

# Comprehensive Self-Assessment Examination Order Instructions



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## 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](mailto: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.

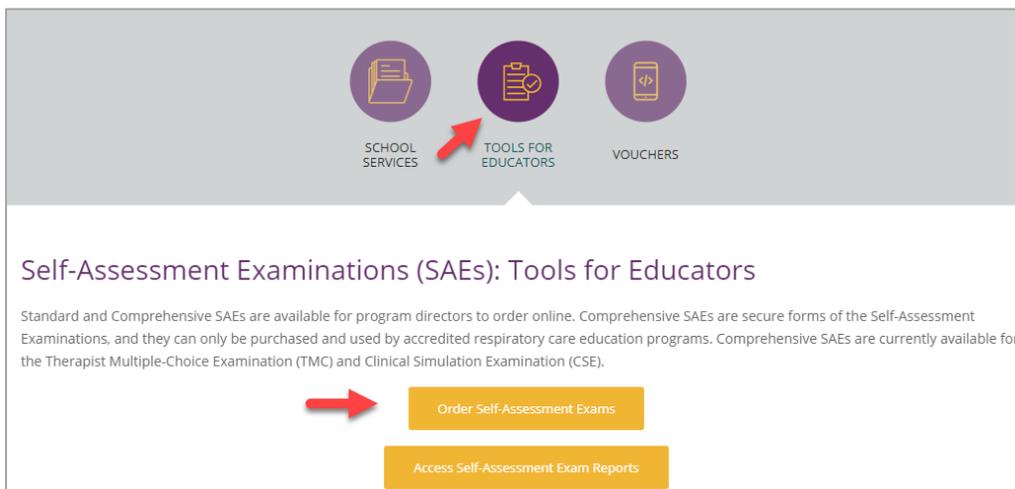
The Comprehensive SAE's are secure exams that are only available to program directors of accredited respiratory care education programs. This secure area is only accessible by using your assigned School Portal login and password.

# Accessing the Group Self-Assessment Examinations

1. Go to [nbrc.org](http://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



4. Enter your Email and Password and click 'Sign In'

888.341.4811 • nbrc-info@nbrc.org [help](#)

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## School Sign In

This login area is reserved for education programs. If you reached this page in error, please return to the [home page](#).

*Email*

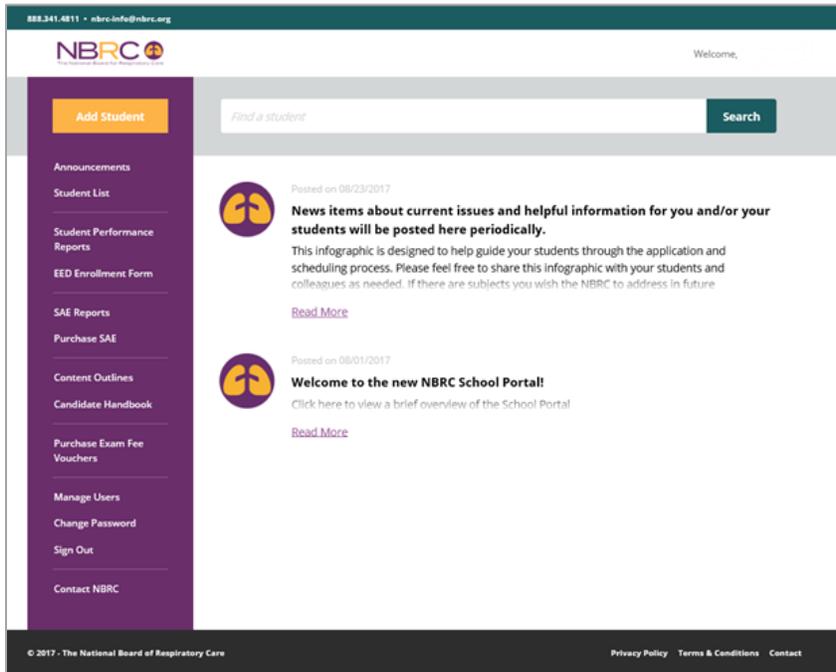
*Password*

[Sign In](#) [Forgot Password?](#)

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# Purchasing SAEs

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



2. Select the desired SAE and select 'Add to cart'



**E-Store**  
[Logout](#)  
[My Account](#)  
[Returns](#)  
[Shipping](#)  
[Help](#)

**Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015)** **\$50.00**  
[Add to cart!](#)

This exam is valid for 90 days from the date of purchase.

**Secure Comprehensive Therapist Multiple-Choice Self-Assessment Examination**

This Comprehensive Self-Assessment Examination (SAE) contains 140-questions and matches the item content and complexity specifications for the NBRC's Certification Examination for Entry Level Respiratory Therapists. Program directors can access special online group summary reports detailing their students' performance in comparison to all who have taken the examination to date. The summary reports can be accessed at any time to track students progress.

The Comprehensive SAEs are only intended to be used in a secure, proctored environment and can only be purchased and used by accredited respiratory care education programs. As the program director/instructor, your e-mail address is REQUIRED and all correspondence regarding your web test order will be sent only to you. You will receive a confirmation e-mail for each student that includes the student's name, the scheduled examination, a unique ID number and password for the student to access the examination, a link to the examination logon page and instructions on how to access the examination.

Upon completion of the Comprehensive SAE, the student is not provided the opportunity to review results online. Instead, the individual student results are sent to the program director/instructor's e-mail address.

NOTE: Volume discounts are available at the time of purchase, if requested and taken, when ordering 10 or more of the same SAE. See the table showing discount pricing below.

**To take this test on the web you must have the following:**

- A compatible internet browser such as the current version of Internet Explorer, Chrome, Firefox or Safari. Other browsers may or may not work.
- Cookies and scripting must be enabled.
- Pop-up blocking must be disabled.

[Add to cart!](#)

Min	Max	Price
1	9	\$50.00
10	999	\$45.00



- Enter the quantity you would like to purchase and select 'Update Total'

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a psi business

**E-Store**

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### Shopping Cart...

Item	Quantity	Each	Price
Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015)	5 <a href="#">Delete</a>	\$50.00	\$50.00
			<b>Total: \$50.00</b>

- If you wish to purchase additional SAEs, select 'Continue Shopping' and repeat steps 6 and 7 **Be sure to 'Update Total' before proceeding**
- 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.
- Once you select 'Proceed to Check Out', an Order Summary screen will be displayed. Verify that all information is correct
- Once the Order Summary is correct, select 'Continue'

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### Order Summary...

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

**Billing address:**  
 SAMPLE SCHOOL  
 10801 MASTIN ST, STE 300  
 OVERLAND PARK, KS 66210

Purchase Details: Order# 427019	Qty	Unit Price	Price
Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015)	5	\$50.00	\$250.00
			Subtotal: \$250.00
			<b>TOTAL: \$250.00</b>

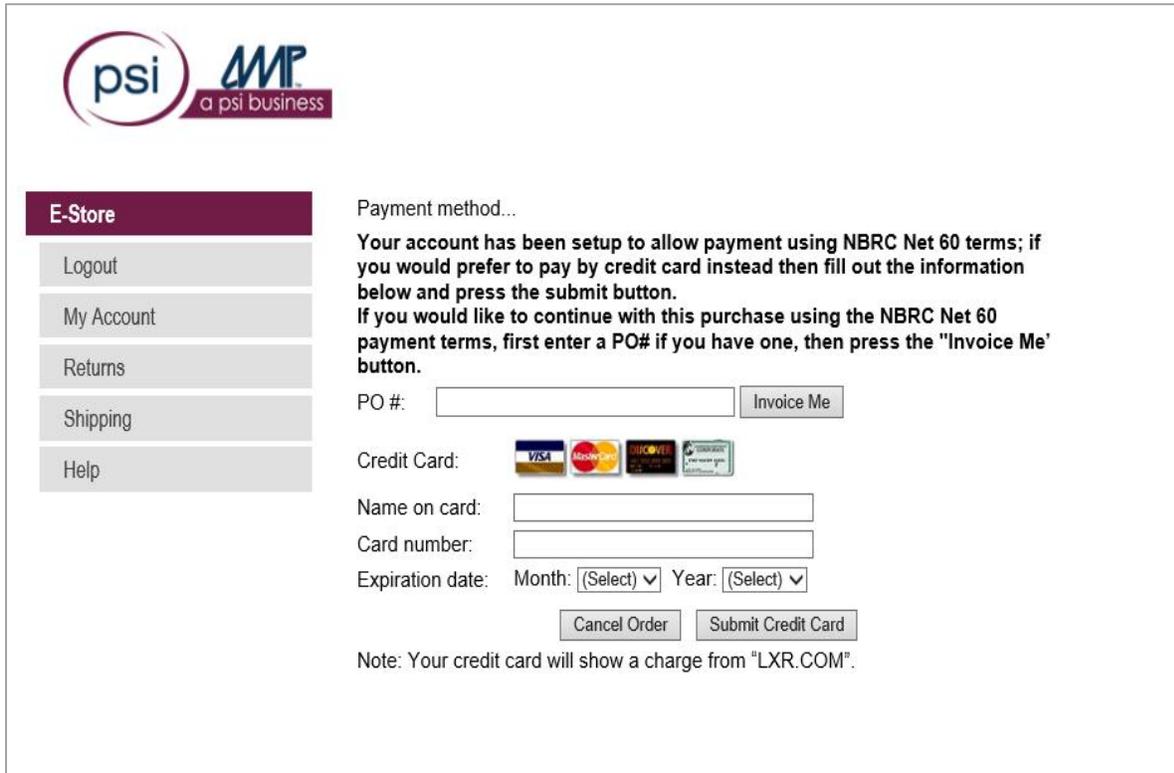
Coupon:

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.



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Payment method...

Your account has been setup to allow payment using NBRC Net 60 terms; if you would prefer to pay by credit card instead then fill out the information below and press the submit button.  
If you would like to continue with this purchase using the NBRC Net 60 payment terms, first enter a PO# if you have one, then press the "Invoice Me" button.

PO #:

Credit Card: 

Name on card:

Card number:

Expiration date: Month: (Select) ▼ Year: (Select) ▼

Note: Your credit card will show a charge from "LXR.COM".

## 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'

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**Group Order Information...**

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

Web Test: Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015)

1 of 5

Name:  Name:

1  2

3  4

5

\*Class Code:

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

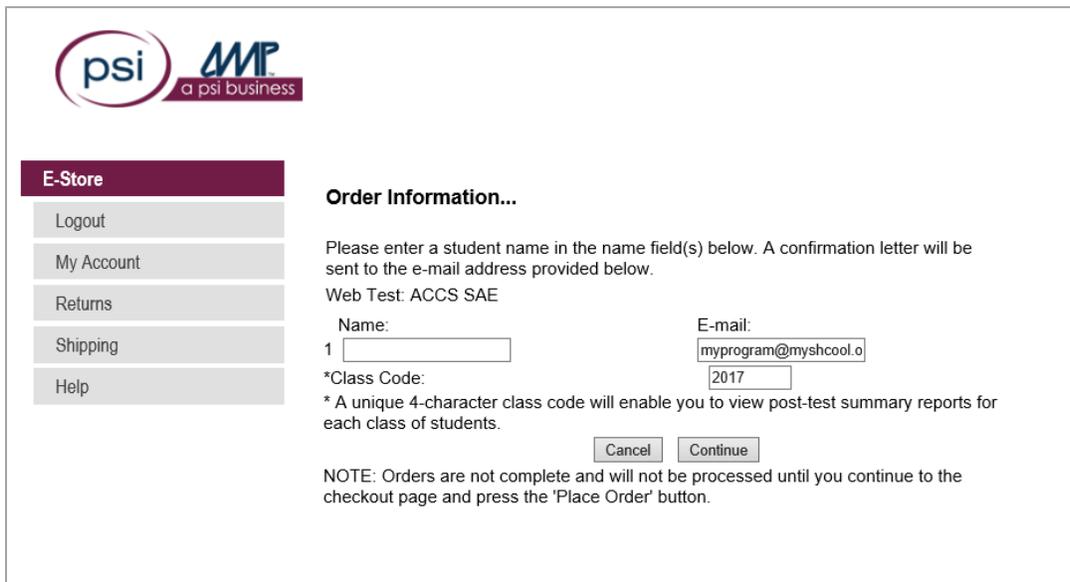
NOTE: Orders are not complete and will not be processed until you continue to the checkout page and press the 'Place Order' button.

## 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**'





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**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

Name: 1

E-mail:

\*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'

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**E-Store**

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**Checkout...**

**Billing address:**  
SAMPLE SCHOOL  
10801 MASTIN ST, STE 300  
OVERLAND PARK, KS 66210

Purchase Details: Order# 427021		Qty	Unit Price	Price
Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015)	5	\$50.00	\$250.00	
			Subtotal:	\$250.00
			<b>TOTAL:</b>	<b>\$250.00</b>

Your order is not complete until you press the "Place Order" button...

## Confirmation Email

A confirmation email will be sent from [LXROrders@goAMP.com](mailto: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](mailto:portalsupport@psionline.com).