INSTRUCTORS

Q: Do instructors need to be Administrators?
A: Administrators are overseers of the NRPLP. Instructors do not need to be admins to complete the instructor role.

Q: Do Administrators have access to the ITK if they aren't instructors?
A: Instructors are the only role with access to the Instructor Toolkit

Q: Should an Administrator who teaches have an administrator, instructor, and a learner role?
A: An Administrator with an Instructor status should have the administer role and the instructor role.

Q: I am instructor and an admin, but I do not have the switch roles choice. I am not listed as an admin. I use a different link to log in as a admin.
A: Once your retail profile is linked with your organizational profile you should have the ability to switch between roles. To link your profiles:

- Find the email in your org email (@.x.x) that says you have been added as a learner, instructor, or that you have been assigned a course.
- Click the link to register.
- It will ask if you have a NRP Global ID. When it asks, click yes.
- Then enter your NRP Global ID on the screen.
- Follow the rest of the prompts.
- You will then have your profiles linked.

Q: How can an Admin change an instructor mentor to an instructor?
A: An admin does not have rights to change the status of a user. If the user has qualified as an Instructor Mentor, that user will remain an Instructor Mentor.

Q: I am an instructor and do not have tabs for users or curriculums. Does that have to be done by an Administrator?
A: Users and assignments are managed by administrators.

Q: How do I change my associated organization as an instructor?
A: The new organization should add you as a user. Once that email is sent, verify your profile in the new organization's site. This will associate you to the new organization.

HEALTHSTREAM DATA (INSTRUCTOR-LED EVENTS/ROSTER HISTORY)

Q: Where can I find old rosters?
A: Follow the pop up regarding accessing your 7th edition history when you log into the NRPLP and complete the information. History will be linked in February 2022 and will have access to 7th edition rosters on the NRPLP.

Q: Will instructors be able to pull over the instructor-led events they taught in the 7th edition to fulfill their instructor renewal for this year?
A: 7th edition events will be imported into the 8th edition platform and will count towards your renewal of your status.

Q: I am unable to add instructors to my class they are listed as inactive. How do the instructors become active; how do you pull over the instructor-led events they taught in the 7th edition to fulfill their instructor renewal for this year?
A: Ensure you instructors have registered in the NRPLP and have them link to their history using the link on the profile page.

INSTRUCTOR-LED EVENTS

General Event Creation/Editing

Q: **How do you change the event visibility? I created an event but would only allow it to be visible across organizations?**
A: Your instructor profile must be linked to your organization. If your instructor profile is not linked to an organization, you will only be able to create "across organization"

Q: **How do learners print certificates to present to instructors?**
A: After completing Part 1 of the Provider curriculum, they can go to "My Certificates and eCards" to locate and print their certificate.

Q: **How do instructors ensure that online portion is completed prior to skills class?**
A: Learners should print their certificate of completion for the Part 1 course and bring it with to class as proof they have met this requirement.

Q: **Do you need admin rights to see someone else's roster? For example, if it is built under one instructor and they're sick how would another instructor view the roster.**
A: the organizational administrator is able to add and remove instructors for events associated with the organization.

Q: **I am unable to add a new event for any month beyond January 2022.**
A: You are only able to add events until you instructor expiration date.

Q: **Do I make a new event through my organization LMS (HealthStream) or through AAP website?**
A: All events must be created directly in the NRP LP: **NRPlearningplatform.com**

Q: **As an instructor, what account should I use to enter an event. my global account or my organization account?**
A: If you are associated to a specific organization, please make sure you are under the correct profile to create the event. This way, other admins can see the event that are associated with the organization.

Q: **What do I do if I teach through an organization and independently?**
A: If you are associated to a specific organization, please make sure you are under the correct profile to create the event. This way, other admins can see the event that are associated with the organization.

   If you are teaching independently, ensure you are in your personal profile when creating events.

Q: **How do you change instructors for a course after already created?**
A: An instructor must be associated with an event. To remove an instructor, please ensure a new one had been added.

Q: **When you are creating a class, what is the correct way or what is the correct "name" of the event?**
A: There is no correct or incorrect name of an event. The name is just a way to distinguish it from other events. Including a unique feature in the event name, such as hospital or instructor name, may help users recognize the correct event.

Q: **Can one instructor add the two other instructors into the event?**
A: Yes, an instructor can add other instructors to an event.

Q: **When I create events, it automatically adds me as an instructor even when I am not planning to teach. I cannot remove myself. Do I need admin access in order to do that?**
A: When entering an event from an instructor account, the system automatically adds you as an instructor. If you will not be teaching the event, we recommend the event is added either by an administrator or by an instructor who will be teaching the event.

Q: Is there a way to see events in other organizations?
A: Across organizations are public. My organization events are limited access to only your organization.

Q: What if you are an administrator and an instructor? Will I be able to grade and finalize?
A: Yes, ensure you are logged into your instructor profile to finalize and grade your event.

Adding/Grading Students

Q: Can you delete students?
A: Yes, if you go to Events and select your event, go to Roster and you can choose students to delete. This must be done before the event is finalized.

Q: Can an administrator grade and complete an event or does it have to be an instructor?
A: Administrators can create events, but only instructors listed on the event can grade.

Q: Is there a way to run a report of class evals? Is there no longer an eval associated with the NRP part 2 sessions?
A: The 8th edition no longer includes an evaluation of the Instructor-led Event. If you would like feedback on your events, we recommend your institution can develop its own evaluation form.

Q: Is there a way to print the roster for a class? Is there a sign in sheet type form we can print?
A: You can go to the roster page in your events list and download the roster. Then you can print as needed.

Q: Is there the ability to see each student's status in regards to Part 1? Or do they have to print a certificate to show that at the instructor led event?
A: Currently instructors cannot see a student's progress on Part 1. Students should bring their certificate to show at the Instructor-led Event.

Q: After grading the course; what date appears on the NRP card?
A: The last day of the month when all work was completed appears on the ecard.

Q: How do I add a learner from outside my organization?
A: You must create an "across organizations" event to allow learners from outside of your organization to be registered.

Q: Do we have to add users for each class, or should they automatically populate in?
A: When setting up your event, self-registration allows learners to register themselves for your event. Admin allows you to add students to the roster.

Q: I have students from inside and outside our organization that take the course. Outside students pay for their own test and some are free. Do I still register all participants into course first?
A: A student will need to register in the platform and have launched the assignment to be registered in the event. Student can self-register or you can assign the event.

Q: Can the required field for instructors and student message be turned off?
A: No, but "none" can be entered to signify no special instructions are required.

INSTRUCTOR-RELATED QUESTIONS

Q: Can instructors get access to student ecards after they have taken a course?
A: Administrators are allowed access to provider ecards.

Q: I am listed as a Provider (or learner). How do I get my status changed to Instructor (or provider or Instructor Mentor)?

A: If you have instructor status in the 7th edition. Please link to your 7th edition history and your status will update via the link history in your profile page. If you cannot link your history, contact **nrpsupport@rqipartners.com**

Q: What is the difference between instructor and instructor mentor?

A: Instructor Mentors can train Instructor Candidates. They focus on hands-on instruction, simulation, communication, and teamwork. Any active Instructor who has taught at least 4 Instructor-led Events qualifies to be an Instructor Mentor.

Q: I am due to renew later this year, how soon can I go through the instructor renewal process?

A: You can complete the renewal requirements (teach 2 Events, complete the Instructor Renewal Curriculum) at any time during your 2-year time frame. If you meet your requirements early, your renewal will remain pending in the system until 60 days prior to your expiration date.

Q: Where do we find instructor course materials (other than 8th edition provider book) for us to review what is required of learners and how AAP wants it to be taught?

A: This information can be found in the Instructor Toolkit. As long as you have active instructor status, you will see a link to this under "Quick Links" on your home dashboard.

Q: Where is the Instructor Toolkit?

A: As long as you have active instructor status, you will see a link to this under "Quick Links" on your home dashboard.

Q: As instructors, what bundle does the admin have to order for us to continue to be compliant with being an instructor under 8th addition. 'Instructor renewal bundle' - is what?

A: Renewing instructors need to complete the NRP 8th edition Instructor Renewal Curriculum.

Q: How do I access my renewal course?

A: You can purchase it individually by going to the Catalog from your home dashboard. If you are part of an institutional account, an administrator can assign it to you.

Q: Is there a difference between Instructor and Instructor Mentor as far as the website operation?

A: The only difference in the system is that only Instructor Mentors can train Instructor Candidates. To add Instructor Candidates to a roster, an Instructor Mentor has to be listed on the instructor-led Event.

Q: Where will instructors see their progress for renewal period for classes taught & renewal course completed?

A: This will be found in your profile.

Q: As an instructor can you do your learning under this log in or do I need another log in as a learner?

A: Instructors can access the Catalog and the Instructor Renewal Curriculum from their instructor account. No separate learner account is needed.

Q: We have an instructor that was due to renew 7th edition the end of 2021 but want 8th edition to do. 7th edition was not done. What can be done for the instructor to get up to date?

A: The 8th edition Instructor Renewal Curriculum was available starting in August of 2021. If an instructor's status expired, they should contact the AAP at **nrp@aap.org** for further information.

Q: Are instructors required to maintain copies of learners Course completion certifications?

A: We do not require anyone to keep copies of certificates, however hospitals may want to keep them for their own records. You can refer to your hospital's risk management on what kinds of records to keep and how long to keep them.

Q: **Where did the new 8th edition instructor videos go in the instructor toolkit?**
A: The new Instructor Course videos can be found in the Instructor Toolkit under the "Instructor Development" tab. There are also some videos under the Resources tab in the Media Library.

Q: **How do we retrieve ecards of the 8th edition?**
A: They are listed in your profile under my certificates and ecards.

Q: **Some of our instructors did not get email. How do we get them onto program?**
A: The 7th edition history has now been added to the NRPLP. An instructor can now register in the platform for a global ID and upon access to the home page, follow the process to "link to your 7th edition learning history." This will update the learner profile to current status and expiration.

Q: **Is there a grace period for instructors due to expire at the end of this month? We have not yet had our subdomain for our institution, and we do not have access to our purchased licenses through HealthStream.**
A: Any issues with accessing licenses should be fixed in time for instructors to complete their renewal requirements by the end of January. If an instructor would like to request an extension, they can email **nrp@aap.org**. Extensions are considered on a case by case basis.

Instructor Candidate

Q: **What are the requirements to becoming an NRP instructor?**
A: NRP providers who want to become NRP instructor candidates must meet the following eligibility requirements:

- Have a current NRP 7th edition Provider Card or NRP 8th edition Advanced Provider status. (required)

- Be a physician, registered nurse, nurse practitioner, respiratory care practitioner, or physician assistant with experience in the hospital care of newborns. (required)

- Have current maternal-child educational or clinical responsibility within a hospital setting. (required)

- Have ongoing delivery room experience (recommended)

Q: **How do you access the Instructor Candidate Application?**
A: Please access www.nrplearningplatform.com for the Instructor Candidate Application. Only those with Advanced Provider status will have access to the Instructor Application from their home dashboard.

Q: **How do staff become instructors? I have 2 nurses who are willing to take the instructor course.**
A: They must first have Advanced Provider status. Then they should have a link to submit an application. If they are approved, they can complete the Instructor Candidate curriculum.

Q: **I see the answer that someone who wants to become an instructor must first have advanced provider status. If they're already current as an NRP provider (just renewed Dec 2021), can they not apply to be an instructor without now having to go back through a provider course?**
A: The 7th edition history has now been added to the NRPLP. An provider can now register in the platform for a Global ID and upon access to the home page, follow the process to "link to your 7th edition learning history." This will update the learner profile to current status and expiration.

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