is shown. The next steps are:

- Check the email used during registration.
- Click the link to activate the account and add user details to complete the profile.
- Login to the NRP LP.



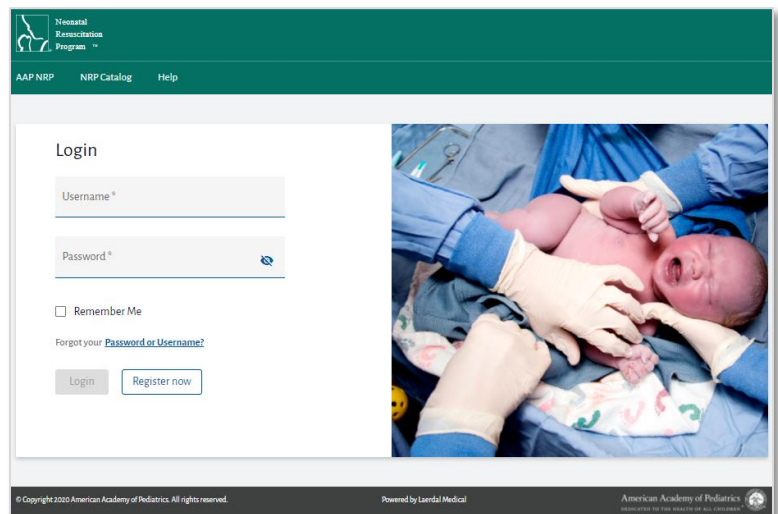
END OF INSTRUCTIONS

WI: Logging Out from NRP Learning Platform

1. Click the user icon.
2. Click the “Logout” option from the drop-down menu.



The user will be logged out from the NRP Learning Platform & navigated to Login page.



END OF INSTRUCTIONS



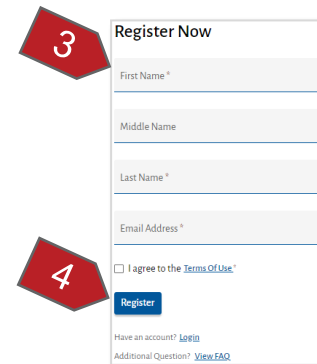
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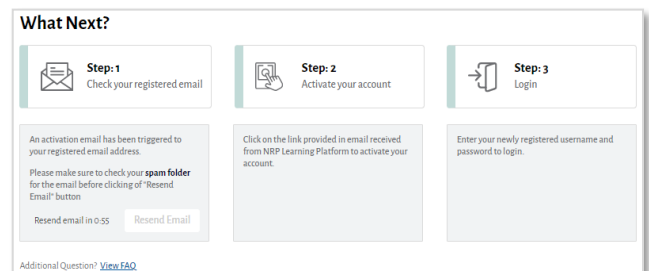
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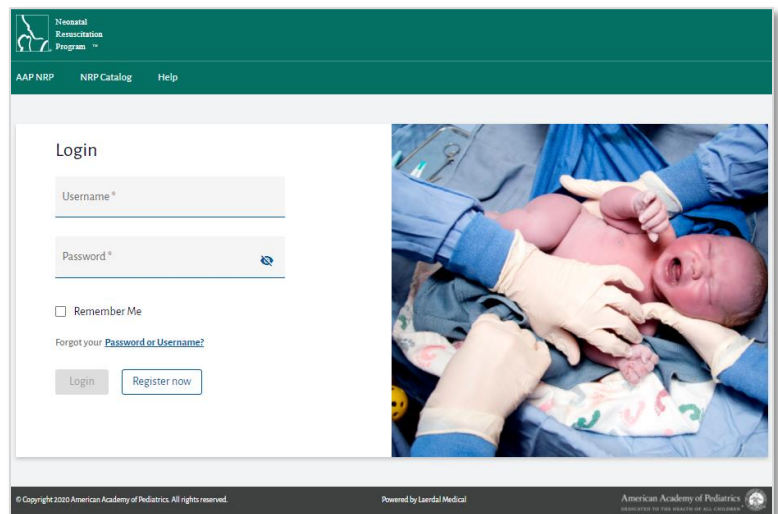
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WI: Logging Out from NRP Learning Platform

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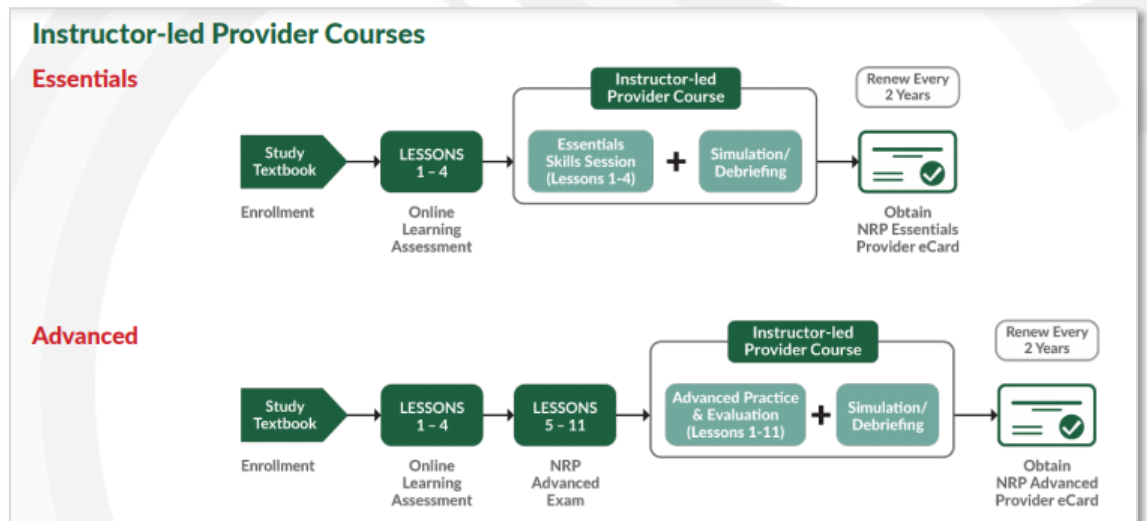
END OF INSTRUCTIONS

Courses

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.

Instructor-Led Provider Courses

Overview



NRP Essentials

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 Advanced

This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond positive pressure ventilation.

NRP Instructor Candidate (IC)

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 Instructor Renewal (IR)

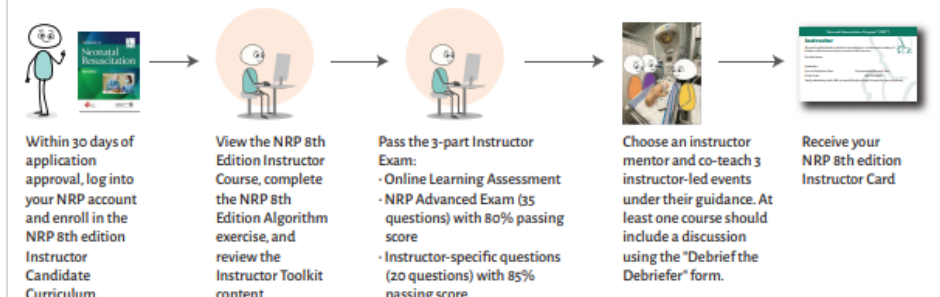
This course content delivers the necessary curricula to *maintain* Instructor Status, which is available only for the Instructors and Instructor Mentors, who wish to maintain Instructor status prior expiration of Instructor eCard. If an instructor’s status expires prior meeting Instructor status maintenance requirements, then the instructor eligibility requirements must be met followed by completing the Instructor course requirements to maintain Instructor status.

Instructor Eligibility and Maintenance

Eligibility

- Instructor candidates must have a current NRP 7th edition Provider Card or NRP 8th edition Advanced Provider status.
- An NRP instructor candidate must be a physician, registered nurse/nurse practitioner, respiratory therapist, or physician assistant with experience in the hospital care of newborns.
- The NRP instructor candidate must have current maternal-child educational or clinical responsibility within a hospital setting.
- It is recommended that NRP instructors and instructor candidates have ongoing delivery room experience.

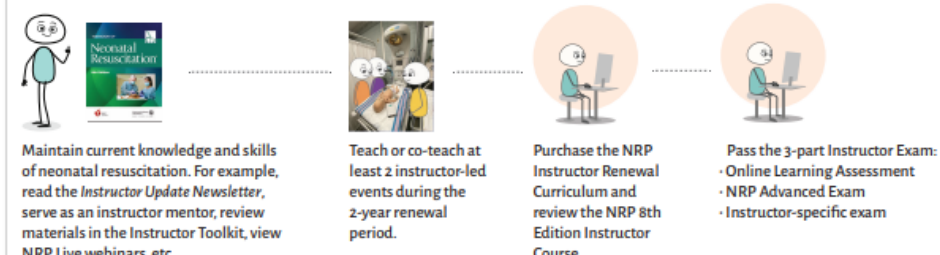
Complete these Steps within One Year of Your Application Approval Date



If your NRP Provider eCard expires in less than one year, your renewal date will automatically extend by one year from your application approval date.

Maintaining your NRP Instructor Status

An NRP instructor in good standing remains an NRP instructor as long as the maintenance requirements are met before the instructor renewal date every 2 years. The NRP instructor must complete the steps below at some point before their renewal date, which is the last day of the month in which your NRP Instructor status was first attained. NRP Instructors at an RQI for NRP hospital should also maintain their Essentials eCredential.



If an instructor's status expires prior to meeting these maintenance requirements, they must meet the current instructor eligibility requirements, apply to be an instructor candidate, and complete all current edition requirements to attain instructor status.



Activities in a Course

The “Activity” page shows the different activities that are part of the course. The page shows a summary at the top, and details below, with buttons to act on the activity.

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 - Not started
- Instructor Exam - Not started
- Course Survey - Not started

Part 2 🕒 Not started

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

Instructor Tool Kit
Explore Now

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

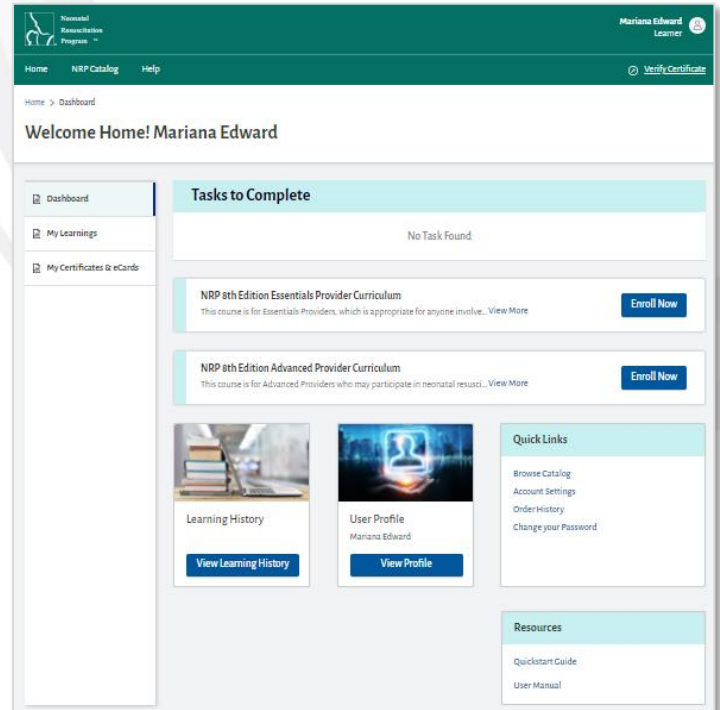




Home Menu

The “Home” Menu is the landing page after logging in to the NRP LP. The side menu shows three tabs:

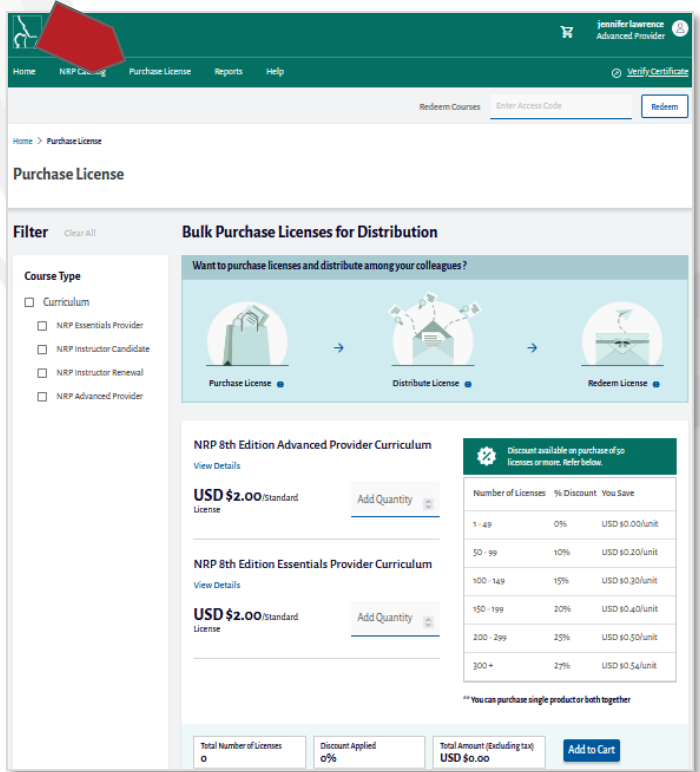
- Dashboard – Provides quick access to common tasks, such as continuing or enrolling in courses, viewing learning history, etc.
- My Learnings – Shows the Active Learnings as well as the Completed Learnings.
- My Certificates & eCards – Shows the certificates and eCards that the learner has earned.



Purchase License

The “Purchase License” 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.

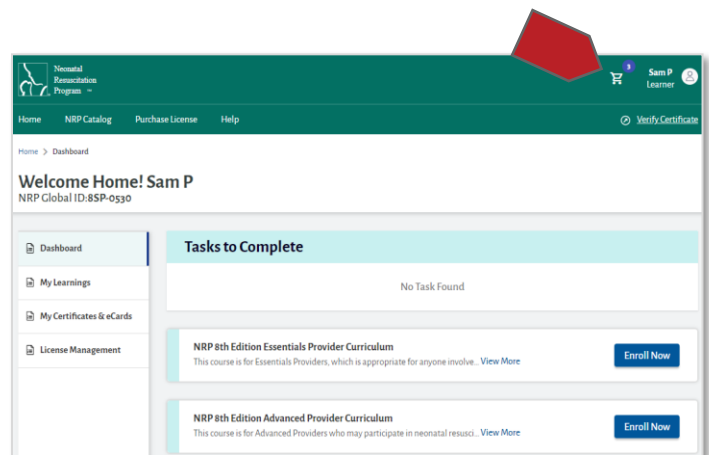
The retail user can purchase course licenses in bulk and distributes them to other learners via an email address of a student (termed as Bulk Purchaser). The student will receive an activation code that can be redeemed on the NRP LP.



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 +	29%	USD \$0.54/unit

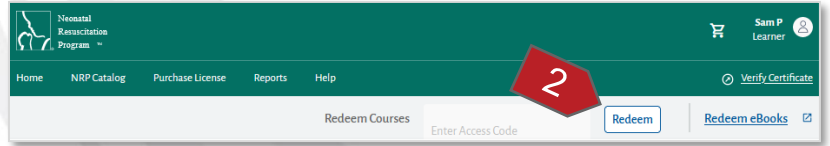
Shopping Cart

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.



Redeem Course (Pre-Login & Post-Login)

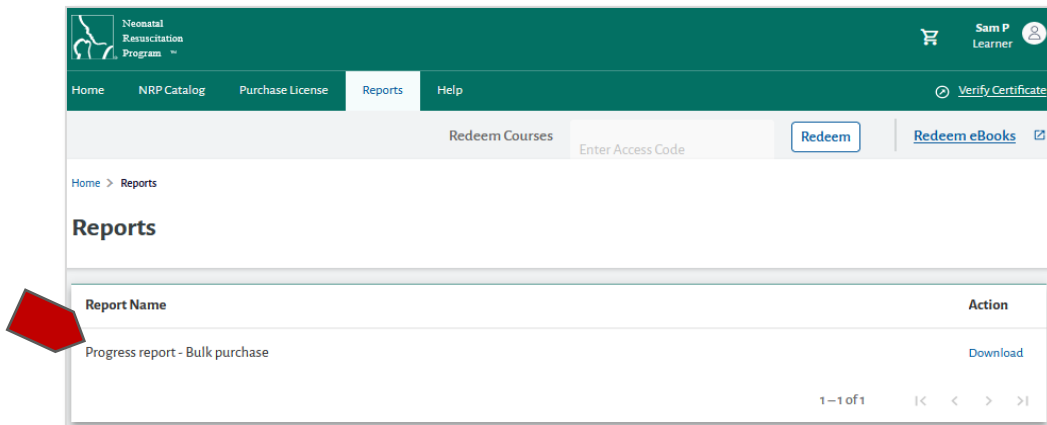
The 'Redeem Course' facility allows a user to redeem a course using an 'Access Code' received through an email. The user must login to the NRP Learning Platform for redeeming the course.



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

Reports

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

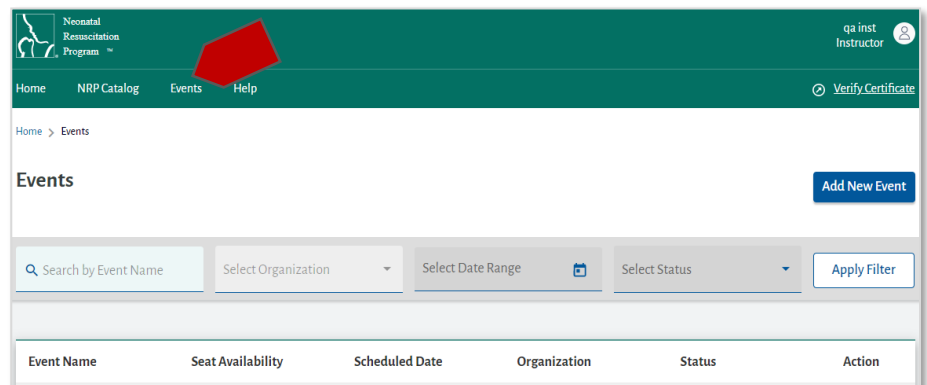


Events Menu

NOTE: An Instructor / Instructor Mentor is considered 'Inactive' upon eCard / rank expiry. An Inactive Instructor / Instructor Mentor cannot manage ILEs (add/cancel/view/withdraw), however, will be able to modify ILEs that were added during the 'Active' period.

The “Events” menu shows the list of the Instructor Led Events. Each event will have one of the following statuses:

- Scheduled – The event is in Scheduled state when the event is published.
- Draft – The event is in Draft state when the user has saved the event without publishing.
- Active – The event is in Active state when the event has started.
- Completed – The event is in Completed state when the user has completed grading all the students.
- Cancelled – The event is in Cancelled state when the user selects the event to be cancelled.



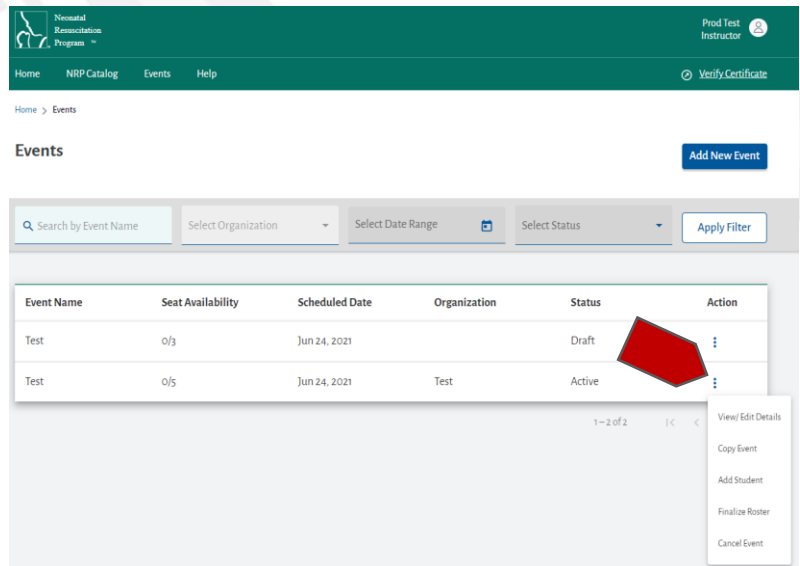
The screenshot shows the 'Events' page in the Neonatal Resuscitation Program system. The top navigation bar includes 'Home', 'NRP Catalog', 'Events', and 'Help'. A red arrow points to the 'Events' menu item. The page title is 'Events' and there is an 'Add New Event' button. Below the title is a search and filter section with fields for 'Search by Event Name', 'Select Organization', 'Select Date Range', 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', 'Organization', 'Status', and 'Action'.

Actions for an Event

Click the Action button (the three dots under the Actions column) to open a menu to perform actions on the events.

NOTE: The menu options will change, based on the STATUS of the event.

- View/Edit Details
- Copy Event – Allows the user to copy the existing event details and schedule with a different time & location.
- Add Student
- Cancel Event
- Resume – Allows the user to resume creating an event.
- Delete Event – Allows the user to delete an event that has not been published.
- Finalize Roster – Allows the user to finalize the roster of a published event.
- Grade Student – Allows the user to grade the students of the event.



The screenshot shows the 'Events' page in the Neonatal Resuscitation Program system. The page has a green header with the program logo and navigation links (Home, NRP Catalog, Events, Help). A user profile for 'Prod Test Instructor' is visible in the top right. Below the header, there is a search bar and filter options for Organization, Date Range, and Status. A table lists two events: 'Test' (Draft) and 'Test' (Active). A red arrow points to the 'Action' column of the 'Active' event, which has opened a dropdown menu with options: View/Edit Details, Copy Event, Add Student, Finalize Roster, and Cancel Event.

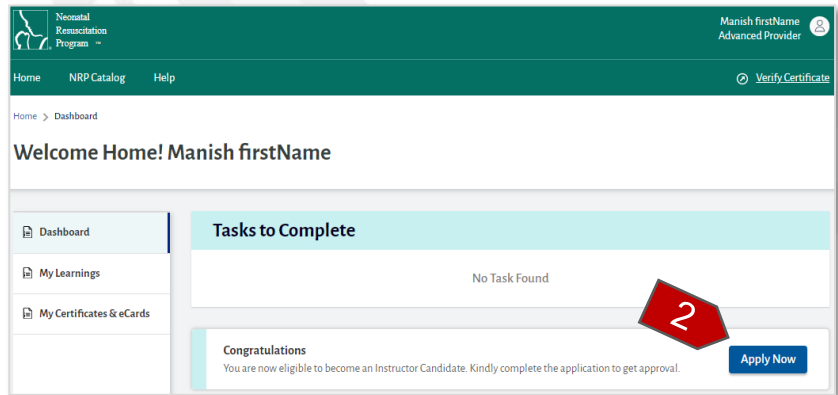
Event Name	Seat Availability	Scheduled Date	Organization	Status	Action
Test	0/3	Jun 24, 2021		Draft	⋮
Test	0/5	Jun 24, 2021	Test	Active	⋮

Common Event Actions

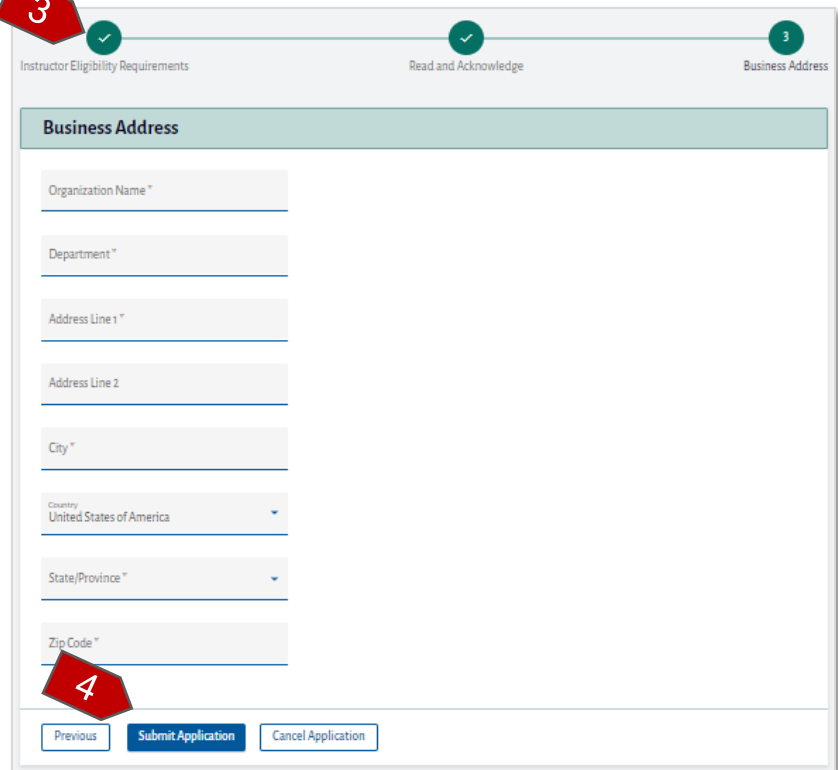
WI: INSTRUCTOR APPLICATION - Applying Instructor Application

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. Enter the following details:
 - Instructor Eligibility Requirements
 - Read and Acknowledge
 - Business Address

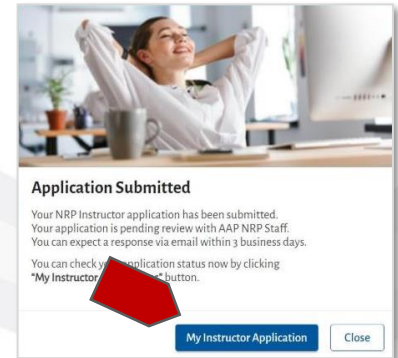


NOTE: Click on the ‘Download the AAP’s How to become an NRP Instructor PDF’ link to view/download/print under ‘Read and Acknowledge’ section for reference.

Instructor Mentor (Individual/Global) Quick Start Guide Common Event Actions

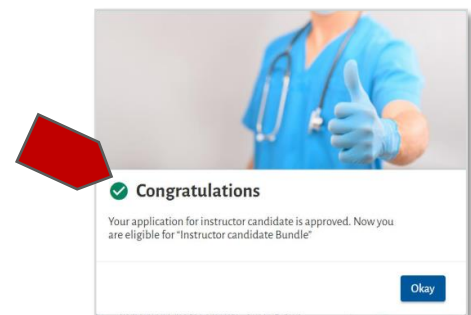
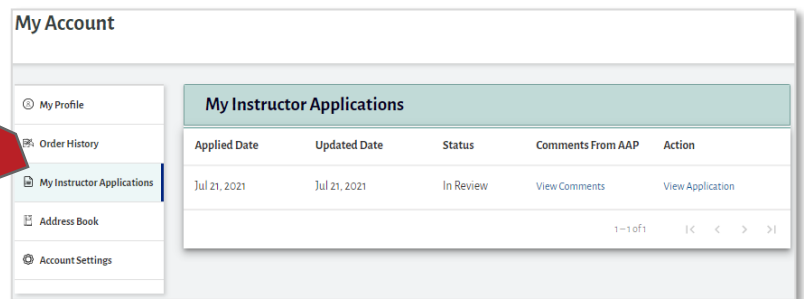
- Click on the 'Submit Application' button.

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.



END OF INSTRUCTIONS

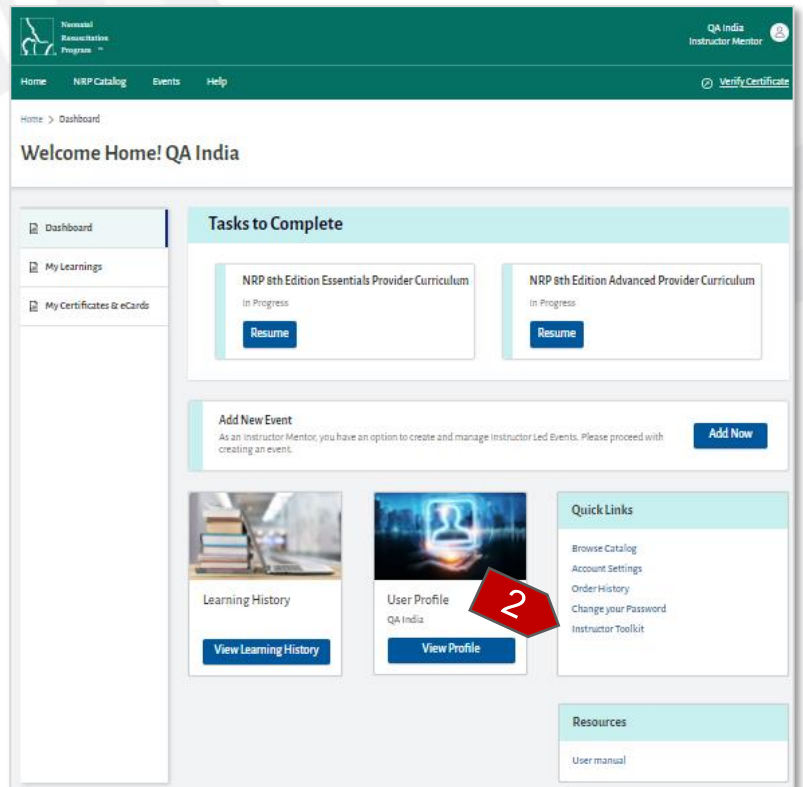
Instructor Mentor (Individual/Global) Quick Start Guide Common Event Actions



WI: ITK – Accessing the Instructor Took Kit (ITK)

NOTE: ITK is also available in the IC Activity page.

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



A new tab will open on the “Instructor Toolkit” web resource page. The information is structured by segregating in the Top Menu as follows:

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



END OF INSTRUCTIONS



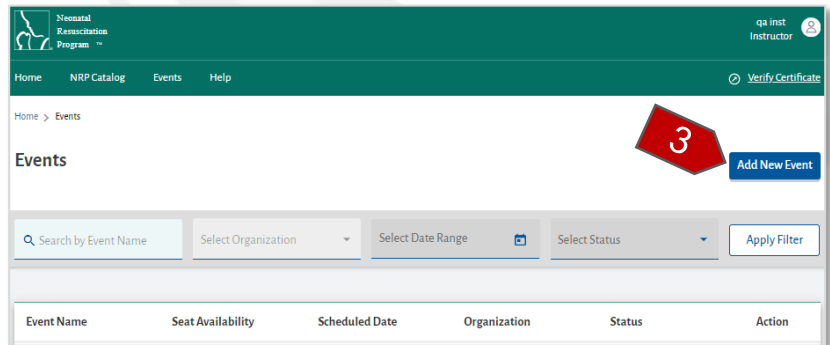
WI: EVENT – Adding a New Event

NOTE: The user having the Instructor/Instructor Mentor (IM) rank can add the event also in the recommendation instruction under Dashboard tab.

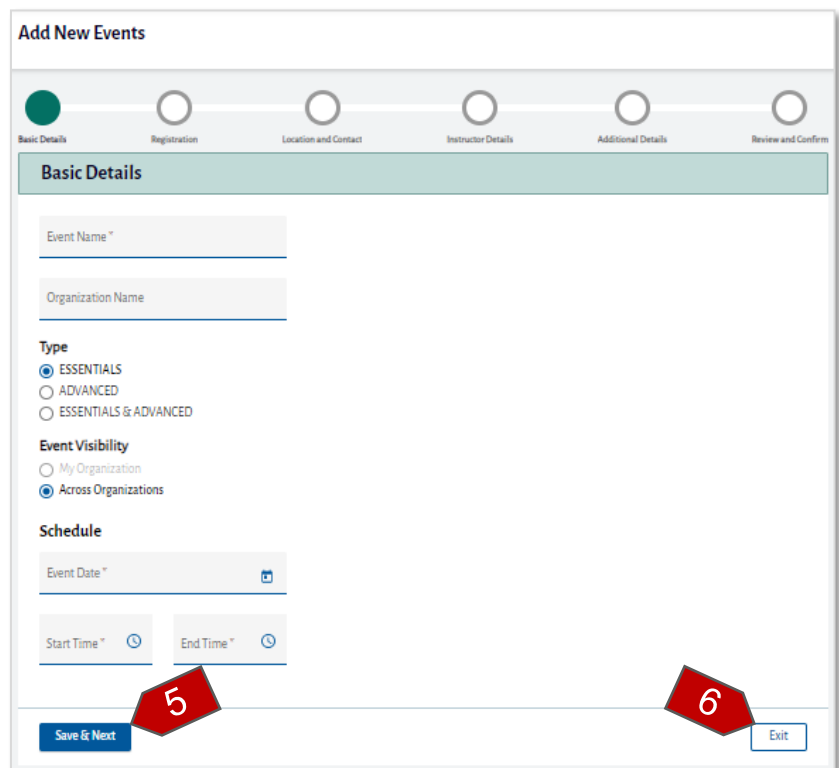
1. Login to NRP Learning Platform.
2. Navigate to “Events” menu.



3. Click on “Add New Event” button.



4. **Basic Details** – Enter the Basic Details for the event.
 - Event Name – The name of the event
 - Organization Name (optional) – The name of the Organization for which the event will be conducted
 - Schedule – When the event will take place.
5. Click the “Save & Next” button to proceed.
6. Alternatively, at any time during the Event Creation process, press the EXIT button to exit the event creation. The event details will be saved, and the event will be in a “Draft” status.





7. **Registration** – Enter the registration information.
 - Registration Access – Either Self Register or Admin added.
 - Close Self Registration – Either “Never Close” or “Close By” number of days before event starts. This option is available only when the user selects “Self Register” in Registration Access option.
8. Click the “Save & Next” button to proceed.

The screenshot shows the 'Add New Events' form at the 'Registration' step. The progress bar at the top indicates that 'Basic Details' is complete, 'Registration' is the current step, and 'Location and Contact', 'Instructor Details', 'Additional Details', and 'Review and Confirm' are yet to be completed. The 'Registration' section includes:

- Number of Registrants:** Two input fields for 'Minimum' (set to 4) and 'Maximum' (set to 12).
- Registration Access:** Two radio buttons: 'Self Register' (checked) and 'Admin'.
- Close Self Registration:** Two radio buttons: 'Never Close' and 'Close By' (checked).
- Close By:** A dropdown menu set to '1' and a text field 'before event starts'.

At the bottom, there are 'Previous', 'Save & Next', and 'Exit' buttons.

9. **Location and Contact** – Enter the Location and Contact information.
 - Location – The name and address of the location where the event is going to be held.
 - Contact Details – The name and contact information of the of the contact person who can assist with event details.
10. Click the “Save & Next” button to proceed.

The screenshot shows the 'Add New Events' form at the 'Location & Contact Details' step. The progress bar at the top indicates that 'Basic Details' and 'Registration' are complete, 'Location and Contact' is the current step, and 'Instructor Details', 'Additional Details', and 'Review and Confirm' are yet to be completed. The 'Location & Contact Details' section includes:

- Location Details:** Input fields for 'Location Name', 'Country' (set to 'United States'), 'Address Line 1', 'Address Line 2', 'State/Province' (dropdown), 'City', and 'Zip Code'.
- Contact Details:** Input fields for 'Contact Name', 'Phone Number', and 'Email Address'.

At the bottom, there are 'Previous', 'Save & Next', and 'Exit' buttons.



Instructor Mentor (Individual/Global) Quick Start Guide Common Event Actions



11. **Instructor Details** – Click the “Add Instructor” button to add Instructors or Instructor Mentors to the event.
12. The “Add Instructor / Mentor” pop up appears, wherein the user can search for other Instructors / IMs who have registered on NRP Learning Platform.
13. Click “Save & Next” button to proceed.
14. **Additional Details** – Enter additional instructions to Students or Instructors.
15. Click “Save & Next” button to proceed.
16. **Review and Confirm** – Review all the details entered while creating the event

Add New Events

Basic Details Registration Location and Contact Instructor Details Additional Details Review and Confirm

Instructor Details Add Instructor

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

Instructor Name	Email Address	Instructor Rank	Action
qa aa inst	instructorqa@mailinator.com	INSTRUCTOR	

Previous Save & Next Exit

Add New Events

Basic Details Registration Location and Contact Instructor Details Additional Details Review and Confirm

Additional Details

Instruction to Students *
1500 character limit

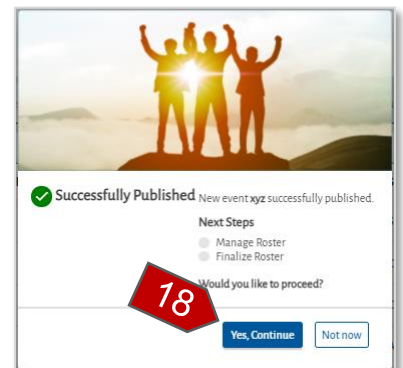
Message to Instructors *
1500 character limit

Previous Save & Next Exit

17. Click on “Publish Event” button.

The Successfully Published pop up appears.

18. Click either the “Yes, Continue” button to manage the roster, or the “Not Now” button to return to the Event page.



END OF INSTRUCTIONS



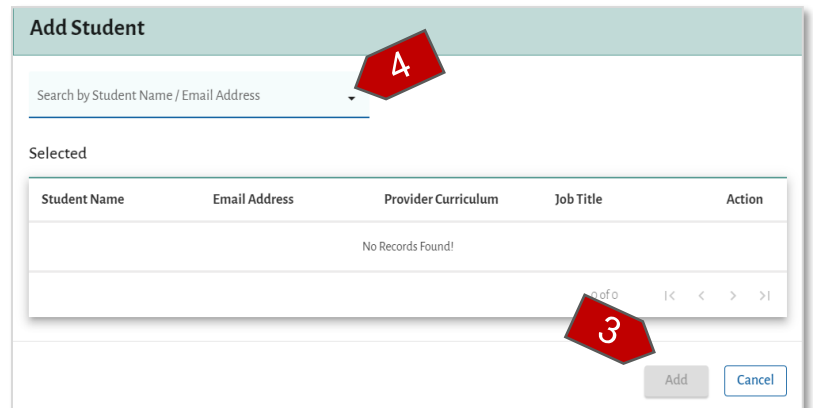
WI: EVENT – Adding Students to an Event

1. Login to NRP Learning Platform.
2. Click the “Events” menu.
3. Click on the three dots under the Action column and select “Add Student”.



The Add Student pop-up will appear.

4. Search for the students in the search box.
Press the SELECT button from the search results to add the student to the Selected data table.
5. Click the ADD button to add the students in the Selected data table to the roster for the event.



A green button appears at the top of the page indicating the users were added successfully.

END OF INSTRUCTIONS

WI: EVENT – Finalizing the Roster for the Event

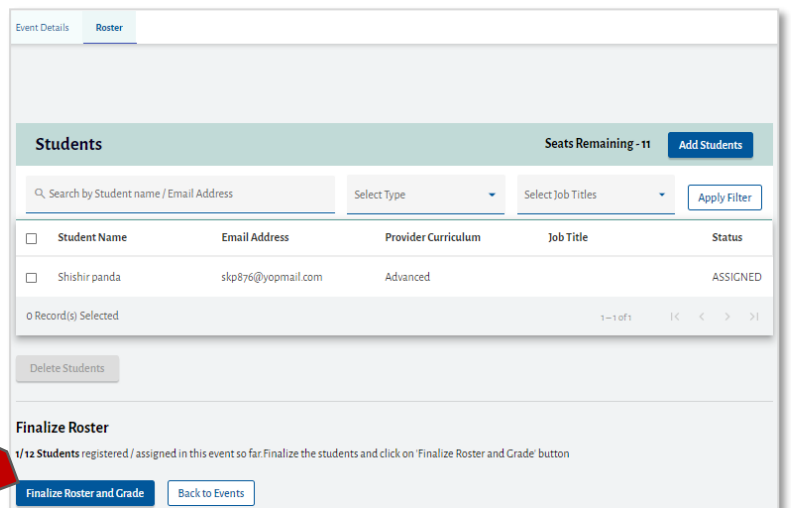
1. Login to NRP Learning Platform.
2. Navigate to “Events” menu.
3. Click on three dots under the Action column, then select “Finalize Roster”.



The Roster of the event will load. Students may be added by clicking the Add Students button.

Below the Students data table is the Finalize Roster section.

4. Click on “Finalize Roster and Grade” button.
5. Click on “Yes, Confirm” button to finalize the roster.

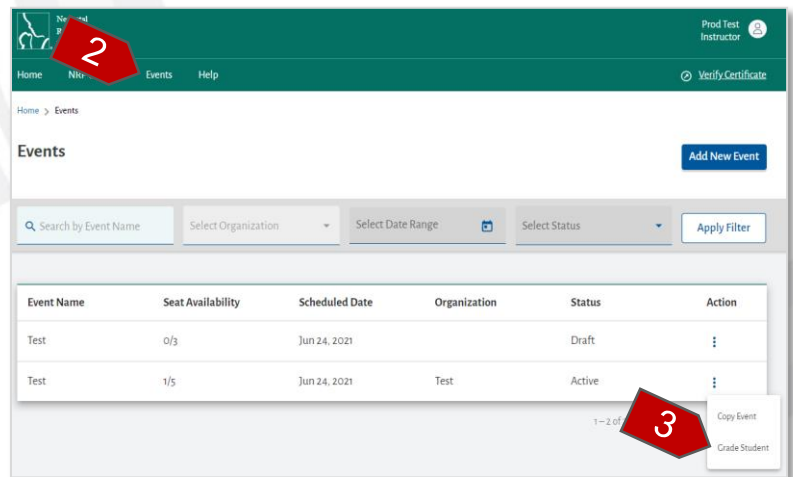


A green bar at the top of the page indicates that the roster has been finalized successfully.

END OF INSTRUCTIONS

WI: EVENT – Grading Learners of the Event

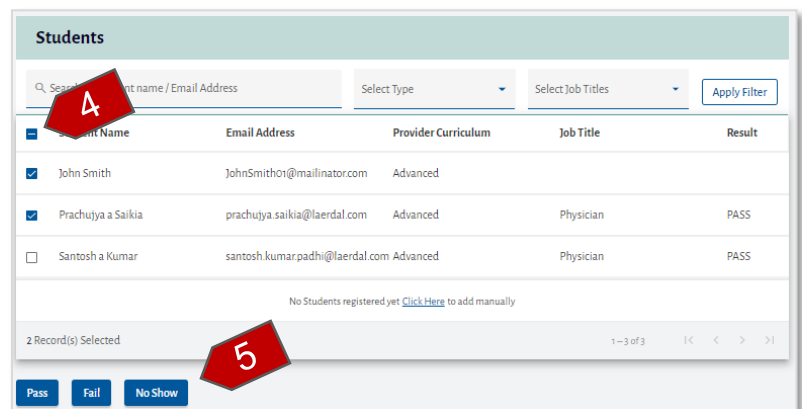
1. Login to NRP Learning Platform.
2. Navigate to “Events” menu.
3. Click on three dots under the Action column, then select “Grade Student”.



Event Name	Seat Availability	Scheduled Date	Organization	Status	Action
Test	0/3	Jun 24, 2021		Draft	⋮
Test	1/5	Jun 24, 2021	Test	Active	⋮

The Roster page will load.

4. Use the multi-select check boxes to select students.
5. Use the buttons at the bottom to mark the selected students as “Pass”, “Fail”, or “No Show”.



<input type="checkbox"/>	Student Name	Email Address	Provider Curriculum	Job Title	Result
<input checked="" type="checkbox"/>	John Smith	JohnSmith01@mailinator.com	Advanced		
<input checked="" type="checkbox"/>	Prachujya a Saikia	prachujya.saikia@laerdal.com	Advanced	Physician	PASS
<input type="checkbox"/>	Santosh a Kumar	santosh.kumar.padhi@laerdal.com	Advanced	Physician	PASS

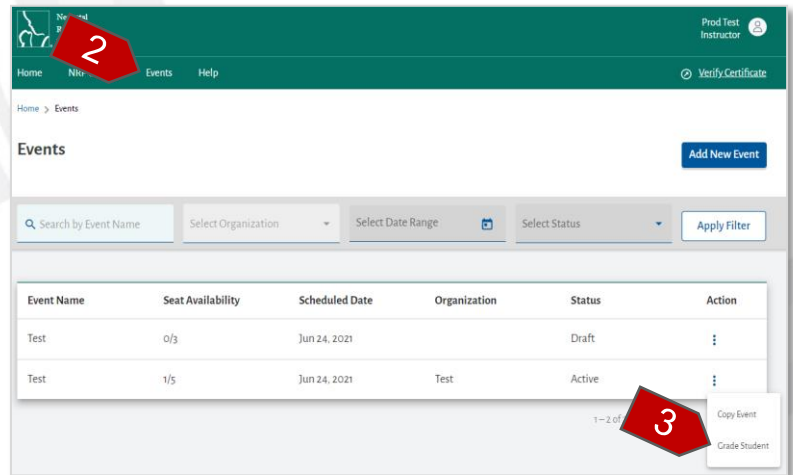
2 Record(s) Selected

A green bar will appear at the top of the page to indicate that the selected students has been graded successfully.

END OF INSTRUCTIONS

WI: EVENT – Submitting Event Results to the Attendees

1. Login to NRP Learning Platform.
2. Navigate to “Events” menu.
3. Click on three dots under the Action column, then select “Grade Student”.

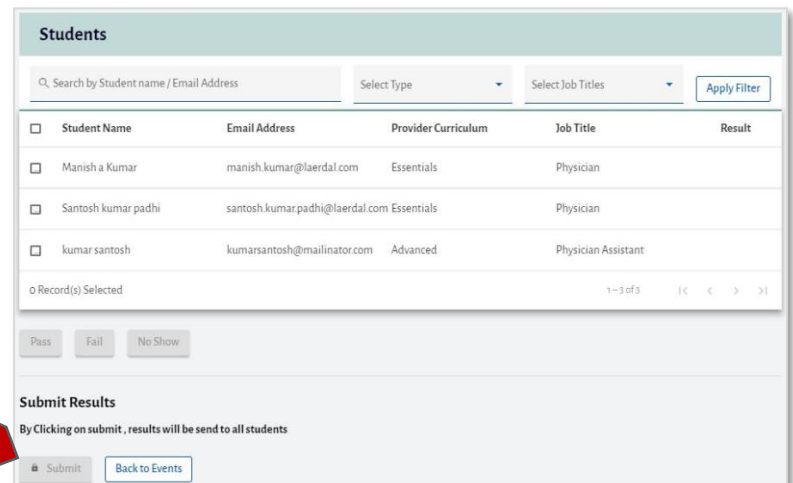


Event Name	Seat Availability	Scheduled Date	Organization	Status	Action
Test	0/3	Jun 24, 2021		Draft	⋮
Test	1/5	Jun 24, 2021	Test	Active	⋮

The Roster page will load.

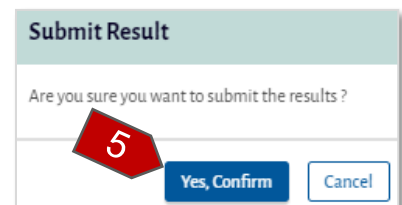
After the students have been graded, the “Submit” button will be active.

4. Click on “Submit” button to notify the students about the their results.



Student Name	Email Address	Provider Curriculum	Job Title	Result
Manish a Kumar	manish.kumar@laerdal.com	Essentials	Physician	
Santosh kumar padhi	santosh.kumar.padhi@laerdal.com	Essentials	Physician	
kumar santosh	kumarsantosh@mailinator.com	Advanced	Physician Assistant	

5. Click on “Yes, Confirm” button to submit the results.
A green bar at the top of the page indicates that the event has been completed successfully.



Submit Result

Are you sure you want to submit the results ?

Yes, Confirm Cancel

END OF INSTRUCTIONS

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