National Commission on Certification Of Physician Assistants

Program Portal User Manual

Revised July 1, 2026

Table of Contents

NCCPA Program Portal Overview 4
First Time Sign In – Setting Up Access 4
Setting Up Your Account 4
Signing into the NCCPA Program Portal 5
Forgot User ID 6
Forgot Password 7
Two-Factor Authentication 7
Program Home Page 8
Important Notices 8
Upcoming Dates/Deadlines 8
Schedule of Expected Graduations 8
Student Information Reports 8
Contact Information 8
Program Home Page – Multi-Campus Programs 8
Classes 9
Entering a New Graduating Class 9
Entering a New Graduating Class – Multi-Campus Programs 9
No Graduating Class in a Specific Year 9
Editing the Class Information 10
Students 10
Mass Uploading of Student Eligibility 10
Entering Student Eligibility One at a Time 11
Using Student Search Feature 12
Editing Student Information 12
Transferring Students – Multi-Campus Programs 13
Changing the Expected Graduation Date 13
Has not yet applied for PANCE: 14
Has applied for PANCE: 14
Changing the Expected Graduation Date for a Class 14
Changing the Expected Graduation Date for a Student 14
Deleting a Student's Eligibility 15
Confirming Graduation/Completion Dates 15
Entering Confirmed Graduation Dates for all Students in a Class 16
Entering a Confirmed Graduation Date for One Student 17
Practice Exams 17
Purchasing Practice Exams for Students 17
Practice Exam Order History and Invoices 18

Program Address 19
Program Contacts 19
Contact Changes, Additions, Deletions 19
Adding a New Program Contact 19
Authorizing Portal Access for Program Contacts 19
Send Invite to Set Up Portal Access 20
Re-send Invite to Set Up User Account 20
Making Changes to a Program Contact 20
Deleting a Program Contact 20
Verification Code 20
Reports 21
Registration Reports 21
Student Reports 22
Score Reports 22
Performance Reports 23
By Calendar Year 23
By Class 24
Pass Rate Reports 25
Five Year First Time Taker Summary Report 26
Exam Performance Summary Report 26
Exam Performance Summary Report – Multi-Campus Programs 26
Alumni Report 27
To Assign Alumni to a Graduation Class 27
Checking Class Alumni Assigned to or Make Corrections 28
Resources 28
PANCE Pass Rates 29
Portal User Manual 29
NCCPA Practice Exams 29
PANCE at a Glance Video & PANCE Presentation 29
NCCPA Code of Conduct 29
Name and ID Policy for Testing 29
nccPA Health Foundation 29
NCCPA Newsletters 29
PA History Society 29
PA Statistical Profile Reports 29
Testing Accommodations Guidelines 29
My Account 30
Program Portal Assistance 30

For Program Portal assistance please contact the Exam Administration team at examadmin@nccpa.net or 678-417-8100.

NCCPA Program Portal Overview

The NCCPA Program Portal is a secure way to provide PA programs student eligibility and graduation information to NCCPA, and for NCCPA to provide PANCE registration status, student and program performance reporting to PA Programs.

For security reasons, only persons authorized by the Program Director will have access to the Program Portal.
The features of the NCCPA Program Portal include:

Program Home Page that provides:

- Generic and Program Specific Important Notices
- Schedule of upcoming Expected Graduations
- Upcoming Dates and Deadlines
- Schedule of Expected Graduations
- Quick Access to PANCE Registration Status Reports
- Program Contact Information

Other Available Information

- Student Eligibility
- Student PANCE Registration Information
- Student Information by Class
- Student Reports
- Program Performance Reports
- Pass Rate Reports
- Alumni Reports
- PA Program Resources

NOTE: This document provides guidance for multi-campus programs, which, when referenced here refers to programs with one or more distant campuses embedded in a currently ARC-PA accredited program.

The Program Portal is accessed through the NCCPA website at www.nccpa.net.

First Time Sign In – Setting Up Access

Prior to being able to sign into the Program Portal for the first time, an individual must first receive an invitation email.

Program Directors will receive their invitation to set up their account directly from NCCPA. For security reasons, the Program Director at each PA Program is designated as the account manager for their program's portal site and is the only one able to grant portal access for other authorized users. Additionally, anyone given access to the Program Portal will be required to set up their own unique user name and password for portal access. **Authorized users of the Program Portal are not allowed to share their log in information with anyone.**

Once an invitation email is received, the link in the email must be used to create an account and a unique password for that individual's use only. The link is only valid for three (3) days. If the link is not used within those three days, the invitation email must be resent by the Program Director.

Program Directors must contact NCCPA to request their email be resent.

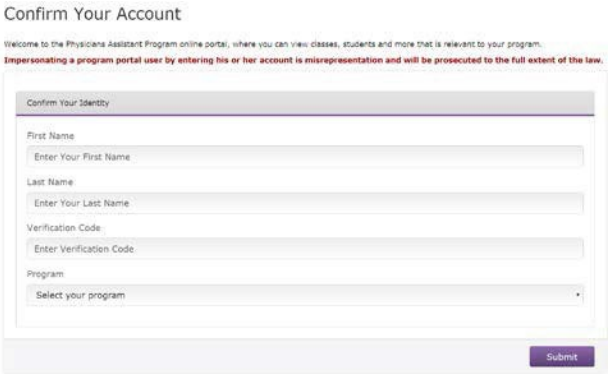
Program Directors: See the Program Contacts section of this manual for information regarding adding contact information, as well as authorizing portal access.

Setting Up Your Account

Upon receipt of the invitation email, follow the instructions and click on the link in the invitation email. The link will direct you to a secure web page where you'll need to enter your program's verification code. If you do not have the verification code, check with your Program Director. Program Directors can request their program verification via email to examadmin@nccpa.net.

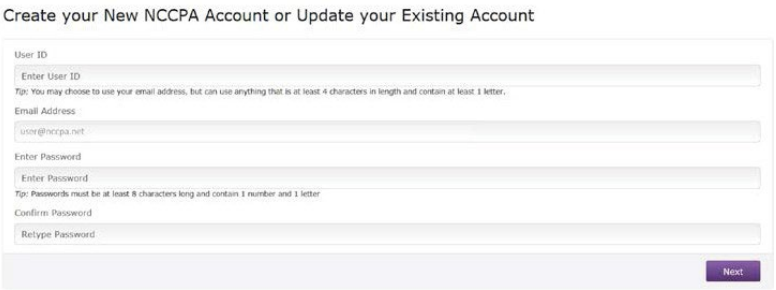
The first step in setting up your account is the *Confirm Your Record* screen.

1. Enter your first and last name



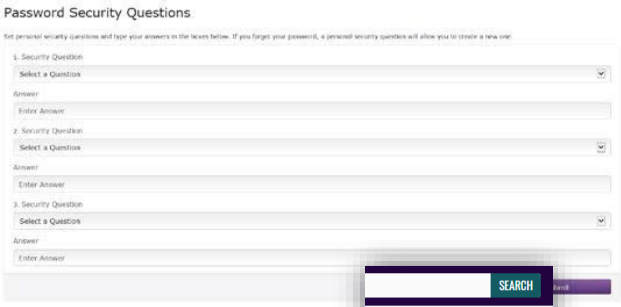
2. Enter your program's verification code
3. Select your program from the **Program ID** list
4. Click on **Submit**

If the information entered matches NCCPA's records, you will see the *Create your New NCCPA Account or Update your Existing Account* screen.



1. Enter a User ID
2. Enter your email address
3. Enter a password
4. **Confirm** the password
5. Click on **Next**

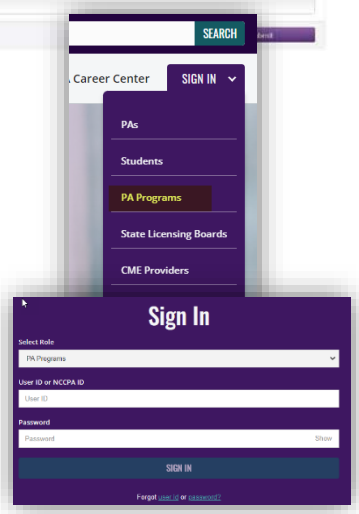
The next step in the process is to create **password security questions**. On the Password Security Questions screen, select the security questions you want to use, add the answers, and click **Submit**.



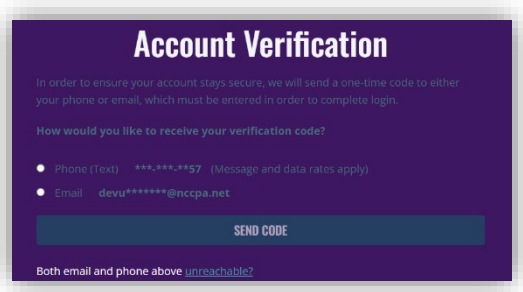
After creating your account, user ID and password, you can sign into the Program Portal from the NCCPA home page (www.nccpa.net).

Signing into the NCCPA Program Portal

After creating your account, user ID and password, you can sign into the Program Portal from the NCCPA website.

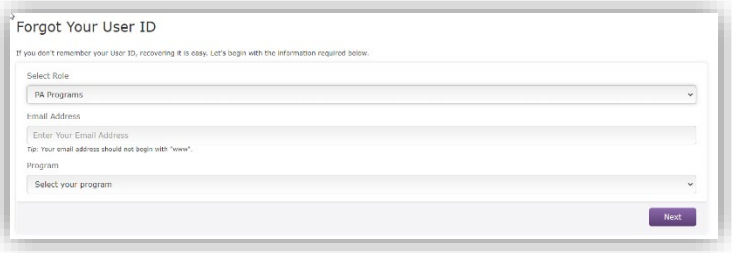


1. Go www.nccpa.net
2. Click on the Sign In drop-down in the upper right hand corner of the screen and select PA Programs.
3. The **Sign In** screen will appear.
4. The first field on the Sign In box should show **PA Programs**. If it does not, select it from the drop-down menu.
5. Enter your **individual User ID** in the applicable field.
6. In the Password field, enter your **individual password.**
7. Click on **Sign In**.
8. You will be directed to the **Account Verification** screen for two-factor authentication. If you have a cell phone number added to your account, you will be presented with the option of receiving your verification code by text or email.
9. Select **Phone** or **Email** and **Send Code**.
10. Enter the code you received by text or email and click **Verify Code**.

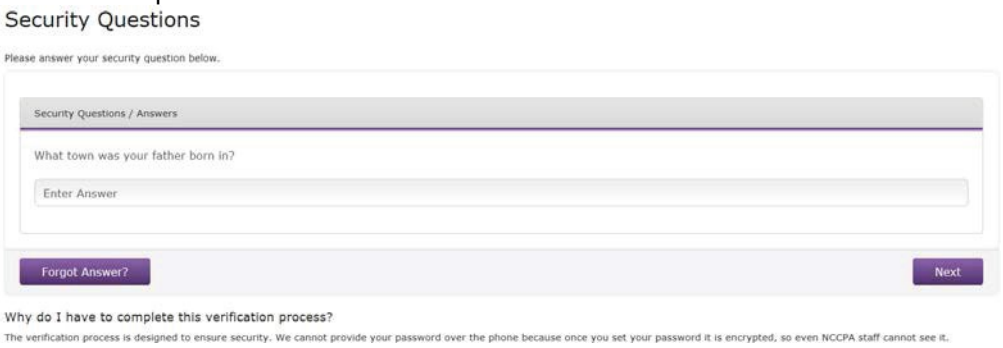


Forgot User ID

NCCPA does not have access to your secure log in information. If you forget your Program Portal user ID, you will need to go through the **Forgot User ID** process to retrieve it.

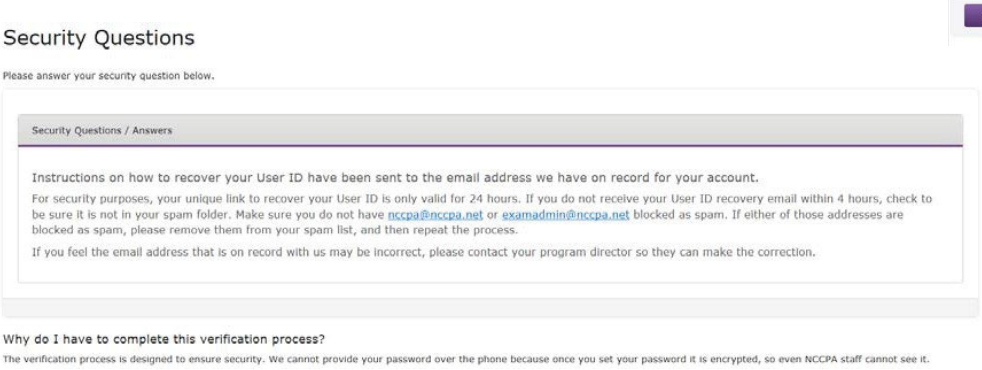


1. Click on "**User ID"** in the statement "Forgot User ID orpassword?" at the bottom of the Sign In box.
2. On the **Forgot User ID** screen that appears, select PAPrograms from the Select Role drop-down.
3. Enter your **email** address (case sensitive).
4. **Select your PA Program** from the drop-down menu.
5. Click on **Next.**
6. The **Security Questions** screen will appear, and you will be presented with one of the security questions you answered when your Program Portal account was initially set up.
7. Enter the answer to the question and click on **Next**.



8. Once you have correctly answered the security question you will be presented with a screen that provides your User ID and the ability to enter your password and sign into the portal.

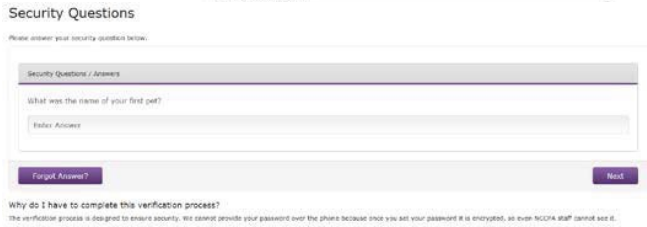
Note: If you do not know the answer to the security question(s), click on the Forgot Answer? button on the bottom of the Security Questions screen. The following screen will appear and an email with a unique link to recover your User ID will be sent to you. Upon receipt, click on the link and follow the prompts.



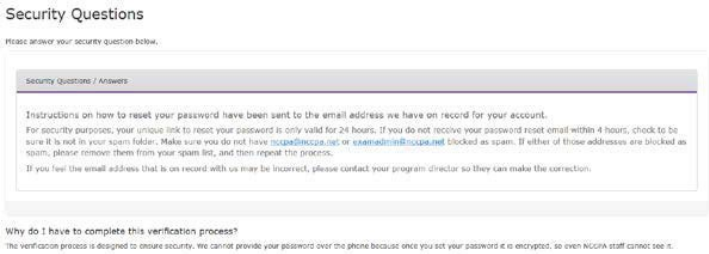
Forgot Password

NCCPA does not have access to your secure log in information. If you forget your Program Portal password, you will need to go through the Forgot Password process to retrieve it.

1. Click on **"Password"** in the statement "Forgot user ID orPassword?" at the bottom of the Sign In box.
2. On the Forgot Your Password screen that appears, select **PA Programs** from the Select Role drop-down menu.
3. Enter your Program Portal **User ID.**
4. Select your Program from the **Program ID** drop-down menu.
5. The **Security Questions** screen will appear, and you will be presented with one of the security questions you answered when your Program Portal account was initially set up.
6. Enter the answer to the question and click on **Next**.
7. The Reset Password screen will appear.
   a. Enter a new password in the **New Password** field.
   b. **Confirm** the new password by entering it in the Confirm New Password field.
   c. Click on **Submit.**



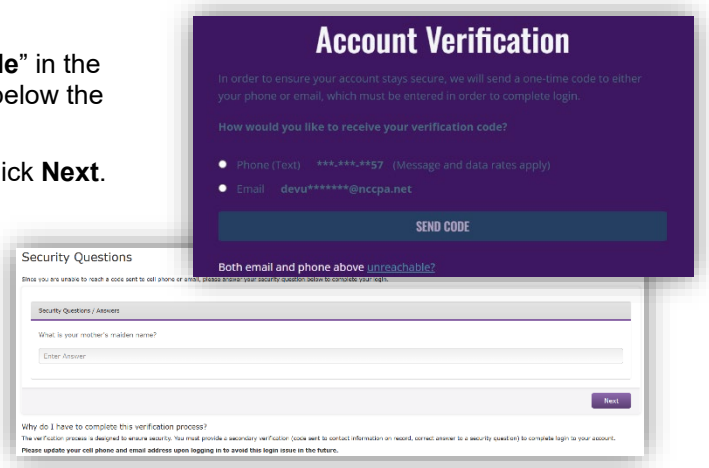
Note: If you do not know the answer to the security question(s), click on the Forgot Answer? button on screen.The following screen will appear and an email with a unique link to reset your password. Upon receipt of the email, click the link and follow the prompts.



Two-Factor Authentication

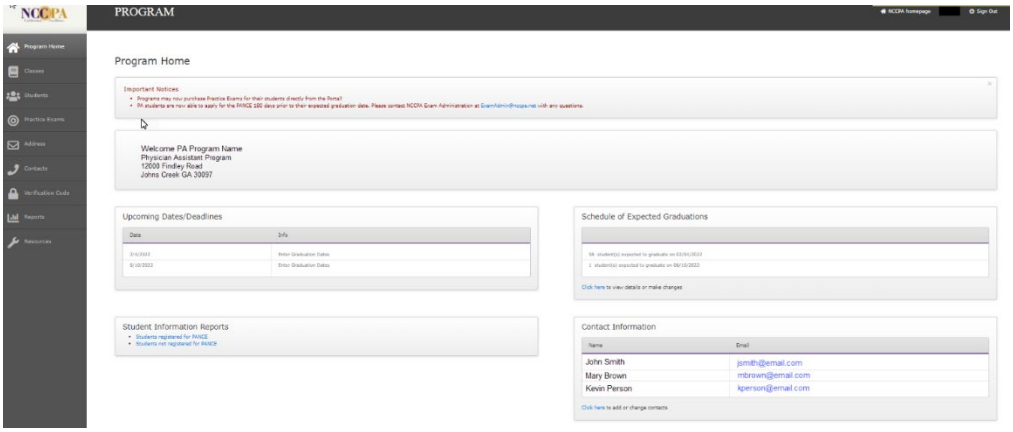
It is important that your contact information (cell phone and/or email address) is accurate. If there is an issue with your email address and/or cell phone number, or if you are not able to access the email or phone on file for your account, you will need to use your security question(s) to bypass the verification code.

1. On the Account Verification screen, click on "**unreachable**" in the "Both email and phone above unreachable?" statement below the "Send Code" button.
2. Enter the answer to your chosen security question and click **Next**.
3. Once logged in, navigate to **My Account** to update your email address and/or cell phone number.
4. If you are unable to verify your account through phone, email, or security questions, contact your program director and ask them to update your information on the **Contacts** page in their Program Portal account.



Program Home Page

After logging into the Program Portal, the Home Page for your Program will appear. This screen provides a snapshot of important notices, scheduled upcoming graduations, upcoming dates and deadlines and quick access to PANCE Registration Reports.
In the left side menu are links to all areas of the Program Portal.



Important Notices

This section of the home page includes important notifications and messages for the Programs as well as information regarding actions required by the Program.

Upcoming Dates/Deadlines

Information regarding upcoming dates and deadlines that require action by the Program will appear in this section of the home page. For example, upcoming graduations.

Schedule of Expected Graduations

A listing of the next five expected graduation dates including the number of students with that expected graduation date will be in this section.

Student Information Reports

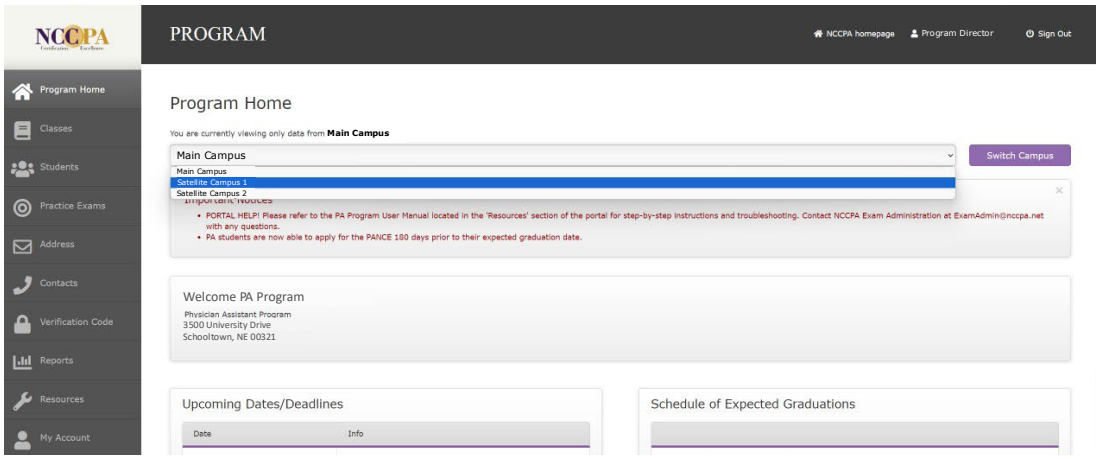
This section provides quick links to reports that show which students have registered for the PANCE exam and which have not.

Contact Information

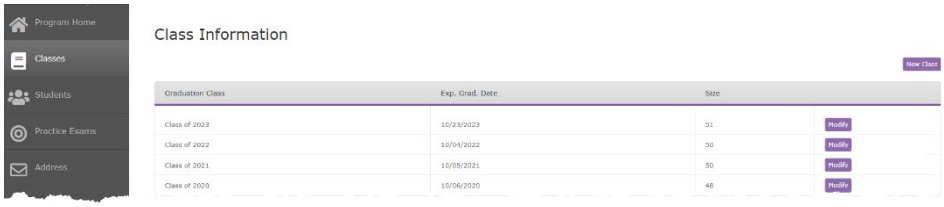
Portal Contacts are listed in this section which is maintained by the Program Director. While multiple contacts may be listed, only 3 will show on the dashboard.

Program Home Page – Multi-Campus Programs

For programs with one or more distant campuses embedded within the program's ARC-PA accreditation, the Program Home page will include options to toggle between campus locations. When logging in, the Program Home will always default to the main campus location. However, if a satellite campus is selected from the dropdown menu on the Program Home page, that selection will carry throughout the Program Portal.



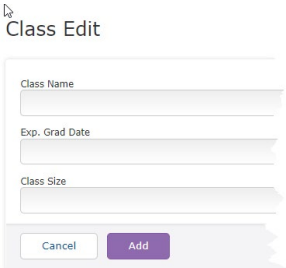
Classes



Clicking on the ***Classes*** link in the left side menu will bring you to the Class Information screen, which provides an overview of information for each of your Program's graduating classes. During the first quarter of the year, NCCPA will ask each program to enter the class name, expected graduation date and size for the next year's graduating class. This information is used to send reminders to the Program staff to enter new student eligibilities when applicable and for NCCPA for budgeting and planning for the next year.

Note: If you will not have a class graduating in the following year, it is important to indicate that by following the steps outlined in the No Graduating Class in a Specific Year section of this manual.

Entering a New Graduating Class



1. Click on ***Classes*** in the left side menu.
2. Click on the ***New Class*** button.
3. The Class Edit screen will open.
4. Enter the Class Name for this graduating class.
   Note: There is no specific format needed for the class name.
5. Enter the expected graduation date for this class.
6. Enter the Class Size (number of students in this graduating class).
7. Click on **Add**.
8. The Class Information screen will appear with the newly added class appearing in the grid.
   Note: Expected graduation dates cannot be more than 2 years in the future.

Entering a New Graduating Class – Multi-Campus Programs

1. Click on ***Classes*** in the left side menu.
2. Select the applicable campus using the dropdown menu.
3. Click the ***Switch Campus*** button next to the dropdown menu. You should see the same campus in the dropdown menu and in the line above it that reads, "You are currently viewing only classes for…"
4. Enter the Class Name for this graduating class.
   Note: There is no specific format needed for the class name.
5. Enter the expected graduation date for this class.
6. Enter the Class Size (number of students in this graduating class).
7. Click on **Add**.
8. The Class Information screen will appear with the newly added class appearing in the grid.
   Note: Expected graduation dates cannot be more than 2 years in the future.

No Graduating Class in a Specific Year

If your Program will not have a class graduating in the following year, this is documented by indicating such on the Class Information screen.

1. Click in the box in front of the statement No Graduating Classes for <Year>.
2. Click on **Update.**

Editing the Class Information

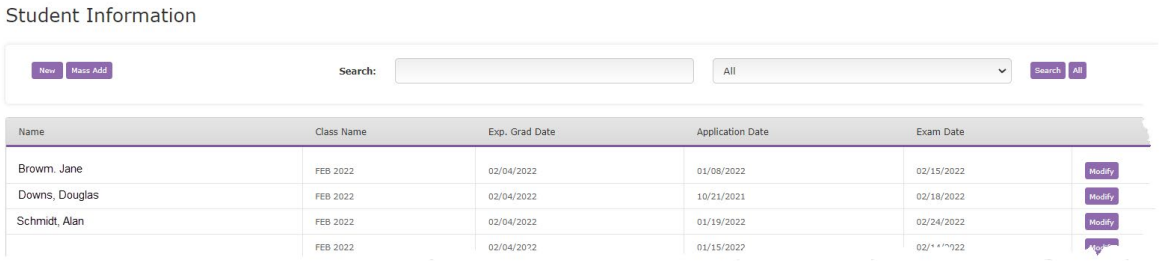
After creating a Graduation Class, the information can be modified as needed.

1. Click on **Classes** in the left side menu.
2. Locate the class you wish to edit/modify on the grid and click on the Modify button associated with it.
3. The Class Edit screen will open.
4. Make the required changes.
5. Click on **Save.**

Students

Selecting ***Students*** in the left side menu will bring you to the ***Student Information*** screen. This screen provides a listing of all PANCE eligible students currently listed in your programs portal that have not yet completed/graduated the program. It also provides the ability to add student eligibility either **individually or using the mass add** feature, the ability to modify a student's information and search for an individual student.

Note: Once NCCPA has received a confirmation of graduation for student(s), they no longer appear on this screen as they are now considered alumni. Additionally, no changes can be made to their information after they have graduated from the program.



All students eligible to take PANCE must be entered through the secure Program Portal. Once their eligibility has been received, the student(s) will be able to register/apply for the examination as early as 180 days prior to their expected graduation date.

Note: If students are entered into the portal prior to 180 days before their expected graduation, they can still set up their account and purchase a practice exam.

Within 24 hours of successfully uploading your student(s) eligibility, you will be sent an automated 'Student Eligibility Received' confirmation email.

Once accepted, the student will receive an invitation email that contains a unique link and instructions on how to set up their NCCPA account. It is important to note that the link in the email is only valid for 3 days from receipt of the email.

Mass Uploading of Student Eligibility

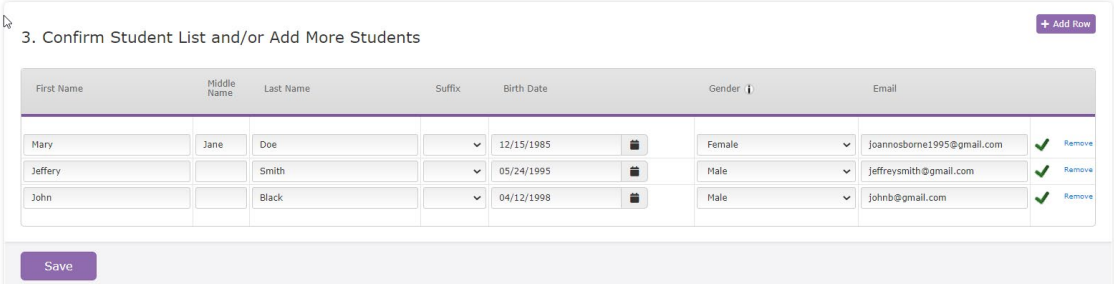
The mass student eligibility uploading feature provides the ability to upload the eligibility for multiple students at one time.

1. Click on **Students** in the left side menu.
2. Select the **Mass Add** button on the Student Information screen.
3. From the Select Class Information drop-down, select the class the students should be assigned to.
4. Download the import template by clicking the Download Mass Student Entry Template link in the Upload Mass Student Entry File box.

5. Add student information using the correct import template spreadsheet format. Be sure to save the spreadsheet after you have entered all the student information you need to add.
6. Upload the import template spreadsheet by clicking the **Upload** button on the Mass Student Entry screen and choosing the file (or by dragging the file into the box surrounding the Upload button).
7. If you have student information already entered in the grid when you are importing, you will be asked to select one of the following:

   Overwrite: This option will import the student information from the import template and delete the rows already in the Students grid, **or**

   Addend: This option will import the information from the import template without deleting the existing rows on the grid.
8. The uploaded students will appear in the **Confirm Student List and/or Add More Students** section.



9. If there is any invalid information imported from the file you uploaded, it will be noted with red error stop sign.

You will need to correct the information prior to continuing with the upload. **The most common error is an extra space before or after an email address that has been copied/pasted.**

   Note: If the information entered for a student is identical to a record already in the system, the student will not be added and error verbiage explaining the issue will display.
10. Review the student information on the list and make adjustments or corrections as needed.

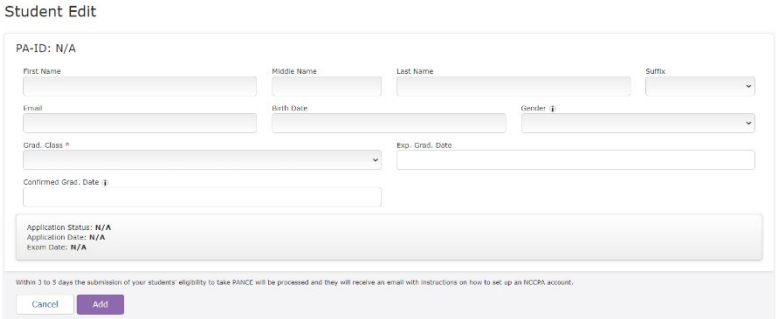
    Note: The expected graduation date associated with each student uploaded with be the same as designated for the class. If the expected graduation date for one or more students is different, this can be adjusted using the steps in *Changing the Expected Graduation Date for a Student* section of this manual.
11. Click on **Save**.
12. Once the student eligibility information has been successfully saved, a **Save Successful** message will appear.

Entering Student Eligibility One at a Time

Student eligibility can be entered one student at a time.

1. Click on **Students** in the left side menu**.**
2. Select the **New** button at the Student Information screen.
3. The *Student Edit* screen will appear.
4. Enter the student's information as follows:

   First Name, Middle Name, Last Name: The student's legal first, middle and last name must be entered in the appropriate fields.



The name entered here must match the students name as it appears on their driver's license and identification they will present at the test center. ***Do not enter names in all capital letters, use special characters, nicknames or put names in parentheses.***

Suffix: If applicable, choose the correct suffix from the drop-down menu.

Birth Date: The student's date of birth must be entered as mm/dd/yyyy.

Gender: Select the student's gender from the drop-down menu.

Email: Enter a valid email address for the student. It is important that this is a correct and valid email address as important information regarding setting up an NCCPA account and applying for the PANCE will be sent to the email address provided.

Grad Class: From the drop-down menu choose the appropriate graduation class for this student. The class names listed in this drop down come from the graduation class name given to each class through the **Class Information** screen.

Expected Grad Date: The Expected Grad. Date will automatically populate with the Expected Grad. Date entered on the **Class Information** screen. To change this date manually (only for this student) enter the date you expect to confirm the student's graduation/completion of your PA Program. The date entered here is extremely important because it determines a student's eligibility timeframe for taking the PANCE. This date does not need to be the same for all students and can be changed should the need occur based on the student's progress.

Confirmed Grad Date: Unless the student has graduated from/completed the PA Program, this field should be left blank when first entering the student's eligibility.

5. When all the information has been entered, click on **Add.**

   Note: If the information entered for a student is identical to a record already in the system, the student will not be added and error verbiage explaining the issue will display.

6. Repeat the previous steps for each new student's eligibility.

Using Student Search Feature

To search for a student by name, expected graduation date or PANCE registration, enter the search parameter in the search box, then click on Search.

1. After selecting **Students** from the left side menu, enter all or part of the student's name in the Search field.
2. Click Search.
3. After using the Search feature, click **All** to return to a list of all students.

Editing Student Information

From time to time, you may need to change or update student information in the portal. Changes/corrections to the student's name, DOB, gender and expected graduation date can be made via the portal. However, you cannot make changes to their email address. Please contact NCCPA at examadmin@nccpa.net to request a change of email address.

IMPORTANT: Do not delete and re-enter the student information! This will create multiple records for the same student.

To make changes to the student's expected graduation date or to delete a student's eligibility for PANCE, please see the Changing an Expected Graduation Date and Deleting a Student's Eligibility sections of this manual.
Select ***Students*** from the left side menu.

1. Locate the student on the Student Information screen that appears using the search feature or page navigation at the bottom of the list of students.

2. Once located, click on the **Modify** button associated with the student.
3. The *Student Edit* screen will appear.

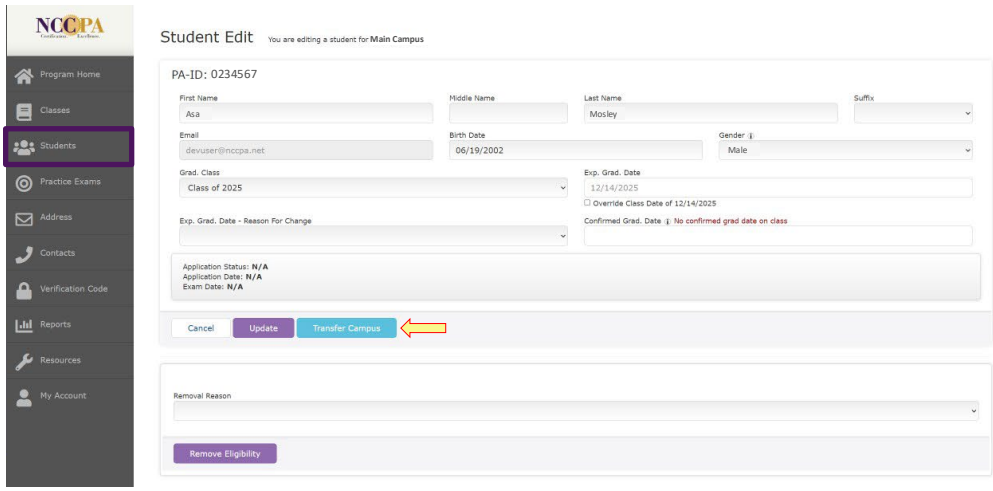
   Note: *For detailed information regarding* changing a student's expected graduation date, confirming a graduation date *or* deletion of eligibility *see the applicable sections of this manual.*

4. Make the necessary changes and click on **Update**.

Transferring Students – Multi-Campus Programs

To transfer a student from one campus to another:

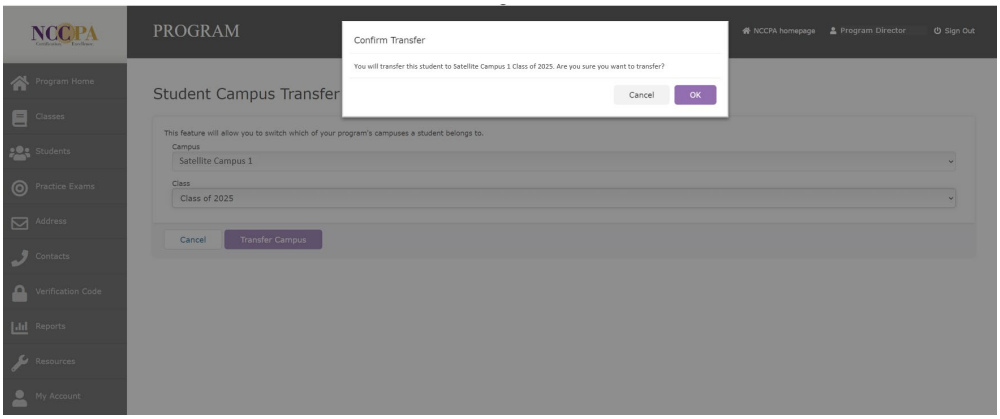
1. Locate the student on the Student Information screen that appears using the search feature or page navigation at the bottom of the list of students.
2. Once located, click on the **Modify** button in the farthest right column of the Student Information table for the student you would like to transfer.
3. Select **Transfer Campus** below the student's information.



4. Select the campus name and class from the dropdown menu. Click Transfer Campus.

   Note: Students can only be transferred to a class that has already been created.

5. Confirm the transfer by clicking OK. You will be taken back to the Student Information page for the campus you transferred the student *from*. You should no longer see that student in this list.



Changing the Expected Graduation Date

Ensuring that NCCPA has accurate information regarding a student's expected graduation date (EGD) is important to their ability to take the PANCE. Based on the NCCPA policy that students cannot schedule an exam date any earlier than seven (7) days after their expected graduation date, the exam timeframe during which they can take the exam will change

with any expected graduation date change. There are some things to take into consideration when changing a student's expected graduation date and they vary based on whether the student has applied for the PANCE and set an exam date.

Has not yet applied for PANCE:

a. When PA does apply for the PANCE their exam timeframe in which to take the exam will begin seven (7) days after their expected graduation date.

Has applied for PANCE:

b. If the student's expected graduation date is changed by **more than 180 days**, their PANCE application will automatically be withdrawn and their scheduled exam date, if applicable cancelled. The student can re-apply for the PANCE 180 days prior to their new expected graduation date.

c. Changes in an expected graduation date by **less than 180 days** will result in the exam timeframe during which the student can take the PANCE changing as applicable.

   i. If an exam date has been scheduled and it is within the changed exam timeframe, the exam date will remain as scheduled.

   ii. If the exam date scheduled is outside of the new exam timeframe, it will automatically be cancelled.The student will need to reschedule a new exam date within the new timeframe.

All students who have had a change in expected graduation date and have applied for PANCE will receive an email notification of the change and details regarding its effect on their PANCE application and scheduled exam date, if applicable.

Changing the Expected Graduation Date for a Class

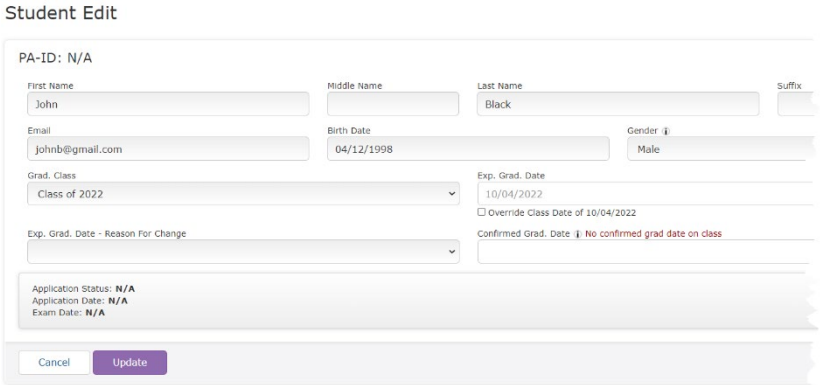
Changes to the expected graduation date for an entire class is done through *Classes* screen.

1. Select **Classes** from the left side menu.
2. On the *Class Edit* screen that appears, change the Exp. Grad Date as applicable using the mm/dd/yyyy format.
3. Click on **Save.**

Changing the Expected Graduation Date for a Student

From time to time the expected graduation date for a student may need to be changed due to a delay in graduation.

1. Select **Students** from the left side menu.
2. Locate the student on the *Student Information* screen that appears using the Search feature or page navigation at the bottom of the list of students.
3. Once located, click on the **Modify** button associated with the student.
4. The *Student Edit* screen will appear.
5. Click to check the box in front of the statement Override Class Date of mm/dd/yyyy under the Exp. Grad. Date field.
6. The Exp. Grad. Date field will become empty.
7. Enter the new expected graduation date using the mm/dd/yyyy format.
8. From the **Exp. Grad Date Reason for Change** drop-down menu, you must choose one of the following reasons for the change in expected graduation date:
   - Requires final grade
   - Required to repeat rotation
   - Other outstanding requirements



- Leave of absence
- Deceleration
- Medical reasons
- Original Date Entered in Error
- Acceleration

9. Click on the **Update**.

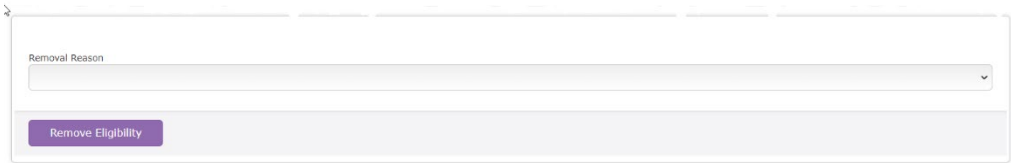
Deleting a Student's Eligibility

The deletion of a student's eligibility should only be done if the student has been dismissed from the Program or left the Program.

Any delays in the student's expected graduation date should be handled as a change in expected graduation date, <u>not a deletion</u>, no matter how long the delay will be.

Once a student's eligibility has been removed, they cannot register for the PANCE unless a new eligibility is submitted to NCCPA by the Program.

1. Select **Students** from the left side menu.
2. Locate the student on the *Student Information* screen that appears using the search feature or page navigation at the bottom of the list of students.
3. Once located, click on the **Modify** button associated with the student.
4. The *Student Edit* screen will appear.
5. At the bottom of the screen. from the *Removal Reason* drop-down menu, choose the appropriate reason the student's eligibility is being removed.



   - Left PA Program
   - Dismissed from PA Program
   - Leave of Absence – undetermined length of time
   - Created in Error
6. Click on the **Remove Eligibility** button.
7. A box will appear asking you to confirm that you wish to remove the student's eligibility.
8. Click **OK** to remove the student's eligibility; or Click **Cancel** to undo removing the student's eligibility.
9. Prior to accepting any student deletion, the Program Director will be contacted via email by Exam Administration for confirmation of the deletion.

Confirming Graduation/Completion Dates

Although students can register/apply for the PANCE and schedule an exam date prior to their graduation/completion, they cannot take the exam until NCCPA receives a confirmed completion/graduation date through the Program Portal for them**.**
If a confirmed graduation/completion date is not entered for the student within 48 hours of their expected graduation date, their PANCE application will be withdrawn and their scheduled exam date canceled, if applicable. Their application for the PANCE will not be reinstated until their graduation/completed date has been entered by the program and received by NCCPA.

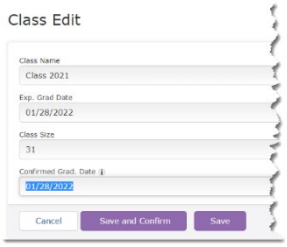
To confirm graduation dates for a class, first you must set the Confirmed Graduation Date for the class. After this information is entered, you can confirm these dates for the students in that class individually or as a whole class.

Note: *The Completion/Graduation Date cannot be an earlier date then the expected graduation date. If the student graduated/completed earlier than the currently shown expected graduation date, you must change the expected graduation date to match their completion graduation date.*

Note: *Once NCCPA has received a confirmation graduation date for student, they no longer appear on the student list or student reports. They are now considered alumni. Additionally, no changes can be made to their information.*

Entering Confirmed Graduation Dates for all Students in a Class

1. Select **Classes** from the left side menu.
2. Click on the **Modify** button associated with the applicable class.
3. The *Class Edit* screen will appear.



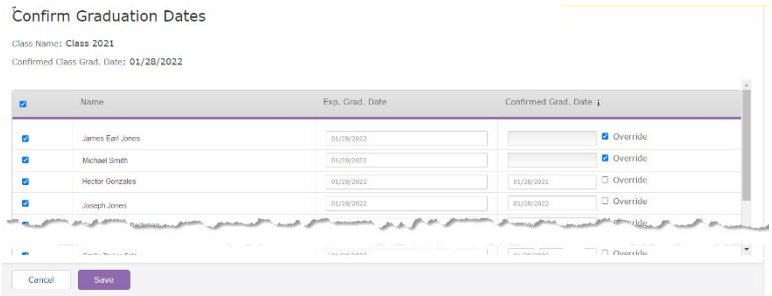
4. Enter the **Confirm Graduation Date** in the appropriate field.

   Note: *You will only be able to enter a confirmed graduation date starting one (1)day prior to the Expected Graduation Date.*

5. Click on **Save and Confirm**.

   Note: This button will take you directly to the *Confirm Graduation Dates* page that allows you to confirm the dates for each student.

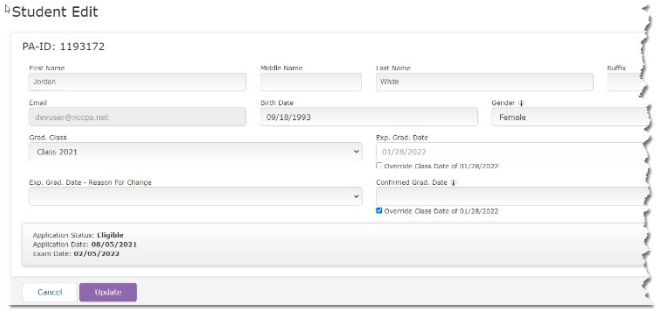
   You can come back to this portion of the process later by simply clicking **Save** instead of **Save and Confirm**. On the *Class Information* page, a **Confirm Grad Dates** button will now appear next to that class and clicking it will bring you to the **Confirm Graduation Dates** page.



6. On the Confirm Graduation Dates screen, select all students by clicking the check box in the top left corner of the grid next to the Name Label.
7. The Confirmed Graduation Date entered for that class will default to all the students.
8. **If a student hasn't yet graduated, or you don't want to confirm their graduation date for any reason,** click the Override checkbox and leave the Confirmed Grad. Date fieldblank. **Without the Override checkbox selected, the Confirmed Grad date entered for the class will default onto the student's record, and when you save it will confirm that student.**
9. **To provide a different confirmed graduation date for a student**, select and check the Override box for the applicable student and enter their confirmed grad date in the applicable field. Keep in mind that the confirmed graduation date cannot be in the future.
10. Click on the **Save** button at the bottom of the screen to confirm the graduation date for all students with a check mark.
11. If the **Save Successful** message appears, the confirmed graduation dates have been uploaded to NCCPA.

Entering a Confirmed Graduation Date for One Student

1. Select **Students** from the left side menu.
2. Locate the student on the List of Students.
3. Click on the **Modify** button associated with the applicable student.
4. On the Student Information Edit page that appears, enter the *Confirmed Graduation Date* in the appropriate field.
5. Click on **Update.**



Practice Exams

NCCPA offers practice exams to assist PAs and PA students with their preparation for PANCE. They help the students assess their relative strengths and weaknesses, to direct their study efforts and to familiarize themselves with the type of questions they'll see on the actual examination. Additional information regarding the practice exams is available on the NCCPA website at http://www.nccpa.net/PracticeExams.

PA Programs can purchase practice exams for their students through the program portal. The cost for each practice exam ordered is $50.00 and payment for the practice exams must be submitted at the time of purchase in the form of credit card.

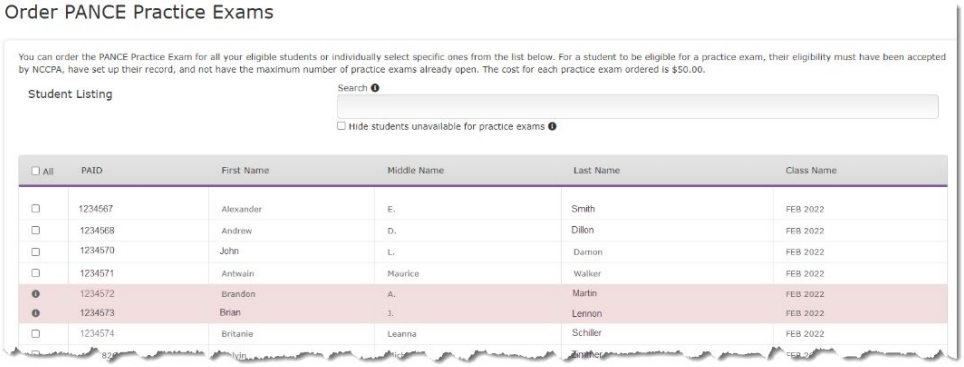
Purchased practice exams for students will be available to the students once payment has been made by the program. Students will have 180 days in which to complete the practice exams once it becomes available. Students that require an extended time accommodation will be able to select a time multiplier when they open the exam.

Please note NCCPA cannot provide copies of the students' practice exam results (Performance Profile) to the program. It can be obtained directly from the students.

For a student to be eligible for a practice exam, their eligibility must have been accepted by NCCPA, the student must have an online account set up, and not have the maximum number of practice exams already open. Additionally, once an individual graduates and is no longer a student, programs can no longer purchase a practice exam for them via the Program Portal.

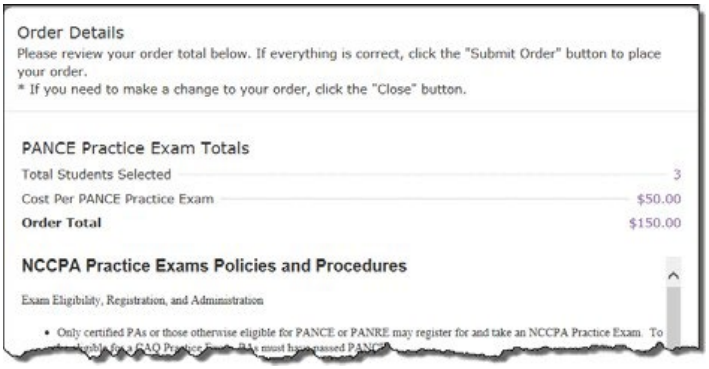
Purchasing Practice Exams for Students

1. Click on **Practice Exams** in the left side menu.
2. The *Order PANCE Practice Exams* screen will appear with a list of students for whom NCCPA has received PANCE eligibility.
3. To purchase a practice exam for all students in the chosen class, click to check the **Select All** box. If you want to deselect one or more students, you can do so by clicking in the box to the left of their name to deselect them.
4. To purchase a practice exam for individual students, click in the box next to their name.
5. You can search a specific student or class using the Search field provided.



6. If a student is not eligible to take a practice exam due to having not yet set up their NCCPA account or having the maximum number of practice exams already open, a ⓘ will appear by their name, and they will appear shaded. If you hover over the ⓘ you will see detailed information regarding the reason the student is not eligible for a practice exam.

   a. To see a list of only those students eligible for a practice exam, you can click in the box in front of *Hidestudents unavailable for practice exams.*



7. After selecting the student(s) for which you wish to purchase practice exams, click on **Review Order** at the bottom of the screen.

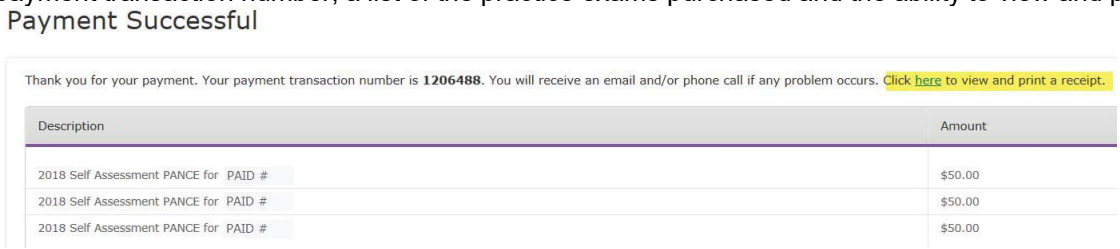
8. An Order Details screen will appear. This provides the total number of practice exams being purchased, the cost per practice exam and the order total.

9. The screen also requires that the NCCPA Practice Exams Policies and Procedures be read and agreed to. When reading the policies and procedures you must use the scroll bar on the right to scroll and read the entire text. You must then click on the box in front of the attestation before being able to click on **Submit Order**.

10. On the *Payment* screen that appears, submit the applicable payment information.

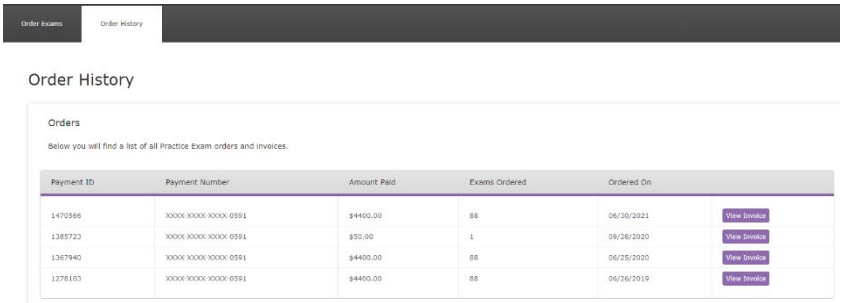
    Note: Payments for the practice exams must be submitted at the time of purchase in the form of credit card (MasterCard or Visa).

11. Once the payment has processed the *Payment Successful* screen will appear. This screen provides you with a payment transaction number, a list of the practice exams purchased and the ability to view and print a receipt.



Practice Exam Order History and Invoices

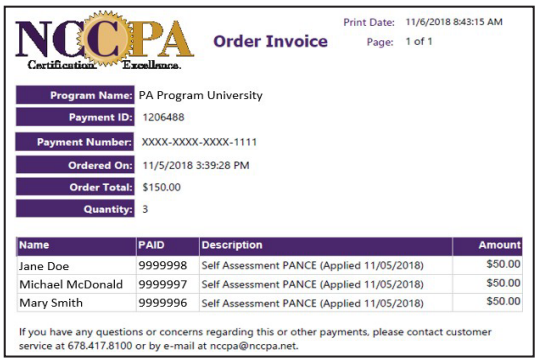
A history of all practice exams purchased by the PA Program is available from the Order History tab under Practice Exams.



1. Select the *Order History* tab at the top of the Practice Exams screen.

2. A screen will appear with a list of Practice Exam orders and invoices.

3. To view the invoice for an order, click on the View Invoice button. The order invoice will appear providing details for the practice exam purchase including the payment ID, number, date ordered, order total, number of practice exams purchased and a list of the students for whom the exams were purchased.

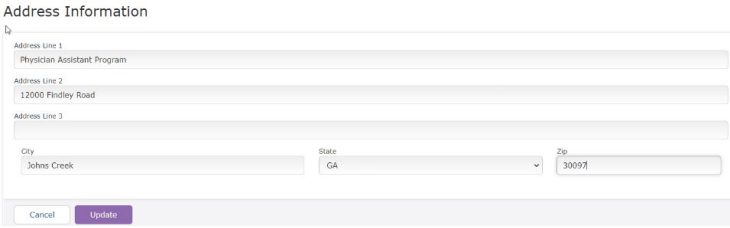


Program Address

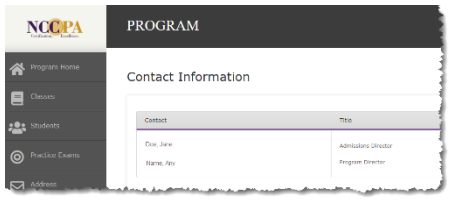
Changes to the PA Program address can only be made by the Program Director.

To make corrections or changes to the Program's address:

1. Select **Address** from the left side menu.
2. On the **Address Information** screen, make the necessary changes.
3. Click on **Update**



Program Contacts



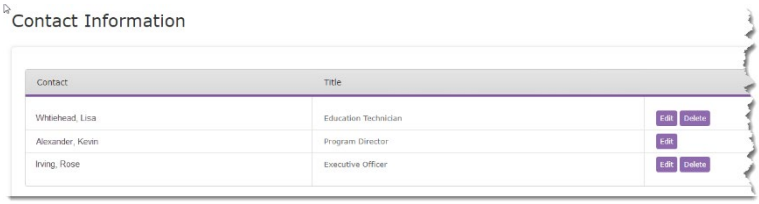
The *Contacts* link in the left side menu will bring you to the *Contact Information Screen*.

Contact Changes, Additions, Deletions

The individual designated as the Program Director may add staff contacts that they would like to receive communications from NCCPA (i.e., upcoming Program Educators Workshops). In addition, at the Program Director's request, NCCPA can add any program contact to the automated email distribution list (i.e., student eligibility notifications), and/or authorize portal access for designated contacts.

The *Contacts* link in the left side menu will bring you to the Contact Information Screen From this screen, you can:

- Add a new contact
- Send an invite to authorize portal access to new users
- Resend an invite email
- Edit a Contact
- Delete a Contact



All Program Contacts can be added, changed, or deleted with the exception of designating the Program Director. Changes to the Program Director designation and/or contact information must be submitted in writing to NCCPA. Please email examadmin@nccpa.net.

Adding a New Program Contact

Only the Program Director can add a new contact to the Program Portal. The individual designated as the Program Director will see a **New Contact** button in the top right corner of the Contact Information list.

Authorizing Portal Access for Program Contacts

A contact will not have access to the Program Portal until they are authorized by the Program Director. Please note: when sending an invite to a new authorized user, you will need to provide them with your program's unique verification code. If you do not have access to that information, contact examadmin@nccpa.net.

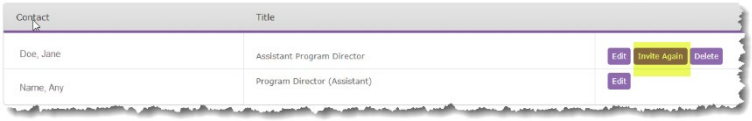
Send Invite to Set Up Portal Access

In order for a program contact to have portal access, they must first set up their portal account. This process includes sending the contact an invitation, providing them with the program *verification code*, and the individual following the steps in the invitation to set up their account.

1. Select **Contacts** from the left side menu.
2. Click on the **Invite** button next to the individual's name.
3. The user invite email will be sent to the individual.

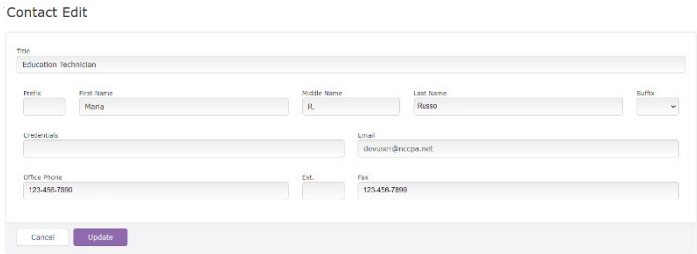
Re-send Invite to Set Up User Account

The link in the user invite email will expire after three (3) days. If the link expires prior to the individual setting up their account, the invite can be re-sent.



1. Select **Contacts** from the left side menu.
2. Click on the **Invite Again** button next to the individual's name.
3. The user invite email will be sent to the individual.

Making Changes to a Program Contact



1. Select **Contacts** from the left side menu.
2. Click on the **Edit** button next to the individual's name.
3. Make the necessary changes.
4. Click on **Update**.

Deleting a Program Contact

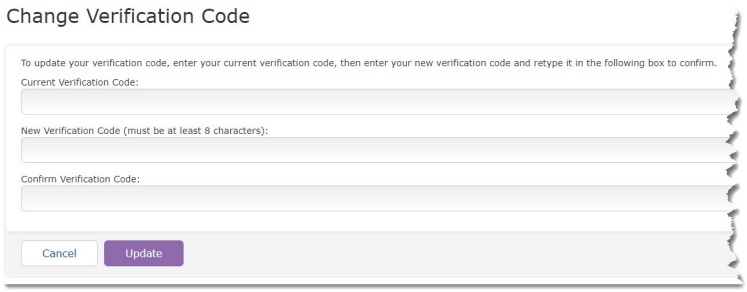
1. Select **Contacts** from the left side menu.
2. Click on the **Delete** button.
3. A message will appear asking if you would like to delete the contact. If yes, to continue and delete the user, click on **OK**. If no, to cancel the deletion of the user, then click on **Cancel**. Note: Deletion of a contact will also delete their portal access, if applicable.

Verification Code

The verification code tab will only be viewable and accessible by the Program Director.
The verification code can only be changed by the Program Director and will need to be communicated to any program contact they set up as an authorized user, as it will be needed for them to set up their account.
(See the Setting Up Your Account sectionof this manual). Please note: the verification code is case sensitive.

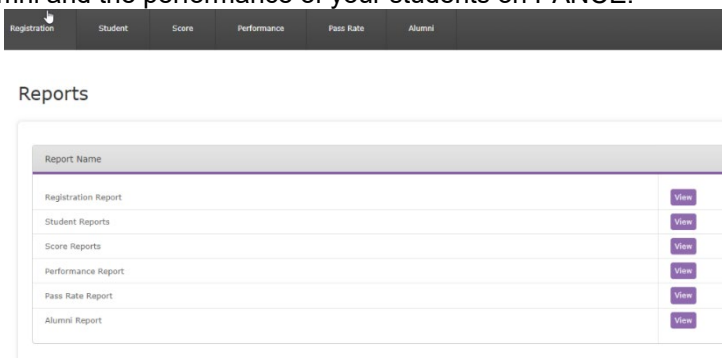
1. Click on the **Verification Code** tab in the left side menu.

2. On the *Change Verification Code* screen, enter the current verification code in the appropriate field.
3. Enter the new verification code in the *New Verification Code* field. Keep in mind the new password must be at least 8 characters.
4. Enter the new verification code again in the *Confirm Verification Code* field.
5. Click on **Update.**



Reports

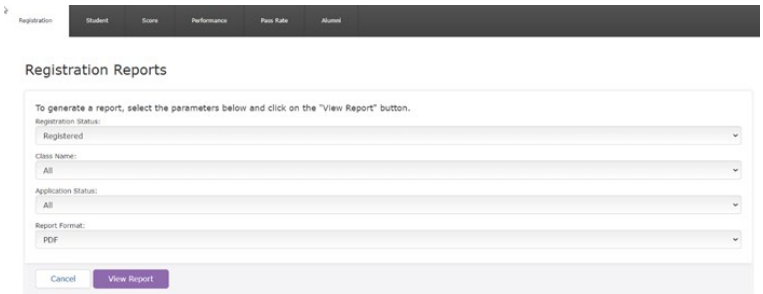
There are several reports available to PA Programs. These reports provide information regarding which students have registered for the PANCE, which have not, information on alumni and the performance of your students on PANCE.



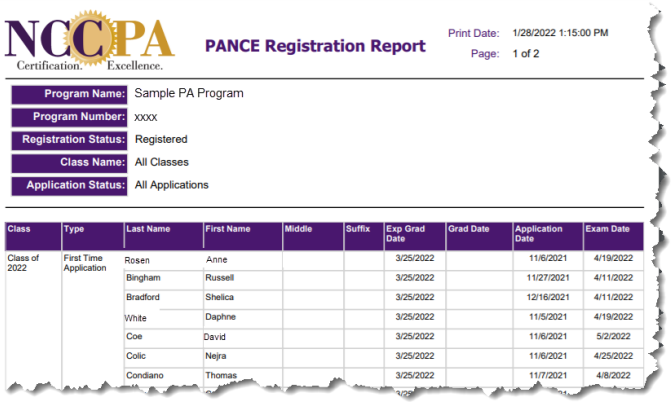
The various report types can be accessed by selecting **Reports** in the left side menu. Once selected, the requested report can be generated by selecting the report type from the Reports screen that appears or by selecting the applicable report from the tabs that appear along the top of the screen.

Registration Reports

The Registration Reports provide the student's name, graduation class, expected graduation date, PANCE exam administration, and PANCE exam date. Reports can be generated based on the parameters chosen in each field;Registration Status, Class, PANCE Administration and Application Status.



1. To generate a Registration Report, click on ***Reports*** in the left side menu.
2. On the Reports screen that appears click on **View** next to **Registration Reports** or select the **Registration** tab**.**
3. The ***Registration Reports*** screen will appear.
4. From the *Registration Status* drop-down box, choose one of the following:
   - Registered (*have* registered/applied for the PANCE)
   - Not Registered (*have not* registered for the PANCE)
   - Withdrawn (had registered for the PANCE, but application was withdrawn)
5. From the *Class Name* drop-down box, choose either the specific class name or All.
6. From the *Application Status* drop-down box, choose one of the following:
   - All
   - First Time Exam Application
   - Repeat Exam Application



Class	Type	Last Name	First Name	Middle	Suffix	Exp Grad Date	Grad Date	Application Date	Exam Date
Class of 2022	First Time Application	Rosen	Anne			3/25/2022		11/6/2021	4/19/2022
		Bingham	Russell			3/25/2022		11/27/2021	4/11/2022
		Bradford	Shelica			3/25/2022		12/16/2021	4/11/2022
		White	Daphne			3/25/2022		11/5/2021	4/19/2022
		Coe	David			3/25/2022		11/6/2021	5/2/2022
		Colic	Nejra			3/25/2022		11/6/2021	4/25/2022
		Condiano	Thomas			3/25/2022		11/7/2021	4/8/2022

7. To select the format in which the report will appear, from

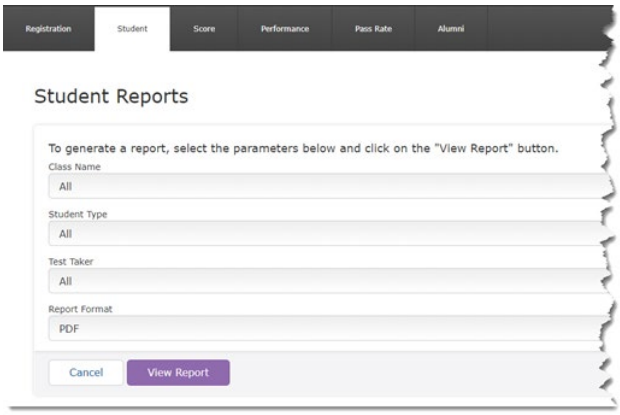
the Report Format drop-down choose either **PDF or Excel**.

8. Once you have chosen all the report parameters, click on **View Report**. The report will display in the chosen format.

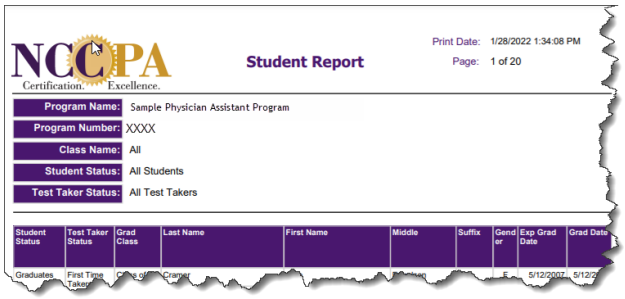
   Note: A quick report of all students for all report parameters can be obtained by clicking either the **Students Registered for PANCE** or **Students Not Registered for PANCE** links under the **Student Information Reports** section on the **Program Home** page.

Student Reports

A Student Report provides a list of students with their test taker status, graduation class, expected graduation date and graduation date (if applicable). A Student Report can be generated by Class Name, Student Type and Test Taker status based on the parameters chosen in each field



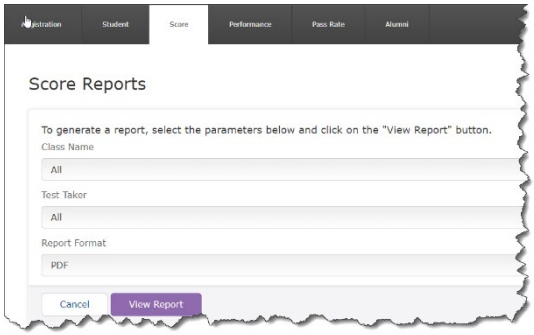
1. To generate a Student Report, click on **Reports** in the left side menu.
2. On the Reports screen that appears click on**View** next to *Student Reports* or select the **Student** tab.
3. The *Students Reports* screen will appear.
4. From the first drop-down menu, select All or the applicable Graduating Class.
5. From the second drop-down menu select one of the following student types:
   - All
   - Current Students
   - Graduates
6. Use the third drop-down menu to select one of the following test taker types:
   - All
   - First Time Takers
   - Repeat Takers
7. Select the applicable report format (PDF or Excel) from the fourth drop-down menu.



8. Once you have chosen all the report parameters, click on **View Report.** The report will display in the chosen format.

Score Reports

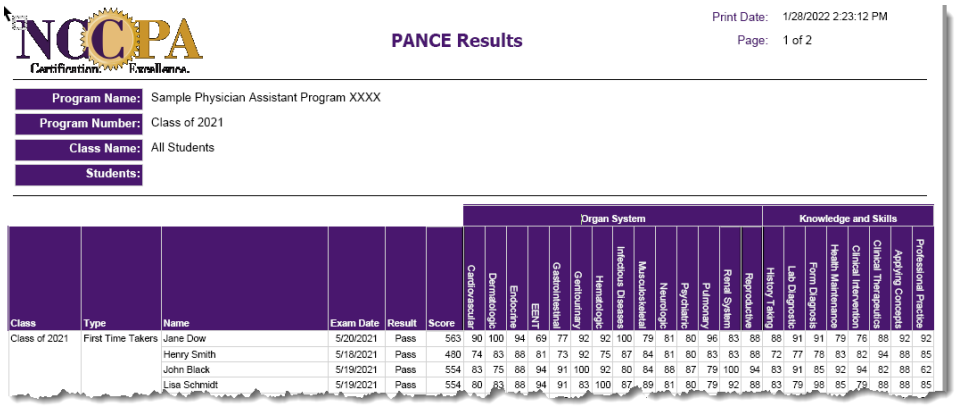
A Score Report provides the overall PANCE score for each student as well as their performance by content area and can be generated by class name and test taker status based on the parameters chosen in each field.



1. To generate a Score Report, click on **Reports** in the left side menu.
2. On the Reports screen that appears click on **View** next to Score Report or select the **Score** tab.
3. The *Score Reports* screen will appear.
4. From the *Class Name* drop-down menu, select the **All** or the applicable **Graduating Class.**
5. From the Test Taker drop-down menu select one of the following Test Taker types:
   - All

- First Time Takers
- Repeat Takers

6. From the Report Format drop-down, choose the format for the report to be generated**: PDF or Excel.**
7. Once you have chosen all the report parameters, click on **View Report.** The report will display in the chosen format.



NCCPA Certification. Excellence.

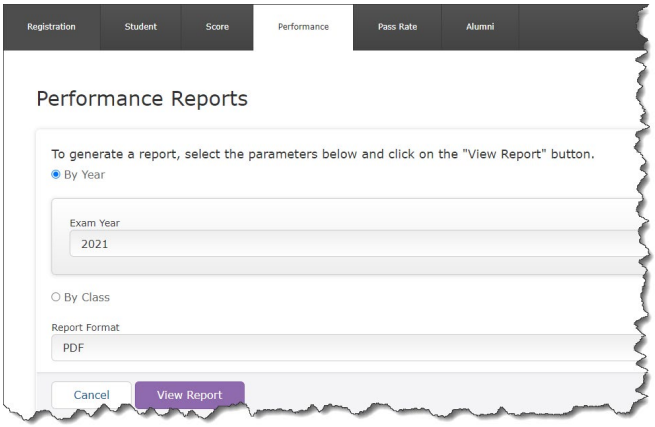
PANCE Results

Print Date: 1/28/2022 2:23:12 PM
Page: 1 of 2

Program Name: Sample Physician Assistant Program XXXX
Program Number: Class of 2021
Class Name: All Students
Students:

						Organ System													Knowledge and Skills						
Class	Type	Name	Exam Date	Result	Score	Cardiovascular	Dermatologic	Endocrine	ENT	Gastrointestinal	Genitourinary	Hematologic	Infectious Diseases	Musculoskeletal	Neurologic	Psychiatric	Pulmonary	Renal System	Reproductive	History Taking	Lab Diagnostic	Form Diagnosis	Health Maintenance	Clinical Intervention	Clinical Therapeutics	Applying Concepts	Professional Practice
Class of 2021	First Time Takers	Jane Dow	5/20/2021	Pass	563	90	100	94	69	77	92	92	100	79	81	80	96	83	88	88	91	91	79	76	88	92	92
		Henry Smith	5/18/2021	Pass	480	74	83	88	81	73	92	75	87	84	81	80	83	83	88	72	77	78	83	82	94	88	85
		John Black	5/19/2021	Pass	554	83	75	88	94	91	100	92	80	84	88	87	79	100	94	83	91	85	92	94	82	88	62
		Lisa Schmidt	5/19/2021	Pass	554	80	83	88	94	91	83	100	87	89	81	80	79	92	88	83	79	98	85	79	88	88	85

Performance Reports



The Performance Report shows how the graduates from your program who took the PANCE performed as compared to all programs. A Performance Report can be generated by calendar year or by class.

1. To generate a Performance Report, click on **Reports** in the left side menu.
2. On the Reports screen that appears click on **View** next to *Performance Report* orselect the *Performance* tab*.*
3. The *Performance Reports* screen will appear.

By Calendar Year

The 'By Calendar Year' Performance Report will include PAs who graduated from your program at any time and took PANCE during the calendar/exam year chosen.

If the report is generated for the current year, the national comparative data will be based on the most recent full calendar year data. For example, if the report is generated in March for the program's current year's performance, the national comparative data will be provided from the prior year. After the first of the year the report can be generated which will show the program's performance in the previous year as compared to the national average in the previous year.

This report should not be compared to the Pass Rate Summary Report which reports results by graduating class.

1. To generate a Performance Report by calendar/exam year, click to select **By Year**.
2. Select the calendar/exam year from the Exam Year drop-down menu.
3. From the Report Format drop-down select the format for the generated report: **PDF or Excel.**
4. Click on **View Report** to generate the requested report.

The first two pages of the report provides descriptive information to assist with interpreting the data provided in the report.

The report pages will provide the data for your program as compared to all programs as well as graphic displays of the information.

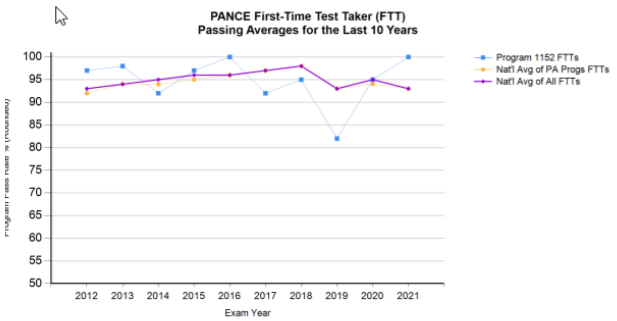
Physician Assistant National Certifying Examination
Program Performance Report for 2021
Program XXXX Sample Physician Assistant Program

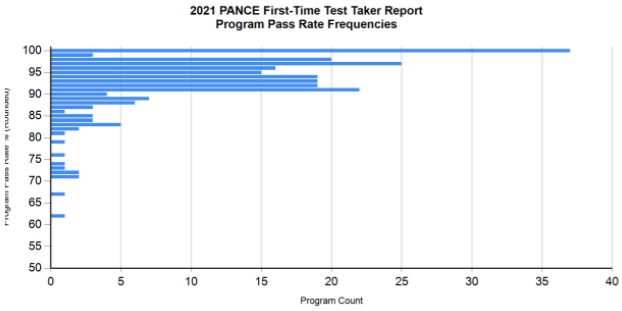
Program Summary Table

	Number of Candidates	Number of Candidates that Passed	Percent of Candidates that Passed
ALL PROGRAMS (2021):			
All Takers	11391	10950	96%
First-Time Takers	11063	10311	93%
PROGRAM XXXX:			
All Takers	38	37	97%
First-Time Takers	37	37	100%

PANCE Content Area Feedback

	PROGRAM XXXX		ALL PROGRAMS (2021)			
	Percent Correct Score		Percent Correct Score			
	First-Time Exams	All Exams	First-Time Exams		All Exams	
CONTENT AREA	Mean	Mean	Mean	s.d.	Mean	s.d.
ORGAN SYSTEMS						
Cardiovascular System	83	82	81	9	81	9
Dermatologic System	84	84	78	13	77	13
Endocrine System	86	85	81	12	80	12
Eyes, Ears, Nose, and Throat	82	81	78	11	78	11
Gastrointestinal System/Nutrition	81	80	80	10	79	10
Genitourinary System (Male and Female)	84	83	80	12	80	13
Hematologic System	82	81	80	14	79	15
Infectious Diseases	87	87	80	12	79	13
Musculoskeletal System	80	80	78	10	78	11
Neurologic System	80	79	77	12	77	12
Psychiatric/Behavioral	82	82	82	11	81	11
Pulmonary System	81	80	80	10	80	10
Renal System	87	86	82	13	82	14
Reproductive System (Male and Female)	81	81	80	11	79	12
TASKS						
Applying Basic Scientific Concepts	83	82	79	11	79	11
Clinical Intervention	80	79	79	8	79	9
Formulating Most Likely Diagnosis	86	85	82	8	82	8





By Class

The 'By Class Performance' Report will include PAs who graduated from your program and were assigned to thechosen class for the report.

The Program Performance Report By Class provides information on how PAs who graduated from your program and were assigned to the selected class performed on the PANCE, and it also includes data based on national averages. If the report is generated for a class that graduated in the current year, the national comparative data will be based on data from the most recently completed calendar year. The year is indicated on the report to avoid confusion. For example, if the report is generated in March for the program's class that graduated and sat for the exam in January of the previous year, the national comparative data will be provided from the previous year. After the first of the year, the report can be generated to show the class's performance in the previous calendar year as compared to the national average previous completed calendar year.

1. To generate a Performance Report by class, click to select **By Class.**
2. Select the class for which you wish to generate the report from the *Class Name* drop-down menu.
3. From the *Report Format* drop-down select the format for the generated report: **PDF or Excel**.
4. Click on **View Report** to generate the requested report.

The first two pages of the report provide descriptive information to assist with interpreting the data provided inthe report. The report page will provide the data for your program as compared to all programs.

Class : Class of 2021

Class Graduation Year : 2021

Class Overview

# of Candidates in Class	# of Candidates Who Took PANCE	% of Candidates Who Took PANCE	# of Candidates Who Passed PANCE	% of Candidates Who Passed PANCE	% of Total Class Who Passed PANCE
37	37	100%	37	100%	100%

Physician Assistant National Certifying Examination
Program Performance Report by Class
Program XXXX: Sample Physician Assistant Program Class:
Class of 2021

Program Summary Table

	Number of Candidates	Number of Candidates that Passed	Percent of Candidates that Passed
ALL PROGRAMS (2021) :			
All Takers	11391	10950	96%
First-Time Takers	11063	10311	93%
PROGRAM XXXX Class of 2021 (2021) :			
All Takers	37	37	100%
First-Time Takers	37	37	100%

PANCE Content Area Feedback

	PROGRAM XXXX		ALL PROGRAMS (2021)			
	Percent Correct Score		Percent Correct Score			
	First-Time Exams	All Exams	First-Time Exams		All Exams	
CONTENT AREA	Mean	Mean	Mean	s.d.	Mean	s.d.
ORGAN SYSTEMS						
Cardiovascular System	83	83	81	9	81	9
Dermatologic System	84	84	78	13	77	13
Endocrine System	86	86	81	12	80	12
Eyes, Ears, Nose, and Throat	82	82	78	11	78	11
Gastrointestinal System/Nutrition	81	81	80	10	79	10
Genitourinary System (Male and Female)	84	84	80	12	80	13
Hematologic System	82	82	80	14	79	15
Infectious Diseases	87	87	80	12	79	13
Musculoskeletal System	80	80	78	10	78	11
Neurologic System	80	80	77	12	77	12
Psychiatric/Behavioral	82	82	82	11	81	11
Pulmonary System	81	81	80	10	80	10
Renal System	87	87	82	13	82	14
Reproductive System (Male and Female)	81	81	80	11	79	12
TASKS						
Applying Basic Scientific Concepts	83	83	79	11	79	11
Clinical Interve	80	80	[illegible]	[illegible]	[illegible]	[illegible]

Pass Rate Reports

A '**Pass Rate'** report shows your Program's PANCE pass rate as compared to all Programs for multiple periods of time.

This report can be generated for all classes, an individual class or for the past five years. **The Five Year First Time Taker Summary report <u>was designed to provide you with the information needed to submit to ARC-PA</u>**. Only the Five Year First Time Taker Summary report will provide the five-year average pass rate for your Program.

There are two options available: the Five Year First Time Taker Summary Report and the Exam Performance Summary Report.

1. To generate a Performance Report, click on Reports in the left side menu.
2. On the Reports screen that appears click on View next to Performance Report or select the Performance tab.
3. The Performance Reports screen will appear.

Five Year First Time Taker Summary Report

The *Five Year First Time Taker Summary* report was designed <u>to provide you with the information needed to submit to ARC-PA</u>. It includes the five-year average pass rate for your Program as well as the National First Time Taker Pass Rate by calendar year.

1. To generate a Five Year First Time Taker Summary report, click to select the radial button next to this option.
2. Choose the report format: **PDF or Excel**.
3. Click on View Report to generate and display the report in the chosen format.

Physician Assistant National Certifying Examination
Five Year First Time Taker Summary Report

Program Name: Sample University Physician Assistant Program
Program Number: XXXX
Report Date: 01-28-2022

Definitions of the report headings are provided at the end of the report.
All information is current as of the date the report was generated.

Class*	Class Graduation Year	Number of First Time Takers	Program First Time Taker Pass Rate
Class of 2017	2017	38	92%
Class of 2018	2018	37	95%
Class of 2019	2019	38	82%
Class of 2020	2020	44	95%
Class of 2021	2021	37	100%

Five Year First Time Taker Average Pass Rate for Program: 93%

*Note: The PANCE testing window ends each year near mid-December. Classes that graduate in December may be required to test in the following calendar year due to their graduation dates. Similarly, individual December graduates may elect to test after the start of the new year. Accordingly, it may be appropriate for programs that graduate in December to compare their first-time taker pass rates with the national averages from the following calendar year.

National First Time Taker Pass Rate By Calendar Year	
Year	Pass Rate
2017	97%
2018	98%
2019	93%
2020	95%
2021	93%
2022**	Available in 2023

Five Year National First Time Taker Average: 95%

**Note: NCCPA conducts practice analysis and standard setting studies approximately every three to five

Exam Performance Summary Report

The *Exam Performance Summary* report provides the number of candidates who took the PANCE, the number of exam attempts, the number of exams passed, the Program's pass rate, the National pass rate and the percent of candidates who ultimately passed PANCE. This report returns data based on a class. The report can be generated to provide the results for all classes, the last five years or a specific class. Additionally, it can include only first-time takers or all takers.

1. For the *Exam Performance Summary Report*, select the **radial button** next to this option in order to see the configuration options that are available for this Report.
2. From the *Class Name* drop-down, choose **All, Last Five Years**, or a specific class.
3. Choose the format for the report: **PDF or Excel**.
4. Click on **View Report** to generate and display the report in the chosen format.

Physician Assistant National Certifying Examination
Exam Performance Summary Report

Program Name: Sample PA Program
Program Number: XXXX
Test Taker Status: All Test Takers

Definitions of the report headings are provided at the end of the report.
All information is current as of the date the report was generated unless otherwise specified.

Class	Class Graduation Year	Group	Number of Candidates Who Took PANCE	Number of Exam Attempts	Number of Exams Passed	Program Exam Pass Rate	National Exam Pass Rate for the Class Graduation Year	% of Candidates Who Ultimately Passed PANCE
Class 2018	2019	All Takers	24	26	24	92%	91%	100%
		First Time Takers	24	24	22	92%	93%	100%
Class 2019	2020	All Takers	36	36	36	100%	93%	100%
		First Time Takers	36	36	36	100%	95%	100%
Class 2020	2021	All Takers	48	48	48	100%	91%	100%
		First Time Takers	48	48	48	100%	93%	100%
Class 2021	2021	All Takers	22	22	22	100%	91%	100%
		First Time Takers	22	22	22	100%	93%	100%

Exam Performance Summary Report – Multi-Campus Programs

PA Programs with distant campuses embedded in a currently accredited ARC-PA program may be asked by ARC-PA to publish pass rate information for each campus location.

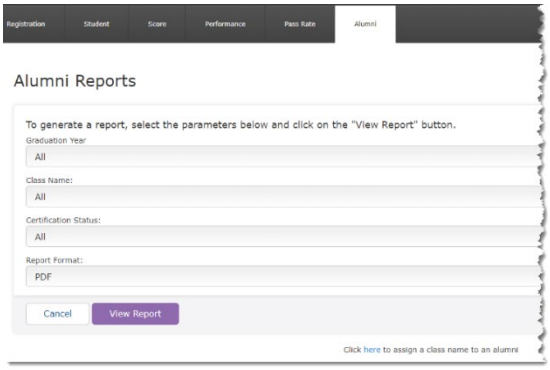
1. For the *Exam Performance Summary Report*, select the **radial button** next to this option in order to see the configuration options that are available for this Report.
2. From the *Class Name* drop-down, choose **Last Five Years**, or a specific class.
3. Choose the format for the report: **PDF or Excel**.
4. Click on **View Report** to generate and display the report in the chosen format.

Class	Class Graduation Year	Group	Number of Candidates Who Took PANCE	Number of Exam Attempts	Number of Exams Passed	Program Exam Pass Rate	National Exam Pass Rate for the Class Graduation Year	% of Candidates Who Ultimately Passed PANCE
Class of 2020 - Main Campus	2020	All Takers	24	25	24	96%	93%	100%
		First Time Takers	24	24	23	96%	95%	100%
Class of 2020 - Satellite Campus	2020	All Takers	62	63	62	98%	93%	100%
		First Time Takers	62	62	61	98%	95%	100%

Alumni Report

Alumni reports provide the student name, class name, certificate issue date and certification status for the PA program's Alumni. The reports can be generated based by Graduation Year, Class Name and Certification Status. For alumni to appear on a report, they must have been assigned to a graduating class. See the *To Assign Alumni to a Graduation Class* section of this manual to assign alumni to a graduating class if needed.

If alumni were assigned to the incorrect class, their class assignment can be changed using the steps in the Checking Class Alumni Assigned to or Make Corrections section of this manual.

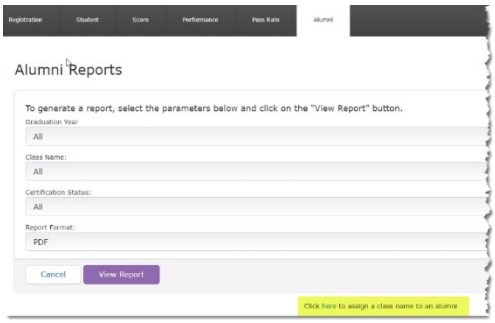


To generate an Alumni report, click on Reports in the left side menu.

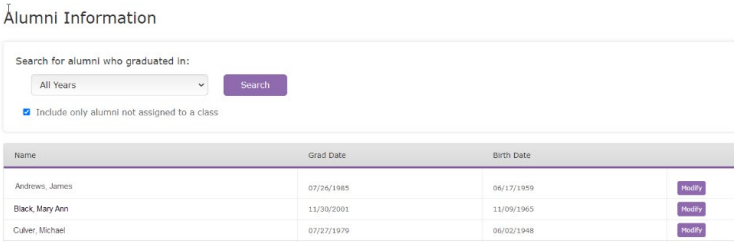
1. On the Reports screen that appears click on View next to Alumni Report or select the Alumni tab.
2. The Alumni Reports screen will appear.
3. From the Graduation Year drop-down menu, select All or the applicable Graduating Class.
4. From the Class Name drop-down menu select the class name.
5. Using the drop-down menu for the Certification Status field, select one of the following:
   - All
   - Currently Certified
   - Not Currently Certified
6. From the Report Format drop-down, choose the format for the report to be generated***: PDF or Excel.***
7. Once you have chosen all the report parameters, click on **View Report.** The report will display in the chosen format.

To Assign Alumni to a Graduation Class

Alumni and students who were in the NCCPA system prior the development and creation of the PA Program Portal and reports may not have been assigned to a graduating class. Therefore, prior to their appearing on the applicable Alumni report they may need to be assigned to a graduation class.



1. Click on **Reports** in the left side menu.
2. On the Reports screen that appears click on **View** next to Alumni Report or select the Alumni tab.
3. The *Alumni Reports* screen will appear.
4. To view a list of all alumni not yet assigned to a class, click on the word "**here**" in the statement "**Click here to assign a class name to an alumni**".
   a. From the Alumni Information screen that appears select **All Years** or the **applicable graduation year** from the Search for alumni who graduated in drop-down.
   b. For a list of alumni not previously assigned to a class, click to check the box in front of *Include only alumni not assigned to a class*.
   c. Click on **Search**.
   d. Only students with a graduation date in the year selected will appear.
5. To navigate from one page of students to another, click on the page numbers at the bottom of the screen.



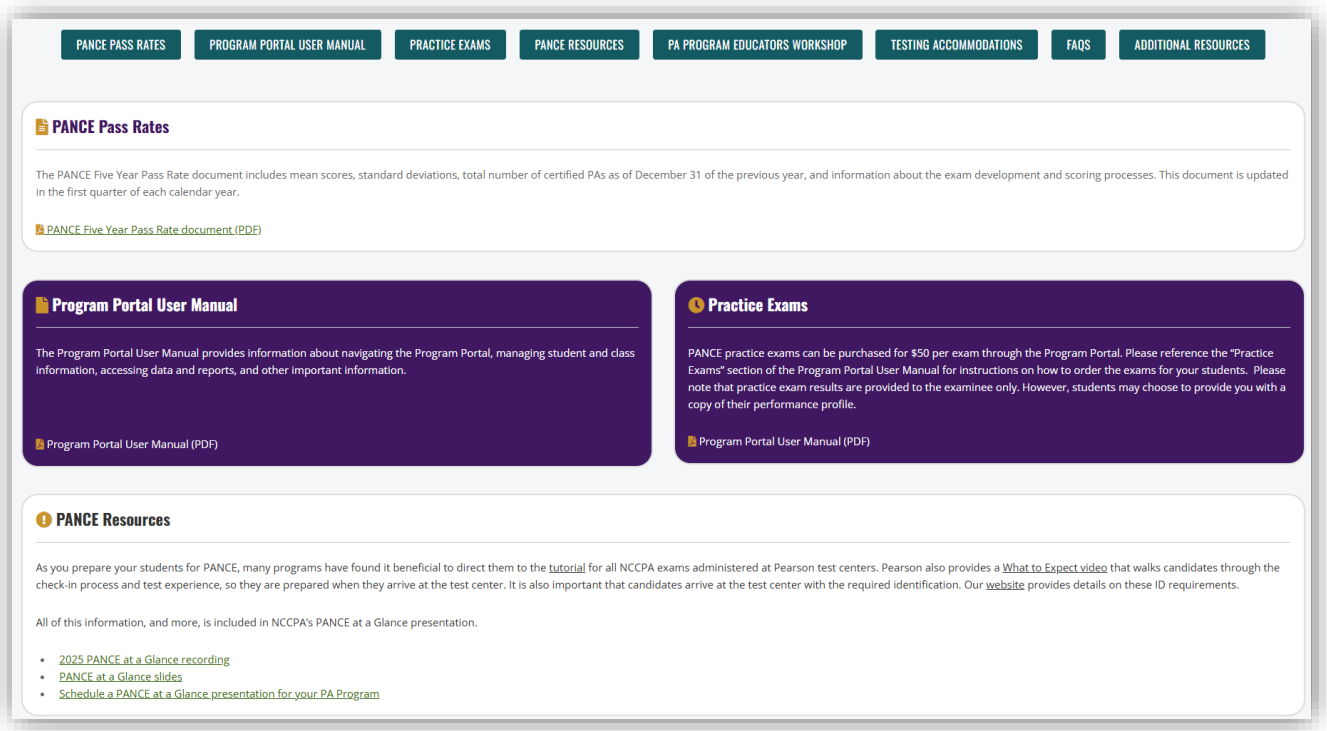
6. Click on the **Modify** button next to the student you want to assign to a graduating class. A new screen with appear displaying the following information for the Alumni:
   - Name
   - Birth Date
   - Grad/Completion Date
   - Current Certification Status
7. To assign the Alumni to a Graduation Class, choose the appropriate Grad Name from the Grad. Class drop down.
8. Click on **Update**.
9. You will then be returned to the same page of alumni you were previously on.
10. Repeat for each student that you want to assign to a graduation class.

Checking Class Alumni Assigned to or Make Corrections

1. **Uncheck** the box in front of the statement *Include only alumni not assigned to a class*.
2. Click on **Search.**
3. A list of all alumni will appear. You can then check or change a class name assigned for the alumni.
4. To change the assigned graduation class, click on **Modify** and follow steps 7 and 8 above.

Resources

The PA Program Resources web page, accessible via the Program Portal, provides several resources for program staff including the portal user manual and several resources that can be shared with staff and students. In addition, recent program educator workshop materials will be made available in this section.



PANCE Pass Rates

PANCE performance information for the last five examination years is provided on this web page. The document is updated in the first quarter of each calendar year.

Portal User Manual

This user manual is available in the Resources section of the program portal.

NCCPA Practice Exams

The Practice Exams web page provides information regarding the NCCPA practice exams, system requirements, length of exam, and sample performance results.

PANCE at a Glance Video & PANCE Presentation

The PANCE at a Glance video is a recording of the presentation given to graduating students that explains the initial certification process. The presentation slides are also available for download in pdf format.

NCCPA Code of Conduct

The NCCPA Code of Conduct for Certified PAs is available which can be printed and distributed to students.

Name and ID Policy for Testing

To take any NCCPA exam, examinees must present two forms of ID at the testing center; a primary and secondary ID or two primary IDs. The Name Changes/ID Information web page provides detailed information regarding acceptable and unacceptable forms of ID, as well as guidance on what name differences will and will not be accepted.

nccPA Health Foundation

The nccPA Health Foundation has a vision and mission to improve the public's health and access to affordable care and advance the role of certified PAs to improve health. They support PAs and students in taking a leadershiprole in their response to health inequities by funding projects that reduce health disparities or increase health care access. Visit the nccPA Health Foundation website to learn more.

NCCPA Newsletters

This link provided here goes to previously distributed NCCPA newsletters.

PA History Society

The PA History Society website provides the history of the development of the PA Profession and illustrates how PAs continue to make a difference in our society.

PA Statistical Profile Reports

The information collected in the PA profile is compiled and is used to produce four annual reports regarding PA practice. The reports are available on the NCCPA Research web page.

Testing Accommodations Guidelines

NCCPA complies with the Americans with Disabilities Act (ADA) and offers testing accommodations for qualified examinees with medical conditions. Detailed information on exam accommodations and documentation requirements is provided in the Policies and Procedures for Examination Accommodations.

My Account

The ‘My Account’ screen provides the Portal user with their current account information and the opportunity to change/update their User ID, password, and password security questions.

Program Portal Assistance

For additional assistance or questions regarding the NCCPA Program Portal, please contact NCCPA at examadmin@nccpa.net or 678-417-8100.