1. Meet Your NLN CNEA Team

Introduction

The NLN CNEA team is comprised of nursing education experts 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

Dr. Teresa Shellenbarger, Executive Director

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.

Dr. Jenny Chicca, Senior Manager

Jenny has been a nurse and educator for over 10 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.
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/mission-and-values. 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:

- Policy and Procedure Handbook;
- Substantive Change Form;
- Accreditation Fees;
- Standards for Accreditation.

Request a Site Visit

Ready for your initial or continuing accreditation visit? Let us know 6-12 months before you want the visit by using the form on the website: https://cnea.nln.org/become-an-nln-cnea-sitee-evaluator.

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 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

3. ARMATURE/AMS

Overview

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

```
From: accreditation@nln.org
Sent: Tuesday, January 11, 2022 3:42 PM
To: jchicca620@gmail.com
Subject: User Registration Confirmation

NLN - System Access Granted

Hello-

A user account has been established with the email address: jchicca620@gmail.com

Click this link to set your initial password and access the system.

Set Password
```

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.
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 (next to Notifications), and then click Change My Persona. This returns you to the Home Screen (page 2) 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 tabs are where you will spend your time.
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 instrument.

Assignment Message

jchicca620@gmail.com

From: accreditation@nlnor.org
Sent: Tuesday, January 11, 2022 4:07 PM
To: jchicca620@gmail.com
Subject: You’ve been assigned to the Instrument Response ‘Initial Accreditation Self-Study: Official’

Dear Jane Doe,

You have been assigned to an Instrument Response. You will have access to complete the response within the date range indicated below.

Subject: Initial Accreditation Self-Study: Official
Open date: 2022-01-11
Close date: 2022-06-30

Click here to access

Sent from ARMATURE Fabric

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

Note that this is an un-submitted instrument. In other words, it is not finalized, and changes can still be made.
When your report is complete, 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).

When you are done, you can click Exit (located in the upper right corner) to return to the Main Dashboard (page 3).
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.
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 Mid-Cycle Report but it will look the same for other reports.
Instrument Response Display – Downloading the Submission (continued)

Click Export one more time and your PDF download will begin. Save the PDF to your files. To return to the Main Dashboard, click Exit.

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 (page 9).
Changes Requested

Once the NLN CNEA staff reviews your submission, you may be asked to make changes to ensure your report is complete. In addition to getting a notification email, you will see this request on your Main Dashboard under In-Progress Reviews.

Notification Message

From: jchicca620@gmail.com
Sent: Wednesday, February 9, 2022 9:57 AM
To: accreditation@nlnc.org
Subject: A follow-up is requested on 'Initial Accreditation Self-Study Instrument'

Dear Jane Doe,

A change request has been submitted for a survey/assessment response that requires your input.

Instrument name: Initial Accreditation Self-Study Instrument

Click here to access

Sent from ARMATURE Fabric

Main Dashboard View

In-Progress Reviews

Initial Accreditation Self-Study Instrument
Request View and Submission

All responses will be visible, but you will only be permitted to make changes where the NLN CNEA staff requested changes. Once in the instrument, you will be able to see staff comments and then you can make the necessary change and reply. Once you have made all requested changes (there could be more than one – see yellow icons), then click Submit Changes. If you are not done and need to return to the report at a later time, click Save. You can return to the instrument to make changes in the Main Dashboard (page 12).

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.
4. NLN CNEA Contact Information

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

Teresa Shellenbarger, PhD, RN, CNE, CNEcl, ANEF, Executive Director, NLN CNEA  
tshellenbarger@nln.org  
202-909-2487

Jennifer Chicca, PhD, RN, CNE, CNEcl, Senior Manager, NLN CNEA  
jchicca@nln.org  
202-909-2531