

2026



National League for Nursing Commission for Nursing Education Accreditation

Program Administrator (CANA) Welcome Packet



Caring



Diversity and Inclusion



Integrity



Excellence

2600 Virginia Avenue NW, Washington, DC 20037

cnea.nln.org

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1. Meet Your NLN CNEA Team

Introduction

The NLN CNEA team is comprised of nursing education experts and skilled administrative staff who are committed to ensuring your program's success while promoting quality and excellence in the accreditation process. We pride ourselves on giving prompt and personalized assistance. We know that the accreditation process can sometimes feel overwhelming and complex, but the NLN CNEA team can help with training, guidance, and other assistance to demystify the process. Reach out with any questions. We are here to help and are happy to assist you and your accreditation needs and questions.

Staff

Teresa Shellenbarger, PhD, RN, CNE, CNEcl, ANEF, FAAN

Executive Director
NLN Commission for Nursing Education Accreditation
2600 Virginia Avenue, NW
8th Floor
Washington, D.C. 20037
tshellenbarger@nlm.org
202-909-2487
202-944-8523 fax



Teresa brings over 30 years of classroom and clinical teaching expertise to her role at NLN CNEA. Prior to this role, Teresa was the PhD program coordinator at Indiana University of Pennsylvania, where she was recently awarded Distinguished University Professor Emeritus status. She is an accomplished author and respected leader who presents and publishes widely on education topics focusing on nursing faculty, professional development, leadership, accreditation, evaluation, and program development. She is certified by the National League for Nursing as an academic nurse educator and an academic clinical nurse educator and is an inaugural fellow in the NLN Academy of Nursing Education as well as a fellow of the American Academy of Nursing.

Jennifer (Jenny) Chicca, PhD, RN, CNE, CNEcl

Deputy Director
NLN Commission for Nursing Education Accreditation
2600 Virginia Avenue, NW
8th Floor
Washington, D.C. 20037
jchicca@nlm.org
202-909-2531
202-944-8523 fax



Jenny has been a nurse and educator for over 15 years and has distinguished herself as a nursing education and professional development expert early in her career. In addition to her role at the NLN CNEA, Jenny teaches graduate students studying to be nurse educators at the University of North Carolina Wilmington. Jenny also publishes and presents widely on nursing education and professional development topics. She is certified by the National League for Nursing as an academic nurse educator and an academic clinical nurse educator.

Ayisat Odeyale

Administrative Assistant
NLN Commission for Nursing Education Accreditation
2600 Virginia Avenue, NW
8th Floor
Washington, D.C. 20037
aodeyale@nlm.org
202-909-2538
202-944-8523 fax



Ayisat holds a bachelor of arts degree in political science with a minor in psychology.
She has spent her career at advocacy nonprofits working in communication and administration.

2. Resources

Mission and Values

We pride ourselves on abiding by our mission and upholding the values of caring, integrity, diversity and inclusion, and excellence. Learning more by visiting our website: <https://cnea.nln.org/about>. Read about why accreditation is important to programs and students: <https://cnea.nln.org/benefits-of-accreditation>.

Governance

Visit our governance page to learn more about our current Board of Commissioners (<https://cnea.nln.org/BOC>), Committees (<https://cnea.nln.org/committees>), and Meeting Dates (<https://cnea.nln.org/meeting-dates>).

General Resources

Visit our resource page (<https://cnea.nln.org/resources>) for the most up-to-date information for the following areas:

- ✓ Accreditation Handbook: Policies and Procedures;
- ✓ Substantive Change Form;
- ✓ Accreditation Fees;
- ✓ Standards for Accreditation.

Request a Site Visit

Ready for your initial or continuing accreditation visit? Let us know **12 months** before you want the visit by using the form on the website: <https://cnea.nln.org/resources>.

Continuing Education

The NLN CNEA is committed to your growth and development, and in giving you the information you need to promote quality nursing education and success. Visit our workshops and webinars page (<https://cnea.nln.org/events>) for the most up-to-date information. We also have a professional development page (<https://cnea.nln.org/professional-development>) which houses FREE resources such as videos, documents, and more!

We periodically attend and present at nursing education conferences, such as the NLN Summit and the Nursing Education Research Conference (NERC). Check with us to find out more about these offerings.

Frequently Asked Questions

More Questions? Visit our Frequently Asked Questions page: <https://cnea.nln.org/faqs>.

3. ARMATURE/AMS

Overview

Thank you for being a NLN CNEA Organization Representative and for your commitment to quality nursing education! We are excited to work with you. As an Organization Representative, you will have access to the secure electronic accreditation management system, also known as AMS or ARMATURE, to enter required data for your program(s).

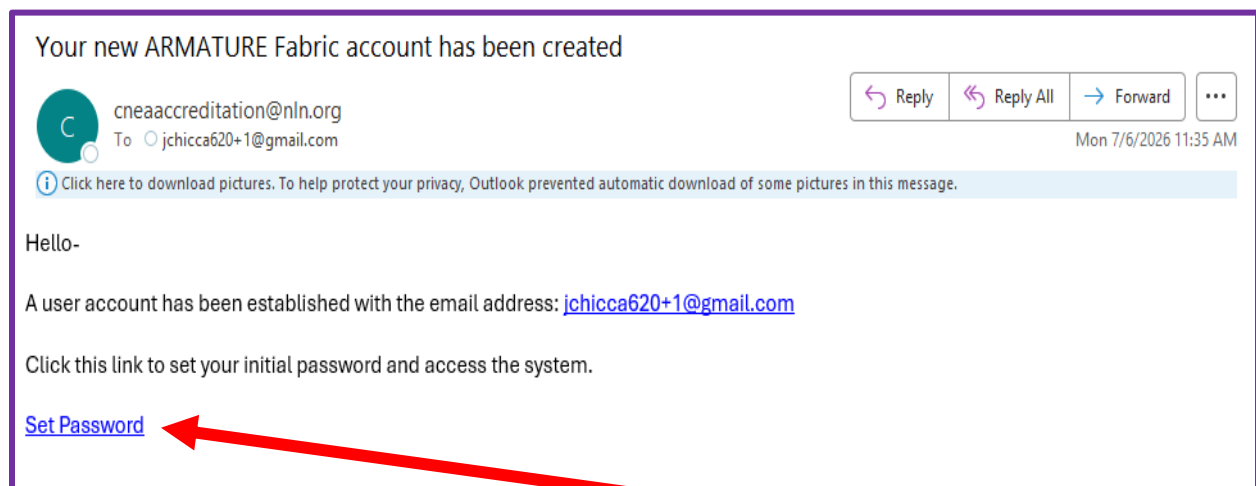
ARMATURE website:

<https://cneaaccreditation.nln.org/>

Setting Up and Managing Your Account

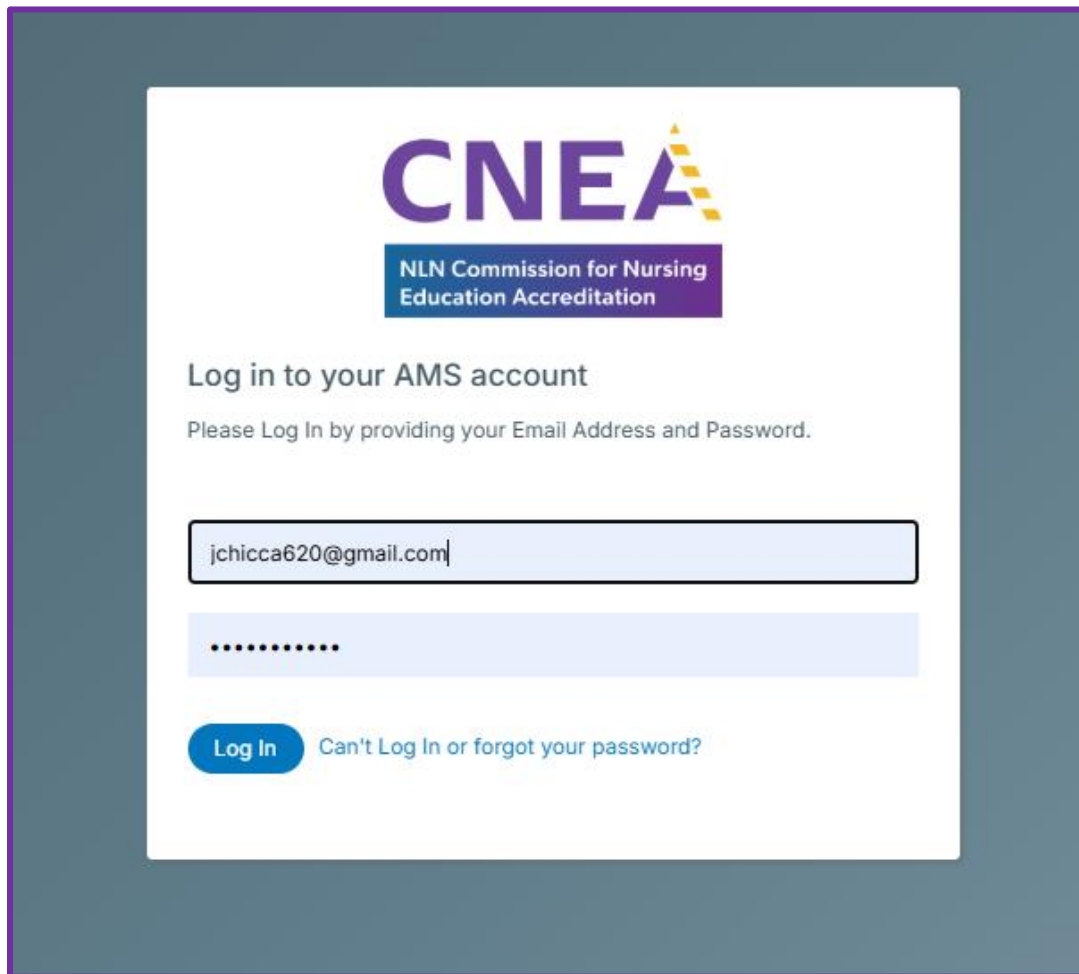
You will get an invitation to your work email (or another email you have indicated as your preferred email). Your email is your username. Check all folders, including junk folders, and check with the IT department in your organization to ensure this message wasn't blocked if you have not received it. The NLN CNEA can reach out to system administrators or override the system if needed.

Invitation Message

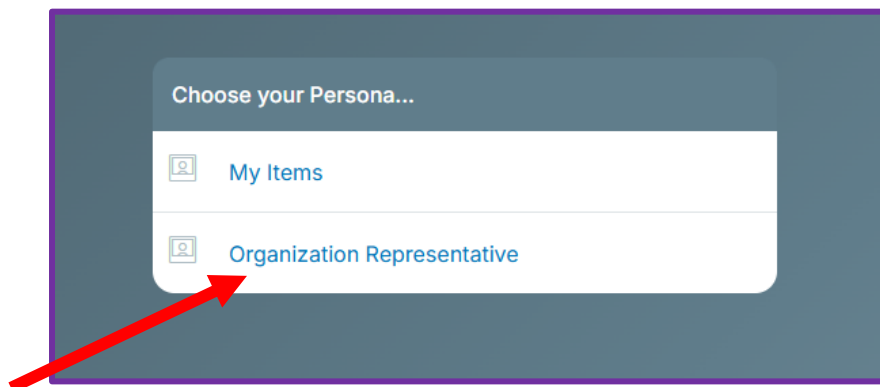


For your initial log-in, click the link in the invitation message to set your password. If at any time you need to reset your password, go to the portal login and click the reset password link. The NLN CNEA staff cannot reset your password directly but can override the system if needed.

Login Page



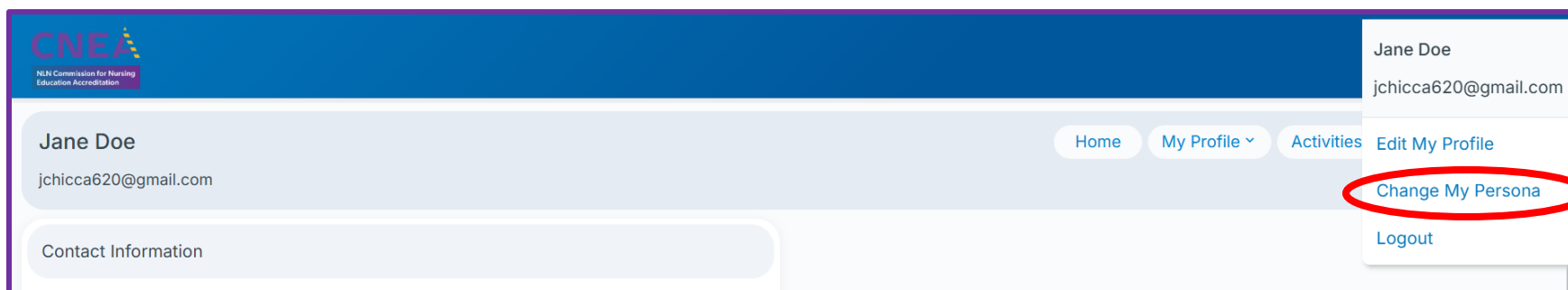
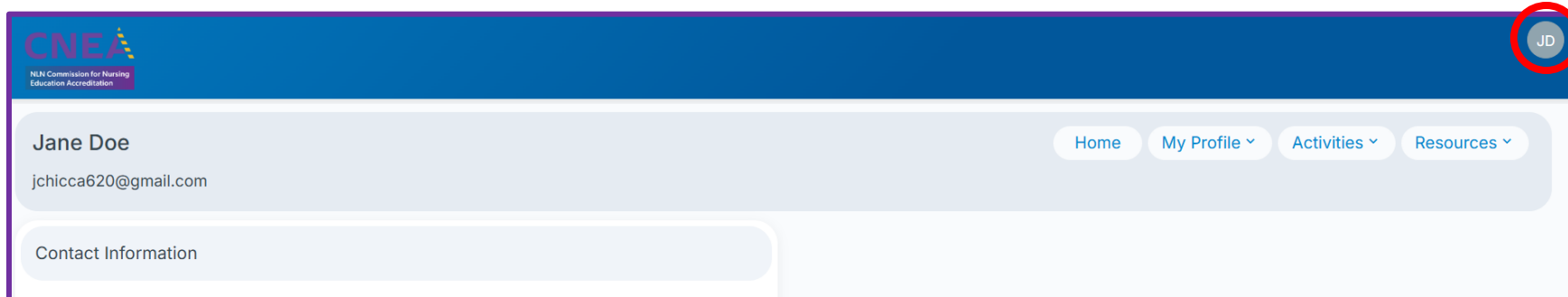
Once you are in, here is the Home Screen.



To continue into the portal, you can click My Items to change your personal information or Organization Representative. For the purpose of this training, we will assume you are entering program data and thus need to select Organization Representative to continue. Program documents are assigned to organizations versus individuals which is why you click this.

Changing Personas

The system and your Browser may default to logging you in to either My Items or Organization Representative. If you would like to change personas, click your initials in the upper right corner of the screen, and then click Change My Persona.



This returns you to the Home Screen and allows you to switch from My Items to Organization Representative.

Helpful Hint: My Items is for changing your information (for example, your password) or for reviewing materials assigned to you as a person (for example, committee work). Organization Representative is for any time you are acting on behalf of the organization (for example, entering program data). You will likely spend most of your time in Organization Representative, unless you fulfill multiple roles at the NLN CNEA. Any questions, please let the NLN CNEA staff know.

Main Dashboard

You can review organization profile information on the main dashboard. Please let a member of the NLN CNEA staff know if any changes are needed. Also notice the tabs. The Home and Instruments (under Activities) tabs are where you will spend your time.

The screenshot displays the CNEA Main Dashboard for the Test College of Nursing (TEST) (1). The dashboard is divided into two main sections: a left sidebar for organization profile information and a right main content area for navigation and data.

Left Sidebar (Organization Profile):

- Test College of Nursing (TEST)**
- Website:** www.test.com
- Primary Contact:** Jane Doe, PhD, RN, Director of Nursing, jchicca620@gmail.com, 123-456-7890, Livingstone, MT

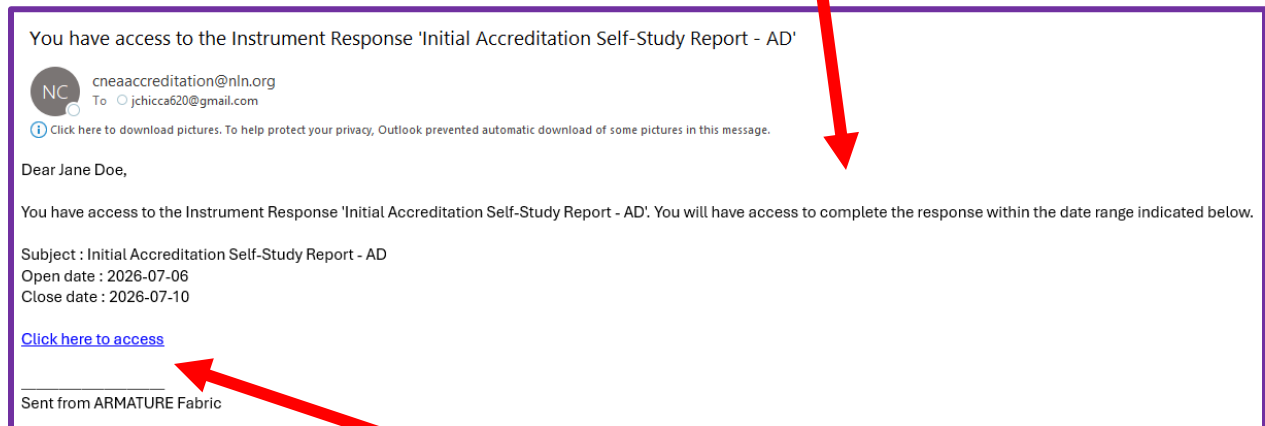
Right Main Content Area:

- Navigation Tabs:** Home, My Organization, Certifications, Activities, Resources. Two red arrows point to the 'Home' and 'Instruments' (under Activities) tabs.
- Active Applications:** No Active Applications
- Active Certifications:** Loading Certification Information
- Upcoming & Overdue Activities:** Activity due

Entering Program Data

As an Organization Representative, you will primarily spend your time entering data into the system. Data is entered into instruments. When you get access to a new instrument, you will receive an automated message from the electronic portal. This example is for a Self-study Report.

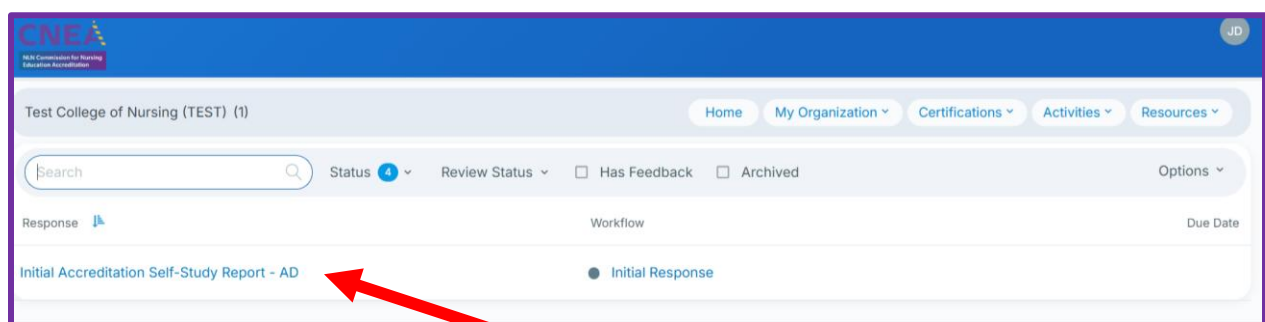
Assignment Message



To access the instrument, you can click the link in the email, or you can go to the portal and either access instruments in notifications or in the Instrument tab.

To review, the options for accessing the instrument (this is a self-study example) are:

1. clicking the link in the email;
2. going to notifications in the electronic portal; OR
3. clicking the Instruments (under Activities) tab at the top of the screen in the electronic portal.



Once you see the instrument, you can click on it to begin your data entry. The next page will display a screenshot of a sample instrument.

Instrument Response Display

Test College of Nursing (TEST) (1)

HomeMy OrganizationCertificationsActivitiesResources

Initial Accreditation Self-Study Report - AD

Test College of Nursing (TEST) (1)

Initial Submission - Not Started (Jul 6th, 2026 - Jul 10th, 2026)

SummaryDocumentsReports

Page Completion

● General Information

● Institution Information

● Nursing Program Information

● Program Type

● PN/VN Program

● Diploma (RN) Program

● Associate Degree Program

● Bachelor's Degree Program

0 %

0 %

0 %

0 %

Click on the first tab in your instrument (in this case, General Information) to get started.

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Instrument Response Display (continued)

Progress Documents

Response Summary 0 filters applied

- General Information**
- Institution Information
- Nursing Program Information
- Program Type
- PN/VN Program
- Diploma (RN) Program
- Associate Degree Program
- Bachelor's Degree Program
- Master's Degree Program
- Post-Graduate Certificate Program
- Practice Doctorate Program
- Additional Campus Sites
- Distance Education

General Information

General Instructions.

Securely enter data for your program(s) using this portal. Navigate through each section on the right, completing all fields applicable to your program(s). Remember to regularly save your application and do not click Submit until you are finished entering all data. Remember that for self-studies, you are reporting three academic years with completed data. Do not project or predict data.

Tutorials for entering data include:

- Organization Representative Handout
- Accreditation Self-Study Video (31 minutes 43 seconds)

Note that the handout is a general training for accessing and using the portal to enter program data whereas the video specifically outlines self-study information. The video displays entering data into an initial accreditation self-study instrument, however, data entry principles remain for this instrument. Any issues accessing the training materials, email the NLN CNEA staff for assistance (cneaaccreditation@nlm.org).

Also, based on common questions, we would like to offer the following training videos to assist you as you complete your data collection and entry:

- Calculating Completion Rates (7 minutes 16 seconds)
- Calculating Full-time Equivalents (FTEs) (6 minutes 57 seconds)

Reach out to the NLN CNEA staff with any questions, comments, or concerns. We're here to help.

1.

Name of Parent or Governing Institution.

SAVE

NEXT Institution Information >

Enter the required content on each page. To move to the next section, click Next or the tabs. Next moves you to the next section whereas you can pick which section to view next using the tabs. The status bars will tell you if any information is missing. Not all sections will be applicable, but please complete this to the best of your ability. Any questions on what is required, let us know.

Instrument Response Display (continued)

Most instruments have required narrative documents at the end. In the self-study instrument, it is titled: Self-Study Report Narrative. This is the meat of most reports as it has your narrative and appendices which document compliance with the NLN CNEA Standards of Accreditation.

The screenshot displays the 'Self-Study Report Narrative' instrument response interface. On the left, a sidebar lists navigation options: General Information, Institution Information, Nursing Program Information, Program Type, PN/VN Program, Diploma (RN) Program, Associate Degree Program, Bachelor's Degree Program, Master's Degree Program, Post-Graduate Certificate Program, Practice Doctorate Program, Additional Campus Sites, and Distance Education. The main content area is titled 'Self-Study Report Narrative' and includes 'Self-Study Report Narrative Directions' with instructions on document length, font size, margins, and organization. Below the directions, there is a section for uploading the 'Self-Study Report Narrative' document, with an 'Add / Select a Document' button. At the bottom of the interface, a navigation bar shows 'PREVIOUS Distance Education' and a 'SAVE' button, which is circled in red. A red arrow points from the top right towards the 'SAVE' button, and another red arrow points from the 'SAVE' button towards the bottom right.

Note that this is an un-submitted instrument. In other words, it is not finalized, and changes can still be made. Save frequently.

Instrument Response Display (continued)

When your report is complete, exit to the summary page using the blue X.

Test College of Nursing (TEST)

Overview > Initial Accreditation Self-Study Report - AD

Export 

Then, click the Submit button. This indicates to NLN CNEA staff that you are done. Note that once you select submit, you cannot un-submit. You also cannot enter data past the due date. If you need assistance submitting, un-submitting, or if you want to request an extension, please reach out to the NLN CNEA staff. You could also export data from this screen, but we recommend exporting data after you submit your report (see the next page).

● General Information

● Institution Information

● Nursing Program Information

● Program Type

● PN/VN Program

● Diploma (RN) Program

● Associate Degree Program

● Bachelor's Degree Program

● Master's Degree Program

● Post-Graduate Certificate Program

● Practice Doctorate Program

● Additional Campus Sites

● Distance Education

● Self-Study Report Narrative

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100 %

0 %

0 %

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Submit

Instrument Response Display – Downloading the Submission

Once you exit out of the instrument, you can choose to export a PDF of your responses. Use the Reports tab. Documents allows you to download documents that were part of your submission.

The screenshot shows the 'Initial Accreditation Self-Study Report - AD' interface. At the top, there is a navigation bar with links: Home, My Organization, Certifications, Activities, and Resources. Below this, the title 'Initial Accreditation Self-Study Report - AD' is displayed, followed by 'Test College of Nursing (TEST) (1)' and 'Initial Submission - Submitted on 07/06/2026'. A tabbed interface is shown with three tabs: Summary, Documents, and Reports. The 'Documents' tab is highlighted with a red circle. Below the tabs, a section titled 'Page Completion' lists several categories with progress bars: General Information (0%), Institution Information (0%), Nursing Program Information (0%), Program Type (0%), PN/VN Program (100%), and Diploma (RN) Program (100%).

Category	Progress
General Information	0 %
Institution Information	0 %
Nursing Program Information	0 %
Program Type	0 %
PN/VN Program	100 %
Diploma (RN) Program	100 %

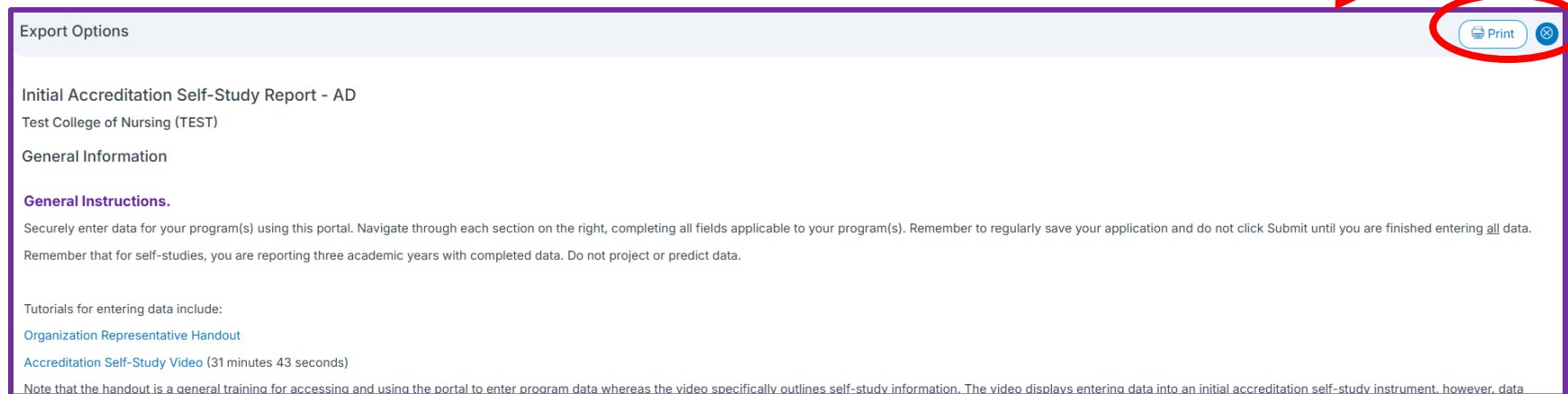
Instrument Response Display – Downloading the Submission (continued)

Once you click Reports, click Export to HTML/PDF & Print to get a PDF of your responses. Select which options you'd like included and click Export/Print. This is an example from a Self-study Report but it will look the same for other reports.

The screenshot displays the CNEA Instrument Response Display interface. At the top, the header shows 'Test College of Nursing (TEST) (1)' and navigation links: Home, My Organization, Certifications, Activities, and Resources. Below the header, the main content area shows 'Initial Accreditation Self-Study Report - AD' and 'Test College of Nursing (TEST) (1)'. A tab bar at the bottom of the main content area includes 'Summary', 'Documents', and 'Reports'. The 'Reports' tab is selected. Below the tab bar, there is a link 'Export to HTML/PDF & Print' and a description: 'Produces a printable copy of this instrument that can be exported to PDF'. A red arrow points from this link to the 'Export/Print' modal. The modal is a dark gray box with a blue header 'Export/Print' and a close button. It contains a list of options with checkboxes: 'Include Comments', 'Include Documents', 'Include Findings' (checked), 'Include Issues', 'Show Full Criterion', 'Show organization name' (checked), and 'Apply Filters'. At the bottom of the modal, there are two buttons: 'Export/Print' and 'Cancel'. A red arrow points from the 'Include Findings' checkbox to the 'Export/Print' button.

Instrument Response Display – Downloading the Submission (continued)

Click Print and you can save as a PDF or print. To return to the Main Dashboard, click the blue X.



Export Options

Initial Accreditation Self-Study Report - AD
Test College of Nursing (TEST)

General Information

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The documents will not be embedded in the PDF that you export. You will need to have those saved to your computer or you can access and download them from the Document tab.

Concluding Thoughts

Ensure to keep your account secure and your materials confidential.
Thank you for your careful data entry and for helping ensure quality nursing education.

NLN CNEA Contact Information

We hope you found this training helpful. Any questions let us know. We are happy to assist.

NLN CNEA Staff (<https://cnea.nln.org/contact>)

CNEAaccreditation@nln.org