

## NLN CNEA: Welcome Packet for Chief Academic Nurse Administrators (CANAs)

### 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**

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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.

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

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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.

**Nancy Frank PhD, RN, CNE**

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Nancy has practiced as a bedside clinical nurse for over 25 years as well as she has been academic faculty, teaching and leading nursing programs, for over 10 years. In addition to her role at the NLN CNEA, she teaches graduate nursing education courses. Nancy has published and presented on nursing education topics with a focus on faculty concerns. She is certified by the National League for Nursing as an academic nurse educator.

**Ayisat Odeyale**

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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 **6-12 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

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

**jchicca620@gmail.com**

---

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

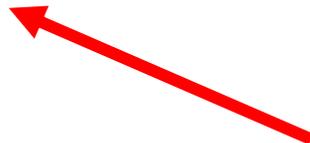
NLN - System Access Granted

Hello-

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

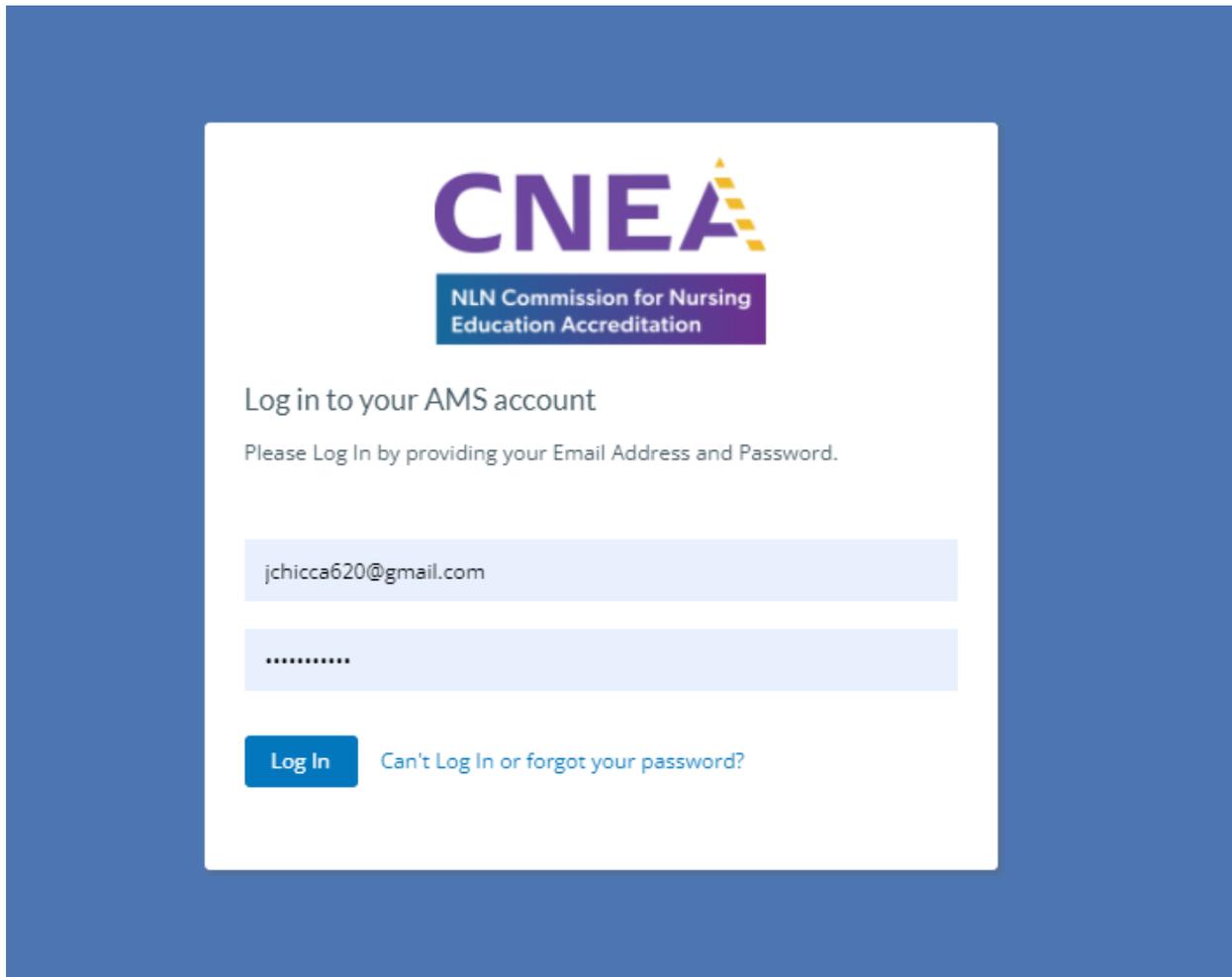
Click this link to set your initial password and access the system.

[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.

## Login Page



**CNEA**  
NLN Commission for Nursing  
Education Accreditation

Log in to your AMS account

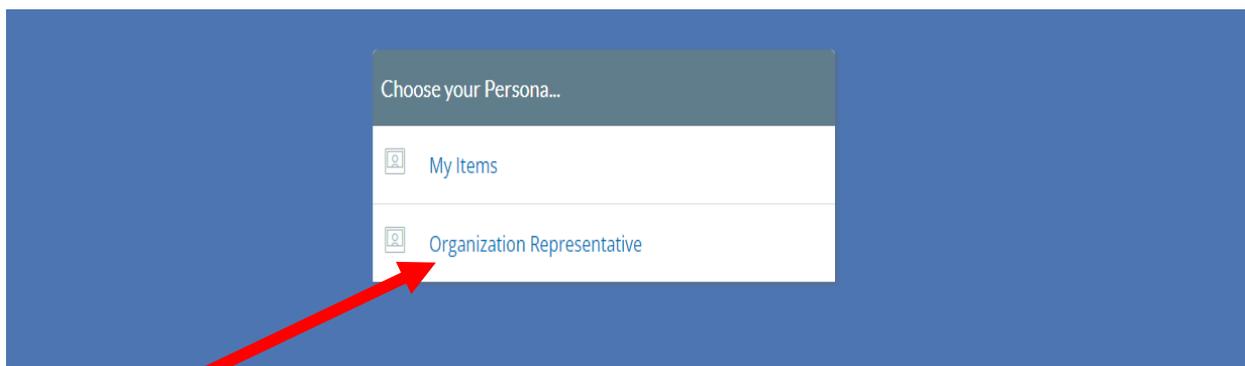
Please Log In by providing your Email Address and Password.

jchicca620@gmail.com

.....

[Log In](#) [Can't Log In or forgot your password?](#)

Once you are in, here is the Home Screen.



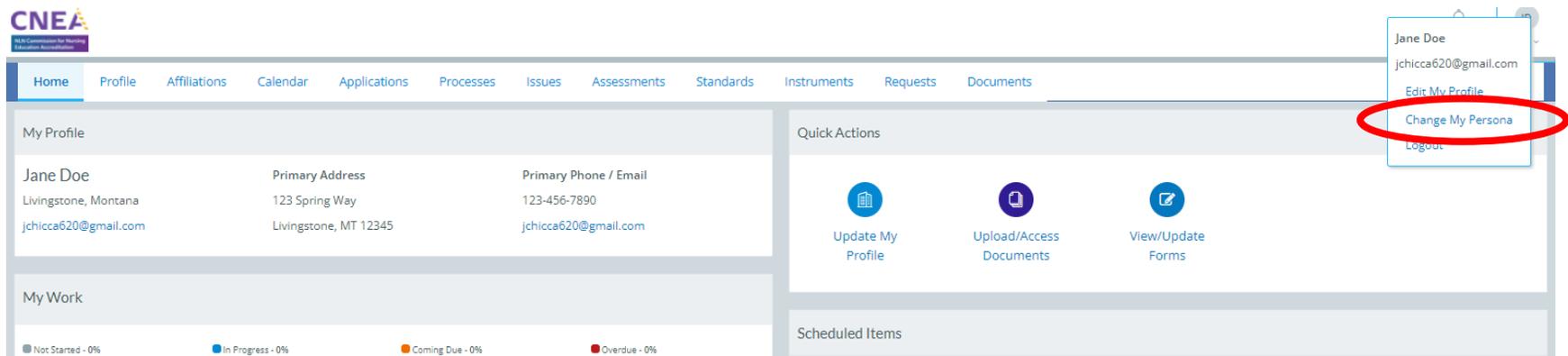
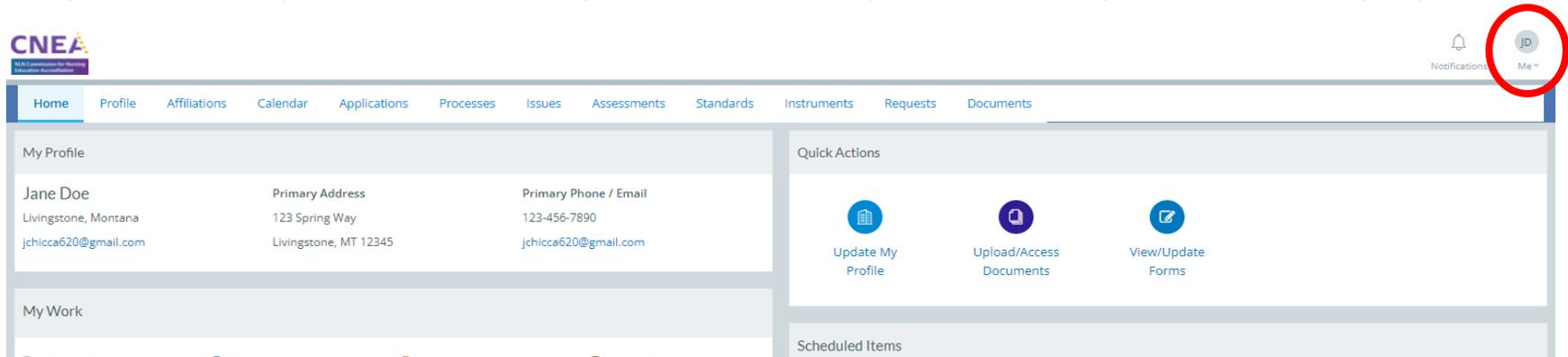
Choose your Persona...

- My Items
- Organization Representative

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.

**CNEA**  
NLN Commission for Nursing  
Education Accreditation

Notifications Me

Home Profile Processes Assessments Issues Standards Instruments Documents Programs History

### Organization Profile

Test College of Nursing [Edit](#)

1

Hummel, Colorado  
[www.test.com](http://www.test.com)

Primary Contact  
Jane Doe, PhD, RN  
Director of Nursing  
[jchicca620@gmail.com](mailto:jchicca620@gmail.com)  
123-456-7890  
Livingstone, MT

### Requests

Please select the request you would like to submit

### Scheduled Items

Item	Begin	End
Initial Accreditation Self-Study: Official	Jan 3rd	Feb 28th in a month
Mid-Cycle Report Form	Jan 18th	Feb 28th in a month
Pre-Accreditation Candidacy Application 2021	Jan 24th	Apr 11th in 3 months

## 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@nlm.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

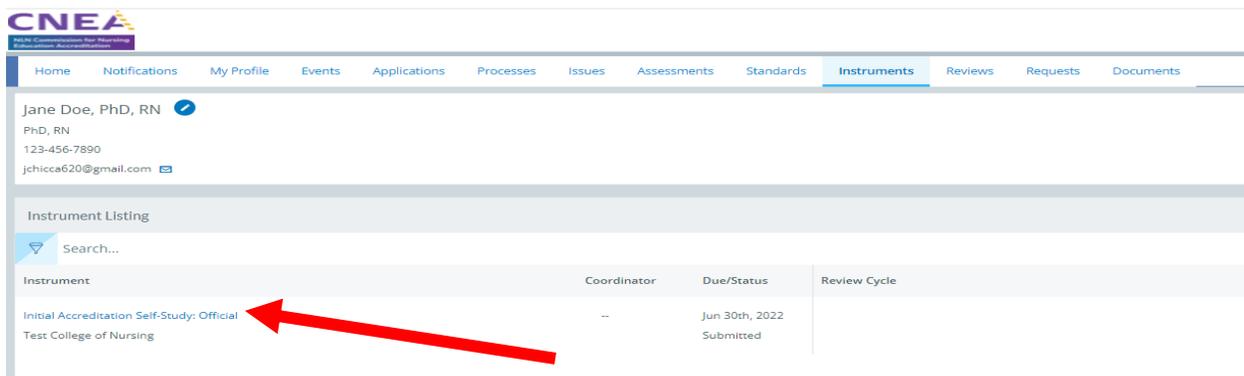
[Click here to access](#)

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.



The screenshot shows the CNEA (California Nursing Education Accreditation) portal. The user is logged in as Jane Doe, PhD, RN. The 'Instruments' tab is selected in the top navigation bar. Below the navigation bar, the user's profile information is displayed. The main content area shows an 'Instrument Listing' table with a search bar and a table of instrument entries. A red arrow points to the 'Initial Accreditation Self-Study: Official' entry in the table.

Instrument	Coordinator	Due/Status	Review Cycle
Initial Accreditation Self-Study: Official Test College of Nursing	--	Jun 30th, 2022 Submitted	

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

The screenshot displays the CNEA (Commission for Nursing Education Accreditation) Instrument Response Display. The interface includes a navigation menu at the top with options like Home, Profile, Processes, Assessments, Issues, Standards, Instruments, Documents, Programs, and History. The main content area is titled 'Instrument Overview' and 'Initial Accreditation Self-Study Instrument'. Below this, there are tabs for Summary, Documents, Issues, Assignees, and Reports. The 'Overview' section shows details for 'Test College of Nursing', including its website (www.test.com), location (Hummel, Colorado), and dates (Opens: 02/07/2022, Closes: 02/28/2022). The 'Progress' section lists various program types with their completion status (0% or ---). A red arrow points to the 'General Information' tab, which is the first tab in the list.

Overview			Progress	
<b>Test College of Nursing</b>	Coordinator	0%	0%	General Information
www.test.com	--	0%	0%	Institution Information
Hummel, Colorado		0%	0%	Nursing Program Information
Opens	Closes	Status	0%	Program Type
02/07/2022	02/28/2022	Not Started	---	PN/VN Program
Instrument Workflow			---	Diploma (RN) Program
○ Opened on February 7th, 2022 - Not Started			---	Associate Degree Program
			---	Bachelor's Degree Program
			---	Master's Degree Program
			---	Post-Graduate Certificate Program
			0%	Clinical Doctorate Program

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

## Instrument Response Display (continued)

Initial Accreditation Self-Study Instrument  
Test College of Nursing

Institution Information

4.

**Chief Executive Officer (CEO) Contact Information.**

Salutation: Select an option... (A value is required)  
First Name: (A value is required)  
Last Name: (A value is required)  
Job Title: (A value is required)  
Credentials: (A value is required)

5.

**CEO Address.**

Address Line 1: (A value is required)  
Address Line 2: (A value is required)

Progress	Documents	Issues	Filters
0%			General Information
0%			Institution Information
0%			Nursing Program Information
0%			Program Type
0%			PNVN Program
0%			Diploma (RN) Program
0%			Associate Degree Program
0%			Bachelor's Degree Program
0%			Master's Degree Program
0%			Post-Graduate Certificate Program
0%			Clinical Doctorate Program
0%			Additional Campus Sites
0%			Distance Education

PREV. NEXT SAVE Submit

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.

**CNEA**  
NLN Commission for Nursing  
National Accreditation

Initial Accreditation Self-Study Instrument  
Test: College of Nursing

Program Type

**Instructions.**  
The question below asks you to select all program types for which you are seeking NLN CNEA accreditation. Check **all** program types for which you are seeking NLN CNEA accreditation. Your response will allow you to enter information only for your selected program type(s).

The next seven pages are for PN/VN programs, diploma (RN) programs, associate degree programs, bachelor's degree programs, master's degree programs, post-master's certificate degree programs, and clinical doctorate programs. The page questions will display program-specific questions based on the program types selected below. Click **"Next"** to go through program type pages that do not apply to you. Program types that are not selected will display the following message:

**"Based on your answers to Program Type question, this page no longer applies. Click 'NEXT' below to continue to the next page. If you have a program with this program type and questions aren't displayed, go back to the Program Type section and select the appropriate program type".**

11.

**Check all program types for which you are seeking NLN CNEA accreditation.**

- Practical/Vocational
- Diploma (RN)
- Associate Degree
- Bachelor's Degree
- Master's Degree

Progress	Document	Issues	Filters
0%	General Information		
0%	Institution Information		
0%	Nursing Program Information		
0%	Program Type		
---	PN/VN Program		
---	Diploma (RN) Program		
---	Associate Degree Program		
---	Bachelor's Degree Program		
---	Master's Degree Program		
---	Post-Graduate Certificate Program		
0%	Clinical Doctorate Program		
0%	Additional Campus Sites		
0%	Distance Education		
0%	Self-Study Report Narrative		

PREV. NEXT

SAVE Submit

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

## Instrument Response Display (continued)

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).

**CNEA**  
NLN Commission for Nursing  
Educational Accreditation

Initial Accreditation Self-Study Instrument  
Test College of Nursing

Program Type

**Instructions.**  
The question below asks you to select all program types for which you are seeking NLN CNEA accreditation. Check **all** program types for which you are seeking NLN CNEA accreditation. Your response will allow you to enter information only for your selected program type(s).

The next seven pages are for PN/VN programs, diploma (RN) programs, associate degree programs, bachelor's degree programs, master's degree programs, post-master's certificate degree programs, and clinical doctorate programs. The page questions will display program-specific questions based on the program types selected below. Click **"Next"** to go through program type pages that do not apply to you. Program types that are not selected will display the following message:

**"Based on your answers to Program Type question, this page no longer applies. Click 'NEXT' below to continue to the next page. If you have a program with this program type and questions aren't displayed, go back to the Program Type section and select the appropriate program type".**

11.

**Check all program types for which you are seeking NLN CNEA accreditation.**

- Practical/Vocational
- Diploma (RN)
- Associate Degree
- Bachelor's Degree
- Master's Degree

Progress	Documents	Issues	Filters
0%			General Information
0%			Institution Information
0%			Nursing Program Information
0%			Program Type
---			PN/VN Program
---			Diploma (RN) Program
---			Associate Degree Program
---			Bachelor's Degree Program
---			Master's Degree Program
---			Post-Graduate Certificate Program
0%			Clinical Doctorate Program
0%			Additional Campus Sites
0%			Distance Education
0%			Self-Study Report Narrative

PREV. NEXT

SAVE Submit

Exit

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.

The screenshot displays the CNEA Initial Accreditation Self-Study Instrument interface. The navigation menu includes Home, Profile, Processes, Assessments, Issues, Standards, Instruments, Documents, Programs, and History. The 'Documents' and 'Reports' tabs are circled in red. The main content area shows an overview for 'Test College of Nursing' with a progress table for various program types.

Overview	Progress
<b>Test College of Nursing</b> www.test.com Hummel, Colorado	0% General Information
Coordinator: --	0% Institution Information
Opens: 02/07/2022	0% Nursing Program Information
Closes: 02/28/2022	0% Program Type
Status: In Progress	PN/VN Program
Instrument Workflow	Diploma (RN) Program
Opened on	Associate Degree Program
	Bachelor's Degree Program
	Master's Degree Program
	Post-Graduate Certificate Program
	0% Clinical Doctorate Program

## 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.

The image consists of two screenshots from the CNEA web application. The top screenshot shows the 'Mid-Cycle Report Form' interface with the 'Reports' tab selected. A red arrow points to the 'Export to HTML/PDF & Print' button. The bottom screenshot shows the 'Export/Print' dialog box with several options checked: 'Include Findings' and 'Show Organization name'. A red arrow points to the 'Export/Print' button at the bottom of the dialog.

**CNEA**  
NEN Commission for Nursing  
Education Accreditation

Notifications Me

Home Profile Processes Assessments Issues Standards Instruments Documents Programs History

Instrument Overview

Mid-Cycle Report Form

Summary Documents Issues Assignees Reports

Export to HTML/PDF & Print  
Produces a printable copy of this instrument that can be exported to PDF

**CNEA**  
NEN Commission for Nursing  
Education Accreditation

Home Profile Processes Assessments Issues Standards Instruments Documents Programs History

Instrument Overview

Mid-Cycle Report Form

Summary Documents Issues Assignees Reports

Export to HTML/PDF & Print  
Produces a printable copy of this instrument that can be exported to PDF

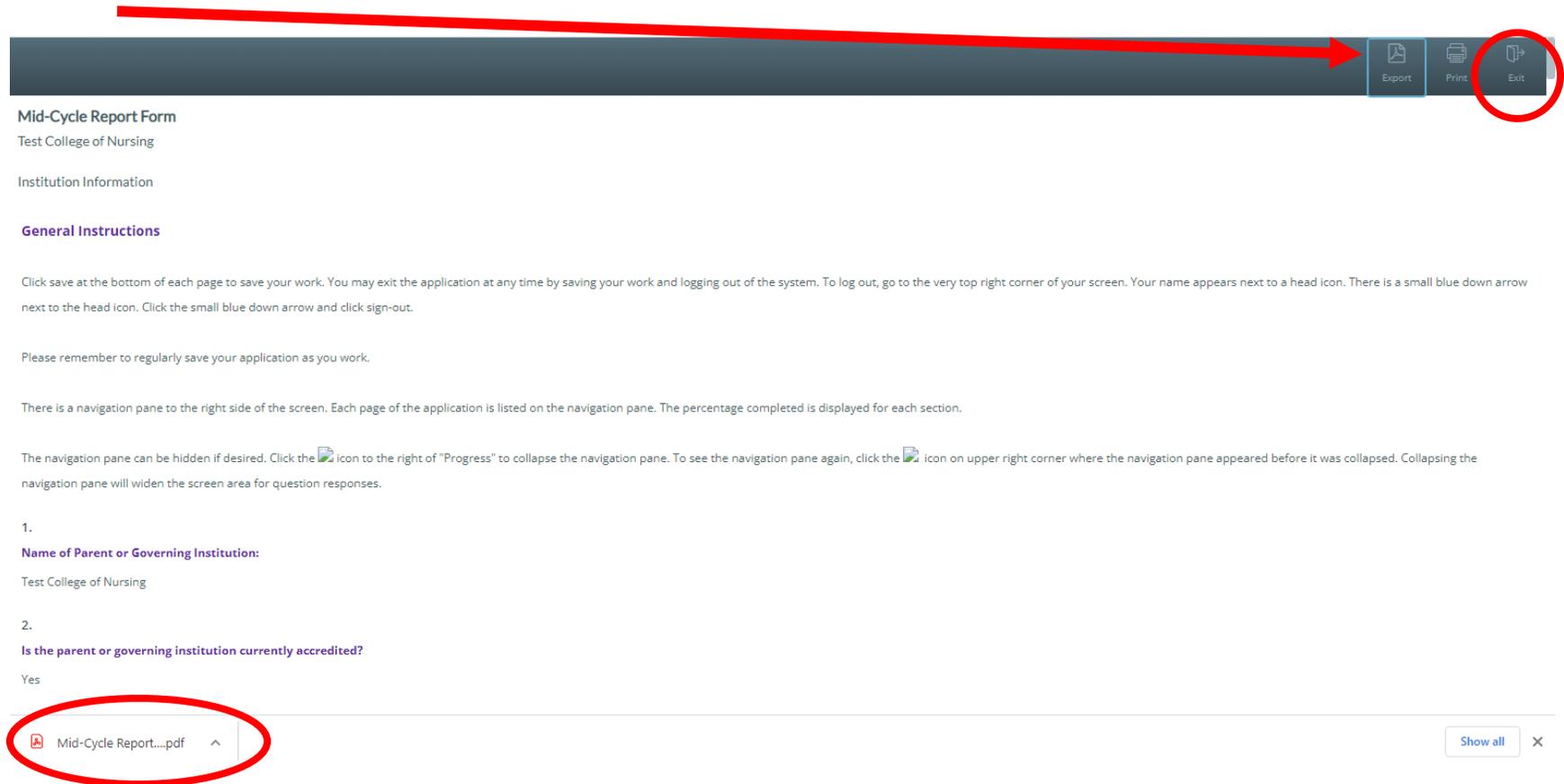
**Export/Print**

- Include Comments
- Include Documents
- Include Findings
- Include Issues
- Show Full Criterion
- Show Organization name
- Apply Filters

Export/Print Cancel

## 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.



Mid-Cycle Report Form  
Test College of Nursing

Institution Information

**General Instructions**

Click save at the bottom of each page to save your work. You may exit the application at any time by saving your work and logging out of the system. To log out, go to the very top right corner of your screen. Your name appears next to a head icon. There is a small blue down arrow next to the head icon. Click the small blue down arrow and click sign-out.

Please remember to regularly save your application as you work.

There is a navigation pane to the right side of the screen. Each page of the application is listed on the navigation pane. The percentage completed is displayed for each section.

The navigation pane can be hidden if desired. Click the  icon to the right of "Progress" to collapse the navigation pane. To see the navigation pane again, click the  icon on upper right corner where the navigation pane appeared before it was collapsed. Collapsing the navigation pane will widen the screen area for question responses.

1.  
**Name of Parent or Governing Institution:**  
Test College of Nursing

2.  
**Is the parent or governing institution currently accredited?**  
Yes

Mid-Cycle Report...pdf  Show all 

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

**jchicca620@gmail.com**

**From:** accreditation@nlm.org  
**Sent:** Wednesday, February 9, 2022 9:57 AM  
**To:** jchicca620@gmail.com  
**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

The screenshot shows the CNEA Main Dashboard. The top navigation bar includes the CNEA logo (NLN Commission for Nursing Education Accreditation) on the left and a 'Notifications' bell icon with a red '1' and a 'Me' profile icon on the right. Below the navigation bar is a horizontal menu with tabs: Home, Profile, Processes, Assessments, Issues, Standards, Instruments, Documents, Programs, and History. The main content area is divided into two columns. The left column displays the 'Organization Profile' for 'Test College of Nursing' in Hummel, Colorado, with an 'Edit' link. The right column displays the 'In-Progress Reviews' section, which includes a card for 'Initial Accreditation Self-Study Instrument'. This card features a prominent orange 'Requires Feedback' button and a status indicator that says '1 item requires attention'.

## 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).

The screenshot displays the CNEA Initial Accreditation Self-Study Instrument interface. The top left shows the CNEA logo and the title "Initial Accreditation Self-Study Instrument" for "Test College of Nursing". A "SAVE" button is visible in the top right. The main content area shows a list of items, including "Initial Accreditation Self-Study Handout" and "Initial Accreditation Self-Study Video". A comment from Jennifer Chicca is displayed, asking for the correct governing institution information. A red arrow points to this comment. Below the comment is a text input field for a reply. The right side of the interface shows a progress table with columns for "Progress", "Documents", "Issues", and "Filters". The table lists various program types and their completion status, with a yellow warning icon circled in red. At the bottom right, there are two buttons: "SAVE" and "Submit Changes", both circled in red.

Progress	Documents	Issues	Filters
100%			General Information
100%			Institution Information
100%			Nursing Program Information
100%			Program Type
100%			PN/VN Program
100%			Diploma (RN) Program
100%			Associate Degree Program
100%			Bachelor's Degree Program
100%			Master's Degree Program
100%			Post-Graduate Certificate Program
100%			Clinical Doctorate Program
100%			Additional Campus Sites
100%			Distance Education
100%			Self-Study Process

## 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@nlm.org](mailto:tshellenbarger@nlm.org)  
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Jennifer Chicca, PhD, RN, CNE, CNEcl, Deputy Director, NLN CNEA  
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202-909-2531

Nancy Frank PhD, RN, CNE, Deputy Director, NLN CNEA  
[nfrank@nlm.org](mailto:nfrank@nlm.org)  
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Ayisat Odeyale, Administrative Assistant, NLN CNEA  
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