INACE Program Coordinator instructions

State is a construction of the state is a constate is a constructin of the state is a constru	A Program Coordinator creates a roster of Certified Nurse Assistant applicants who have completed and passed the CNA course at a site. Applicants may not purchase INACE seats online until their data is in a <u>submitted</u> roster. To create a Roster: Go to <u>https://inace.nurseaidetesting.com/inace</u>
Don't have an account! Oreste an account -	Sign in using your Program Coordinator account.
NATCEP Rosters Users Support FAQ, gary harte Sign Out	Click the <i>Rosters</i> tab.
Import Roster File	Click <i>Create Roster</i> .
Rosters Import Roster File Program Compiled Date 1 1 1 1 1 1 1 1 1 1 1 1 1	Set the Program Completion Date (the Graduation Date), type in your Instructor Code and click <i>Save</i> . NOTE: A 'Saved' roster is not recognized by the system until it is 'Submitted' (See below.)
Roster ID: 179 Instructor Code: Program Code: 6304 Program Name: ACTIVE VISIONS Number of applicants: 1 Program Completion Date: 01/01/2015 Created on 07/15/2015 by harte, gary This roster has not yet been submitted.	The roster's ID number is displayed along with the program code and name, the number of applicants and other details. Click the <i>Applicants</i> button to add and edit applicant information.
Roster ID: 179 Program Completion Date: 01/01/2015 + Add an Applicant	Click Add An Applicant.
Rosters Roster ID: 179 Program Completion Date: 01/01/2015	Fill in the applicant's name, Social Security number, and email. Select the applicant's date of birth and click <i>Save</i> .
New Applicant First Name First Name Middle Name InterName InterNam	Click the < <i>Rosters</i> link and continue adding applicants until all applicants are included in the unsubmitted roster.
Los Name Los Name SSN ###-###### Email Email Date of Birth January 1 Y Cancel Y Save	To check each applicant's data for accuracy: Click the <i>Applicants</i> button and click the applicant's <i>Edit</i> link. No changes can be made after the roster is submitted.
Roster ID: 179 Instructor Code: Program Code: 6304 EApplicants Z Edit X Delete Submit Program Name: ACTIVE VISIONS	Only after all data is saved and checked, click <i>Submit</i> .
reamer of applicants: 1 Program Completion Date: 01/01/2015 Created on 07/15/2015 by harte, gary This roster has not yet been submitted.	the submitted roster. Applicants then create an account and may purchase a 'seat' to take the INACE.

While submitted rosters may not be changed, you <u>may</u> make and submit new rosters containing corrected data or additional applicants. Applicants may create accounts as long as their confirming data is in any roster.