

Procedures for Generating Respiratory Care Education Program Annual School Summary Reports

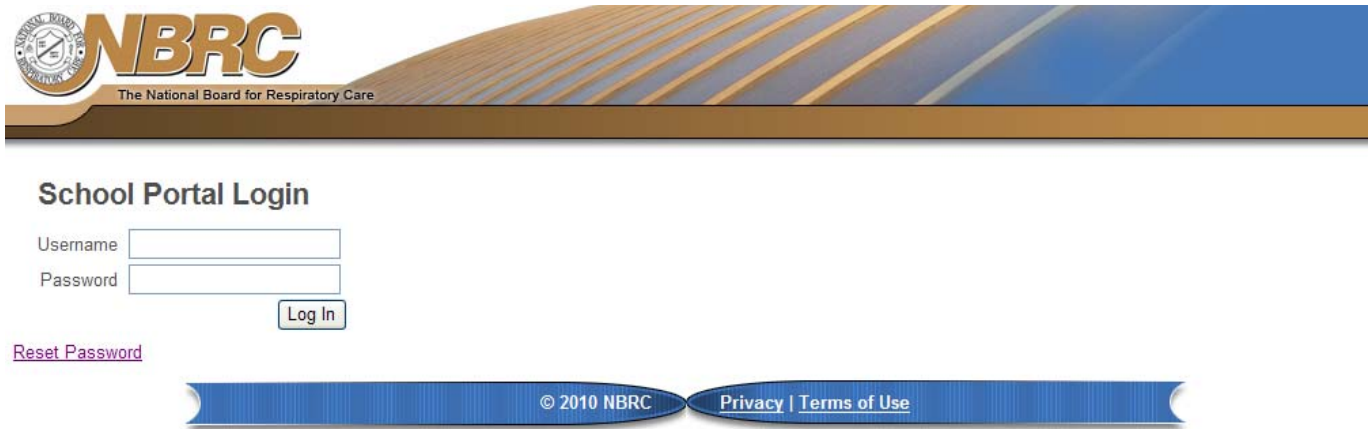
Respiratory care program directors can access real-time school summary reports showing performance of students on all NBRC examinations. The NBRC has established a mechanism that provides this and other special services to accredited respiratory care education programs through the Electronic Eligibility Database (EED). The services offered via this online tool include 1) entering/editing **Student and Graduate Information**; generating various **Reports** (i.e., school summary reports, verifying credentials, verifying Written Registry and Clinical Simulation Examination passers, annual school summary); and entering/editing **User Information**. If you are not currently enrolled with the NBRC for these free services, please contact the NBRC Executive Office via e-mail (nbrc-info@nbrc.org) or by phone (888.341.4811 or 913.895.4900) for more information.

Once a respiratory care program is enrolled in the EED, an e-mail is sent to the program director from the NBRC that provides information required to access the EED. The procedures that follow provide step by step instruction for how to generate the Annual School Summary Report, which is used by CoARC for program accreditation.

Access the NBRC web site (www.NBRC.org) and click on the link near the top-center of the screen for Educators- Accredited Program Login.



The next screen will then prompt you to enter your Username and Password, as shown in the screen shot below:




The screen below provides an overview of the options available in the EED:



To generate reports, including the Annual School Summary Report which is required by CoARC for program accreditation, click on “Reports” to access a menu of reports available as shown below:

- Home
- News
- SAE
- Student Information
- Reports
- User Maintenance
- Change Password
- Links
- Contact Us
- Superuser Menu
- Logout

National Board for Respiratory Care, Inc

- Credentials Earned Report
- CSE School Score Report
- Graduate Listing
- NBRC Annual School Summary 
- NBRC Written Registry and CSE Passers
- School Score Report

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If you select NBRC Annual School Summary from the menu shown above, you can then select a report format of PDF, and then choose “Export”. The PDF format will allow you to send the report directly to CoARC once generated.

NBRC Annual School Summary

[Back to Report Menu](#)

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100%
Find | Next

Select a format

Export

NBRC Annual School Summary
Report as of 2/26/2010


Exam: CRT

Graduation Year	Graduates Tested	Total	Passing %	Passing	First Time %	Passing	Repeaters %
2009	21	20	95.2%	17	81.0%	3	14.3%
2008	44	34	77.3%	29	65.9%	5	11.4%
2007	34	29	85.3%	12	35.3%	17	50%

Exam: CSE

Graduation Year	Graduates Tested	Total	Passing %	Passing	First Time %	Passing	Repeaters %
2009	5	4	80%	3	60%	1	20%

Select a format

- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF) file 
- MHTML (web archive)
- Excel
- TIFF file
- Word

Below is a sample of the Annual School Summary Report:

NBRC Annual School Summary

Report as of 2/26/2010

Exam: CRT

Graduation Year	Graduates Tested	Total	Passing %	Passing	First Time %	Passing	Repeaters %
2009	21	20	95.2%	17	81.0%	3	14.3%
2008	44	34	77.3%	29	65.9%	5	11.4%
2007	34	29	85.3%	12	35.3%	17	50%

Exam: CSE

Graduation Year	Graduates Tested	Total	Passing %	Passing	First Time %	Passing	Repeaters %
2009	5	4	80%	3	60%	1	20%
2008	16	11	68.8%	4	25%	7	43.8%
2007	7	4	57.1%	1	14.3%	3	42.9%

Exam: WRRT

Graduation Year	Graduates Tested	Total	Passing %	Passing	First Time %	Passing	Repeaters %
2009	6	4	66.7%	4	66.7%	0	0%
2008	18	15	83.3%	13	72.2%	2	11.1%
2007	11	6	54.5%	3	27.3%	3	27.3%

GRADUATION YEAR	CRT	RRT
2009	20	4
2008	35	11
2007	29	4

Click File-Save As to save the report to a location of your choosing on your desktop. Choose File-Attach to Email (see red arrow in screen shot below) to send directly to CoARC. Your e-mail server will then open a new message and a PDF file of this report will be attached. You will likely need to change the subject line to something that represents your program to help CoARC staff identify the purpose of the e-mail.

**YOU MUST SEND THE REPORT DIRECTLY TO COARC
(SHELLEY@COARC.COM) ONCE IT IS GENERATED.**

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75% Find

NBRC Annual School Summary

Report as of 2/26/2010

Total	Passing %	Passing	First Time %	Passing	Repeaters %
20	95.2%	17	81.0%	3	14.3%
34	77.3%	29	65.9%	5	11.4%
29	85.3%	12	35.3%	17	50%

Total	Passing %	Passing	First Time %	Passing	Repeaters %
4	80%	3	60%	1	20%
11	68.8%	4	25%	7	43.8%
4	57.1%	1	14.3%	3	42.9%

File menu items: Open... (Ctrl+O), Organizer, Create PDF, Combine Files..., Start Meeting..., Save (Ctrl+S), Save As... (Shift+Ctrl+S), Save as Certified Document..., Export, Attach to Email... (highlighted with red arrow), Revert, Close (Ctrl+W), Properties... (Ctrl+D), Print Setup... (Shift+Ctrl+P), Print... (Ctrl+P)