

# **American Academy of Pediatrics Neonatal Resuscitation Program® (NRP)® for HealthStream Connect™ Users**

Provider Guide

4/27/2016



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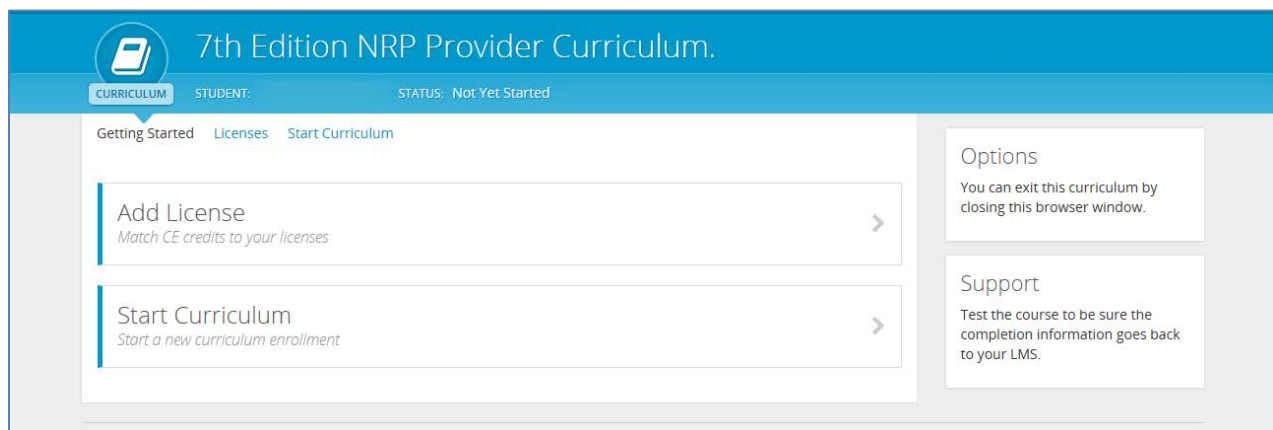
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## OBTAINING OR RENEWING YOUR NRP 7TH EDITION PROVIDER CARD

For more information about the NRP Exam, 7th Edition, go to <http://www2.aap.org/nrp/7thedinfo.html>.

### To obtain or renew your NRP Provider card:

1. Launch the 7th Edition NRP Provider Curriculum from your institution's learning management system to open the curriculum start page.



2. If you hold any professional licenses, you should be sure that you enter information about them into the system to ensure that you receive any continuing education (CE) credit for which you might be eligible.
  - 2.1. Click **Add License** to open the My Licenses page.
  - 2.2. Click the Add License button to open the Add License screen.
  - 2.3. Enter your license information.
    - Information that is not required is marked *Optional*.
  - 2.4. Click the **Save** button.
  - 2.5. Repeat the steps above as often as necessary.
  - 2.6. Click the **Getting Started** tab to return to the curriculum start page.
3. Click **Start Curriculum** to open the Courses page, which displays the courses that make up the curriculum.
4. Complete the first course in the curriculum, which consists of the NRP Provider exam and eSim cases. You will be expected to have studied the Textbook of Neonatal Resuscitation, 7th Edition before taking the exam. After you complete the first course, you will receive CE credit. See [Completing the 7th Edition NRP Provider Course Part I](#) for more information about completing the course.

5. Complete the second course in the curriculum within 90 days of completing the first course. The second course requires you to register for, attend, and pass an instructor-led event. After you complete the course you will receive your NRP 7th Edition Provider card, if you do not have one already. If you already have a valid (not expired) 7th Edition card, its expiration date will be extended by two years. [See Completing the 7th Edition NRP Provider Course Part 2](#) for more information about completing the second course.

## COMPLETING THE 7TH EDITION NRP PROVIDER COURSE PART I

Before starting the course, you should have already studied the *Textbook of Neonatal Resuscitation, 7th Edition*. The course does NOT include opportunities for review.

### To complete the 7<sup>th</sup> Edition NRP Provider Course Part I:

1. Click the **7th Edition NRP Provider Curriculum** link to open the curriculum's Courses page, which displays the courses that make up the curriculum.
2. Click the **Start** button next to the 7th Edition NRP Provider Course Part I to open its Learning Activities page, which displays the learning activities that make up the course.
  - If you have not created a HealthStream ID, you will be prompted to do so. See [Your HealthStream ID](#) for more information about the HealthStream ID. Click the **Create ID** button and follow the instructions on the screen. If you already have a HealthStream ID, click the **I Already Have One** button and follow the instructions on the screen.
  - If the button next to a learning activity reads **Locked**, you must complete the activity above it.
  - You do not have to complete the entire course, or even an entire learning activity, in a single session. If you leave the course, the system will keep a record of your progress, so you can resume the course later where you left off.
3. Click the **Start** button next the first learning activity (**Terms of Use Agreement**) to open the terms of use agreement.
4. Click the **Accept Terms of Use** button to return to the Courses page.
5. Click the **View** button next to the second learning activity (**Firewall Check**) to open the activity detail page.
6. Click the **Open** button to open the activity in a new browser window or tab.
7. Click the **Test Now** button to verify that the system can connect to all of the necessary Internet resources.
8. If the test is successful, you can close the activity's browser window or tab.
9. When you are asked whether you have completed the firewall check, click the **Yes, mark it complete** button.
10. Click the **Start** button next the third learning activity (**Provider Exam Section I**) to open the exam details page.
11. Read the page carefully.
12. If you are ready to begin, click the **Start Test** button to open the test.




- You can pause the test and save your progress at any time and return to it later.
13. When you have answered all of the questions, click the **Complete Test** button to see your score.
  14. Click the **Exit Test** button to return to the Learning Activities page. You can take the test as many times as needed until you pass.
  15. After you pass the first exam, click the **Start** button next to the fourth learning activity (**Provider Exam Section 2**) to open the exam details page.
  16. Read the page carefully.
  17. If you are ready to begin, click the **Start Test** button to open the test.
    - You can pause the test and save your progress at any time and return to it later.
  18. When you have answered all of the questions, click the **Complete Test** button to see your score.
  19. Click the **Exit Test** button to return to the Learning Activities page. You can take the test as many times as needed until you pass.
  20. After you pass the second exam, click the **Start** button next to the fifth learning activity (**eSim Cases**) to launch it in a new browser window.
  21. Complete the first case.
  22. Complete any two of the following cases.
  23. After you have completed the eSim Cases learning activity, click the **Start** button next to the sixth learning activity (**Provider Exam and eSim Evaluation**) to open the course evaluation.
  24. Answer the evaluation questions.
  25. When you have answered the evaluation questions, click the **Complete Evaluation** button to complete the evaluation and the course.

After you complete the 7th Edition NRP Provider Course Part 1, you will receive CE credit. It is recommended that you print your course completion certificate and take it to the instructor-led event at you will attend for part 2 of the curriculum. This will serve as proof that you have completed part 1. Click the **Certificate** button at the top of the 7th Edition NRP Provider Course Part 1 Learning Activities page to open the certificate in a new browser window, which you can then print.

You have 90 days to complete the 7th Edition NRP Provider Course Part 2, which requires you to register for, attend, and pass an instructor-led class. See [Completing the 7th Edition NPR Provider Course Part 2](#).

## COMPLETING THE 7TH EDITION NRP PROVIDER COURSE PART 2

### To complete the 7th Edition NRP Provider Course Part 2

1. Click the **7th Edition NRP Provider Course Part 2** link (or its **Start** button) to open the course's Learning Activities tab, which displays the learning activities that make up the course.
  - If the button next to a learning activity reads **Locked**, you must complete the activity above it.
  - You do not have to complete the entire course, or even an entire learning activity, in a single session. If you leave the course, the system will keep a record of your progress, so you can start where you left off.
2. Click the **Start** button next to the first learning activity (**Check for Part I Completion**) to launch it.
3. Click the **OK** button to return to the Learning Activities tab.
4. Click the Choose an Event button next to the second learning activity (Instructor Led Event (Hands-On Session)) to open the Instructor-Led Event (Hands-On Session) page.
5. Search for an instructor-led event. You can use filters to narrow the list of available events.
  - To narrow the list by date, click the **From** and **To** boxes in the **Date Range** section to open a date picker tool. This will narrow the list to display only events that take place within the date range that you specify.
  - To filter the list by building or location, click the **Building/Location** chevron [] to display a text box. Click it and type at least three characters to display a list of buildings or locations whose name contains the text that you typed. Then click a building/location name to select it.
  - To filter by address, click the **Address** chevron [] to display the available fields. After you have specified the address criteria, click the **Add Address Filter** button to apply the filter to the events list.
  - To filter by instructor, click the **Personnel** chevron [] to display a text box. Click it and type at least three characters to display a list of instructors whose name includes the letters that you typed. Then click one or more names to select them.
  - As you add filters, they will be displayed in the upper left section of the page. Clicking the **X** next to a filter will remove it.
  - If the **Include events outside my organization** check box is available, you can select it to include events hosted at organizations other than your own.

- Click an event's **Show additional information** link to display instructor and location information.  
You can click the **Expand All** button to display additional information for all events on the page.
6. When you find an event that you want to attend, click its **Register** button to sign up for it.
  7. If necessary, you can drop the event and register for a different one. See [Dropping an Instructor-Led Event](#).
  8. Attend the event.
  9. When you pass the instructor-led event, and the instructor submits your grade, you can continue to the next learning activity. Click the **Start** button next to the third learning activity (**Instructor-Led Event Evaluation**) to open the course evaluation.
    - If you do not pass the instructor-led event, you can register for another one.
  10. Answer the evaluation questions.
  11. When you have answered the evaluation questions, click the **Complete Evaluation** button to complete the evaluation and the course.

After you complete the evaluation, you will receive your card. If you already have a valid (not expired) NRP 7th Edition Provider card, its expiration date will be extended by two years. Click [here](#) to learn more about how to access your card.



## DROPPING AN INSTRUCTOR-LED EVENT

To drop an instructor-led event:

1. Click the **Instructor-Lead Event (Hands on Session)** link (or the **View Event** button beside it) to open the event details page.
2. Click the **Drop Event** button.
3. When you are prompted to confirm the action, click the **Yes, drop this live event** button.

You can now search and register for a different event.

## **YOUR HEALTHSTREAM ID**

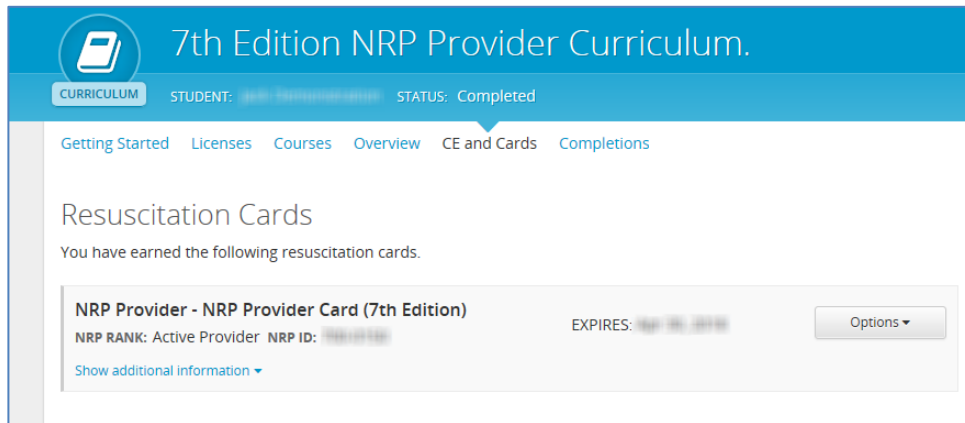
Your HealthStream ID enables you to access your NRP eCard from any computer connected to the Internet. If you use more than one HealthStream site, you can link your HealthStream ID with each site, and your eCard will be available from your profile information in all of the sites that you use.

## ACCESSING YOUR 7TH EDITION NRP ECARD

Only 7th Edition eCards can be accessed.

### To access your eCard:

From the course or curriculum that you completed to earn the card, click the **CE and Cards** tab to open the Resuscitation Cards page.



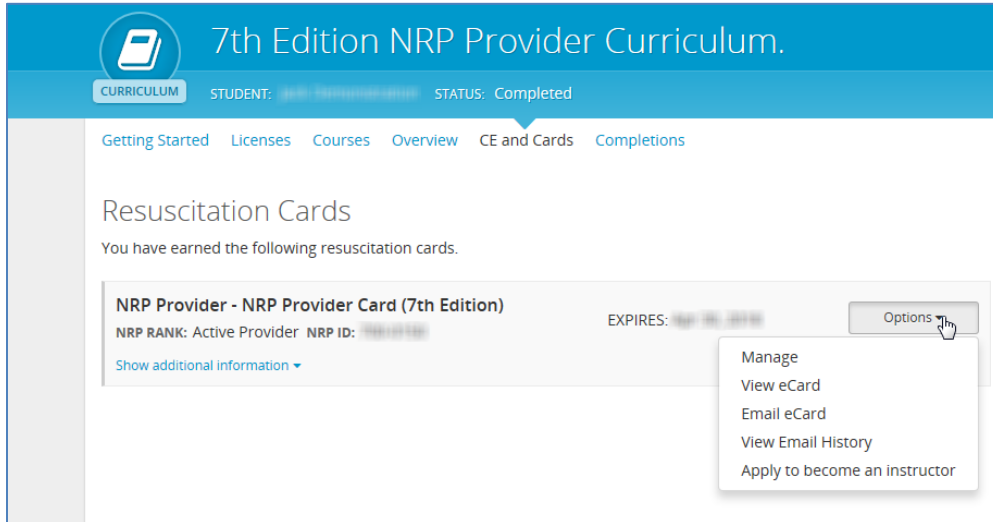
You can view and email your eCard from the Resuscitation Cards page.

## VIEWING YOUR 7TH EDITION NRP ECARD

Only 7th Edition eCards can be accessed. A PDF reader is required to view your eCard.

### To view your eCard:

1. From the course or curriculum that you completed to earn the card, click the **CE and Cards** tab to open the Resuscitation Cards page.



7th Edition NRP Provider Curriculum.

CURRICULUM STUDENT: [REDACTED] STATUS: Completed

Getting Started Licenses Courses Overview **CE and Cards** Completions

### Resuscitation Cards

You have earned the following resuscitation cards.

<b>NRP Provider - NRP Provider Card (7th Edition)</b> NRP RANK: Active Provider NRP ID: [REDACTED] <a href="#">Show additional information</a>	EXPIRES: [REDACTED]	Options
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- Manage
- View eCard
- Email eCard
- View Email History
- Apply to become an instructor

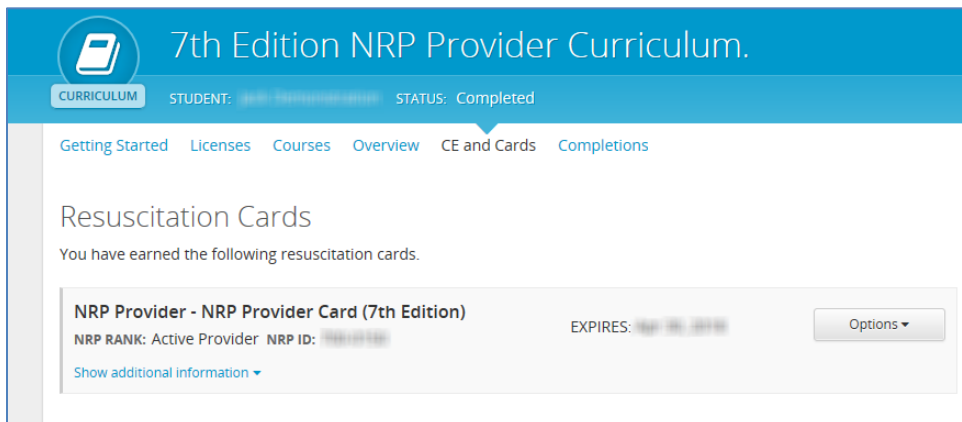
2. Click the **Options** button next to the eCard that you want to view.
3. From the options list that opens, click **View eCard** to open the card in a new browser window.

## EMAILING YOUR 7TH EDITION NRP ECARD

You can send an email from the system that includes a link to your eCard. Only 7th Edition eCards can be emailed from the system.

### To email your eCard:

- I. From the course or curriculum that you completed to earn the card, click the **CE and Cards** tab to open the Resuscitation Cards page.



7th Edition NRP Provider Curriculum.

CURRICULUM STUDENT: [REDACTED] STATUS: Completed

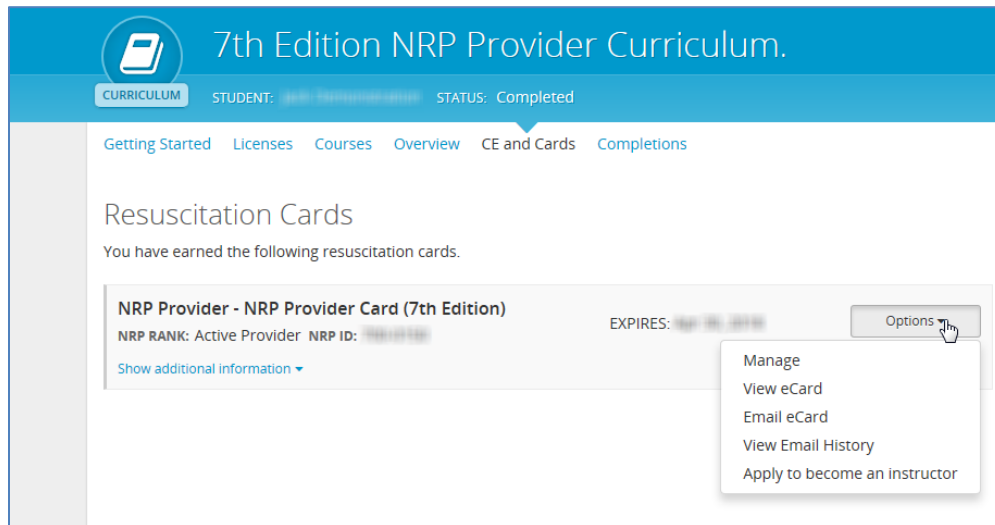
Getting Started Licenses Courses Overview **CE and Cards** Completions

### Resuscitation Cards

You have earned the following resuscitation cards.

<b>NRP Provider - NRP Provider Card (7th Edition)</b> NRP RANK: Active Provider NRP ID: [REDACTED] <a href="#">Show additional information</a>	EXPIRES: [REDACTED]	Options
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2. Click the **Options** button next to the eCard that you want to email.



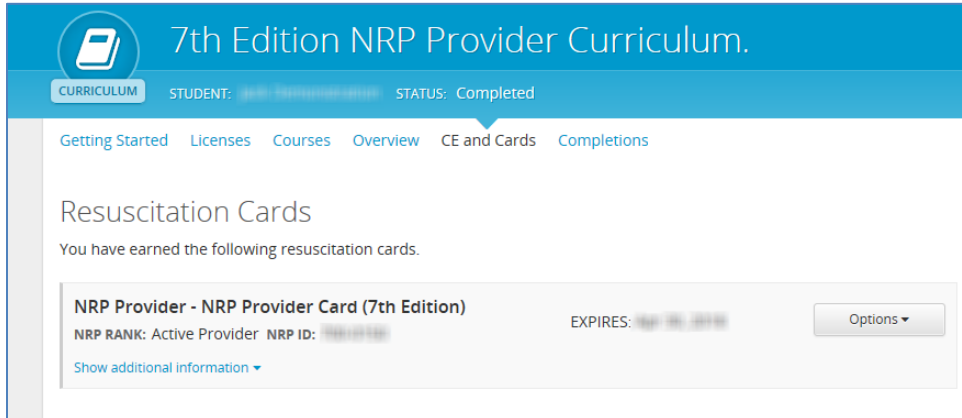
3. From the options list that opens, click **Email eCard** to open the Email eCard screen.
4. In the **To** box, type the email address to which you want to send a link to the eCard. If you are sending the email to more than one recipient, separate the addresses with semicolons.
5. Type a subject for the email in the **Subject** box.
6. Type the body of the email in the **Body** box.
7. Click the **Send** button to send the email.

## VIEWING YOUR 7TH EDITION NRP ECARD EMAIL HISTORY

When you email your eCard, the system keeps a record of it. You can view your eCard email history from the Resuscitation Cards page.

### To view your eCard email history:

1. From the course or curriculum that you completed to earn the card, click the **CE and Cards** tab to open the Resuscitation Cards page.



7th Edition NRP Provider Curriculum.

CURRICULUM STUDENT: [REDACTED] STATUS: Completed

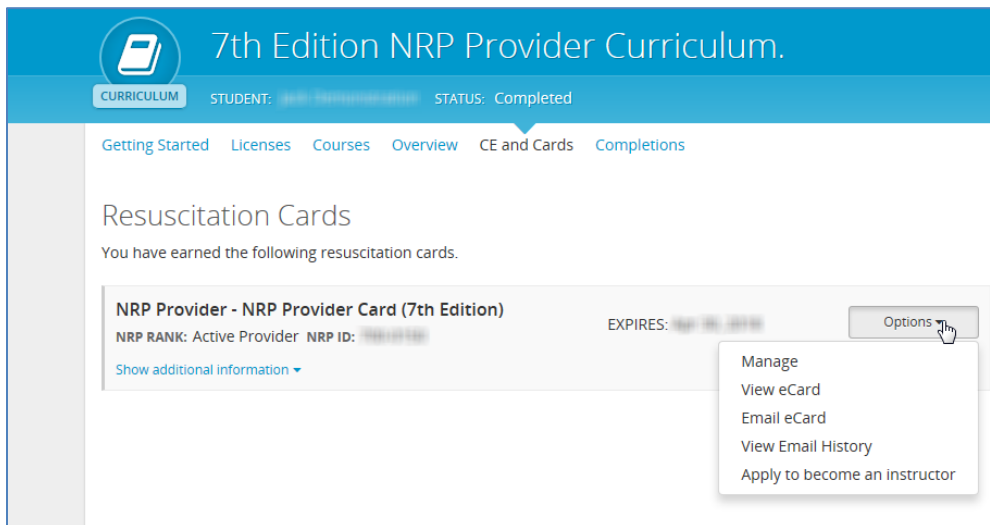
Getting Started Licenses Courses Overview CE and Cards Completions

### Resuscitation Cards

You have earned the following resuscitation cards.

<b>NRP Provider - NRP Provider Card (7th Edition)</b> NRP RANK: Active Provider NRP ID: [REDACTED] <a href="#">Show additional information</a>	EXPIRES: SEP 26, 2020	Options ▾
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2. Click the **Options** button next to the eCard whose email history you want to view.



7th Edition NRP Provider Curriculum.

CURRICULUM STUDENT: [REDACTED] STATUS: Completed

Getting Started Licenses Courses Overview CE and Cards Completions

### Resuscitation Cards

You have earned the following resuscitation cards.

<b>NRP Provider - NRP Provider Card (7th Edition)</b> NRP RANK: Active Provider NRP ID: [REDACTED] <a href="#">Show additional information</a>	EXPIRES: SEP 26, 2020	Options ▾
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- Manage
- View eCard
- Email eCard
- View Email History
- Apply to become an instructor

3. From the options list that opens, click **View Email History** to open the email history screen in a new browser window.