

# Student Guide:

Completing the  
American Academy of Pediatrics  
NRP™ Online Examination, 6<sup>th</sup> Edition

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## About this Quick Guide

Your organization has chosen to make the American Academy of Pediatrics (AAP) NRP™ Online Examination, 6th Edition available to you via HealthStream. This Quick Guide will walk you through the steps you must take to access the exam.

**Note:** Throughout this document, the word **student** is used to denote a HealthStream end user.

## Important Things to Know Before You Begin

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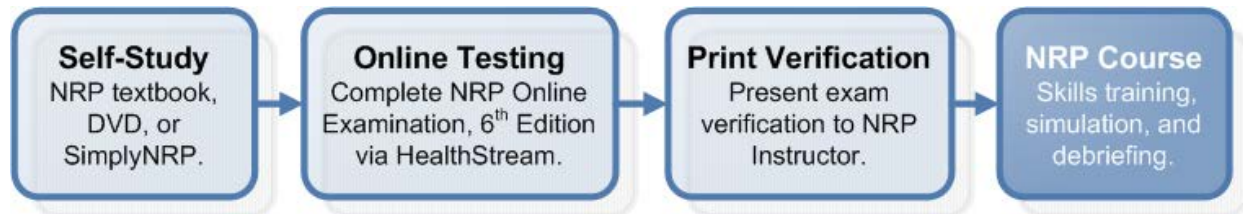
### **Please read this section before beginning the exam.**

1. **Lessons 1 through 4 and lesson 9 are required;** these lessons must be passed in order to complete the exam.
  - a. **Your facility/employer may require you to pass all required lessons plus additional assigned lessons as determined by hospital policy.**
  - b. Though you can access the non-required lessons, once all five required lessons (lessons 1 through 4 and lesson 9) are passed, the exam is considered complete and optional lessons can no longer be accessed. If you wish to access the non-required lessons, you should do so before completing all required lessons.
2. Within the required lessons (lessons 1 through 4 and lesson 9), **you are allowed one failure of each lesson.** If you fail any one lesson a second time, you will have failed the entire NRP exam and will be required to purchase and complete another exam. The internal policy at your facility determines how this second exam is paid for and accessed.
3. **Once the exam is passed, you have 30 days to take their NRP live course.**
  - a. If you do not complete the NRP Provider course within 30 days of completing the online exam, the online exam becomes invalid. The exam fee is not refundable. You will need to purchase and complete another exam.
  - b. The 30 days start on the day you take the exam for the first time.

## NRP Exam Rules and Policies

**Please read this section before beginning the exam.**

### NRP Provider Education Process



### Completion of the Lessons

The NRP™ Online Examination, 6th Edition is comprised of nine lessons.

- Lessons 1 through 4 and lesson 9 are required; these lessons must be passed in order to complete the exam.
- Your facility/employer may require you to pass all required lessons plus additional assigned lessons as determined by hospital policy.
- Each required Lessons (1 through 4 and 9) must be passed with a score of 80% or greater. Any optional Lessons must also be passed with a score of 80% or greater.
- Lessons are not timed. However, once you begin and sign into the overall exam for the first time, you must then complete the required lessons within 14 days, and you have 30 days to take the NRP instructor-led live course.

#### Definitions:

- **Exam:**  
The complete NRP 6<sup>th</sup> edition examination, consisting of 9 lessons.
- **Required Lessons:**  
Lessons 1 through 4 and lesson 9 are required by the AAP.
- **Other Lessons:**  
Lessons 5 through 8 are optional according to the AAP. However, your facility/employer may require you to complete these sections.

### Completion of the Exam

The exam is passed when all five required lessons (lessons 1 through 4 and lesson 9) are passed.

- Once the exam is passed, you have 30 days to take the NRP instructor-led live course.
- If you do not complete the NRP live course within 30 days of completing the online exam, the online exam becomes invalid. The exam fee is not refundable. You will need to purchase and complete another exam.
- You are allowed one failure of each required lesson (lessons 1 through 4 and lesson 9). If you fail any one required lesson a second time, you will have failed the entire NRP exam and will be required to purchase and complete another exam. The internal policy at your facility determines how this second exam is paid for and accessed.

- Lessons are passed with a score of 80% or higher.

## Exam Navigation

- Though you can access the non-required lessons, once all five required lessons (lessons 1 through 4 and lesson 9) are passed, the exam is considered complete and optional lessons can no longer be accessed. If you wish to access the non-required lessons, you should do so **before** completing all required lessons.
- It is not required you complete all lessons in order. However, you may wish to complete lessons sequentially so that the exam is not closed until you complete lesson 9. Always leave lesson 9 until the end and you will be able to gain access to the optional lessons.
- You may skip questions within a lesson and come back to them. You may also change answers on any question before the lesson is submitted. Click the **Submit** button to submit the final answers for scoring.
- If you pass a lesson, you are able to see and print the questions that were answered incorrectly. You must print at the time that the option is presented, as you will not be able to re-enter the lesson to print later.
- If your hospital policy allows, you can take the course from any internet-connected computer. Refer to your organization's policies for more information.

# Exam Access Options

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There are four types of access to the NRP Online Examination, 6<sup>th</sup> Edition. The access type you use depends on the option give you by your facility/employer.

## **1. Your Employer is an Existing HealthStream Customer**

If your employer is an existing HealthStream customer, you will access the course through the same HealthStream platform that is used to deliver your other learning. Contact your HealthStream administrator for additional details.

## **2. Your Employer is a New HealthStream Customer: HealthStream Express**

If your organization is not an existing HealthStream customer, you will utilize HealthStream Express to access the exam. HealthStream Express is a secure website that will allow you to access and complete this exam prior to attending an AAP instructor-led NRP course. Your administrator will contact you with information about how you should access HealthStream Express.

For more information, see the *Using HealthStream Express* section of this guide.

## **3. Your Employer uses Another LMS: HealthStream Connect**

If your employer uses another learning management system (LMS) to deliver learning, you may be given the course via your primary LMS. In this case, the course is delivered via a system called HealthStream Connect.

For more information, see the *Using HealthStream Connect* section of this guide.

## **4. You are an Individual Purchaser: HealthStream Express**

If you are an individual purchaser of the NRP Online Examination, 6<sup>th</sup> Edition, you will access the online exam by visiting [www.aap.org/nrp](http://www.aap.org/nrp) and clicking the **NRP Online Examination** symbol. Click the 6<sup>th</sup> Edition Online Examination symbol and you are taken to a login screen. Follow the onscreen instructions to create your account. Once registered, you will use the HealthStream Express platform to take your examination.

For more information, see the *Using HealthStream Express* section of this guide.

# Using HealthStream Express

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HealthStream Express is a secure website that will allow you to access and complete this exam prior to attending an instructor-led NRP course.

## Self-Registration

If you are an individual purchaser, or if your employer instructs you to self-register, follow the instructions below to set up your Express account:

1. Go to the Express web address given you by your administrator. The Express login page appears.
2. Click the link: **First time users click here.**
3. Enter your **Last Name.**
4. Enter your **First Name.**
5. Enter a **User ID.** Your administrator may recommend a specific user ID, such as your email address.
7. Enter a **Password.** Your password is case sensitive.
8. Enter your email address.
9. If available, enter a **Password Reminder.** This reminder should be something that only you would know, such as your mother's maiden name or the name of your favorite teacher.
10. Select your department. If your actual department does not appear, select **Other.**
11. Click **Submit.** Your Express student record is now created.

***Important Note:** You should only create one account in the system. If you forget your User ID and/or Password, **DO NOT** click the **First Time Users** link to create a new account. You can request a reset of your password by entering your email address, or contact your administrator for assistance in retrieving your User ID or re-setting your password.*

## Employer Registration

If delivered by your employer, your HealthStream Express account may be created by your HealthStream administrator. If an administrator sets up your account, you will be provided with login information including:

1. The web address or URL
2. Your unique User ID
3. Your password

***Note:** Passwords are case-sensitive.*

## Subsequent Logins

For subsequent logins, you will go to the web address provided. Enter your User ID and password to proceed with login.

## Exam Enrollment Options

There are two ways to enroll in the exam via HealthStream Express:

### Exam Enrollment Option 1: Auto-Assignment

If your employer elects, the exam may be assigned to you upon entry into HealthStream Express. If so, you will access the course via the **Assigned Learning** section of the My Learning page. Upon completing login, the My Learning page will appear. Click the name link of the exam to proceed. Click the name of the first learning activity, titled **Instructions for NRP Exam**, to begin.

The screenshot shows the HealthStream Learning Center Student interface. The top navigation bar includes links for My Learning, My Transcript, Catalog, HospitalDirect®, My Profile, and Reviewer Instructions. The main content area is divided into three sections: Assigned Learning, Elective Learning, and Upcoming Classes.

**Assigned Learning**

Name	Due Date*	Status
<a href="#">Neonatal Resuscitation Program Exam - Reviewer Version</a>	09/01/2010	In Progress

\*All assignments are due at midnight, Eastern Time.

**Elective Learning**

Name	Enrolled By	Status

**Upcoming Classes**

Start Date & Time	Class Name	Session	Status	Options

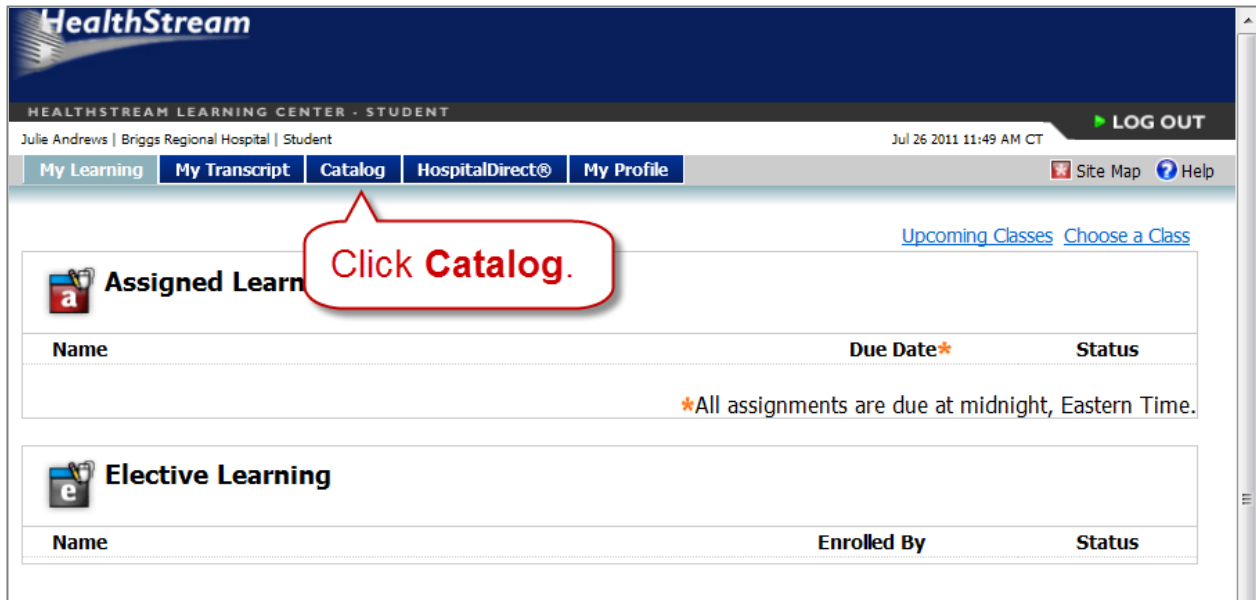
NOTE: To drop a class, click Class Schedule. If you drop a class you will remain enrolled in the course - unless you also un-enroll from the course.



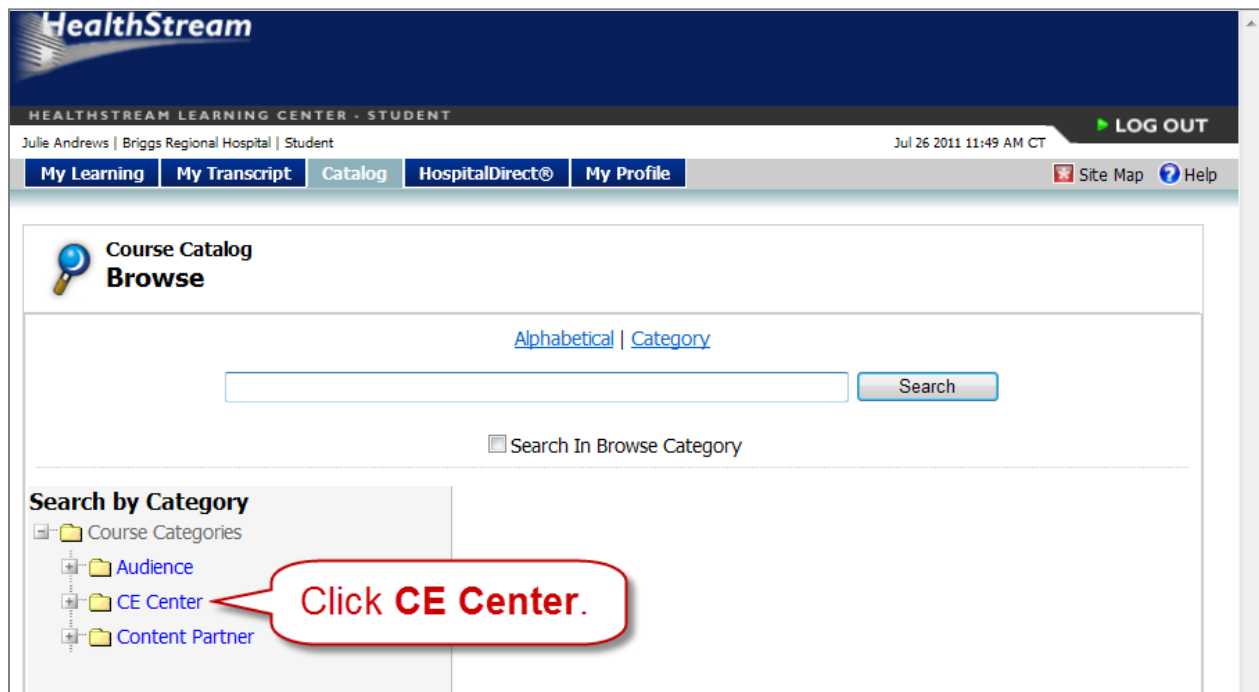
## Exam Enrollment Option 2: Self-Enrollment

If you are an individual purchaser, or if your employer elects not to setup automatic assignment of the NRP exam, you will be asked to self-enroll in the exam from the Catalog tab.

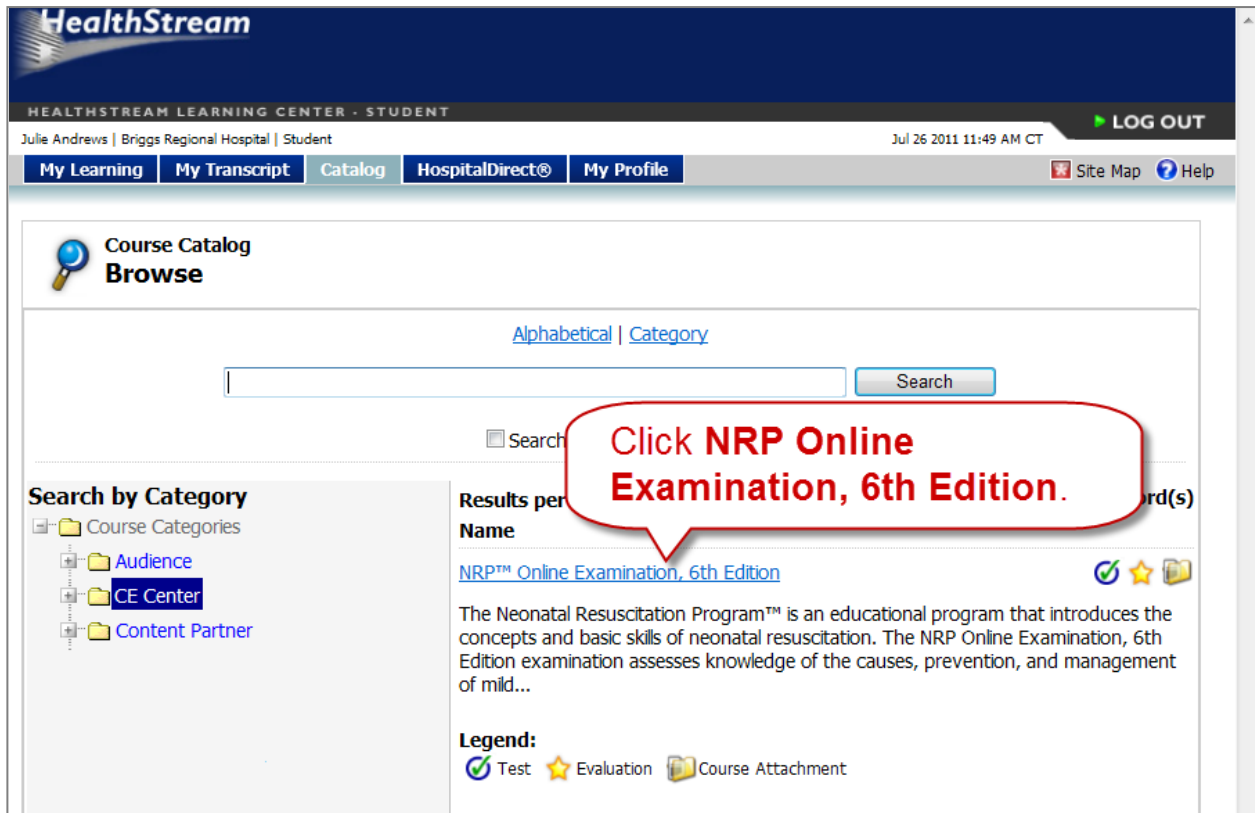
1. Log into HealthStream. The My Learning page will appear
2. Click **Catalog**.



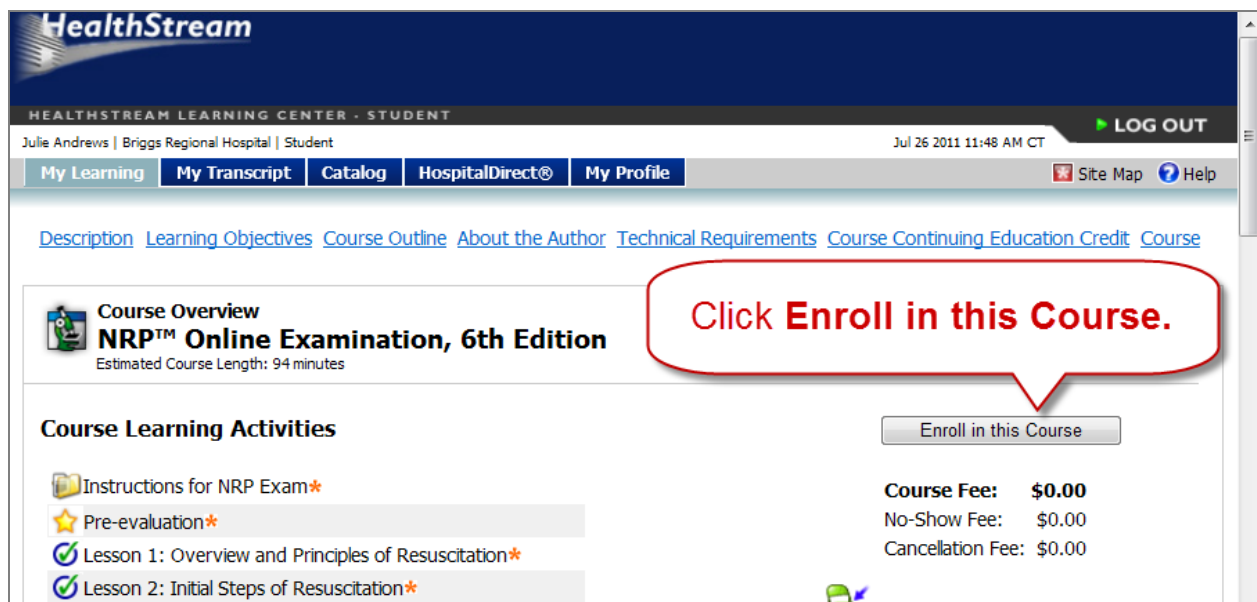
3. Click **CE Center**.



4. Click NRP Online Examination, 6th Edition.



5. Click **Enroll in this Course**. Note: If you are an individual purchase, the Course Checkout screen will appear and request that you enter payment information. Enter payment information and click **Continue**.



6. Click the first learning activity name to launch the exam.

**HealthStream**  
HEALTHSTREAM LEARNING CENTER - STUDENT

James Brown | Briggs Regional Hospital | Student Jul 26 2011 11:47 AM CT [LOG OUT](#)

[My Learning](#) [My Transcript](#) [Catalog](#) [HospitalDirect®](#) [My Profile](#) [Site Map](#) [Help](#)

**Course Details**  
**NRP™ Online Examination, 6th Edition**  
Estimated Course Length: 94 minutes

[Course Overview](#) [Un-enroll](#) [Exit Course](#)

**Course Learning Activities**

You are enrolled in available CE credit (course description, learning objectives, and all other information, scroll down.)

Learning Activity	Status	Score	Last Accessed
<a href="#">Instructions for NRP Exam*</a>	Not Yet Started		
<a href="#">Pre-evaluation*</a>	Not Yet Started		
<a href="#">Lesson 1: Overview and Principles of Resuscitation*</a>	Not Yet Started		
<a href="#">Lesson 2: Initial Steps of Resuscitation*</a>	Not Yet Started		
<a href="#">Lesson 3: Use of Resuscitation Devices for Positive-Pressure Ventilation*</a>	Not Yet Started		
<a href="#">Lesson 4: Chest Compressions*</a>	Not Yet Started		
<a href="#">Lesson 5: Endotracheal Intubation and Laryngeal Mask Airway Insertion</a>	Not Yet Started		

## The HealthStream Express Student User Interface

### The My Learning Page

Each time you log into HealthStream Express, you will see the **My Learning** page. On this page, you will see the **NRP™ Online Examination, 6th Edition** under **Elective Learning** if you selected the examination from the Catalog, as outlined in the *Self-Enrollment in the Exam* section of this guide.

If your employer has assigned the NRP Exam, you will see you will see the **NRP™ Online Examination, 6th Edition** under **Assigned Learning**. Note that there is a due date for the assignment to be completed.

### Other Pages

Click the **My Transcript** tab to view information about prior course completions, and to view and print transcripts.

Click the **Catalog** tab to self-enroll in the NRP Examination. See the *Self-Enrollment in the Exam* section of this guide.

### Receiving CE Credit

To receive CE Credit for the examination, you must enter your license and discipline information into the system. The **My Profile** page provides access to your student account information, which includes your license and discipline information.

#### To enter your discipline and license information

1. Click **Manage Discipline and License Information**. The **View Discipline and License Information** page appears. **One license – Other** – appears by default.
2. Click **Add Discipline/License** in the upper right-hand corner. The **Add Discipline/License Information** page appears.
3. Select a state from the drop-down menu.  
*Note: If you choose a country other than United States in the next step, the **Select a State/Province** drop-down menu will refresh to provide selections that are appropriate to the country you selected.*
4. Leave **United States** selected as your country (default) or select another country from the drop-down menu. If you select a different country, return to Step 3 to choose an appropriate state or province.
5. Select a discipline from the drop-down menu. To see a complete list of available disciplines as well as a description for each discipline, click the **View Disciplines List** link.
6. Enter your license number if desired, or if license number is a certificate requirement for your discipline.
7. Enter your license expiration date, if desired, or if license expiration date is a certificate requirement for your discipline.

8. Click **Save**. The new license is added to your list.

You can edit a license at any time by returning to the **View Discipline and License Information** page, clicking on the license you wish to edit, making desired changes and clicking **Save**.

You can also delete a license by returning to the **View Discipline and License Information** page, clicking on the license you wish to delete, and clicking the **Delete** button in the lower left-hand corner.

#### **Two Important Notes:**

- Deleting an in-use license also deletes any CE credit that was associated with that license.
- If you enter a license expiration date and that date passes, no further CE credit will be awarded. If you choose to enter a license expiration date, be sure to keep that date current in the system.

## Completing the Exam

Once you have completed the exam, the examination will move from the **My Learning** page to the **My Transcript** page. From there you can view and print your examination verification, which you will take with you to your instructor-led training.

**Important:** Remember that there is a 14 day window in which you must complete the exam once you have begun the exam. Once the exam is passed, you have 30 days to take the NRP instructor-led live course.

For additional questions about the AAP NRP™ Online Examination, 6th Edition, contact your HealthStream administrator or HealthStream Customer Support.

## Using HealthStream Connect

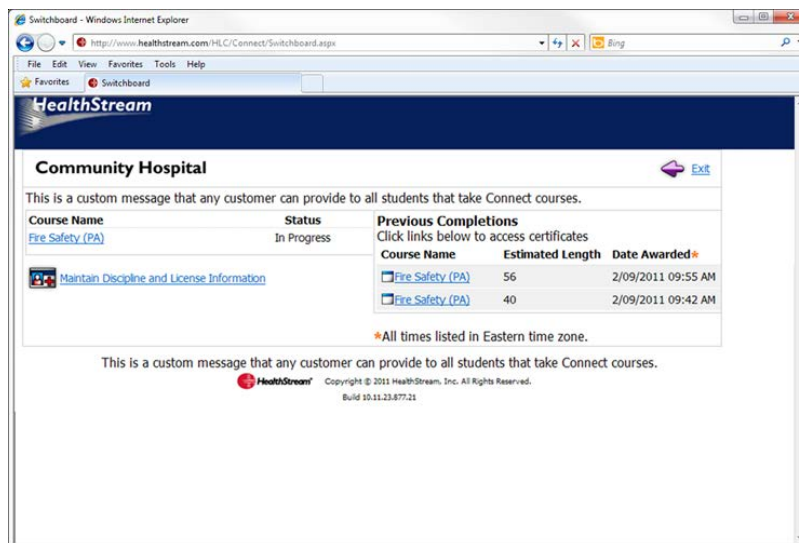
HealthStream Connect gives your organization access to select content, which can then be assigned and delivered through your learning management system. Your employer may elect to use HealthStream Connect to deliver the NRP™ Online Examination, 6<sup>th</sup> Edition.

In this case, the exam will be assigned to you through your learning management system (LMS). The process for accessing the course depends on the LMS in use.

### The Connect Switchboard Page

When accessing the exam, the Connect Switchboard page will display. This page displays details about the exam and allows you to maintain discipline and license information to ensure that you earn appropriate continuing education (CE) credit, when available.

A video tour of the HealthStream Connect Switchboard page is available at [http://www.healthstream.com/content/training\\_media/connect\\_switchboard\\_page.swf](http://www.healthstream.com/content/training_media/connect_switchboard_page.swf).



### Accessing the Exam

When accessing the exam, click the **NRP Online Examination, 6<sup>th</sup> Edition** link from the Connect Switchboard page. The exam will launch in a new window. Click the name of the first learning activity, titled **Instructions for NRP Exam**, to begin.

### Receiving CE Credit

To receive CE Credit for the examination, you must enter your discipline and license information into the system. This must be done prior to completing the exam.

#### To enter your discipline and license information

1. Click **Maintain Discipline and License Information** from the Connect Switchboard page. The **View Discipline and License Information** page appears. **One license – Other** – appears by default.
2. Click **Add Discipline/License** in the upper right-hand corner. The **Add Discipline/License Information** page appears.
3. Select a state from the drop-down menu.  
*Note: If you choose a country other than United States in the next step, the **Select a State/Province** drop-down menu will refresh to provide selections that are appropriate to the country you selected.*
4. Leave **United States** selected as your country (default) or select another country from the drop-down menu. If you select a different country, return to Step 3 to choose an appropriate state or province.
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6. Enter your license number if desired, or if license number is a certificate requirement for your discipline.
7. Enter your license expiration date, if desired, or if license expiration date is a certificate requirement for your discipline.
8. Click **Save**. The new license is added to your list.

You can edit a license at any time by returning to the **View Discipline and License Information** page, clicking on the license you wish to edit, making desired changes and clicking **Save**.

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- If you enter a license expiration date and that date passes, no further CE credit will be awarded. If you choose to enter a license expiration date, be sure to keep that date current in the system.

## Completing the Exam

Contact your learning management system administrator for more information about procedures to take after completing the exam.

**Important:** Remember that the NRP examination **must be completed within 30 days of the instructor-led course**, and must be **completed within 14 days of beginning the examination**.

## Additional Resources

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**Video Tour of using HealthStream Express:**

<https://healthstream.webex.com/healthstream/ldr.php?AT=pb&SP=MC&rID=4197377&rKey=8907735caf20cf93>

**Video Tour of using HealthStream Connect:**

[http://www.healthstream.com/content/training\\_media/connect\\_switchboard\\_page.swf](http://www.healthstream.com/content/training_media/connect_switchboard_page.swf)