Comprehensive Self-Assessment Examination Order Instructions
Contents

Introduction .............................................................................................................................................. 2
Accessing the Group Self-Assessment Examinations ........................................................................ 3
Purchasing SAEs .................................................................................................................................... 5
Order Information .................................................................................................................................. 8
Entering Email Information .................................................................................................................. 9
Completing Purchase ............................................................................................................................ 10
Confirmation Email ................................................................................................................................. 11
Introduction

The following pages include step-by-step instructions to guide you through the process of placing an order for any of the Self-Assessment Examinations (SAEs) through the NBRC website. If you have any technical issues with this online service, please contact portalsupport@psionline.com.

You must be enrolled in the School Portal (formerly known as the Electronic Eligibility Database (EED)) to access this secure area. If you are not enrolled in the School Portal, please contact the Executive Office at 913-895-4900.

The Comprehensive SAE’s are secure exams that are only available to program directors of accredited respiratory care education programs. This secure area is only accessible by using your assigned School Portal login and password.
Accessing the Group Self-Assessment Examinations

1. Go to nbrc.org and click on ‘educators’ at the top right portion of the homepage

2. Select the ‘Tools for Educators’ button

3. Select the ‘Order Self-Assessment Exams’ button and this will take you to the School Portal

Self-Assessment Examinations (SAEs): Tools for Educators

Standard and Comprehensive SAEs are available for program directors to order online. Comprehensive SAEs are secure forms of the Self-Assessment Examinations, and they can only be purchased and used by accredited respiratory care education programs. Comprehensive SAEs are currently available for the Therapist Multiple-Choice Examination (TMC) and Clinical Simulation Examination (CSE).
4. Enter your Email and Password and click 'Sign In'
Purchasing SAEs

1. Select **Purchase SAE** from the left side of the screen

2. Select the desired SAE and select ‘Add to cart’
3. Enter the quantity you would like to purchase and select 'Update Total'.

4. If you wish to purchase additional SAEs, select 'Continue Shopping' and repeat steps 6 and 7. Be sure to 'Update Total' before proceeding.

5. When you have finished shopping, select 'Proceed to Check Out'.
   NOTE: Volume discounts are available at the time of purchase only when ordering 10 or more of the same SAE.

6. Once you select 'Proceed to Check Out', an Order Summary screen will be displayed. Verify that all information is correct.

7. Once the Order Summary is correct, select 'Continue'.

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**Shopping Cart...**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Each</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015)</td>
<td>5</td>
<td>$50.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

- Continue Shopping
- Update Total
- Clear Cart
- Proceed to Checkout

**Order Summary...**

Please check the billing address below and use the "Modify Address" button to make any corrections.

**Billing address:**
SAMPLE SCHOOL
10000 MASTIN ST, STE 300
OVERLAND PARK, KS 66210

<table>
<thead>
<tr>
<th>Purchase Details: Order# 427019</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015)</td>
<td>5</td>
<td>$50.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Subtotal: $250.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL: $250.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Coupon: [ ]
[ ] Cancel
[ ] Continue
[ ] Apply
8. Enter credit card information and select 'Submit Credit Card'

   OR

9. If you wish to be invoiced, enter a PO# and select 'Invoice Me'
   An invoice will be sent via email once the order is finalized and MUST BE PAID WITHIN 60 DAYS. The invoice will include any volume discounts available.
Order Information

You will be prompted to enter student names for each SAE purchased. For example, if you purchase five SAEs, you will be required to enter five student names.

You may also choose to enter a four-character (alpha and/or numeric) class code such as the year the students graduate (ex: 2017) that may help you identify group summary reports that differentiate performance by class, but this is not mandatory.

1. Enter student names and Class Code (if desired) and select ‘Continue’
Entering Email Information

If you order **Comprehensive SAEs**, all email confirmations and post-test reports will be sent to the email address used to login.

If you order **Regular SAEs**, the email address will default to the address used to login, but you have the option to enter student email addresses for confirmation emails and post-test results to be delivered.

1. Enter email addresses by the appropriate name and select ‘**Continue**’

Order Information...

Please enter a student name in the name field(s) below. A confirmation letter will be sent to the e-mail address provided below.

Web Test: ACCS SAE

<table>
<thead>
<tr>
<th>Name:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="myprogram@mydomain.co">myprogram@mydomain.co</a></td>
</tr>
</tbody>
</table>

*Class Code:*

* A unique 4-character class code will enable you to view post-test summary reports for each class of students.

NOTE: Orders are not complete and will not be processed until you continue to the checkout page and press the ‘Place Order’ button.
Completing Purchase

You will now see the Checkout screen.

1. Verify all information and select ‘Place Order’
**Confirmation Email**

A confirmation email will be sent from LXROrders@goAMP.com. If you do not see the email in your inbox, be sure to check your spam and junk folders. As stated earlier, Comprehensive SAE confirmation emails will be sent to the email address used to login. If a Regular SAE was ordered, the confirmation emails will be sent to the email addresses you specified in your order information. A link to the examination, a secure ID and a password to login, will be provided in the confirmation email. The individual who ordered the SAEs will also receive a separate confirmation email with a link to the post-test group summary reports for each type of SAE ordered.

For any questions about ordering group SAEs online, please contact PSI at portalsupport@psionline.com.