



New Jersey Office of the Attorney General

Division of Consumer Affairs
New Jersey Board of Nursing
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Instructions for Training Programs

All Training Programs **MUST indicate, through the online module**, the individuals who pass the program course and upload individual letters of course completion (LOC) signed by the Nurse instructor. ***Paper documentation will not be accepted after April 30, 2018.***

Training Programs should complete their part of the application process ***immediately following*** completion of the course (we recommend within a day of course completion and passage of the test). Without immediate completion of the Training Program module, the review of the applicant may be held up, and it may hinder the ability of that applicant from becoming a CHHA. Training Programs that consistently delay the submission of the LOC and completion of their part of the application process may jeopardize future course approval by the Board.

Please follow the following instructions:

1. Find **Register a Business** in the menu to create an account
2. Enter License number and registration code in the appropriate boxes
3. Click **SEARCH**
4. Enter a user ID and password
5. Click **REGISTER**
6. Return to home page, click **LOG-IN** link
7. Enter user ID and password to log in
8. Select **Education Provider Process** from the light blue menu on the left side of the screen
9. A list of Education Program participants will be available to view. These are the applicants that have selected your program as their course provider.
10. Click on the name of the student
11. Enter the Graduation Date
12. Use the Browse button to locate the Letter of Completion PDF from your computer to be uploaded to the applicant's record
13. Click **SAVE**
14. Either select another name to enter a completion date and upload another document or click **FINISH**.
15. Review the summary page and click **SUBMIT** after confirming entered information