



Neonatal
Resuscitation
Program®

American Academy
of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN™



RQI RESUSCITATION
QUALITY
IMPROVEMENT.

An American Heart Association®
and Laerdal Program

NRP LP User Guide

For Individual/Global Account Users

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Purpose

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The purpose of this guide is to describe the user (Learner / Essentials Provider / Advanced Provider / Instructor Candidate / Instructor / Instructor Mentor/NICU Provider/NICU Instructor) interactions on the NRP Learning platform, to access the NRP 9th Edition courses/curricula.

Definitions

AAP

The American Academy of Pediatrics (AAP) is an American professional association of pediatricians. The Academy runs continuing medical education (CME) programs for pediatricians and sub-specialists.



AAP Admin

The AAP NRP representative who manages the users in the NRP Learning Platform.

Advanced Provider (AP)

Advanced Provider focus on the course that delivers the online components of the blended learning course, who may participate in neonatal resuscitation beyond positive pressure ventilation.

Course/Curriculum

A collection of learning components of the program, including the Online Learning Assessment (Adaptive eLearning) and the Exam (if Any).

These online components along with respective ILE will assess and verify the foundational knowledge of the Neonatal Resuscitation Program.

Debrief the Debrief

'Debrief the Debrief' is the structured strategy for improving debriefing skills carried out by Instructor with the help of Instructor Mentor, who facilitate the scenario and debriefing.

Essentials Provider (EP)

Essential focus on the course that delivers the online components of the blended learning course, which is appropriate for anyone involved in the care of a newborn and who may be called on to initiate resuscitation and provide positive-pressure ventilation.

Guest

A website visitor browsing the NRP Site (without active registrations) is deemed as a guest user. Existing registered users who have been deactivated can browse as guest visitor.

Instructor

Instructors focus on hands-on instruction, simulation, communication, and teamwork with their NRP Providers aspirants.

Instructor Application

Instructor Application is an online form that is required to be submitted by an active Advanced Provider being the initial process towards IC curriculum that could be approved/rejected/on hold by an AAP Admin evaluation process.

Instructor Candidate (IC)

Instructor Candidates are those physicians, registered nurses/nurse practitioners, respiratory care practitioners, or physician assistants with experience in the hospital care of newborns in the delivery room. An individual is deemed IC when they have completed an advanced provider curriculum and has their instructor application approved.



Instructor Mentor (IM)

Instructor Mentors focus on hands-on instruction, simulation, communication, and teamwork with their Instructor Candidates.

Instructor Toolkit / ITK

ITK contains the instructional resources and materials available in one location to help ICs, Instructors and IMs to prepare for the online instructor course learning activity and exam.

Instructor-Led Event / ILE / Event

Instructor-led Events is an offline component of a curriculum which must be registered in advance on the NRP Learning Platform. A registrant can expect to do hands-on skills stations, and team-based simulations with a manikin infant. Once successfully completed, a card will be made available to the learner identifying their rank.

Learner (not a rank)

A registered user has not enrolled or enrolled to any course or has ongoing learning activities on the NRP Learning platform. These courses can be self-enrolled or assigned to the learner.

Learner / Student

A user in the platform who is enrolled in the course / curriculum.

User

A guest, registered user, NRP LP Implementer, or AAP Admin on the NRP Learning Platform.

WI (Work Instructions)

Steps with screenshots to perform a task.



Acronyms

Abbreviations	Meaning
AAP	American Academy of Pediatrics
AP	Advanced Provider
CSV	Comma-Separated Values
Ed	Edition
EP	Essentials Provider
IC	Instructor Candidate
IM	Instructor Mentor
ILE	Instructor-led Event
IR	Instructor Renewal
ITK	Instructor Toolkit
LMS	Learning Management System
NRP	Neonatal Resuscitation Program
NICU	Neonatal Intensive Care Unit
NRP LP	NRP Learning Platform
RQI	Resuscitation Quality Improvement
SCORM	Shareable Content Object Reference Model
SFTP	Secure File Transfer Protocol
SSO	Single sign-on
WI	Work Instructions



Cookies

The cookies banner notifies users about the cookie policy, which they can choose to accept or decline.

The cookies banner is displayed throughout the NRP Learning Platform sessions until the user accepts the cookies by clicking the **Accept All Cookies** button or by selecting the **Close/Exit (X)** button.

Login page showing top navigation bar, username and password fields, sign-in and registration options, and a cookie consent banner.

Clicking the **Cookies Setting** button opens the Cookies Setting information in a pop-up window, where users can manage their cookie preferences in two sections: **Strictly Necessary Cookies** and **Performance Cookies**. The **Performance Cookies** can be enabled or disabled using a toggle button.





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set these third-party cookies can recognize your computer both when it visits the website or service in question and also when it visits certain other websites or services. Because we respect your right to privacy, you can choose not to allow some types of cookies. Click on the different category headings to find out more and change our default settings. However, blocking some types of cookies may impact your experience of the site and the services we are able to offer.

[Learn More](#)

Allow All

Manage Consent Preferences

+

Strictly Necessary Cookies

Always Active

—

Performance Cookies

☐

Confirm My Choices

Powered by 

Privacy Preference Center pop-up showing options to allow all cookies or manage consent settings, then confirm your choices.



IMPORTANT

Once cookies are accepted, the selected preferences are stored for one year or until the user resets their browser cookies.



Learner Registration on the NRP Learning Platform

These instructions describe the process for new learners to register and activate their accounts on the NRP Learning Platform.

1. Open your web browser and navigate to the NRP Learning Platform at: <https://nrplearningplatform.com/>.
2. On the login page, click on the **Register Now** button.

3. On the welcome page, enter your **Personal Email Address** in the designated field.



NOTE

Blank spaces and the special characters are not supported.



IMPORTANT

Enter a valid and accessible personal email address. This email will be used for account verification and all future communications.



NOTE

If the entered email address is already associated with an existing account, the system will identify it and prompt the user to use the Forgot Password option instead of creating a new account.



IMPORTANT

See Forgot Password: [Forgot Password \[24\]](#) and Forget Username: [Forgot Username \[26\]](#) for procedure.

4. Click the **Submit** button to continue with the registration process.
5. Enter the **validation code** from the email on the NRP Learning Platform verification screen and click on the **Submit** button.



IMPORTANT

Email verification using the validation code is mandatory. Registration cannot proceed until the code is successfully validated.



NOTE

If the validation email is not received, check the spam or junk folder.



TIP

If the validation code expires, request a new code using the available option on the screen.

6. Enter the following profile details:



**Neonatal
Resuscitation
Program®**

Please provide a few more details to create your NRP Global Account

Please provide the following information to create your NRP Global Account

Your Name

Middle Name

Job Title

Job Title

Mailing Address

Address Line 1*

Address Line 2

Country*

Zip Code*

Phone Number*

Address Location

☐ Work

☒ Home

Next



Fields	Descriptions
First Name	First name of the learner
Middle Name (optional)	Middle name of the learner
Last Name	Last name of the learner
Job Title	Professional role or position of the learner
Address Line 1	Primary street address of the learner
Address Line 2 (optional)	Additional address information such as apartment or unit number of the learner
Country	Country associated with the learner's address
State/Province	State or province associated with the learner's address
City	City associated with the learner's address
Zip Code	Postal or ZIP code associated with the learner's address
Phone Number	Contact phone number of the learner
Address Location	Type of address selected by the learner (Home or Work)



NOTE

All mailing address details are **optional** for the CPS region.

- Click the **Next** button to continue with the registration process.
- Enter a **Username**:



NOTE

Username is displayed with the option to change it.



NOTE

Your NRP GID is auto-populated as the default username. Changing it is optional.



IMPORTANT

The username must be unique. If the entered username is already in use, the system prompts you to choose a different username.



9. Enter a password that meets the following requirements:
 - Contains at least one lowercase character
 - Contains at least one uppercase character
 - Contains at least one digit
 - Contains at least 8 characters
 - Contains at least one special character (no whitespace allowed).
10. Re-enter the same password to confirm.
11. Click the **Terms of Use** link to open the **Terms of Use** popup. After reviewing the terms, click the **Accept** button—the **Terms of Use** checkbox will be selected automatically.



NOTE

Alternatively, you may check the box manually to accept the terms and continue with the registration process.



Username and Password

Please create a username and password to access your NRP Global Account

Create Username

Username*

■■■■■■■■■■

 You can change the default username to something easily memorable to you.

Create Password

Password*



0 / 25

Confirm Password*



☐ I agree to the [Terms Of Use](#) *

Previous

Next

12. Click the **Next** button to continue with the registration process.
13. Verify that a confirmation message is displayed indicating that the account has been created successfully.



Your NRP Global Account created successfully !

NRP Global Account Details

Your NRP Global Account can be accessed via this URL :

<https://nrplearningplatform.com>

Your NRP Global Account is linked to your organisation. You can use a single set of credentials to log into any of your linked organisation accounts.

[Click here](#) to learn more about NRP Global accounts.

Username

rajsingh@yopmail.com

NRP Global ID

8RS-2077

Full Name

Raj Singh

Personal Email Address

(Your own email address which is not related to any of the organizations you are part of)

rajsingh@yopmail.com

Mailing Address

bangalore
New York
new york, 10001
United States of America

Login



TIP

Copy your Username and NRP GID for future login.

14. Click the **Login** button to sign in to the NRP Learning Platform using your Username and Password.

AAP NRP

NRP Catalog

Bulk Purchase

Help

To redeem your access code please [login/register](#)

Login



An email with your NRP Global Account Username has been sent to your registered email address.

Username*

[Redacted]

Password*

[Redacted]



Remember Me

Forgot your [Password or Username?](#)

Login

Register now





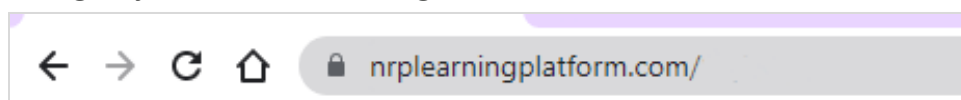
Login to NRP Learning Platform



NOTE

- This work instruction applies to registered and activated account users who land on the NRP Learning Platform (<https://nrplearningplatform.com/>) directly or through the AAP website (www.aap.org → Home / Learning Opportunities / Neonatal Resuscitation Program / Login (NRP 9th Ed Learning Platform)).
- It does not apply to users who use their organization's login to access the NRP Learning Platform.

1. Using any web browser, navigate to the website:



2. Enter the following information:

- Username – The unique username chosen by the user
- Password - The password set by the user



NOTE

Click the “Remember Me” checkbox confirms the browser to save a cookie.

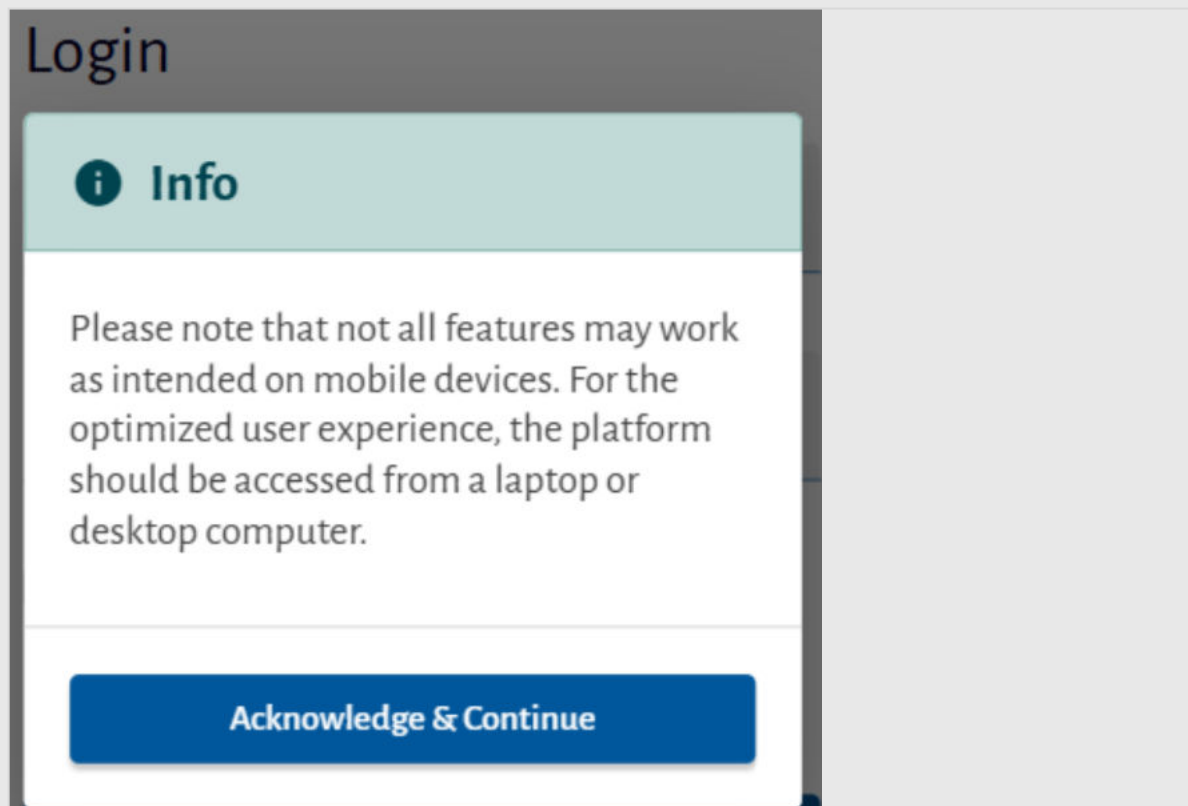
If the browser window is closed without signing out, the user will be signed back in automatically upon returning next time to the platform. However, signing out of the site completely negates the “Remember Me” operation as it deletes the saved cookie and the user will therefore be required to enter the login information again upon return.

3. Click the **Login** button



NOTE

It is recommended to access the NRP platform from a laptop or desktop for the best user experience. A popup on the login screen informs users that certain features may not function optimally on mobile devices.



The user navigates to the Home page of the NRP Learning Platform.



[Home](#) > [Dashboard](#)

Welcome Home! Home Happy

NRP Global ID: 8HH-1366

Dashboard

My Learnings

My Certificates & eCards

License Management

Tasks to Complete

No Task Found

NRP 9th Edition Essentials (1-4) Provider Curriculum

This course is for Essentials Providers, which is appropriate for anyone invol... [View More](#)

[Purchase Now](#)

NRP 9th Edition Advanced (1-11) Provider Curriculum

This course is for Advanced Providers who may participate in neonatal resu... [View More](#)

[Purchase Now](#)

Learning History

[View Learning History](#)

User Profile

Home Happy

[View Profile](#)

Quick Links

- [Browse Catalog](#)
- [Account Settings](#)
- [Order History](#)
- [Change your Password](#)

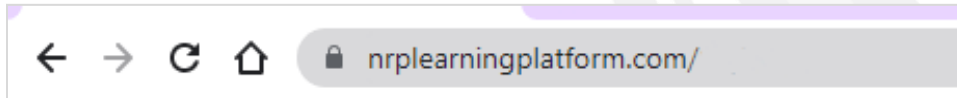
Resources

- [Quickstart Guide](#)



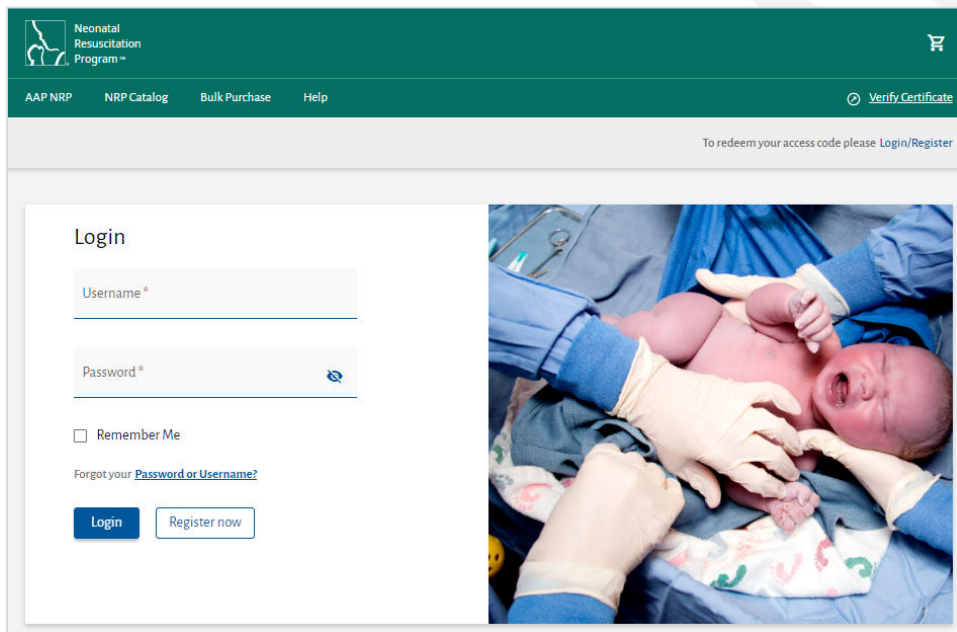
Forgot Password

1. Using any web browser, navigate to the website:



<https://nrplearningplatform.com/>

2. Click on the “**Password or Username?**” link.



3. Enter the email address and click on the **Send Reset Link** button.

Forgot Password Or Username

☒ Password ☐ Username

Provide your registered email address to reset your password.

Email Address *

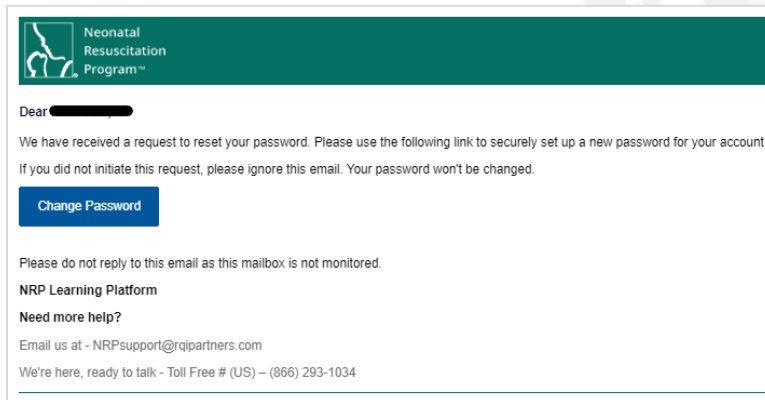
Send Reset Link

Back to [Login](#)

Additional Question? [View FAQ](#)



4. Click the **Change Password** link provided in the “Reset Password” email sent to the user.



5. Enter 'New Password' and 'Confirm Password'.

Reset Password

New Password *  0 / 25

Confirm New Password *  0 / 25

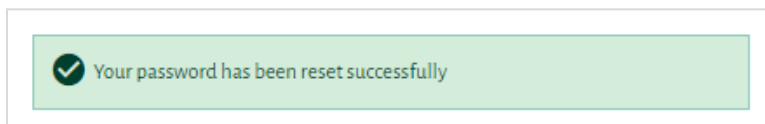
[Reset Password](#)

Back to [Login](#)

Additional Question? [View FAQ](#)

6. Click the **Reset Password** button.

A green bar at the top of the page indicates that the user has reset the password successfully.

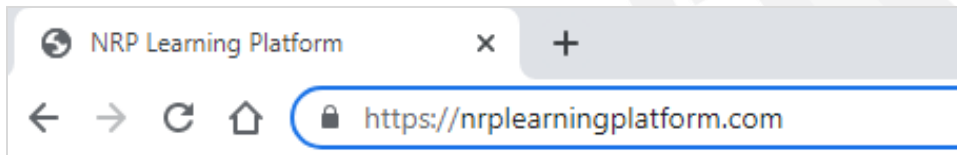




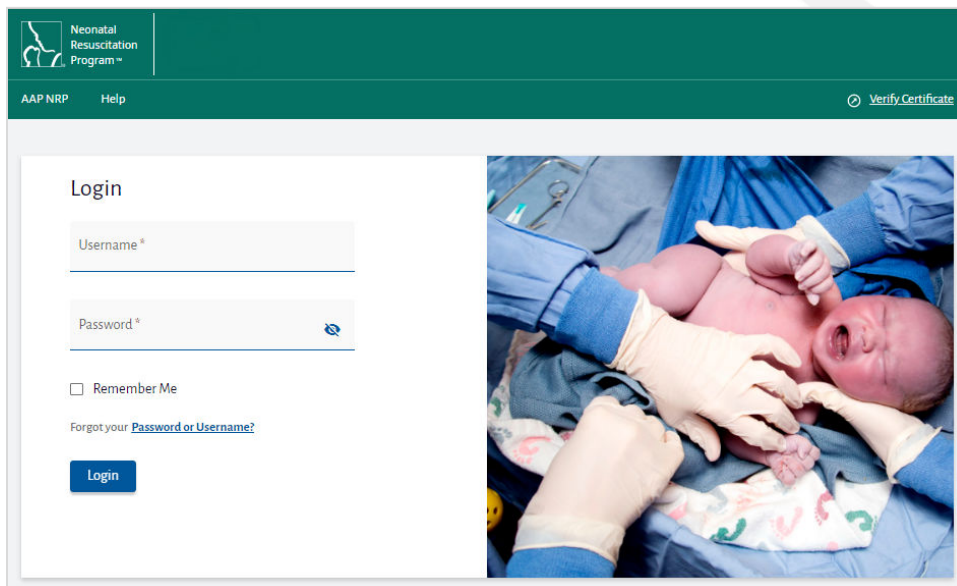
Forgot Username

1. Using any web browser, navigate to the website:

<https://nrplearningplatform.com/>



2. Click on the “**Password or Username?**” link.



3. Click on the “Username” button.

Forgot Password Or Username

☐ Password ☒ **Username**

Provide your registered email address to recover your Username.

Email Username

Back to [Login](#)

Additional Question? [View FAQ](#)



4. Enter the email address and click on the **Email Username** button.

The user is informed that an email with the Username has been sent to the registered email address.

Forgot Password Or Username

☐ Password ☒ Username

✓ An email with the Username has been sent to your registered email address.

Please make sure to check your **spam folder** for the email before clicking of "Resend Email" button

Resend Email

Back to Login

Additional Question? [View FAQ](#)



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Dear [REDACTED],

We have received a request to recover username for your account. If you did not initiate this request, please ignore this email.

Username: [REDACTED]

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPSupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034

Example Email - Recover Username



Password Reset



NOTE

- The Password Reset option appears on the screen when the user's existing password is 90 days old, and the user tries to log in on the NRP Learning Platform.
- Once password reset is done on a profile it will be applicable to all the associated profiles of the user.

1. Enter the "New Password" and "Confirm New Password" and click the **Reset Password** button.

Reset Password

⚠ Your password has expired.
Please reset your password to gain access.

New Password* (0/10)

Confirm New Password* (0/10)

Reset Password

[Back to Login](#)
[Additional Questions? View FAQ](#)

A green bar at the top of the page indicates the password reset has been successful.

2. The user is directed to the login page of the NRP Learning Platform.

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AAP NRP NRP Catalog Bulk Purchase Help [Verify Certificate](#)

To redeem your access code please [Login/Register](#)

Login

✓ Your Password has been successfully reset.
Please login using your new password.

Username*

Password* (0/10)

☐ Remember Me

[Forgot your Password or Username?](#)

Login **Register now**



NOTE

- The user cannot set the last five old passwords as new passwords.
- In case a user tries to log in with a wrong password, the account will be locked, and have to follow Forget Password process either by clicking on the link ***“Forget your Password and Username”*** provided in the message or through the existing link ***“Password or Username?”***.

Neonatal Resuscitation Program®

AAFP NRP NRP Catalog Bulk Purchase Help Verify Certificate

To redeem your access code please [Login/Register](#)

Login

✖ Your account has been locked due to multiple unsuccessful sign-in attempts. To unlock your account, reset your password by selecting [Forget your Password or Username](#)

Username*

Username is required field

Password*

Password is required field

☒ Remember Me

Forgot your [Password or Username?](#)

[Login](#) [Register now](#)



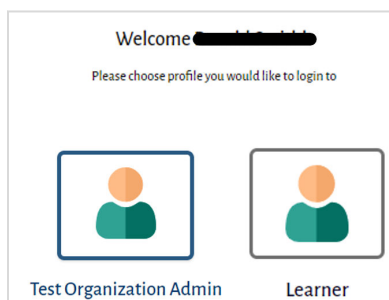
NRP Global Account / Individual

The NRP LP uses an auto-generated NRP Global ID, which is the global identifier used for NRP Global Account on the NRP Learning Platform. This allows the user to link their individual consumer account with all organizational profiles that is associated by using the NRP Global ID as a single point of entry. This enables the user to use a single set of credentials to login to their customer account or any of their linked organizational profiles. The NRP Global Account can be accessed via: <https://nrplearningplatform.com/>

The benefits of NRP Global Account are as follows:

- Single sign-on for global & organizational profiles
- Access to NRP Catalog based on Global Account
- Self-enroll to NRP curriculums
- Initiate/Resume/Complete a course assigned within the NRP LP (even after org separation)
- View Learning History of self-enrolled & Organizational assignments through dedicated dashboards
- View the eCards achieved from all the profiles

Multiple widgets can be accessed using NRP Global ID to switch a role between Admin and Learner roles.

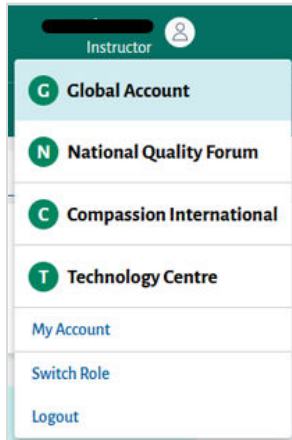


NOTE

The role-specific widgets are made available only for users having multiple roles in the NRP LP. Switching the role is possible at any point in time.



Multiple profiles can be accessed using NRP Global ID to switch a profile between individual and associated organizational accounts.



NOTE

The drop-down shows multiple profiles to switch only for the users associated with multiple profiles (individual or organizations) on the NRP LP. Switching the profile is possible at any point in time.



Pre-Login

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The user can access the NRP Learning Platform landing page directly <https://nrplearningplatform.com/> or through [AAP Website](https://www.aap.org/) [<https://www.aap.org/> Home / Learning Opportunities / Neonatal Resuscitation Program -> Login (NRP LMS Login)] [CPS Website](https://cps.ca/) [<https://cps.ca/> HOME / PROGRAMS / NEONATAL / RESUSCITATION PROGRAMCURRENT / NRP ONLINE EXAM - > Login/Register (NRP LMS Login)]

The following menus & options are available for the user to pre-login into the NRP Learning Platform:

- **AAP NRP** - Allows the user to view the “About Information” related to AAP NRP
- **NRP Catalog** - Allows the user to navigate to the “NRP Catalog” page, wherein all the details of the NRP courses/curricula provided by AAP is available
- **Bulk Purchase** – Allow the user to navigate to the “Purchase License” page, wherein the user can purchase the course licenses in bulk for self-consumption or distribution
- **Help** - Allows the user to view the Customer Support information
- **Register now** - Allows the new user to register on the NRP Learning Platform, who can then login to the platform
- **Login** - Allows the user to login & access the Home page of the user post registration
- **Verify Certificate** - Allows any user who has the Certificate/eCard code to verify the certificate/eCard authenticity
- **Cookies Banner** - The cookie banner notifies the user about the cookie policy that can be accepted or not.



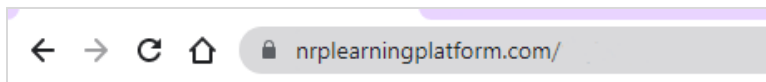
WI: Verifying Course Availability in the Country for Guest Users



NOTE

This Work Instruction is designed for guest users on the NRP Learning platform. For learners who already have an account or are registered users, the courses in the catalog are displayed based on the user's mailing address.

1. Use your preferred browser and visit nrplearningplatform.com.



2. Navigate to the NRP Catalog menu.



Neonatal Resuscitation Program

AAP NRP NRP Catalog Bulk Purchase Help

Verify Certificate

To redeem your access code please [Login/Register](#)

Home > NRP Catalog

NRP Catalog

Search Course

Filter [Clear All](#)

Course Type

- ☐ Advanced Provider
- ☐ Essentials Provider
- ☐ Instructor Candidate
- ☐ Instructor Renewal
- ☐ e-NRP

Purchase Courses for Yourself

NRP 8th Edition Advanced(1-11) Provider Curriculum

The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond positive pressure ventilation.

[View More](#)

USD 45.00

[Purchase Now](#) [+ Cart](#)

NRP 8th Edition Essentials(1-4) Provider Curriculum

The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Essentials Providers, which is appropriate for everyone involved in the care of a newborn and who may be called upon to initiate resuscitation including positive pressure ventilation.

[View More](#)

USD 45.00

[Purchase Now](#) [+ Cart](#)

NRP 8th Edition Instructor Candidate Curriculum

The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers the necessary curricula to become an NRP Instructor. This is the initial course for a provider to obtain NRP instructor status.

[View More](#)

You Require an Advanced Provider eCard & Approved Instructor Candidate Application to Purchase

3. Search or filter the courses based on available filters on the page.
4. Click the **Purchase Now** button.
5. A popup will appear on the screen. Select your country from the dropdown and click the **Check Availability** button.

Check Course availability in your Country

Select your country

Select your Country *
India

[Check Availability](#)

[Ok](#)

6. Once it is confirmed that the course is available in your country, proceed with the registration process.



END OF INSTRUCTIONS



AAP NRP

The 'AAP NRP' menu shows the information about AAP and NRP.

The screenshot shows the AAP NRP website interface. At the top, there is a dark green header with the Neonatal Resuscitation Program logo on the left and a shopping cart icon with a 'Login/Register' link on the right. Below the header is a navigation bar with links for 'AAP NRP', 'NRP Catalog', 'Bulk Purchase', and 'Help'. A 'Verify Certificate' link is also visible. The main content area has a breadcrumb trail 'Home > About NRP' and a section titled 'About Information - AAP/NRP'. This section contains two paragraphs: one about the American Academy of Pediatrics (67,000 pediatricians) and another about the Neonatal Resuscitation Program (evidence-based approach, blended learning, online testing, and hands-on simulation).



NOTE

The user can navigate to 'Login/Register' page by clicking the "Login/Register" button provided at the top-right corner.



NRP Catalog

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The “NRP Catalog” menu shows all the NRP course/curricula details available on the NRP Learning Platform along with an option to enroll.



NOTE

For the logged in users, the courses are listed based on the user’s Rank & Status along with Enroll and Start/Resume options after enrolling to a specific course/curriculum.

Each NRP course/curriculum contains the following details based on the user’s rank & status and eligibility criteria:

- Introduction – The Introduction of a specific course/curriculum
- Summary – The Description and the Learning Objectives details of a specific course/curriculum
- Part 1 details – The details of learning activities are available as Part 1 along with Description, Learning Objectives and Continuing Education Credits details of Part 1 section of a specific course/curriculum
- Part 2 details – The details of Instructor-Led Events (ILE) available as Part 2 along with Description and Learning Objectives details of Part 2 section of a specific course/curriculum
- Price – The cost of a specific course/curriculum



- Action based on the user's rank & status and eligibility criteria:
 - Purchase Now – The user is navigated to Payment page
 - Start/Resume – The user is navigated to Activity page that is available after enrollment

[Home](#) [NRP Catalog](#) [Bulk Purchase](#) [Reports](#) [Help](#)

NRP Catalog

Filter [Clear All](#)

Course Type

- ☒ Advanced Provider
- ☐ Essentials Provider
- ☐ Instructor Candidate
- ☐ Instructor Renewal
- ☐ Cardiac course

Purchase Courses for Yourself

NRP 9th Edition Advanced (1-11) Provider Curriculum

The NRP Advanced Provider course covers lessons 1–11 of the Textbook of Neonatal Resuscitation®, 9th Edition, and includes eBook access for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond ventilation.

[View More](#)

USD 75.00
[Purchase Now](#) [+ Cart](#)

NRP 9th Edition Essentials (1-4) Provider Curriculum

Please note: We recommend all learners confirm with their employer which curriculum they need to complete prior to purchasing because refunds are not possible once the curriculum is started.

The NRP Essentials Provider course covers lessons 1–4 of the Textbook of Neonatal Resuscitation®, 9th Edition, and includes eBook access to the entire textbook for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Essentials Providers, which is appropriate for everyone involved in the care of a newborn and who may be called upon to initiate resuscitation including ventilation.

[View More](#)

USD 65.00
[Purchase Now](#) [+ Cart](#)



TIP

Filter the courses by selecting the course type checkbox.



NOTICE

The NRP catalog will change based on your location and availability of course in the region.



NOTE

The "Login/Register" button at the top-right corner navigates the user to the 'Login/Register' page.



Courses/Curricula – 9th Edition NRP Courses



NOTE

- The 'Courses/Curricula' section describes the Instructor-led (traditional) format NRP courses, which are available in the NRP Catalog to enroll.
- Another option for 9th edition NRP is RQI® for NRP®, which is a quality improvement program for institutions (hence, not listed in the NRP Catalog). The program allows learners to complete NRP Essentials via a self-directed curriculum with quarterly activities to reinforce and master key NRP knowledge and NRP Essentials skills at a simulation station. However, RQI for NRP (Prep and Advanced Endorsement) ILEs is made available to be registered on the NRP Learning Platform.
- RQI for NRP is required for 9th edition NRP training for those taking the Instructor-led course option.

NRP 9th edition introduces a new educational methodology tailored to meet better the needs of the many health care professionals who manage the newly born baby.

The NRP 9th Edition Curricula:

- **NRP 9th Edition Provider Curriculum (Essentials)** - Anyone who is involved in the care of a newborn should take NRP Essentials.
- **NRP 9th Edition Provider Curriculum (Advanced)** - It is appropriate for those who attend births and are responsible for anticipated resuscitation of a newborn with known risk factors, and for those who participate in neonatal resuscitation beyond positive-pressure ventilation.
- **NRP 9th Edition Instructor Candidate (IC) Curriculum** - This course content delivers the necessary curricula to become an NRP Instructor, which is available only to the Advanced Provider who must apply for an Instructor Application and get approved by an AAP Admin. This course must be enrolled and started within 30 days of the enrollment else the IA must be re-submitted.
- **NRP 9th Edition Instructor Renewal (IR) Curriculum** - This course content delivers the necessary curricula to maintain Instructor Status, which is available only for the Instructors and Instructor Mentors, who wish to maintain Instructor status prior expiration of Instructor eCard. If an instructor's status expires prior meeting Instructor status maintenance requirements, then the instructor eligibility requirements must be met followed by completing the Instructor course requirements to maintain Instructor status.
- **e-NRP 9th Edition: eLearning Course with eBook Access** - The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth



and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This e-NRP 9th Edition course delivers NRP 9th Edition content to providers who may participate in neonatal resuscitation but do not have access to hands-on skills training through an International Training Center. This course includes eBook access to the Textbook of Neonatal Resuscitation for two years following course activation. The e-NRP 9th Edition Course results in an eLearning Course Completion Certificate.



NOTE

Note on eNRP Curriculum:

- The e-NRP 9th Edition course does not include a hands-on skills portion and does not result in an eCard.
- The e-NRP 9th Edition course is not available in the United States, Canada, and select other regions.

Part 1 Essentials / Advanced Provider Curriculum Activities

Part 1 focuses on building a foundation of Neonatal Resuscitation knowledge. The learning activities in Part I include:

- Essentials Online Learning Assessment
- Advanced Online Learning Assessment (Advanced Provider only)
- Course Survey

Once all the Part 1 steps are completed, the user can access the NRP Provider Certificate in their account on the NRP Learning Platform.

Part 2 Essentials / Advanced Provider Curriculum Activities

Part 2 includes the following:

Instructor Led Event

Once the user completes the activities in Part 2, the instructor will approve the user's skills and the eCard will be generated. Then, the user can access to the NRP Provider eCard in their account on the NRP Learning Platform.

Part 1 Instructor Candidate / Instructor Renewal Curriculum Activities

Part 1 focuses on assessing and verifying the foundational knowledge of the *Neonatal Resuscitation Program* curricula. The learning activities in Part I include:

NRP LP User Guide

For Individual/Global Account Users



- Essentials Online Learning Assessment
- Advanced Online Learning Assessment
- Instructor Online Learning Assessment
- Course Survey

Once all the Part 1 steps are completed, the user can access the NRP Instructor/ NRP Instructor Mentor Certificate in their account on the NRP Learning Platform.

Part 2 Instructor Candidate / Instructor Renewal Curriculum Activities

For Instructor Candidate: After you complete the online activities, you will need to co-teach three (3) Instructor Led Events with an Instructor Mentor. Passing all assignments is required for issuance of an NRP Instructor eCard and achieved instructor Status.

For Instructor Renewal: After you complete the online activities, you will need to teach two (2) Instructor Led Events. Passing all assignments is required for issuance of an NRP Instructor eCard and maintained instructor Status.

Part 2 includes the following activities:

- Debrief the Debrief (Instructor Candidate only): After completing two (2) events, please carry this debrief to the final event to get graded by your instructor.
- Instructor Led Event 1
- Instructor Led Event 2
- Instructor Led Event 3 (Instructor Candidate Only)
- Offline Event 1 (Instructor Renewal only)
- Offline Event 2 (Instructor Renewal only)

Once the user completes all steps, the instructor will approve the user's skills and the eCard will be generated. Then, the user can access the NRP Instructor eCard in an account and achieved Instructor status on the NRP Learning Platform.

eBooks – 9th Edition NRP eBooks

The Textbook Neonatal Resuscitation®, 9th Edition, in an eBook format incorporates the latest evidence, reflects the 2025 AHA/AAP Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care, and is an essential resource to help train providers who care for newborns in the delivery room.

Resuscitation in the NICU

The Resuscitation in the NICU course is offered by the American Academy of Pediatrics (AAP). This course provides a deep dive into managing neonatal resuscitation in the NICU environment,



with focused learning on respiratory and cardiovascular compromise, cardiopulmonary arrest, and post-arrest care.

This is a blended learning experience that combines self-paced, True Adaptive eLearning modules with a hands-on Instructor-Led Event (ILE) to strengthen team performance, including improved coordination and communication during high-stakes clinical events. Learners will explore key topics including respiratory and cardiovascular compromise, cardiopulmonary arrest, post-arrest care, and team performance enhancement during critical care situations.



NOTE

Resuscitation in the NICU course is available for the US region only.

The course consists of two parts:

Part 1 focuses on NICU neonatal resuscitation fundamentals: recognize NICU-specific differences, respond early to respiratory/cardiovascular decline, and improve team roles/coordination. The learning activities in Part 1 include:

- **Resuscitation in the NICU Online Learning Assessment**
- **Course Survey**

Once all the Part 1 steps are completed, the user can access the Course Completion Certificate in their account on the NRP Learning Platform.

Part 2 includes only one activity:

Instructor Led Event: Once the user completes the activities in Part 2, the instructor will approve the user's skills, and the eCard will be generated. Then, the user can access to the NICU Provider eCard in their account on the NRP Learning Platform.



NOTE

NICU learners who have completed Part 1 will receive scheduled reminder notifications during the one-year course completion window. These reminders help ensure that learners complete the remaining course requirements within the required timeframe.



WI: Searching/Filtering for the NRP Course

1. Click the **NRP Catalog** menu.

The screenshot shows the NRP Catalog website. At the top, there is a navigation bar with links: Home, NRP Catalog, Bulk Purchase, Reports, and Help. Below the navigation bar, the page title is "NRP Catalog". There is a search bar labeled "Search Course". On the left side, there is a "Filter" section with a "Clear All" link. Under "Course Type", there are five radio button options: Advanced Provider (selected), Essentials Provider, Instructor Candidate, Instructor Renewal, and Cardiac course. The main content area is titled "Purchase Courses for Yourself" and displays two course listings. The first listing is "NRP 9th Edition Advanced (1-11) Provider Curriculum" with a description, a price of USD 75.00, and buttons for "Purchase Now" and "+". The second listing is "NRP 9th Edition Essentials (1-4) Provider Curriculum" with a description, a price of USD 65.00, and buttons for "Purchase Now" and "+". Each listing also has a "View More" button.

2. Enter the part of a search term (NRP course/curriculum name).



NOTE

Search requires minimum 3 characters to provide auto-suggestions and filter out displayed courses on the “Course Listing” pane.



END OF INSTRUCTIONS



WI: Filtering Through Course Type

1. Click the **NRP Catalog** menu.

The screenshot shows the NRP Catalog website. At the top, there is a navigation bar with links: Home, NRP Catalog, Bulk Purchase, Reports, and Help. Below the navigation bar, the page title is "NRP Catalog". There is a search bar labeled "Search Course". Below the search bar, there is a "Filter" section with a "Clear All" link. Under "Filter", there is a "Course Type" section with the following options: ☒ Advanced Provider, ☐ Essentials Provider, ☐ Instructor Candidate, ☐ Instructor Renewal, and ☐ Cardiac course. To the right of the filter section, there is a "Purchase Courses for Yourself" section. It contains two course listings. The first listing is "NRP 9th Edition Advanced (1-11) Provider Curriculum". It includes a description: "The NRP Advanced Provider course covers lessons 1–11 of the Textbook of Neonatal Resuscitation®, 9th Edition, and includes eBook access for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond ventilation." It also shows the price "USD 75.00" and buttons for "Purchase Now" and a shopping cart icon. Below the description is a "View More" button. The second listing is "NRP 9th Edition Essentials (1-4) Provider Curriculum". It includes a "Please note" section: "We recommend all learners confirm with their employer which curriculum they need to complete prior to purchasing because refunds are not possible once the curriculum is started." It also includes a description: "The NRP Essentials Provider course covers lessons 1–4 of the Textbook of Neonatal Resuscitation®, 9th Edition, and includes eBook access to the entire textbook for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Essentials Providers, which is appropriate for everyone involved in the care of a newborn and who may be called upon to initiate resuscitation including ventilation." It also shows the price "USD 65.00" and buttons for "Purchase Now" and a shopping cart icon. Below the description is a "View More" button.

2. Select the required course type to filter the list accordingly.



NOTE

Upon selecting a filter value, results are automatically filtered out on the Course listing pane.



END OF INSTRUCTIONS



WI: Viewing More Details for Course

1. Click the **NRP Catalog** menu.

The screenshot shows the NRP Catalog website. At the top is a navigation bar with links: Home, NRP Catalog, Bulk Purchase, Reports, and Help. Below the navigation bar is the 'NRP Catalog' header. A search bar labeled 'Search Course' is present. A 'Filter' section on the left allows users to select a 'Course Type' from a list: Advanced Provider (selected), Essentials Provider, Instructor Candidate, Instructor Renewal, and Cardiac course. The main content area is titled 'Purchase Courses for Yourself' and displays two course cards. The first card is for the 'NRP 9th Edition Advanced (1-11) Provider Curriculum', priced at USD 75.00, with a 'Purchase Now' button and a '+ Cart' icon. The second card is for the 'NRP 9th Edition Essentials (1-4) Provider Curriculum', priced at USD 65.00, also with a 'Purchase Now' button and a '+ Cart' icon. Both cards include a 'View More' button at the bottom.

2. Click the **View More** button.
3. Navigate to the respective tabs to view more information as the details are segregated into 3 main tabs along with sub-tabs:
 - Summary
 - Description
 - Learning Objectives
 - Part 1
 - Learning Activities in Part 1
 - Description
 - Learning Objectives
 - Continuing Education Credits
 - Part 2
 - Learning Activities in Part 1



- Description
- Learning Objectives

[Home](#) > [NRP Catalog](#) > [NRP 9th Edition Advanced \(1-11\) Provider Curriculum](#)

NRP 9th Edition Advanced (1-11) Provider Curriculum

USD 75.00

[Purchase Now](#)



[Summary](#) [Part 1](#) [Part 2](#) [eBook](#)

Description

The NRP Advanced Provider course covers lessons 1–11 of the *Textbook of Neonatal Resuscitation*®, 9th Edition, and includes eBook access for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond ventilation.

Learning Objectives

Upon completion of this continuing medical education activity, participants should be able to:

- Describe the physiologic changes that occur when the fetus makes the transition to extrauterine life.
- State the steps to take when anticipating and preparing for the birth of a newborn.
- Describe the initial steps of newborn care, including indicators for care at the radiant warmer including oxygen management and indications for CPAP.
- State indicators for ventilation, signs that ventilation is inflating the lungs, ventilation corrective steps, and indicators for insertion of a laryngeal mask.
- State the indicators for insertion of an endotracheal tube and the steps for preparation, insertion, securing, and assisting with this procedure.
- State the indicators for initiating chest compressions, describe proper technique, and signs that indicate compressions may be discontinued.
- State the indicators for epinephrine and volume expander and describe the proper techniques for administration and evaluation of this intervention.
- State parameters for the use of post-resuscitation care.
- Describe the strategies specific to resuscitation and stabilization of the preterm newborn.
- Describe management of the newborn whose clinical status requires special consideration, such as airway complications and lung abnormalities, congenital anomalies, and complications due to maternal opiate or anesthesia exposure.
- Describe the ethical principles associated with newborn resuscitation, what to do when a baby dies, and how to support parents and staff through the grieving process.
- Recognize the principles of neonatal resuscitation.
- Identify the need for resuscitation and how to provide initial steps of resuscitation.
- Identify the knowledge and equipment essential to determine and provide ventilation.
- State the knowledge and skills essential to provide chest compressions during neonatal resuscitation.
- Name the indications and skills needed to provide endotracheal intubation during neonatal resuscitation.
- Define the scope and practice of use of medications during neonatal resuscitation.
- Review special situations in neonatal resuscitation; Translate these skills & knowledge for use as needed outside the delivery room.
- Differentiate the indications and skills required in neonatal resuscitation for a preterm delivery.



NOTE

By default, the Summary section of a specific course/curriculum is on display.



END OF INSTRUCTIONS



WI: Purchasing the Curricula from the NRP Catalog



NOTE

- The **Purchase Now** button is available in the NRP Catalog per course. However, enrolling to a course activity is only available for the logged-in user.
- The **Purchase Now** button option is available also in the 'View More' page and 'Tasks to Complete' section under 'Dashboard' tab for registered users.

1. Login to the NRP Learning Platform.
2. Click the **NRP Catalog** menu.

The screenshot displays the NRP Catalog web interface. At the top, a navigation bar includes links for Home, NRP Catalog (active), Bulk Purchase, Reports, and Help. Below the navigation bar, the page title "NRP Catalog" is shown. A search bar labeled "Search Course" is present. On the left, a "Filter" section with a "Clear All" link lists "Course Type" options: Advanced Provider (selected), Essentials Provider, Instructor Candidate, Instructor Renewal, and Cardiac course. The main content area, titled "Purchase Courses for Yourself", lists two courses:

- NRP 9th Edition Advanced (1-11) Provider Curriculum**
The NRP Advanced Provider course covers lessons 1–11 of the Textbook of Neonatal Resuscitation®, 9th Edition, and includes eBook access for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond ventilation.
Price: USD 75.00
Buttons: Purchase Now, + (shopping cart icon)
- NRP 9th Edition Essentials (1-4) Provider Curriculum**
Please note: We recommend all learners confirm with their employer which curriculum they need to complete prior to purchasing because refunds are not possible once the curriculum is started.
The NRP Essentials Provider course covers lessons 1–4 of the Textbook of Neonatal Resuscitation®, 9th Edition, and includes eBook access to the entire textbook for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Essentials Providers, which is appropriate for everyone involved in the care of a newborn and who may be called upon to initiate resuscitation including ventilation.
Price: USD 65.00
Buttons: Purchase Now, + (shopping cart icon)



3. Click the **Purchase Now** button for a required course (Essentials/Advanced Provider, Instructor Candidate, Instructor Renewal) to be enrolled.



NOTE

- A user is navigated to login page in case the user has directly landed on NRP Catalog menu on the NRP Learning Platform as login is mandatory to enroll to any course.
- The **Purchase Now** option for an Instructor Candidate course is available only to the Advanced Providers, who has applied for an Instructor Application and has got it approved else the message “You require an Advanced Provider E-Card and an Approved Instructor Candidate Application to Enroll” is displayed.
- The **Purchase Now** option for an Instructor renewal course is available only to Active Instructors and Instructor Mentors, who has applied for an Instructor Application and has got it approved else the message “You require an Advanced Provider E-Card and an Approved Instructor Candidate Application to Enroll” is displayed.

NRP 9th Edition Instructor Candidate Curriculum

The NRP Instructor Candidate course includes e-book access to the Textbook of Neonatal Resuscitation®, 9th Edition, for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers the necessary curricula to become an NRP Instructor. This is the initial course for a provider to obtain NRP instructor status.

[View More](#)

You Require an Advanced
Provider eCard & Approved
Instructor Candidate Application
to Purchase

NRP 9th Edition Instructor Renewal Curriculum

The NRP Instructor Renewal course includes eBook access to the Textbook of Neonatal Resuscitation, 9th Edition, for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers the necessary curricula for instructors to maintain Instructor Status.

[View More](#)

You Require an Active Instructor
eCard to Purchase



END OF INSTRUCTIONS



WI: Adding the Curricula to the Cart from the NRP Catalog

1. Login to the NRP Learning Platform.
2. Click the **NRP Catalog** menu.

The screenshot shows the NRP Catalog website interface. At the top is a navigation bar with links: Home, NRP Catalog, Bulk Purchase, Reports, and Help. Below the navigation bar is the 'NRP Catalog' header. A search bar labeled 'Search Course' is present. A 'Filter' section on the left includes a 'Clear All' link and a 'Course Type' section with radio buttons for 'Advanced Provider' (selected), 'Essentials Provider', 'Instructor Candidate', 'Instructor Renewal', and 'Cardiac course'. The main content area is titled 'Purchase Courses for Yourself' and displays two course cards. The first card is for the 'NRP 9th Edition Advanced (1-11) Provider Curriculum', priced at USD 75.00, with a 'Purchase Now' button and a cart icon. The second card is for the 'NRP 9th Edition Essentials (1-4) Provider Curriculum', priced at USD 65.00, also with a 'Purchase Now' button and a cart icon. Both cards include a 'View More' button and detailed descriptions of the courses.

3. Click the “Cart Symbol” button for a required course (Essentials/Advanced Provider, Instructor Candidate, Instructor Renewal) for bulk purchase.



NOTE

- Once the course is added to the cart the 'Cart Symbol' is replaced with "Remove from Cart" option.
- Clicking on the "Remove from Cart" option removes the course from the cart.

Home > NRP Catalog

NRP Catalog

Search Course

Filter [Clear All](#)

Purchase Courses for Yourself

Course Type

- ☐ Advanced Provider
- ☐ Essentials Provider
- ☐ Instructor Candidate
- ☐ Instructor Renewal
- ☐ e-NRP
- ☐ Cardiac course
- ☐ Resuscitation in the NICU

Resuscitation in the NICU

The Resuscitation in the NICU course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curriculum for Resuscitation in the NICU, which is appropriate for everyone involved in the care of a newborn and who may be called upon to initiate resuscitation including positive pressure ventilation.

[View More](#)

USD 25.00

[Purchase Now](#) [+ Cart](#)

NRP 9th Edition Advanced (1-11) Provider Curriculum

The NRP Advanced Provider course covers lessons 1–11 of the Textbook of Neonatal Resuscitation®, 9th Edition, and includes eBook access for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond ventilation.

[View More](#)

USD 75.00

[Purchase Now](#) [+ Cart](#)

- Upon adding the course into the cart, clicking the "Purchase License in Bulk" option or the "Purchase License" menu on the top of the page option allows the user to add the quantity to be purchased.



END OF INSTRUCTIONS



Bulk Purchase

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The “Bulk Purchase” menu shows all the NRP courses/curricula available on the NRP LP to purchase in bulk along with information about discounts based on the quantity of the bulk purchase.

AAP NRP

NRP Catalog

Bulk Purchase

Help

Course Type

☐ Curriculum

- ☐ NRP Advanced Provider
- ☐ NRP Essentials Provider
- ☐ NRP Instructor Candidate
- ☐ NRP Instructor Renewal
- ☐ e-NRP
- ☐ NRP® Cardiac course

Want to purchase licenses and distribute among your colleagues?

Purchase License

Distribute License

Redeem License

NRP 9th Edition Essentials (1-4) Provider Curriculum

[View Details](#)

USD 65.00/Standard License

Add Quantity

NRP 9th Edition Advanced (1-11) Provider Curriculum

[View Details](#)

USD 75.00/Standard License

Add Quantity

Discount available on purchase of 50 licenses or more. Refer below.

Number of Licenses	% Discount	You Save
1 - 49	0%	USD 0.00/unit
50 - 99	10%	USD 6.50/unit
100 - 149	15%	USD 9.75/unit
150 - 199	20%	USD 13.00/unit
200 - 299	25%	USD 16.25/unit
300 +	27%	USD 17.55/unit

** You can purchase single product or both together



NOTE

The user can navigate to the ‘Login/Register’ page by clicking the “Login/Register” button provided at the top-right corner.



Bulk Purchase Licenses for Distribution – 9th Edition NRP Courses

From the retail profile, a user can purchase course licenses in bulk and distribute them to other learners via an email address of a student (**Referred as bulk purchaser**). The student will receive an activation code that can be redeemed on the NRP LP.

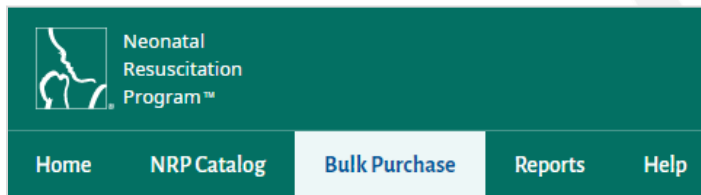
After purchasing licenses in bulk, users can go to the License Management section to assign licenses to individual users.

Upon purchasing bulk licenses for distribution, a 'License Management' section will appear on the dashboard of the NRP LP user.



Search/Filter Through Curriculum

1. Click the **Bulk Purchase** menu.



2. Select the required course type to filter the list accordingly.

Filter [Clear All](#)

Bulk Purchase Licenses

Course Type

- ☐ Curriculum
 - ☐ NRP Advanced Provider
 - ☐ NRP Essentials Provider
 - ☐ NRP Instructor Candidate
 - ☐ NRP Instructor Renewal
 - ☐ NRP® Cardiac course
 - ☐ Resuscitation in the NICU

Purchase and Manage licenses

Purchase License → License gets added → Create Assignments

NRP 9th Edition Essentials (1-4) Provider Curriculum

[View Details](#)

USD 65.00/Standard License [Add Quantity](#)

Unlimited quantity of license is already available for your Organization

NRP 9th Edition Advanced (1-11) Provider Curriculum

[View Details](#)

USD 75.00/Standard License [Add Quantity](#)

To purchase this product, please contact RQI Partner Support

Discount available on purchase of 50 licenses or more. Refer below.

Number of Licenses	% Discount	You Save
1 - 49	0%	USD 0.00/unit
50 - 99	10%	USD 6.50/unit
100 - 149	15%	USD 9.75/unit
150 - 199	20%	USD 13.00/unit
200 - 299	25%	USD 16.25/unit
300 +	27%	USD 17.55/unit

**** You can purchase single product or both together**

Total Number of Licenses: **0** Discount Applied: **0%** Total Amount (Excluding tax): **USD 0.00** [Add to Cart](#)



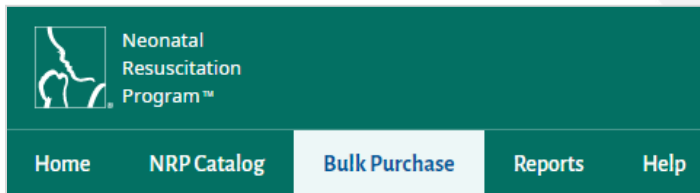
NOTE

Upon selecting a filter value, the results are automatically filtered on the Course listing pane.



Add Curriculum to Cart for Bulk Purchase

1. Login to the NRP Learning Platform.
2. Click the **Bulk Purchase** menu.



3. Enter the number in the “Add Quantity” field.

Filter [Clear All](#)

Bulk Purchase Licenses

Course Type

- ☐ Curriculum
 - ☐ NRP Advanced Provider
 - ☐ NRP Essentials Provider
 - ☐ NRP Instructor Candidate
 - ☐ NRP Instructor Renewal
 - ☐ NRP® Cardiac course
 - ☐ Resuscitation in the NICU

Purchase and Manage licenses

Purchase License → License gets added → Create Assignments

NRP 9th Edition Essentials (1-4) Provider Curriculum

[View Details](#)

USD 65.00/Standard License [Add Quantity](#)

Unlimited quantity of license is already available for your Organization

NRP 9th Edition Advanced (1-11) Provider Curriculum

[View Details](#)

USD 75.00/Standard License [Add Quantity](#)

To purchase this product, please contact RQI Partner Support

Discount available on purchase of 50 licenses or more. Refer below.

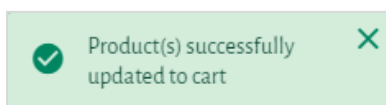
Number of Licenses	% Discount	You Save
1 - 49	0%	USD 0.00/unit
50 - 99	10%	USD 6.50/unit
100 - 149	15%	USD 9.75/unit
150 - 199	20%	USD 13.00/unit
200 - 299	25%	USD 16.25/unit
300 +	27%	USD 17.55/unit

**** You can purchase single product or both together**

Total Number of Licenses: 0 | Discount Applied: 0% | Total Amount (Excluding tax): **USD 0.00** [Add to Cart](#)

4. Click the **Add to Cart** button.

The **Successfully Registered** message appears at the top of the page.





NOTE

- The discounts available on bulk purchases are listed in the table. To avail of the discount percentage, the total number of all the products must fall within the given range.

Discount available on purchase of 50 licenses or more. Refer below.		
Number of Licenses	% Discount	You Save
1 - 49	0%	USD 0.00/unit
50 - 99	10%	USD 4.50/unit
100 - 149	15%	USD 6.75/unit
150 - 199	20%	USD 9.00/unit
200 - 299	25%	USD 11.25/unit
300 +	27%	USD 12.15/unit

*** You can purchase single product or both together

- text is displayed below the “Total Amount (Excluding tax)” info about the required number of licenses to avail the next higher discount.

Total Number of Licenses 250	Discount Applied 25%	Total Amount (Excluding tax) USD 13,125.00	Add to Cart
Add 50 more licenses to avail 27% discount			



- While adding a single quantity to the cart, user receives a pop-up to confirm the reason for the purchase. The user can go to the 'NRP Catalog' by clicking on the link if purchasing for self-consumption or click on the **Continue** button.

Alert Purchase for Distribution

Please note you are purchasing a single license that can only be used for distribution to other learners.

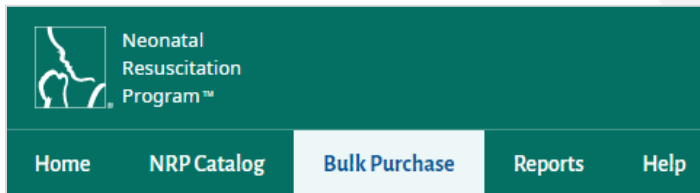
If you would like to purchase a license for your personal use visit our [NRP Catalog](#).

Continue



Update the Cart for Bulk Purchase

1. Login to the NRP Learning Platform.
2. Click the **Bulk Purchase** menu.



3. Enter the number in the “Add Quantity” field.

Number of Licenses	% Discount	You Save
1 - 49	0%	USD 0.00/unit
50 - 99	10%	USD 6.50/unit
100 - 149	15%	USD 9.75/unit
150 - 199	20%	USD 13.00/unit
200 - 299	25%	USD 16.25/unit
300 +	27%	USD 17.55/unit

** You can purchase single product or both together

Total Number of Licenses
4

Discount Applied
0%

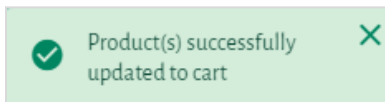
Total Amount (Excluding tax)
USD 280.00

Update Cart

Add 46 more licenses to avail
10% discount

4. Click the **Add to Cart** / **Update Cart** button.

The **Successfully Registered** message appears at the top of the page.





Shopping Cart

Contents

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WI: Removing the Products from the cart	63
WI: Checking Out the Products from the cart	64

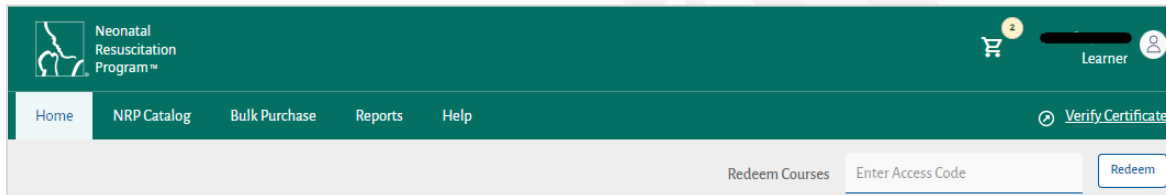
The 'Shopping Cart' icon available on the top-right corner of the page lists all the product(s), which are added to the cart of bulk purchases.

The screenshot shows the NRP dashboard for a user named John Cena. The top navigation bar includes links for Home, NRP Catalog, Bulk Purchase, Reports, and Help. A shopping cart icon is visible in the top right corner. Below the navigation bar, there is a section for 'Welcome Home! John Cena' with the NRP Global ID: 8JC-0655. The main content area is titled 'Tasks to Complete' and displays two curriculum cards: 'NRP 9th Edition Essentials (1-4) Provider Curriculum' with a 'Resume' button, and 'NRP 9th Edition Advanced (1-11) Provider Curriculum' with a 'Start' button. The status for the Essentials course is 'In Progress' and for the Advanced course is 'Not Started'. Both are assigned by 'Admin'.

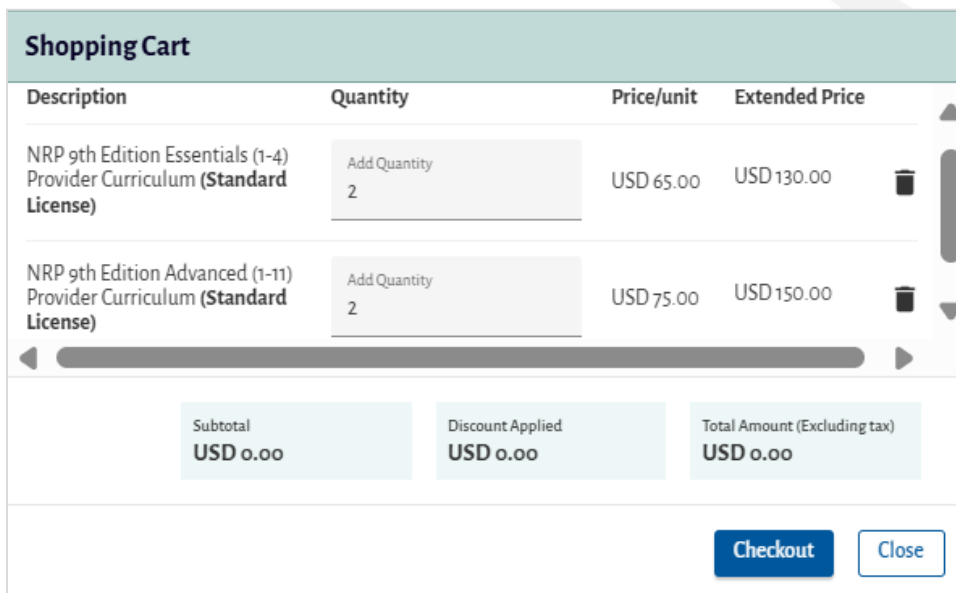


WI: Updating the Shopping cart

1. Click the 'Cart' icon located at the top right corner



2. Enter the “license quantity” or increase/decrease the “license quantity” in the cart.

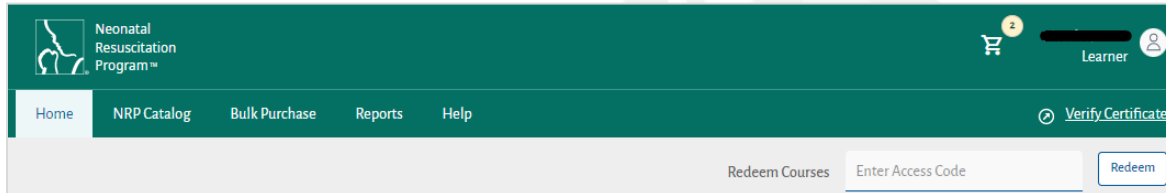


END OF INSTRUCTIONS

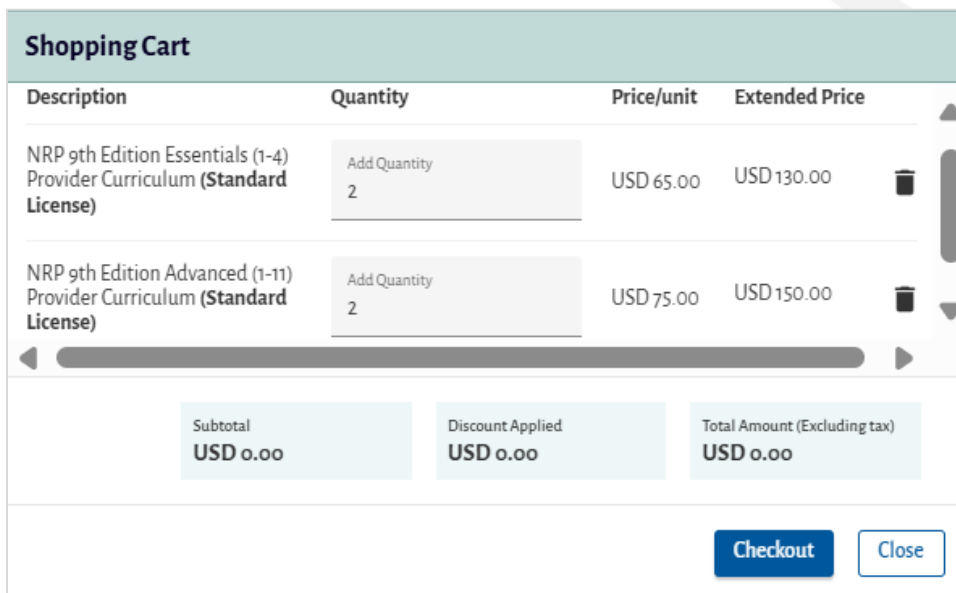


WI: Removing the Products from the cart

1. Click the 'Cart' icon located at the top right corner



2. Click the trash icon to remove the product.

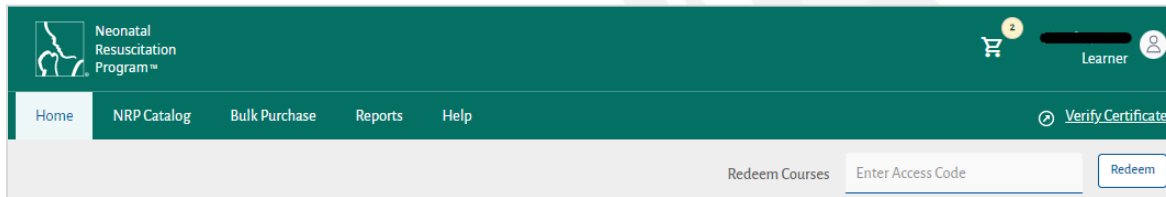


END OF INSTRUCTIONS

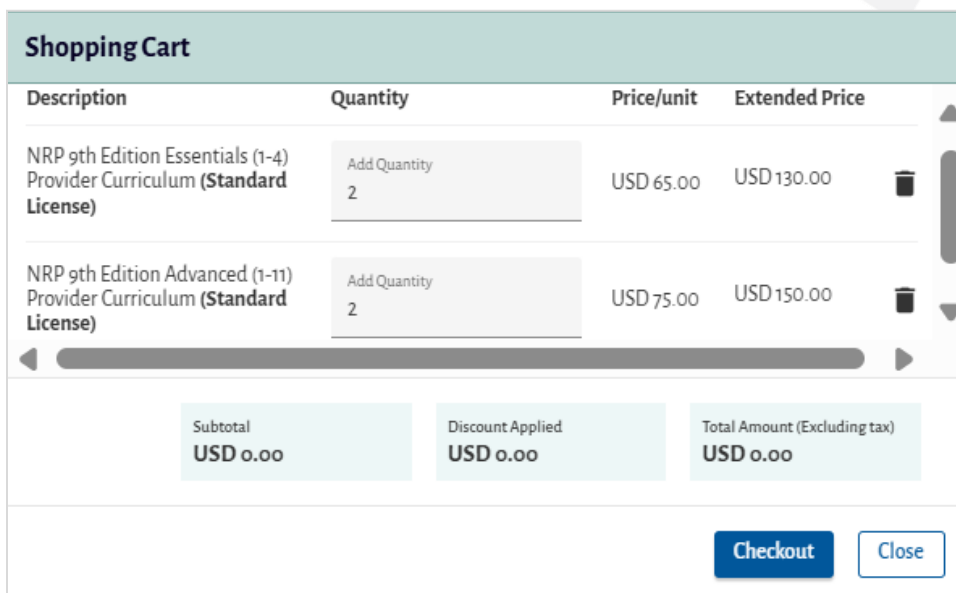


WI: Checking Out the Products from the cart

1. Click the 'Cart' icon located at the top right corner



2. Click the **Checkout** button.



3. Click the **Add Billing Address** button.



NOTICE

If the Billing Address is available, move to [Step 6](#)



Billing Address

Name
John Cena

[Add Billing Address](#)

Billing Method

Pay with credit or debit card.

Order Summary

NRP 9th Edition Essentials (1-4) Provider Curriculum (Standard License)	USD 65 x 2	USD 130.00
NRP 9th Edition Advanced (1-11) Provider Curriculum (Standard License)	USD 75 x 2	USD 150.00
Subtotal:		USD 0.00
Discount:		USD 0.00
Tax:		USD 0.00
Tax will be calculated based on the City, State and zip code		
Total:		USD 0.00

4. Enter the 'Billing Address' for purchase.

Add Billing Address

Name
[Redacted]

Address Line 1 *

Address Line 2

Country *
United States of America

State/Province *

City *

Zip code *

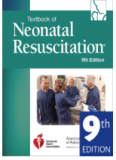
Address Location
☒ Home
☐ Work

[Save](#) [Cancel](#)



- Click the **Save** button.
- Click the **Proceed to Payment** button.

Billing Address [Edit](#)
Name
John Cena
Address
#101, New Street, New York, 10001, US, New York, New York, 10001, US
Location
Home
Billing Method
Pay with credit or debit card.
    

Available for you !

USD \$69.26 (10% off) USD \$76.95
Includes shipping and handling
Format: Paperback
Language: English
Textbook of Neonatal Resuscitation (9th edition)
Available to you at a discounted price along with this purchase
[View Details](#)
[Add to this Purchase](#)

Order Summary
NRP 9th Edition Essentials (1-4) Provider Curriculum (Purchasing for Self) USD 65.00 USD 65.00
Subtotal: USD 65.00
Discount: USD 0.00
Tax: USD 0.00
Tax will be calculated based on the City, State and zip code
Total: USD 65.00
[Proceed to Payment](#) [Cancel](#)



NOTE

- For claiming the Tax Exemption, click on "click Here" link and enter the details.
- If the Tax Exemption details are available, click the **Apply** button to avail tax exemption.

Billing Address [Edit](#)
Name
John Cena
Address
Interstate Highway, Austin, Texas, 567812, US
Location
Home
Claim Tax Exemption? [Click here](#)
Billing Method
Pay with credit or debit card.
    

Order Summary
NRP 9th Edition Essentials (1-4) Provider Curriculum (Standard License) USD 65 x 2 USD 130.00
NRP 9th Edition Advanced (1-11) Provider Curriculum (Standard License) USD 75 x 2 USD 150.00
Subtotal: USD 0.00
Discount: USD 0.00
Tax: USD 0.00
Tax will be calculated based on the City, State and zip code
Total: USD 0.00
[Proceed to Payment](#) [Cancel](#)

- Enter the following card details for the payment:



- Card Number – The unique number printed on the payment card
- Expiration Date – The date of expiry of the payment card

Neonatal Resuscitation Program

NRP Learning Platform

Pay with credit or debit card

Card Number

Expiration Date mm / yy /

Billing Address

First name

Last name

Country

Billing address

If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City

State

ZIP

[Pay Now](#)

Order summary

Total (USD): 180.00

8. Click the **Redeem** button.

The “Payment Successful!” message is displayed, indicating that the payment was successful.

Payment Successful!

You have paid USD 8

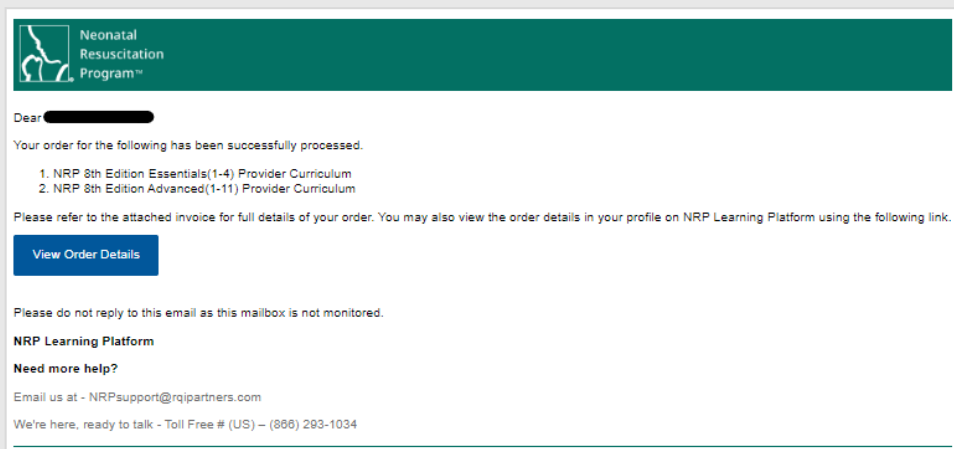
You can manage your licenses from the [License Management Section](#) of your dashboard.

[Manage License](#) [Download Invoice](#)



NOTE

- The user can also navigate to the Home -> License Management page anytime to start assigning the licenses.
- Example Email - Order Confirmation



END OF INSTRUCTIONS



Redeem Course (Pre-Login & Post-Login)

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The 'Redeem Course' facility allows a user to redeem a course using an 'Access Code' received through an email. The user must login to the NRP Learning Platform for redeeming the course.

Redeem the Course Using an Access Code

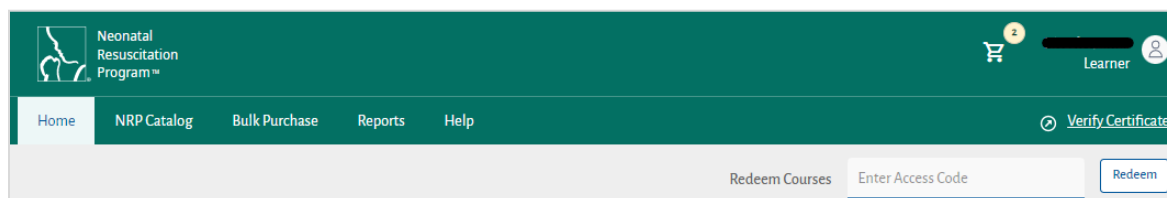
These instructions describe the process for redeeming a course using an access code on the NRP Learning Platform.



NOTE

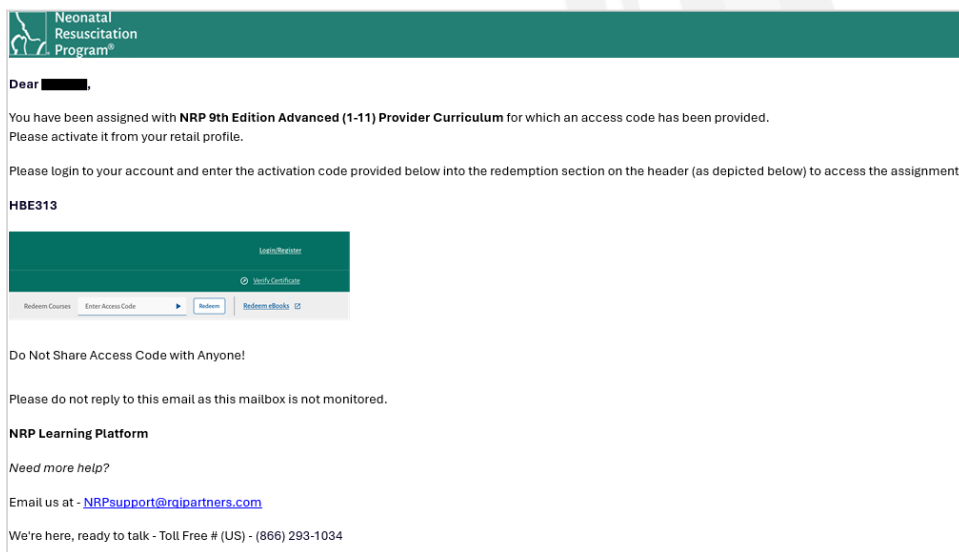
The "Access Code" is sent to the user through an email when a bulk purchaser has assigned a course.

1. Login to the NRP Learning Platform.



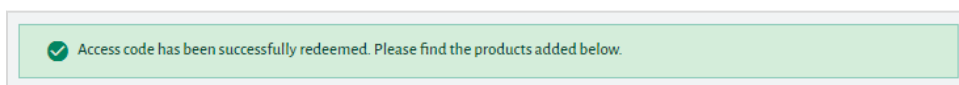
2. Enter the "Access Code" provided in the email.

Example Email - Access Code



3. Click the **Redeem** button.

The **Successfully Registered** message appears at the top of the page.





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Reports – Reports Menu General Information

The ‘Reports’ menu shows the ‘Progress Report – Bulk Purchase’ report that contains the information of the user’s progress report assigned by a bulk purchaser.

Home > Reports

Reports

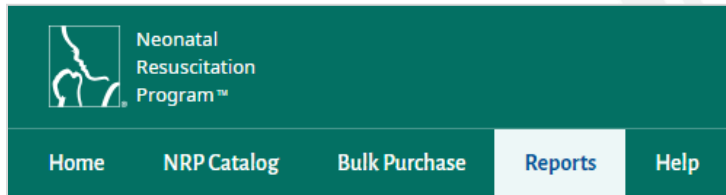
Report Name	Action
Progress report - Bulk purchase	Download

1 – 1 of 1 |< < > >|

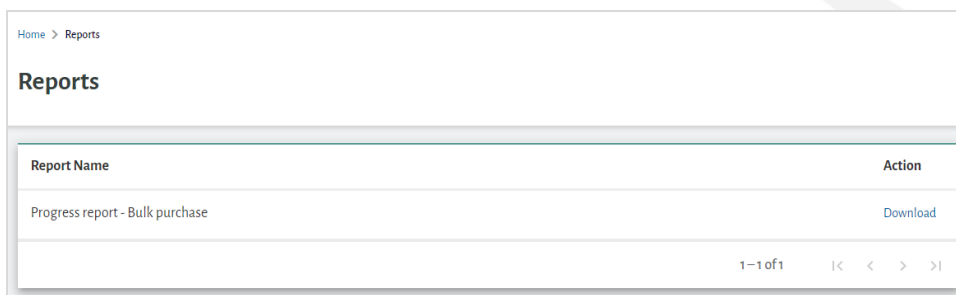


WI: Downloading Progress Report- Bulk Purchaser

1. Click on the **Reports** heading in the top menu bar.



2. Click the “Download” link from across the Progress report – Bulk purchase.



3. Enter the following details:
 - **Report Name (optional):** The name of the download copy chosen by the user
 - **Select Date Range:** The date range of the Progress report
 - **Curriculum Name:** The name of the curriculum
 - **Curriculum Status:** Status of the curriculum (Not Started / In progress / Completed)
 - **Country:** The name of the country
 - **State/Province:** The name of the state/province
 - **Assignment Status:** The status of the assignments can be 'Redeemed', 'Not Redeemed' and 'Revoked'



View/Download - Progress report - Bulk purchase

Report Name

Select Date Range



Curriculum Name



Curriculum Status



Country



State/Province



Assignment Status



Downloadable Format

CSV

Clear All

Download

Cancel



TIP

All the above information is optional. If no values are selected, the report will be downloaded in its original form, using the default report name and without any filters applied.

4. Click the **Download** button.

A CSV file with the Order details is downloaded.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	First Name	Last Name	Email ID	NRP ID	Job Title	State	Country	Rank	Curriculum Name Assigned	Assigned By	Redeemed Date	Course Status	Course Completion Date	Access Code Status
2														



NOTE

The downloaded CSV file is based on the selection criteria.



CAUTION

The export file contains Personally Identifiable Information (PII), and should be controlled per company policy.

The **Successfully Registered** message appears at the top of the page.

✓ Report downloaded successfully.



END OF INSTRUCTIONS



Help (Pre-Login & Post-Login)

The Pre-login & Post-login 'Help' menu shows the Customer Support information of AAP & RQI Partners.

Help

Customer Support Information

Contact RQI Partners Customer Support

RQI Partners

Toll Free Phone: 1-866-293-1034

Email: NRPSupport@rqipartners.com

Hours of Operation: Monday – Friday 8:00 AM – 8:00 PM Eastern Standard Time (US)

Contact RQI Partners for

- Questions about the Learning Platform/purchasing online courses

Contact AAP Customer Support

American Academy of Pediatrics

Toll Free Phone: 1-800-433-9016, Option #4

Email: nrp@aap.org

Hours of Operation: Monday - Friday, 8:00 AM - 4:30 PM Central Standard Time (US)

Contact AAP for

- Questions about the materials/Instructor Toolkit
- Instructor or provider status/renewal questions



Verify Certificate (Pre-Login & Post-Login)

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The Verify Certificate menu allows the public user (pre-login) & the user (post-login) to verify the certificate/eCard authenticity.

Neonatal
Resuscitation
Program™

AAP NRP NRP Catalog Bulk Purchase Help [Verify Certificate](#)

To redeem your access code please [Login/Register](#)

Login

Username *

Password *

☐ Remember Me

Forgot your [Password or Username?](#)

[Login](#) [Register now](#)



WI: Verifying the Certificate/eCard

1. Login to the NRP Learning Platform.

2. Click the “Verify Certificate” link provided on the top right side of the menu bar. The user navigates to the Certificate Site page.

3. Enter the certificate/eCard code.



NOTE

The code is printed on the Certificates & eCards.

4. Select the reCAPTCHA option to confirm you are a robot.



Neonatal
Resuscitation
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Support ▾

Verify a Certificate

If you have a certificate code, then you can manually verify a certificate by entering the code here.

Certificate code*

Please check the box below to proceed.

☒ I'm not a robot [Privacy](#) [Terms](#)

5. Click the **Verify** button.
6. Certificate details will be listed with the following details:
 - Program Name
 - Certificate Name
 - Issued To
 - Claimed By
 - Course Completion Date

Neonatal
Resuscitation
Program™

Support ▾

Verify a Certificate

If you have a certificate code, then you can manually verify a certificate by entering the code here.

Certificate code*

Please check the box below to proceed.

☒ I'm not a robot [Privacy](#) [Terms](#)

Program Name	Certificate Name	Issued To	Claimed By	Course Completion Date
NRP 8th Edition	NRP 8th Edition Esse...			09/28/2022



END OF INSTRUCTIONS



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Post-Login – Menus General Information

Any registered user on the NRP Learning Platform can login and access the Home page of the user.

The following options are available for the user post-login into the NRP Learning Platform:

- **Home** – Allows the user to view all the options available related to courses such as Dashboard (Tasks to Complete), My Learnings, My Certificates & eCards
- **NRP Catalog** – Allows the user to navigate to “NRP Catalog” page, wherein all the details of the NRP courses/curricula provided by AAP are available
- **Bulk Purchases** - Allow the user to bulk purchase curriculum for distribution
- **Reports** - Allow to download progress reports
- **Events** – Allows the user to add the event, manage roster & finalize roster



NOTE

The ‘Events’ menu is available only for the user whose rank is Instructor or Instructor Mentor (IM).

- **Help** – Allows the user to view the Customer Support information
- **Verify Certificate** – Allows any user who has the Certificate/eCard code to verify the certificate/eCard authenticity





 Neonatal
Resuscitation
Program™

  Instructor

Home NRP Catalog Bulk Purchase Reports Events Help [Verify Certificate](#)

Redeem Courses



Home

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The Home menu shows the tabs:

- Dashboard (default)
- My Learnings
- My Certificates & eCards.
- License Management
- Instructor Toolkit (only visible to Instructor Candidate (IC), Instructor, and Instructor Mentor (IM))



[Home](#) > [Dashboard](#)

Welcome Home! Home Happy

NRP Global ID: 8HH-1366

- [Dashboard](#)
- [My Learnings](#)
- [My Certificates & eCards](#)
- [License Management](#)

Tasks to Complete

No Task Found

NRP 9th Edition Essentials (1-4) Provider Curriculum

This course is for Essentials Providers, which is appropriate for anyone invol... [View More](#)

[Purchase Now](#)

NRP 9th Edition Advanced (1-11) Provider Curriculum

This course is for Advanced Providers who may participate in neonatal resu... [View More](#)

[Purchase Now](#)



Learning History

[View Learning History](#)



User Profile

Home Happy

[View Profile](#)

Quick Links

- [Browse Catalog](#)
- [Account Settings](#)
- [Order History](#)
- [Change your Password](#)

Resources

[Quickstart Guide](#)



Dashboard

The 'Dashboard' tab displays information on:

- Tasks to Complete
- Link to Your Past Learning History
- User-specific Recommendations
- Learning History
- User Profile
- Quick Links
- Resources

The screenshot shows the NRP Dashboard for a user named 'Home Happy' with NRP Global ID: 8HH-1366. The dashboard is divided into several sections:

- Left Sidebar:** Contains navigation links: Dashboard (selected), My Learnings, My Certificates & eCards, and License Management.
- Tasks to Complete:** A section with a light blue header. It currently displays 'No Task Found'.
- Course Recommendations:** Two cards for NRP 9th Edition curriculum:
 - NRP 9th Edition Essentials (1-4) Provider Curriculum:** Described as appropriate for anyone involved. Includes a 'View More' link and a 'Purchase Now' button.
 - NRP 9th Edition Advanced (1-11) Provider Curriculum:** Described as for advanced providers. Includes a 'View More' link and a 'Purchase Now' button.
- User Information Cards:** Two cards at the bottom left:
 - Learning History:** Includes an image of books and a 'View Learning History' button.
 - User Profile:** Includes an image of a person with a glowing outline and a 'View Profile' button.
- Quick Links:** A section on the right with links to: Browse Catalog, Account Settings, Order History, and Change your Password.
- Resources:** A section at the bottom right with a link to the Quickstart Guide.



Tasks to Complete

The 'Tasks to Complete' tile shows the courses/curricula that the user can start/resume the enrolled/assigned by Org Admin course/curriculum.

These options are available only once the user has been enrolled in a relative course based on the user's Rank (Essential Provider, Advanced Provider, Instructor, Instructor Mentor), and Status (Active/In-Active) or when the user has been assigned an assignment by Org Admin.

In case, the user has not purchased any course/curriculum, then the user is given course recommendation to enroll in the course/curriculum relevant to the user's Rank.



NOTE

- For the very first time, when the user logs on to the NRP Learning Platform, the user's name is displayed at the top right corner along with the label "Learner". This is not the Rank of the user; it is the identification of the logged-in user. Once the user completes the respective courses, the 'Learner' label is updated with the user's appropriate Rank & Status.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard
My Learnings
My Certificates & eCards
License Management

Tasks to Complete

New
NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New
NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

- If the user's Rank is Advanced Provider or Advanced Endorsement, then a recommendation to apply for an Instructor Application is provided.
- If User's Rank is Instructor or Instructor Mentor and has created events with waiting list, then **View Event Listing** is shown in the Tasks to Complete.

Home > Dashboard

Welcome Home!
NRP Global ID:

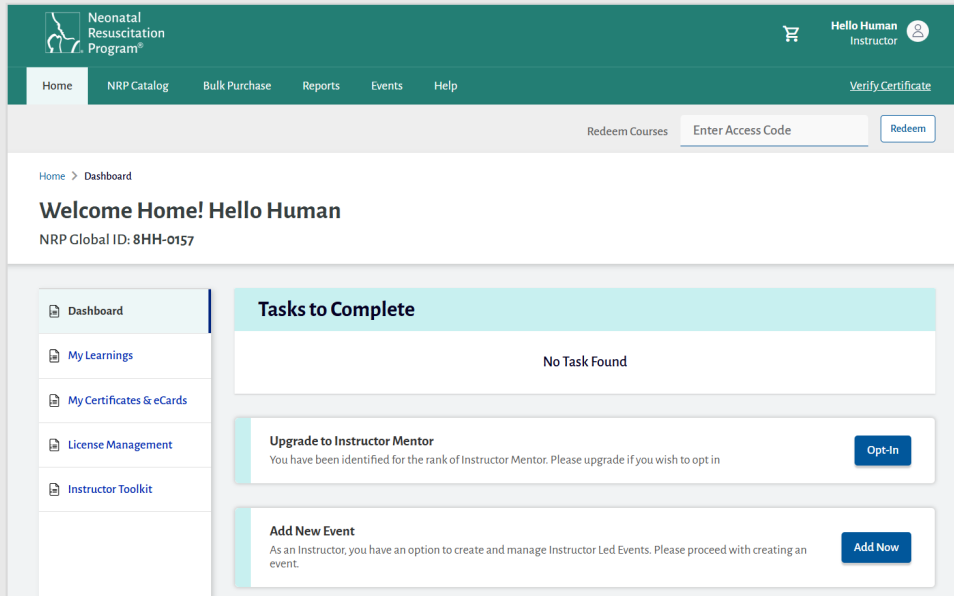
Dashboard
My Learnings
My Certificates & eCards
License Management
Instructor Toolkit

Tasks to Complete

You have Users in Waiting List
Users in Waiting List: 2
Number of affected Events: 2
You can increase the value of Maximum number of registrants to accommodate the waiting list.
View Event Listing



- If the user's Rank is Instructor and has been identified to become IM, then the recommendation to **Opt-In** to an Instructor Mentor Rank is provided.



- If the user's Rank is Instructor/Instructor Mentor (IM), then the recommendation for creating the event (**Add Now**) is provided.



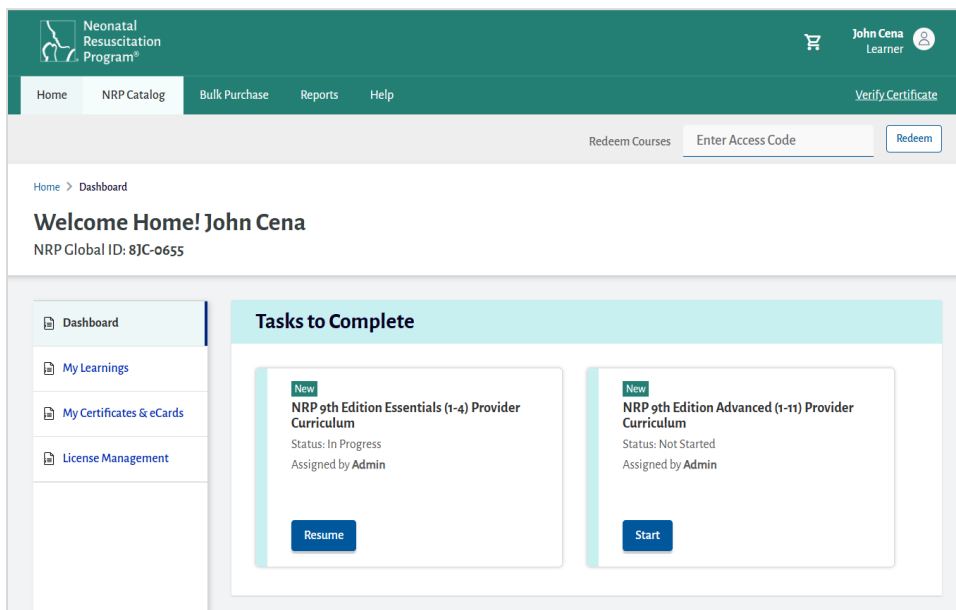
WI: Linking the Past Learning History from the 7th Edition Platform



NOTICE

- The “Link to your 7th Edition Learning History” is applicable for those users who have done 7th edition NRP courses and want to regain their Rank and Learning history.
- Upon recovering the learning history, the highest rank and rank expiry date of the learner in the history is considered as the rank of the user on the NRP learning platform.

1. Login to the NRP Learning Platform.
2. Click the **Recover Now** button.



3. Click the **Get Started** button.



Welcome the NRP Learning Platform

Link to your 7th Edition account history

The following items are required to link to your 7th Edition history

- NRP ID (7th Edition NRP Card Number)
- Last Name (As displayed on your 7th Edition NRP Card)

If you do not have this information readily available, please login to [7th Edition Platform](#) and recover your details.

You may skip this step if you are a new to The Neonatal Resuscitation Program® (NRP®) courses or if you wish to do this activity later.

🔔 This pop-up will not show up again. You can always access this by clicking on "Recover Now" button on Link to your 7th Edition Learning History widget on the dashboard.

Get Started **Skip and continue**



NOTE

- Click the **Skip and Continue** button if don't have the 'NRP Card Number' or want to recover your learning history later.
- Click the link "[7th Edition Platform](#)" to recover the NRP details.

4. Enter the "NRP ID (NRP Card Number)" and "Last Name" and click the **Submit** button.



Recover your account history

Kindly provide your NRP ID (NRP Card number).

NRP ID (NRP Card Number) *

Last Name *

Note: If you have multiple NRP ID (NRP Card Number), you can recover associated learning history from the recovery link in your dashboard.

Please contact support in case you do not have the above information. [i](#)

Submit

Cancel

5. Click the **Confirm, It's My Data** button.

Review and Confirm

Learning history For NRP ID (NRP Card Number)

██████████

Name

██████████

Email Address

████████████████████

Organization Name

██████████

Highest Rank

Provider

Rank Expiry Date

31 Jan, 2022

Rank Status

Active

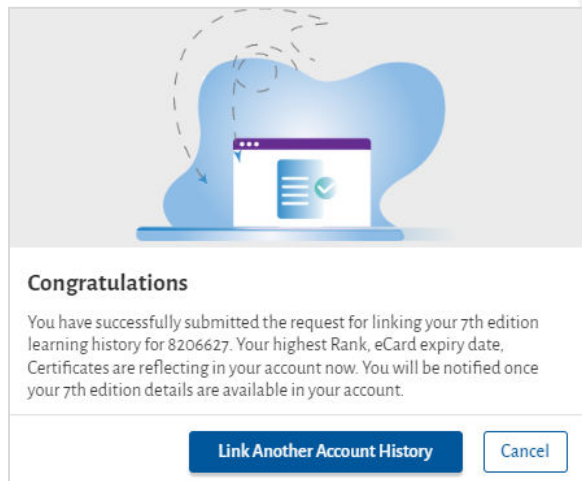
If you have another NRP ID or NRP Card Number, you can add it later via recovery link in your dashboard.

Confirm, It's My Data

No, Cancel



The 'Congratulations' popup appears on the screen.



6. Click the **Link Another Account History** button for linking another account history; otherwise, click the **Cancel** button.



END OF INSTRUCTIONS



Purchasing the Curricula from the User's Dashboard



NOTE

- The **Purchase Now** button option is available also in the 'NRP Catalog' & 'View More' page of any curriculum in the 'NRP Catalog' for the non-registered user. However, the user has to login for enrolling process.
- **For IC curriculum:**
 - The "Purchase Now" button option for an Instructor Candidate curriculum is available only for the Advanced Providers who have applied for an Instructor Application (IA) and have it approved by AAP Admin.
 - The IC curriculum should be enrolled and started within 30 days of the IA being approved else it will be marked as "You will be temporarily restricted". The blocked curriculum could be available again by applying for Instructor Application (IA) and getting approved. However, there is no need to purchase the curriculum again.
 - The user rank will change from Advanced Provider to Instructor Candidate once IC curriculum has been started.
 - The "Purchase Now" button option for the Instructor Renewal curriculum is available only for an Active Instructor.

1. Login to the NRP Learning Platform.
2. Click the **Purchase Now** button for a required course (Essentials/Advanced Provider, Instructor Candidate, Instructor Renewal) to be enrolled.



NRP Catalog

🔍 Search Course

Filter [Clear All](#)

Purchase Courses for Yourself

Course Type

- ☐ Advanced Provider
- ☐ Essentials Provider
- ☐ Instructor Candidate
- ☐ Instructor Renewal
- ☐ NEPP
- ☐ Cardiac
- ☐ Resuscitation in the NICU

NRP 9th Edition Advanced (1-11) Provider Curriculum

The NRP Advanced Provider course covers lessons 1–11 of the Textbook of Neonatal Resuscitation®, 9th Edition, and includes eBook access for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond ventilation.

[View More](#)

USD ~~895.00~~

Purchase Now



NRP 9th Edition Essentials (1-4) Provider Curriculum

Please note: We recommend all learners confirm with their employer which curriculum they need to complete prior to purchasing because refunds are not possible once the curriculum is started.

The NRP Essentials Provider course covers lessons 1–4 of the Textbook of Neonatal Resuscitation®, 9th Edition, and includes eBook access to the entire textbook for two years following course activation. The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery. This course content delivers curricula for Essentials Providers, which is appropriate for everyone involved in the care of a newborn and who may be called upon to initiate resuscitation including ventilation.

[View More](#)

USD ~~695.00~~

Purchase Now





NOTE

Viewing more details has been covered in the “NRP Catalog” section titled “Viewing More Details for Course Details”.

- Click the **Add Billing Address** button.

Billing Address [Edit](#)

Name
[Redacted]

Address
[Redacted]

Location
Home

Billing Method

Pay with credit or debit card.

Available for you !

USD \$15.00 (25% off) USD \$20.00

Format : Paperback
Language : English

Textbook of Neonatal Resuscitation (9th edition)
Available to you at a discounted price along with this purchase

[View Details](#)

[Add to this Purchase](#)

Order Summary

NRP 9th Edition Advanced (1-11) Provider Curriculum (Purchasing for Self) USD [Redacted] USD [Redacted]

Subtotal: USD [Redacted]

Discount: USD [Redacted]

Tax: USD [Redacted]

Tax will be calculated based on the City, State and zip code

Total: [Redacted]

[Proceed to Payment](#) [Cancel](#)



NOTE

Adding the Billing Address is a one-time activity.

- Enter the following details required to process the payment in the “Billing Address” pop-up:
 - Address Line1 – The address of the user
 - Address Line2 (optional) – An additional address details if the user wishes to enter
 - City – The city where the user resides
 - State / Province – The state/province where the user resides
 - Zip code – The zip code where the user resides



- Home (by default) / Work – Select Home or Work based on the address being entered

Add Billing Address

Name

Address Line 1 *

Address Line 2

Country *

United States of America

State/Province *

City *

Zip code *

Address Location
☒ Home
☐ Work

Save

Cancel

5. Click the **Save** button to save the address details entered as the billing address.

The pop-up gets closed, and the user is redirected to the “Billing Address” page along with updated address details. The billing address details entered by the user will automatically be populated.



Billing Address

[Edit](#)

Name

██████████

Address

██████████
██████████, New York, NY 10017, US

Location

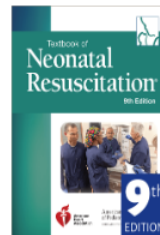
Home

Billing Method

Pay with credit or debit card.



Available for you !



USD \$15.00 (25% off) ~~USD~~

~~\$20.00~~

Format : Paperback

Language : English

Textbook of Neonatal Resuscitation (9th edition)

Available to you at a discounted
price along with this purchase

[View Details](#)

[Add to this Purchase](#)

Order Summary

NRP 9th Edition Advanced (1-11)
Provider Curriculum (Purchasing
for Self)

USD █████ USD █████

Subtotal: USD █████

Discount: USD █████

Tax: USD █████

Tax will be calculated based on the City, State and zip code

Total: ████████████████████

[Proceed to Payment](#)

[Cancel](#)



NOTE

- The Billing Address is auto-populated the next time the user tries to enroll.

Edit Billing Address

Name

Address Line 1 *

Address Line 2

Country *

State/Province *

City *

Zip code *

Address Location

☒ Home

☐ Work

Update

Cancel

- The Billing Address can be modified by clicking on the “Edit” link. The address is updated by clicking **Update** button.
- The billing address can also be modified in the My Accounts → Address Book section.

- Click the **Proceed to Payment** button.



Billing Address

[Edit](#)

Name

██████████

Address

██████████, New York, NY 10001, US

Location

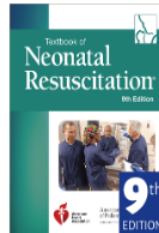
Home

Billing Method

Pay with credit or debit card.



Available for you !



USD \$15.00 (25% off) ~~USD \$20.00~~

Format : Paperback
Language : English

Textbook of Neonatal Resuscitation (9th edition)

Available to you at a discounted
price along with this purchase

[View Details](#)

[Add to this Purchase](#)

Order Summary

NRP 9th Edition Advanced (1-11)
Provider Curriculum (Purchasing
for Self)

USD █████ USD █████

Subtotal: USD █████

Discount: USD █████

Tax: USD █████

Tax will be calculated based on the City, State and zip code

Total: ████████████████████

[Proceed to Payment](#)

[Cancel](#)

7. Enter the following payment Card details:
- Card Number – The unique number printed on the payment card
 - Expiration Date – The date of expiry of the payment card





Neonatal
Resuscitation
Program

NRP Learning Platform

Pay with credit or debit card

Card Number



Expiration Date

/

Billing Address

First name

Last name

Country

Billing address

If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City

State

ZIP

Pay Now

Order summary

Total (USD): 180.00

8. Click the **Redeem** button.

The “Payment Successful!” message is displayed, which indicates to the user that the payment has been made successfully.

Payment Successful!

You have paid USD 75



Thank you for Purchasing e-NRP 9th Edition: eLearning Course with eBook Access. Your course is available in [Dashboard](#)

View Course

Download Invoice



NOTE

- The user can also navigate to the Home → Dashboard page anytime to start the course as the course being enrolled is displayed in the 'Tasks to Complete' tile.
- The user can Download the Invoice by clicking the **Download Invoice** button that saves the Invoice PDF along with View/Download/Print options.



INVOICE

Order #: B80P1B742562

Date: March 26, 2026



Neonatal
Resuscitation
Program®

RQI Partners

167 Myers Corners Road
Wapping Falls, NY 12590
Toll Free Phone: 1-866-293-1034
Email: NRPsupport@rqipartners.com
www.rqipartners.com

Billed To

[Redacted]
[Redacted]
[Redacted]
Email: [Redacted]

Transaction Details:

Product Name	Quantity	Unit Price	Discount	Payable Amount
e-NRP 9th Edition: eLearning Course with eBook Access (Purchasing for Self)	1	USD 75.00	USD 0.00	USD 75.00

Payment Information

Payment Method : Credit Card
Service provider : PayPal
Status : Delivered

Subtotal USD 75.00
Discount USD 0.00
Tax USD 0.00
Total USD 75.00

Refund Policy:

The order can be cancelled and a refund can be requested within 30 days of purchase provided no topic within the course has been started. To initiate the cancellation / refund process, please contact RQI Partners Support.

Please note that RQI Partners reserves the sole right to approve or reject a cancellation / refund request.

Thank you for your business!

© Copyright 2021 American Academy of Pediatrics. All rights reserved.

- Example Email - Order Confirmation



Neonatal
Resuscitation
Program™

Dear [REDACTED]

Your order for the following has been successfully processed.

1. NRP 8th Edition Instructor Candidate Curriculum

Please refer to the attached invoice for full details of your order. You may also view the order details in your profile on NRP Learning Platform using the following link.

[View Order Details](#)

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPSupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034



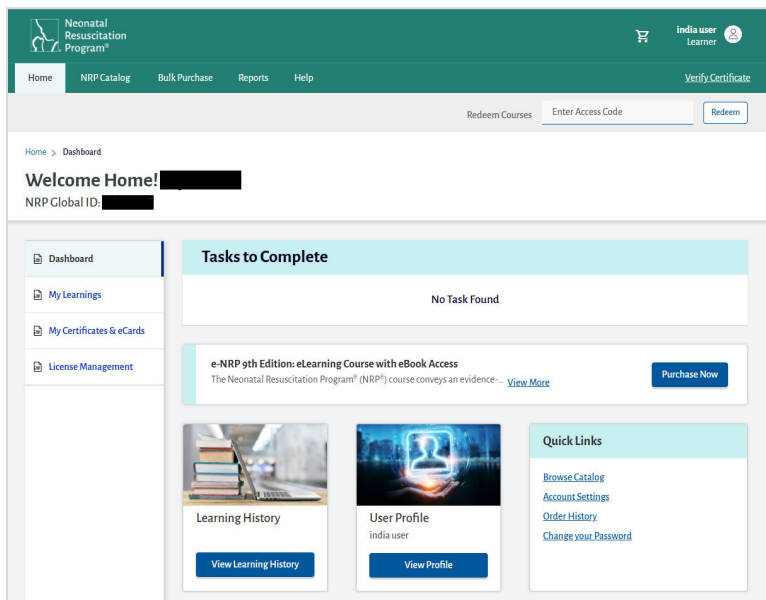
Purchase the eNRP Course from the User's Dashboard



NOTICE

The eNRP Course is only available in selected countries and will appear on the dashboard based on the user's mailing address.

1. Login to the NRP Learning Platform.
2. Click the **Purchase Now** button.



3. Click the **Add Billing Address** button.



Billing Address
Provide the below information to proceed for billing.

Billing Address

Name
[Redacted]

[Add Billing Address](#)

Billing Method

Pay with credit or debit card.

Order Summary

e-NRP 9th Edition: eLearning Course with eBook Access (Purchasing for Self)	USD 75.00	USD 75.00
Subtotal:		USD 75.00
Discount:		USD 0.00
Tax:		USD 0.00
Tax will be calculated based on the City, State and zip code		
Total:		USD 75.00

[Proceed to Payment](#) [Cancel](#)



NOTE

Adding the Billing Address is a one-time activity.

4. Enter the following details required to process the payment in the “Billing Address” pop-up:
 - Address Line1 – The address of the user
 - Address Line2 (optional) – An additional address details if the user wishes to enter
 - City – The city where the user resides
 - State / Province – The state/province where the user resides
 - Zip code – The zip code where the user resides
 - Home (by default) / Work – Select Home or Work based on the address being entered



Add Billing Address

Name
[Redacted]

Address Line 1 *
[Redacted]

Address Line 2
[Redacted]

Country *
United States of America

State/Province *
[Redacted]

City *
[Redacted]

Zip code *
[Redacted]

Address Location
☒ Home
☐ Work

[Save](#) [Cancel](#)

5. Click the **Save** button to save the address details entered as the billing address.

The pop-up gets closed, and the user is redirected to the **Billing Address** page along with updated address details. The billing address details entered by the user will automatically be populated.

Billing Address

Provide the below information to proceed for billing.

Billing Address [Edit](#)

Name
[Redacted]

Address
[Redacted]

Location
Home

Billing Method

Pay with credit or debit card.

Order Summary

e-NRP 9th Edition: eLearning Course
with eBook Access (Purchasing for Self) USD 75.00 USD 75.00

Subtotal: USD 75.00

Discount: USD 0.00

Tax: USD 0.00

Tax will be calculated based on the City, State and zip code

Total: USD 75.00

[Proceed to Payment](#) [Cancel](#)



NOTE

- The Billing Address is auto-populated the next time the user tries to enroll.

Edit Billing Address

Name
[Redacted]

Address Line 1 *
[Redacted]

Address Line 2
[Redacted]

Country *
[Redacted]

State/Province *
[Redacted]

City *
[Redacted]

Zip code *
[Redacted]

Address Location

☒ Home

☐ Work

Update **Cancel**

- The Billing Address can be modified by clicking on the “Edit” link. The address is updated by clicking the **Update** button.
- The billing address can also be modified in the My Accounts → Address Book section.

6. Click the **Proceed to Payment** button.



Billing Address
Provide the below information to proceed for billing.

Billing Address [Edit](#)

Name
[Redacted]

Address
[Redacted]

Location
Home

Billing Method
Pay with credit or debit card.

Order Summary

e-NRP 9th Edition: eLearning Course
with eBook Access (Purchasing for Self) USD 75.00 USD 75.00

Subtotal: USD 75.00

Discount: USD 0.00

Tax: USD 0.00
Tax will be calculated based on the City, State and zip code

Total: USD 75.00

[Proceed to Payment](#) [Cancel](#)

7. Enter the following payment Card details:

- Card Number – The unique number printed on the payment card
- Expiration Date – The date of expiry of the payment card

Neonatal Resuscitation Program | **NRP Learning Platform**

Order summary
Total (USD): 180.00

Pay with credit or debit card

Card Number
[Redacted]
   

Expiration Date
mm / yy
[Redacted] / [Redacted]

Billing Address

First name
[Redacted]

Last name
[Redacted]

Country
United States of America

Billing address
[Redacted]
If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City
[Redacted]

State
[Redacted]

ZIP
[Redacted]

[Pay Now](#)

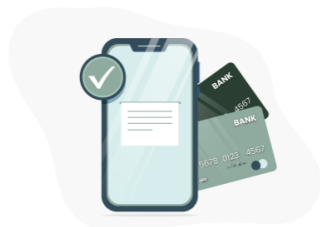
8. Click the **Redeem** button.

The “Payment Successful!” message is displayed, which indicates to the user that the payment has been made successfully.



Payment Successful!

You have paid USD 75



Thank you for Purchasing e-NRP 9th Edition: eLearning Course with eBook Access. Your course is available in [Dashboard](#)

[View Course](#)

[Download Invoice](#)



NOTE

- The user can also navigate to the Home → Dashboard page anytime to start the course as the course being enrolled is displayed in the 'Tasks to Complete' tile.
- The user can Download the Invoice by clicking the **Download Invoice** button that saves the Invoice PDF along with View/Download/Print options.

INVOICE

Order #: B80P1B742562

Date: March 26, 2026



Neonatal
Resuscitation
Program®

RQI Partners

167 Myers Corners Road

Wapping Falls, NY 12590

Toll Free Phone: 1-866-293-1034

Email: NRPSupport@rqipartners.com

www.rqipartners.com

Billed To

[Redacted]
[Redacted]
[Redacted]
Email: [Redacted]

Transaction Details:

Product Name	Quantity	Unit Price	Discount	Payable Amount
e-NRP 9th Edition: eLearning Course with eBook Access (Purchasing for Self)	1	USD 75.00	USD 0.00	USD 75.00

Payment Information

Payment Method : Credit Card

Service provider : PayPal

Status : Delivered

Subtotal USD 75.00

Discount USD 0.00

Tax USD 0.00

Total USD 75.00

Refund Policy:

The order can be cancelled and a refund can be requested within 30 days of purchase provided no topic within the course has been started. To initiate the cancellation / refund process, please contact RQI Partners Support.

Please note that RQI Partners reserves the sole right to approve or reject a cancellation / refund request.

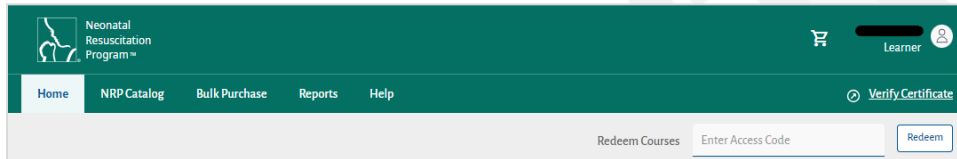
Thank you for your business!

© Copyright 2021 American Academy of Pediatrics. All rights reserved.



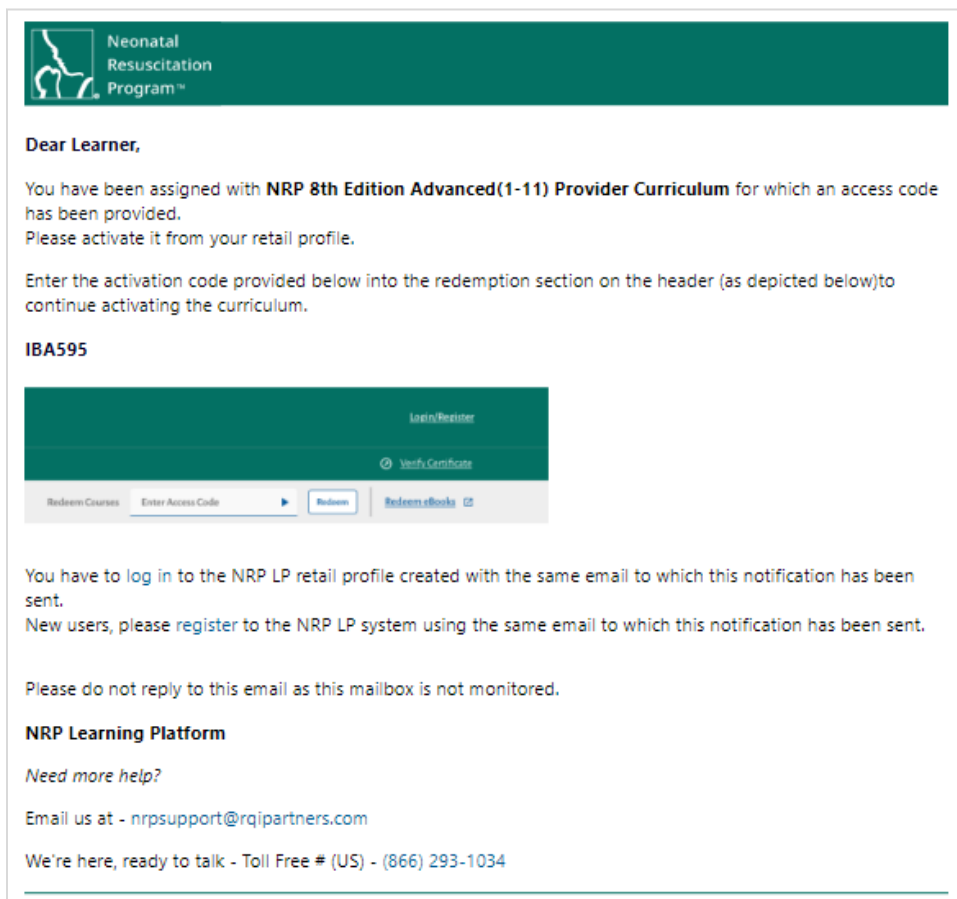
WI: Redeeming the Course Using an Access Code

1. Login to the NRP Learning Platform.
2. Enter the “Access Code” provided in the email.

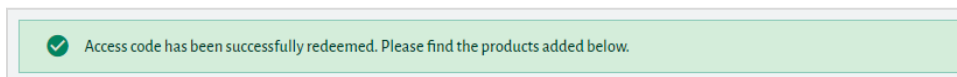


3. Click the **Redeem** button.

Example Email – Access Code



The **Successfully Registered** message appears at the top of the page.



4. Click the **Start** button from the “Tasks to Complete” tile available under Dashboard.



The screenshot shows the NRP Learner Dashboard. At the top, there is a dark green header with the NRP logo, navigation links (Home, NRP Catalog, Bulk Purchase, Reports, Help), and a 'Verify Certificate' link. Below the header, a 'Redeem Courses' section includes a text input for 'Enter Access Code' and a 'Redeem' button. The main content area features a 'Welcome Home!' message with a redacted name and NRP Global ID. On the left, a sidebar lists 'Dashboard', 'My Learnings', 'My Certificates & eCards', and 'License Management'. The central 'Tasks to Complete' section highlights the 'NRP 8th Edition Advanced(1-11) Provider Curriculum' with a status of 'Not Started' and a 'Start' button.



END OF INSTRUCTIONS



Applying Instructor Application (IA)



NOTICE

The **Apply Now** option is available only for Advanced Provider and Advanced Endorsement rank users.

1. Login to the NRP Learning Platform.

The screenshot shows the NRP Learning Platform dashboard for an Advanced Provider. The top navigation bar includes the NRP logo, the user's role 'Advanced Provider', and a 'Verify Certificate' link. The main content area features a 'Welcome Home!' message, the user's NRP Global ID, and a 'Tasks to Complete' section. The 'Tasks to Complete' section highlights a 'New' course, 'NRP 9th Edition Science In-Service', with a description and an 'In Progress' button. At the bottom, a 'Congratulations' message states that the user is now eligible to become an Instructor Candidate and provides an 'Apply Now' button.

2. Click the **Apply Now** button.
3. Enter/Select the details on the NRP Instructor Eligibility Affirmation Page.



Clinician Type*

- Select the radio button for current role in the hospital
- Enter the License number
- License Country
- License State
- Enter the License state

Experience Affirmation

- Select the checkbox to affirm experience (Both Mandatory)
- Enter the Job title (Mandatory)
- Enter the Role and Responsibilities (Mandatory)
- Select the checkbox for experience caring for newborns in the delivery room
- Enter Name (Mandatory)
- Enter Date (Mandatory, Prepopulated)



Instructor Application

Provide below details in sequence to submit the application

1

**NRP Instructor
Eligibility Affirmation**

2

Read and Acknowledge

3

Business Address

NRP Instructor Eligibility Affirmation

You must meet eligibility requirements to apply to become an NRP Instructor. If you do not meet these requirements, you should not apply at this time.

[View the Instructor Journey: NRP 8th Edition Eligibility and Maintenance](#)

Clinician Type*

I am currently licensed and work in a hospital setting or accredited birth center as a

- ☐ Registered Nurse/Nurse Practitioner
- ☐ Physician
- ☐ Respiratory Care Practitioner
- ☐ Physician Assistant
- ☐ Certified Nurse Midwife/Certified Midwife

License Number *

License Country *
United States of America

License State *

Experience Affirmation

- ☐ I have experience as a licensed health care professional (as designated above) in the hospital or accredited birth center care of newborns*
- ☐ I have current maternal-child educational or clinical responsibility in the hospital or accredited birth center setting.
Please describe this role, including how it relates to care of newborns in the hospital or accredited birth center.*

Job title *

Describe your role and responsibilities *

- ☐ I have ongoing experience caring for newborns in the delivery room or accredited birth center(recommended, not required)

Affirmation*:By typing your name in the field below, you affirm that this information is true and correct.

Enter Your Name *

Affirmation Date *
3/6/2024



Save & Next

Cancel Application



NOTE

Click on the [View the Instructor Journey: NRP 9th Edition Eligibility and Maintenance](#) to View, download and read the instructor journey pdf.

- Click the **Save & Next** button.
- Read and Acknowledge the application's requirements and 'Terms of Use' by clicking the checkboxes.

Instructor Application

Provide below details in sequence to submit the application

✓
NRP Instructor
Eligibility Affirmation

2
Read and Acknowledge

3
Business Address

Read and Acknowledge

Instructor Candidate Requirements

- An Instructor Candidate must purchase the NRP Instructor Candidate curriculum **within 30 days** after their application is approved. If the NRP Instructor Candidate curriculum is not purchased within 30 days, they must resubmit an Instructor Application.
- An Instructor Candidate must complete the following requirements **within 1 year** from the date on which their application is approved to achieve instructor status:
 - Study the NRP 8th edition Instructor Course
 - Pass the 3-part NRP Instructor Exam
 - Co-teach 3 NRP Instructor-led Events with an Instructor Mentor(s)
 - Affirm a "debrief the debriefer" component in one of the three required NRP Instructor-led Events

☐ I have read and understand the Instructor Candidate Requirements described above.*

Terms of Use*

CLICKING ACCEPT BELOW CONSTITUTES YOUR AGREEMENT TO BE BOUND BY THESE TERMS OF USE. IF YOU DO NOT WISH TO BE BOUND BY THESE TERMS, YOU MAY NOT ACCESS OR USE THIS WEBSITE.

- Definitions. "Website" refers to the NRP learning management system. "You," "User" or collectively "Users," refers to any party who accesses the Website. "AAP," "We" or "Us" refers to the American Academy of Pediatrics. "Agreement" refers to these Terms of Use and any subsequent modification.
- Scope of terms. This Website and all content and information provided therein ("AAP Content") may be used only under this Agreement. User represents and warrants that it..

☐ I Accept Terms of Use*

Previous

Save & Next

Cancel Application

- Click the **Save & Next** button.
- Enter the following details:
Business Address

- Hospital/Organization Name (no abbreviations) *



- Department (no abbreviations) *
- Address Line1*
- Address Line2 (optional)
- Country*
- State/Province*
- City*
- Zip code*

Supervisor Details

- Name*
- Title*
- Email Address*



✓

NRP Instructor
Eligibility Affirmation

✓

Read and Acknowledge

3

Business Address

Business Address

Name and address where you currently care for newborns:

Hospital/Organization Name (no abbreviations) *

Department (no abbreviations) *

Address Line 1 *

Address Line 2

Country *

United States of America

State/Province *

City *

Zip Code *

Supervisor Details

Please provide contact information for your supervisor or unit manager at your work location who could affirm your application.

Name *

Title *

Email Address *

Previous

Submit Application

Cancel Application

- Click the **Submit Application** button.
The 'Application Submitted' confirmation popup is displayed.



Application Submitted

Your NRP Instructor application has been submitted.

Your application is pending review with AAP NRP Staff.
You will receive a response via email within 3 business days.

You can check your application status now by clicking
“**My Instructor Applications**” button.

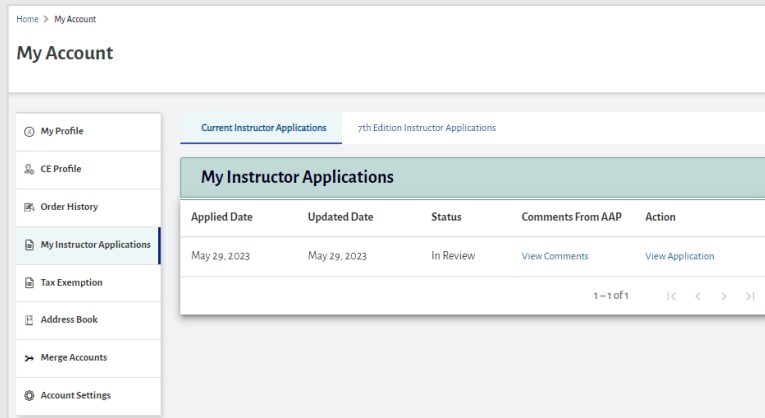
[My Instructor Applications](#)

[Close](#)

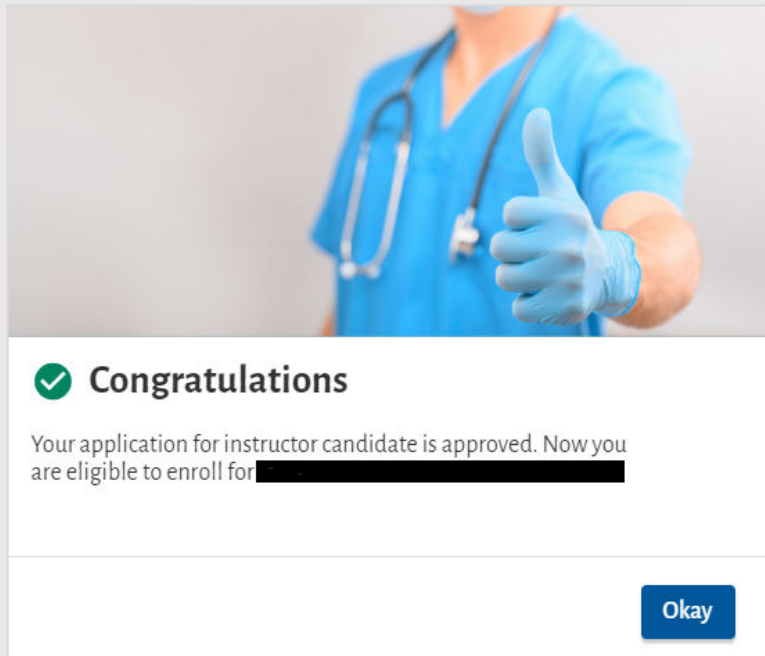


NOTE

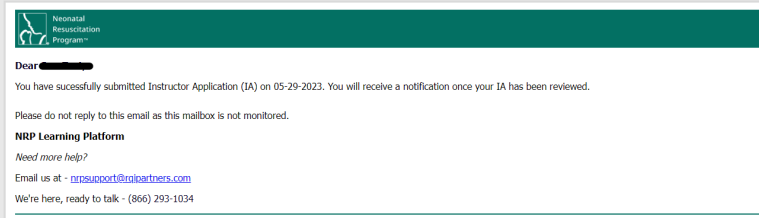
- The submitted instructor application details can be viewed by clicking 'My Instructor Application' from the 'Application Submitted' popup' or 'My Account' page.



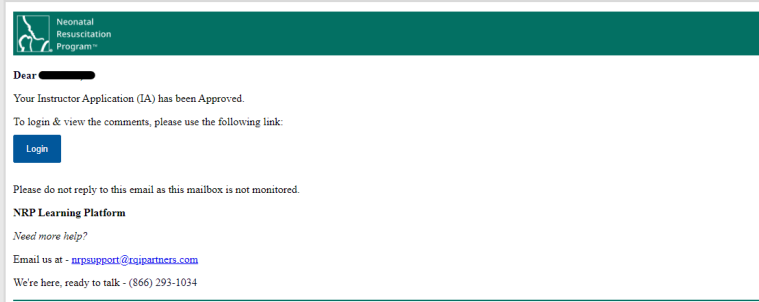
- Once the AAP Admin approves the instructor application, the 'Congratulations' popup confirmation is displayed.



- Email Example: Instructor Application Submitted



- Email Example: Instructor Application Approved/ Rejected/ On hold, respectively



IMPORTANT

An Instructor Application could be applied again in case it is being Rejected by an AAP Admin or Expired.

9. Click the **Close** button.



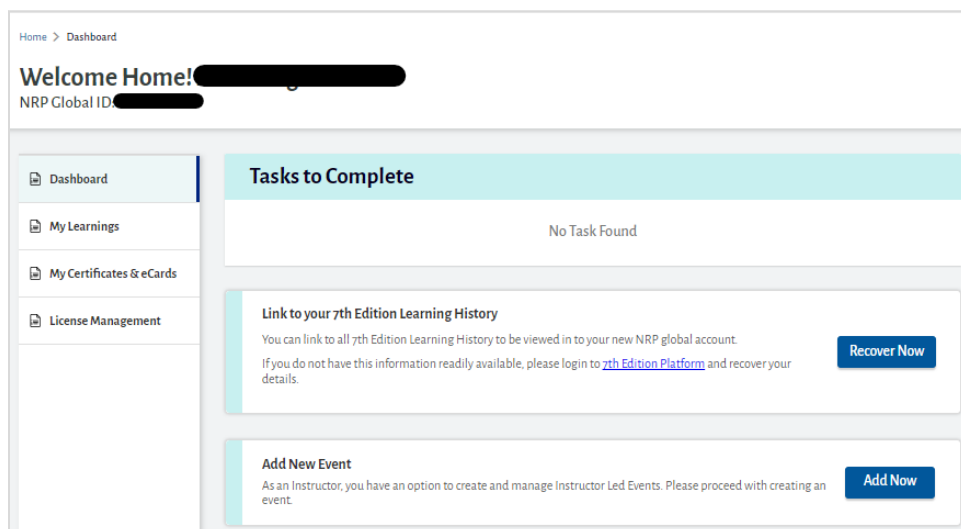
WI: Adding the Event by Instructor/IM



NOTICE

The **Add Event** option is available to Instructor/IM.

1. Login to the NRP Learning Platform.



2. Click the **Add Now** button.



NOTE

Adding an event is covered in the Events Menu section titled [Add a New Event \(Inside the USA\) \[270\]](#).



END OF INSTRUCTIONS



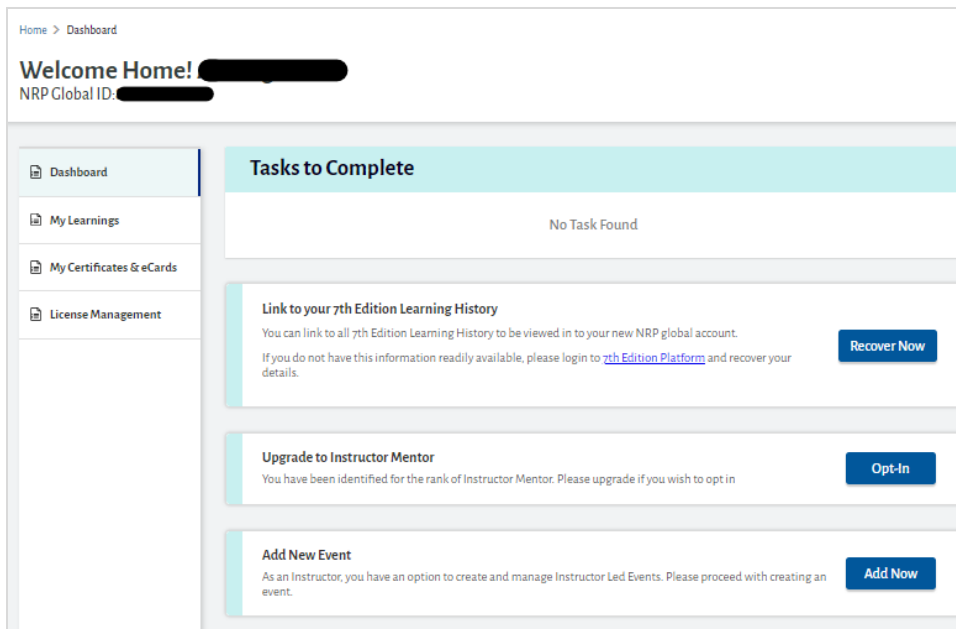
WI: Opt-In for IM from Instructor



NOTE

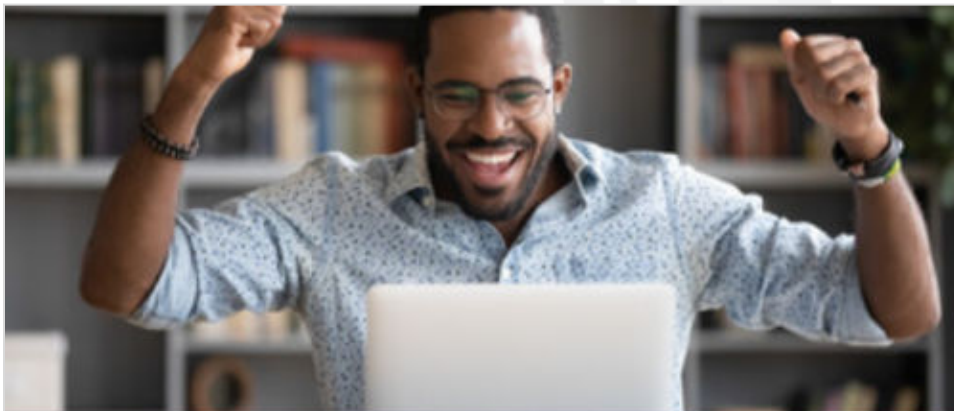
The **Opt-In** option is available to the Instructors, who have at least 4 ILEs being co-teach.

1. Login to the NRP Learning Platform.



2. Click the **Opt-In** button

The 'Congratulations' message appears to the user along with the update in the rank from Instructor to Instructor Mentor



Congratulations

You have achieved Instructor Mentor status.

Close

3. Click the **Close** button.

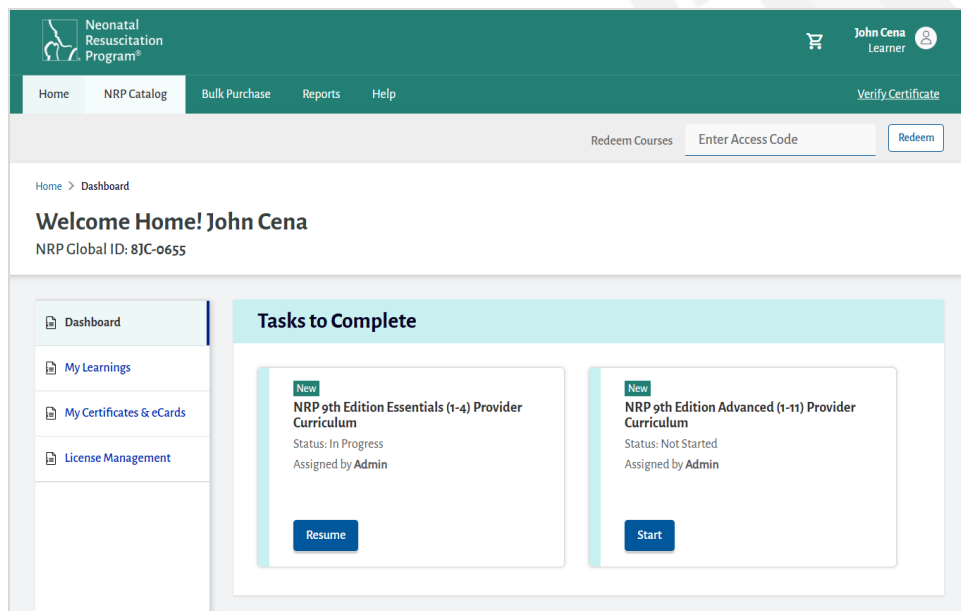


END OF INSTRUCTIONS



WI: Starting or Resuming the Curricula

1. Login to the NRP Learning Platform.
2. Click **Resume**.





NOTE

- In the case of Instructor Candidate and Instructor Renewal courses, the remaining time to complete the course is displayed.
- In case the 'CE Profile' is not updated by a user on the platform, while Resuming / Starting the course the user must fill in the 'Continuing Education Profile' details before going through course activities.

Continuing Education Profile

Kindly provide the details below that will help the AAP to maintain CE related records.

CE Job Title *

Submit

I will do it later

- Based on the 'CE Job Title' other information needs to be filled in by the user which is 'CE Job Title' specific.
- Alternatively, the "CE Profile" page can be reached by navigating through the "My Account" option and selecting the "CE Profile" tab.



END OF INSTRUCTIONS



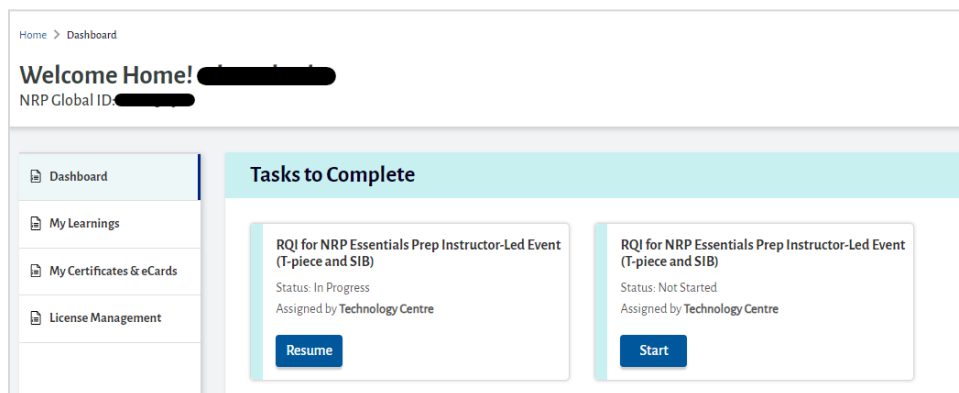
Starting or Resuming 'RQI for NRP' ILEs



NOTE

- Both the '9th Edition RQI for NRP Prep Instructor Led Event' and '9th Edition RQI for NRP Advanced Endorsement' ILEs are available only for the institution users.
- Upon completion of any 'RQI for NRP' ILE, there is no Certificate/eCard generated on the NRP Learning Platform.
- Upon completion of the 'RQI for NRP Advanced Endorsement Instructor-Led Event,' the eCard can be accessed through a link provided on the course activity page.

1. Login to the NRP Learning Platform.
2. Click **Resume**.



RQI For NRP Curriculums on Dashboard



NOTE ABOUT ADVANCED ENDORSEMENT COURSE

- In the case of RQI for the NRP Advanced Endorsement course, if the learner completes the ILE (Part 2), the course will not be considered complete until the user also completes Part 1 of the course on the RQI1Stop platform.
- Once the learner completes all the parts of the course, the course will be marked as completed on the NRP Learning Platform, and the learner's rank will change from 'Learner' to 'Advanced Endorsement'.
- Learners with Advanced Endorsement will be allowed to apply for Instructor Application (AI), and upon approval from AAP admin, learners can proceed with the Instructor Candidate Curriculum.



Registering for 'RQI for NRP' ILEs



NOTE

- The '9th Edition RQI for NRP Advanced Endorsement' ILEs is available only for the institution users.
- Upon completion of any 'RQI for NRP' ILE, there is no Certificate/eCard generated on the NRP Learning Platform.
- Upon completion of the 'RQI for NRP Advanced Endorsement Instructor-Led Event,' the eCard can be accessed through a link provided on the course activity page.

1. Login to the NRP Learning Platform.
2. Click **Resume**.
3. Click the **Register for Event** button.

Home > Dashboard > RQI for NRP Essentials Prep Instructor-Led Event (SIB)

RQI for NRP Essentials Prep Instructor-Led Event (SIB) - Part 1

Activity

Activity

Part 1 ▶ Not started

Instructor Led Event : Not started

Activity Name	Event Name	Status	Results	Action
Instructor Led Event ⓘ	N/A	Not Registered	N/A	Register for Event

4. Click the **Register** button available against the respective ILEs.



Home > ... > Instructor-Led Event

Instructor-Led Event

Register for any one of the events as per your convenient date and time.

Search by Event Name

Filter Clear All

Event Listing Sort by Date - Nearest First 1-1 of 1

Choose Date Range

Timings

- ☐ Morning (8am - 12pm)
- ☐ Afternoon (1pm - 4pm)
- ☐ Evening (4pm - 6pm)

Event 201

Open for all users to register

Jun 30, 2023
09:30 AM - 10:30 AM IST

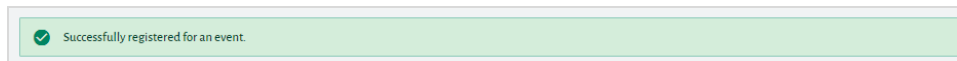
Instructor: [Redacted]

Register

View More Details

The user is redirected to the “Activity” page along with the messages to the user such as:

- The **Successfully Registered** message appears at the top of the page.



- ILE Status changes to “Registered” on the activity page.

Activity

Activity

Part 1

Instructor Led Event : Registered

In Progress

Activity Name	Status	Results	Action
Instructor Led Event	Registered	N/A	



NOTE

The Action options, ‘Change Event’, ‘Withdraw from Event’, and ‘View Event Details’ are covered in later sections titled ‘ILE - Changing the Registered Event’, ‘Withdrawing the Registered Event’, and ‘Viewing Event Details’ sections.



Learning History

The **View Learning History** button on the widget will navigate to the "My Learnings" page. The "My Learning" page displays all courses available for users to start or resume, with statuses labeled as "Yet to start" or "In-progress," respectively. This provides an easy way for users to track their progress and continue their learning journey seamlessly.

The screenshot shows the NRP user interface. At the top, there's a green header with the NRP logo, navigation links (Home, NRP Catalog, Bulk Purchase, Reports, Help), and a user profile for John Cena. Below the header is a light gray bar with a 'Redeem Courses' link, an 'Enter Access Code' input field, and a 'Redeem' button. The main content area has a breadcrumb 'Home > Dashboard' and a welcome message 'Welcome Home! John Cena' with the NRP Global ID '8JC-0655'. On the left is a sidebar with links to Dashboard, My Learnings, My Certificates & eCards, and License Management. The main section is titled 'Tasks to Complete' and contains two course cards. The first card is for 'NRP 9th Edition Essentials (1-4) Provider Curriculum', which is 'In Progress' and assigned by 'Admin', with a 'Resume' button. The second card is for 'NRP 9th Edition Advanced (1-11) Provider Curriculum', which is 'Not Started' and assigned by 'Admin', with a 'Start' button.

Neonatal Resuscitation Program®

John Cena Learner

Home NRP Catalog Bulk Purchase Reports Help [Verify Certificate](#)

Redeem Courses Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard

My Learnings

My Certificates & eCards

License Management

Tasks to Complete

New

NRP 9th Edition Essentials (1-4) Provider Curriculum

Status: In Progress
Assigned by Admin

Resume

New

NRP 9th Edition Advanced (1-11) Provider Curriculum

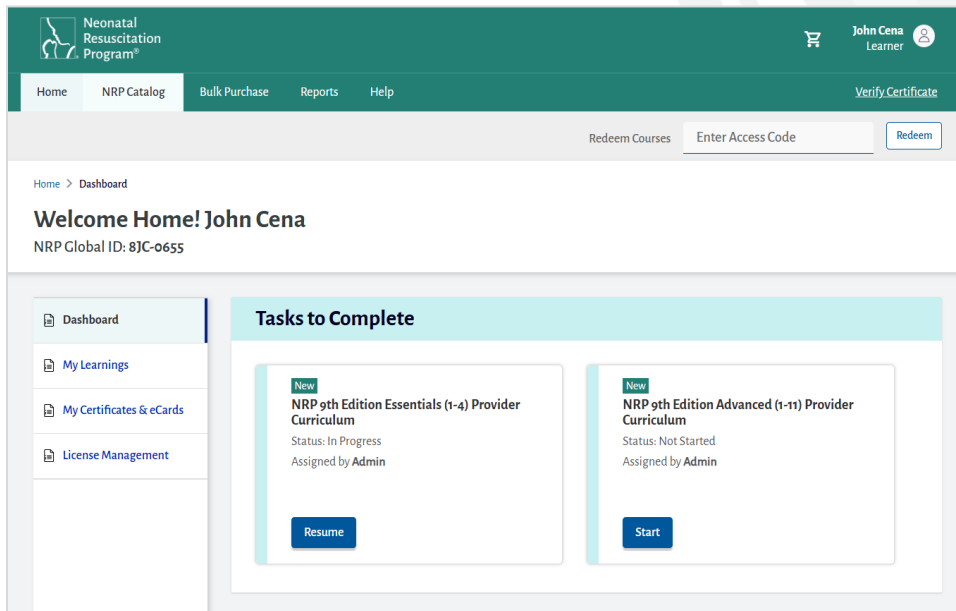
Status: Not Started
Assigned by Admin

Start



User Profile

The “User Profile” widget navigates to My Accounts page by clicking the **View Profile** button.





Quick Links

The “Quick Links” widget contains the quicks links for the most commonly used navigations:

- Browse Catalog – The user is navigated to the NRP Catalog menu (only through NRP Global Account)
- Account Settings – The user navigates to My Account → Account Settings tab
- Order History – The user is navigated to My Account → Order History tab
- Change your Password – The user is navigated to My Account → Account Settings → Change Password tile
- Instructor Toolkit – The user is navigated to ITK web resource page

The screenshot shows the NRP Global Dashboard for user John Cena. The dashboard includes a sidebar with navigation links: Dashboard, My Learnings, My Certificates & eCards, and License Management. The main content area features a 'Tasks to Complete' section with 'No Task Found'. Below this are two course recommendations: 'NRP 9th Edition Essentials (1-4) Provider Curriculum' and 'NRP 9th Edition Advanced (1-11) Provider Curriculum', both with 'Purchase Now' buttons. At the bottom, there are three widgets: 'Learning History' with a 'View Learning History' button, 'User Profile' for John Cena with a 'View Profile' button, and a 'Quick Links' widget containing links to 'Browse Catalog', 'Account Settings', 'Order History', and 'Change your Password'.



Neonatal Resuscitation Program®

John Cena Learner

HomeNRP CatalogBulk PurchaseReportsHelpVerify Certificate

Redeem CoursesEnter Access CodeRedeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

DashboardMy LearningsMy Certificates & eCardsLicense Management

Tasks to Complete

New
NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New
NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start



NOTE

The ITK (Instructor Tool Kit) is available to users with Instructor Candidate (IC), Instructor, and Instructor Mentor (IM) roles.



Resources

The “Resources” widget contains two PDF links:

- User Manual
- QuickStart Guide

The screenshot shows the NRP Learner Dashboard for John Cena. The top navigation bar includes links for Home, NRP Catalog, Bulk Purchase, Reports, Help, and a Verify Certificate button. A user profile for John Cena (Learner) is visible in the top right. Below the navigation bar, there is a section for Redeem Courses with an input field for an Access Code and a Redeem button. The main content area is titled "Welcome Home! John Cena" and displays the NRP Global ID: 8JC-0655. A sidebar on the left contains links for Dashboard, My Learnings, My Certificates & eCards, and License Management. The main content area features a "Tasks to Complete" section with two cards. The first card, "NRP 9th Edition Essentials (1-4) Provider Curriculum", shows a status of "In Progress" and a "Resume" button. The second card, "NRP 9th Edition Advanced (1-11) Provider Curriculum", shows a status of "Not Started" and a "Start" button.



Start e-NRP 9th Edition Course

1. Login to the NRP Learning Platform.
2. Once the course is purchased the course is available on Dashboard.
3. Click the **Start** button.

The screenshot shows the NRP Learning Platform dashboard. At the top, it says 'Welcome Home!' followed by a redacted name and 'NRP Global ID: [redacted]'. On the left is a sidebar with links: Dashboard, My Learnings, My Certificates & eCards, and License Management. The main content area has a 'Tasks to Complete' section with a card for 'New e-NRP 9th Edition: eLearning Course with eBook Access'. The card indicates 'Status: Not Started' and 'Assigned by Admin', with a 'Start' button. Below this is a section for 'e-NRP 8th Edition: eLearning Course with eBook Access' with a 'Purchase Now' button. Further down are three tiles: 'Learning History' with a 'View Learning History' button, 'User Profile' for 'Jane Doe' with a 'View Profile' button, and 'Quick Links' with links to 'Browse Catalog', 'Account Settings', 'Order History', and 'Change your Password'. At the bottom right is a 'Resources' section with links to 'Quickstart Guide' and 'User Manual'.



NOTE ABOUT ENRP COURSE

- The eNRP course is available in selected countries. Your NRP catalog will list the course if it is available in your country.
- The mailing address of the user is used to determine the location country, not the country from where the user logs in.
- The eNRP course includes eLearning and eBook access with the following learning activities:

Learning Activities:

1. Essentials Online Learning Assessment
2. Advanced Online Learning Assessment

eBooks:

- eBook of Neonatal Resuscitation, 9th ed (English)
- Learners have the option to start reading the eBook before initiating any learning activities.
- Once the learner completes all parts of the learning activities, the course will be marked as completed on the NRP Learning Platform, and the learner will be granted a certificate.

4. Click the **Start Activity** button.

e-NRP 9th Edition: eLearning Course with eBook Access - Part 1

Activity

Activity

Ⓢ Not started
Essentials Online Learning Assessment : Not started

Advanced Online Learning Assessment : Not started

Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Not Started	N/A	Start Activity

Activity Name	Status	Results	Action
Advanced Online Learning Assessment	Not Started	N/A	Start Activity

eBook

Textbook of Neonatal Resuscitation, 9th Edition e-book

[Read eBook](#)



NOTE

Alternatively, click the **Read eBook** button to read before or after completing any eLearning activities.

- Upon successful completion of the **Essentials Online Learning Assessment**, the **Advanced Online Learning Assessment** will become available.
- Click the **Download Completion Certificate** button.

e-NRP 9th Edition: eLearning Course with eBook Access - Part 1

Completed

Activity

Completed

Essentials Online Learning Assessment

Completed

Advanced Online Learning Assessment

Completed

Download Completion Certificate

Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Completed	Pass	Review

Activity Name	Status	Results	Action
Advanced Online Learning Assessment	Completed	Pass	Review

eBook

Action

Textbook of Neonatal Resuscitation, 9th Edition e-book	Read eBook
--	------------



7. The eNRP Completion Certificate is available for download or print.

e-NRP 9th Edition
eLearning Course Completion Certificate



Neonatal Resuscitation Program® (NRP®)
American Academy of Pediatrics
345 Park Blvd.
Itasca, IL 60143

The American Academy of Pediatrics attests that

[REDACTED]

has completed the e-NRP 9th Edition Course on

03/24/2026

Certificate Number

qx1s1xoa5yrj1qmdrwsupm

Verify authenticity at this URL

https://qa-nrp-ui.laerdalblr.in/certificateAdmin/0.1/verify_certificate

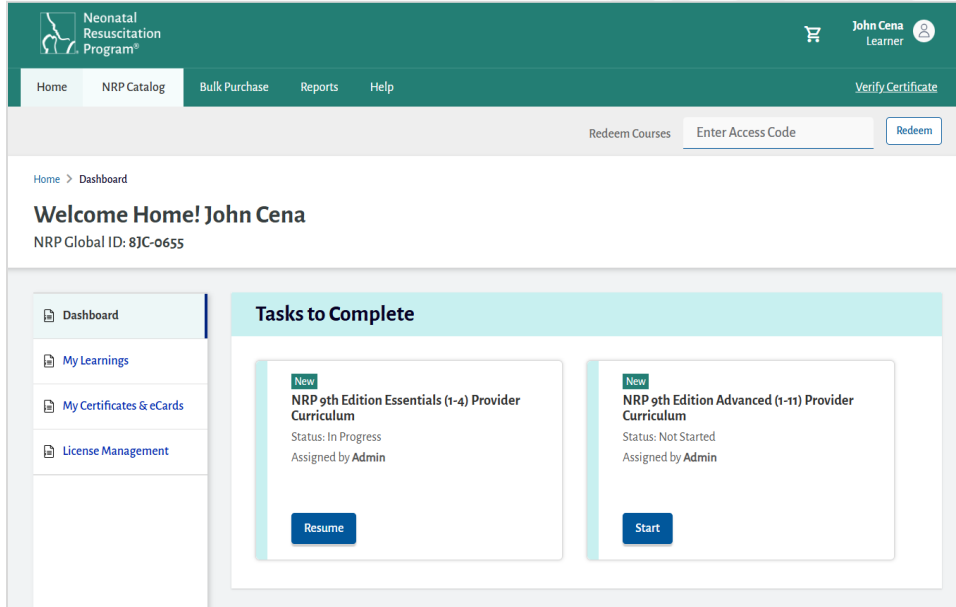
Note: This eLearning Course Completion Certificate is NOT equivalent to an NRP 9th Edition Course Completion Certificate, is NOT equivalent to an NRP Provider eCard, and does NOT serve as a prerequisite to an in-person NRP Essentials or NRP Advanced Provider Course.

This completion certificate verifies the participant has successfully completed the components of the e-NRP 9th Edition Course.



WI: Accessing PDF Quick Start Guide

1. Login to the NRP Learning Platform.



2. Click on the “QuickStart Guide” link provided under ‘Resources’ widget. The PDF is displayed to view along with ‘Download/Print’ options.



END OF INSTRUCTIONS



WI: Accessing PDF User Manual

1. Login to the NRP Learning Platform.
2. Click the “User Manual” link provided under the ‘Resources’ widget.

The screenshot shows the NRP Learning Platform dashboard for a user named 'Home Happy' with NRP Global ID: 8HH-1366. The dashboard includes a sidebar with links to Dashboard, My Learnings, My Certificates & eCards, and License Management. The main content area features a 'Tasks to Complete' section with 'No Task Found'. Below this are two course cards: 'NRP 9th Edition Essentials (1-4) Provider Curriculum' and 'NRP 9th Edition Advanced (1-11) Provider Curriculum', both with 'Purchase Now' buttons. There are also sections for 'Learning History' (with a 'View Learning History' button), 'User Profile' (with a 'View Profile' button), 'Quick Links' (with links to Browse Catalog, Account Settings, Order History, and Change your Password), and 'Resources' (with a 'Quickstart Guide' link).

The PDF is available to view along with the ‘Download/Print’ options.



END OF INSTRUCTIONS



Activity

The “Activity” page shows all the Part 1 and Part 2 activity details and instructions of a relative course.

The progress indicator of activity is displayed on the screen. Upon completion of Part 1 & Part 2 learning activities, the certificate/eCard is made available to View/Download/Print.

NRP 9th Edition Essentials (1-4) Provider Curriculum

Overall Activity
0%

Activity

Part 1 Not started

Essentials Online Learning Assessment : Not started
Course Survey : Not started

Part 2 Not started

Instructor Led Event : Not started

Part 1

Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Not Started	N/A	Start Activity

Activity Name	Status	Action
Course Survey	Not Started	Provide Feedback

Part 2

Please ensure you complete your Part 1 activities before attending the event.

Activity Name	Event Name	Status	Results	Action
Instructor Led Event	N/A	Not Registered	N/A	Register for Event



Start/Resume/Review the Activities

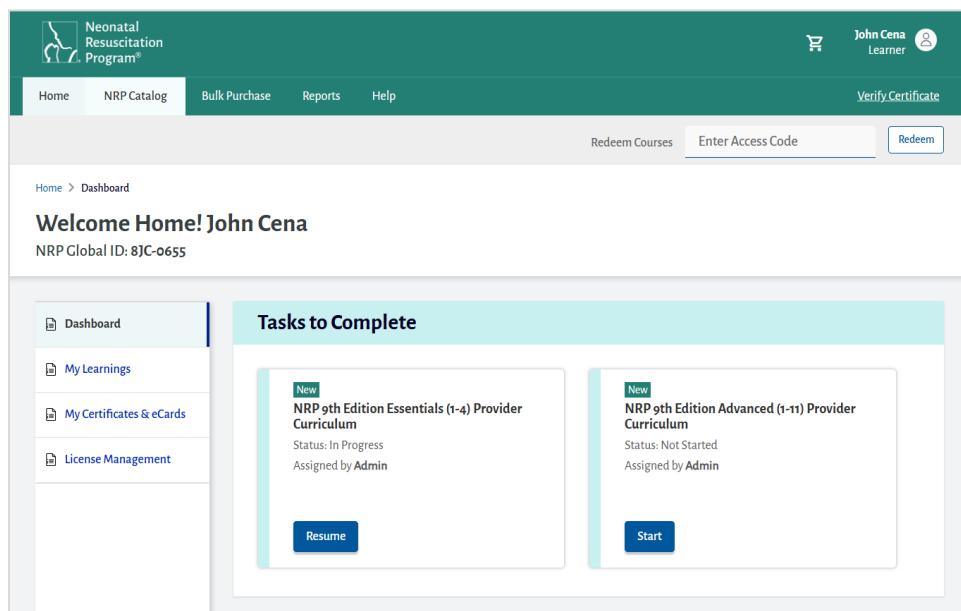
These instructions describe the process for users to start, resume, or review activities on the NRP Learning Platform.



NOTICE

The course can be started/resumed also in the 'My Learnings' tab and the 'NRP Catalog' menu.

1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the "Tasks to Complete" section under Dashboard.



3. Click the **Start Activity** or **Register for Event** button.



NRP 9th Edition Essentials (1-4) Provider Curriculum

Overall Activity
0%

Activity

Part 1

Essentials Online Learning Assessment

Not started

Course Survey

Not started

Part 2

Instructor Led Event

Not started

Part 1

Activity Name

Status

Results

Action

Essentials Online Learning Assessment

Not Started

N/A

Start Activity

Activity Name

Status

Action

Course Survey

Not Started

Provide Feedback

Part 2

Please ensure you complete your Part 1 activities before attending the event.

Activity Name

Event Name

Status

Results

Action

Instructor Led Event

N/A

Not Registered

N/A

Register for Event

NRP LP User Guide
For Individual/Global Account Users

Page 144 of 441



NOTE

- The user's activity progression in the course is indicated by the green progression flow on the left side of the screen against each activity as well as in the "Overall Activity" progress bar capturing the percentage of activity completion.
- The user can resume the activity by clicking the **Resume Activity** button.



NOTE

Completion dates are displayed for courses marked as **In-Progress**, **Expired**, and **Completed** to help track their status.

Home > Dashboard > NRP 9th Edition Essentials (1-4) Provider Curriculum

NRP 9th Edition Essentials (1-4) Provider Curriculum Overall Activity 0%

Activity

Activity

Part 1 In Progress

Essentials Online Learning Assessment : In Progress Nov 05, 2025

Course Survey : Not started

Part 2 Not started

Instructor Led Event : Not started

Part 1

Activity Name	Status	Results	Action
Essentials Online Learning Assessment	In Progress	N/A	Resume Activity

- The user can review the completed activity by clicking the **Review** button.

Home > Dashboard > NRP 9th Edition Essentials (1-4) Provider Curriculum

NRP 9th Edition Essentials (1-4) Provider Curriculum Overall Activity 33.33%

Activity

Activity

Part 1 In Progress

Essentials Online Learning Assessment : Completed Nov 05, 2025

Course Survey : Not started

Part 2 Not started

Instructor Led Event : Not started

Part 1

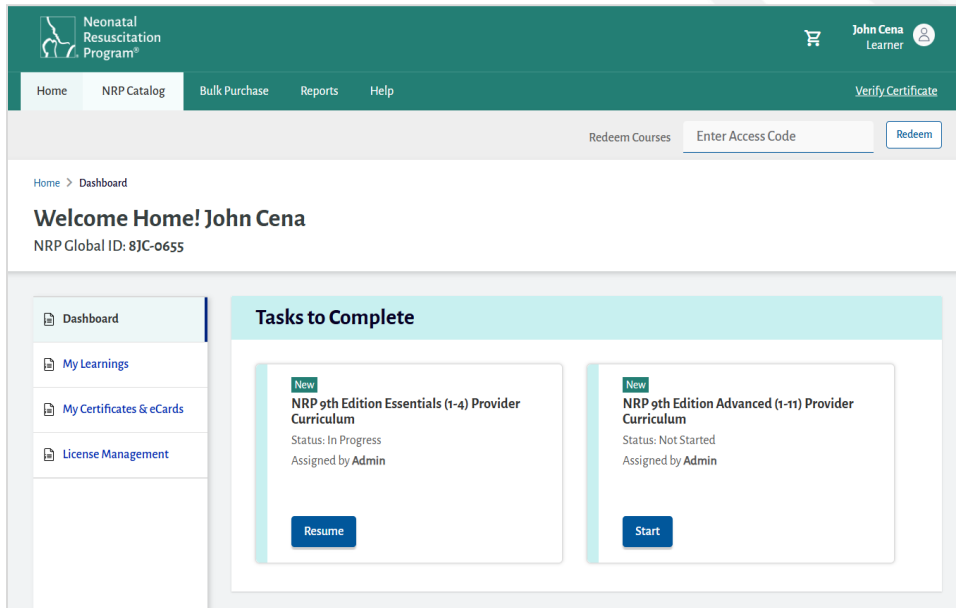
Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Completed	Pass	Review



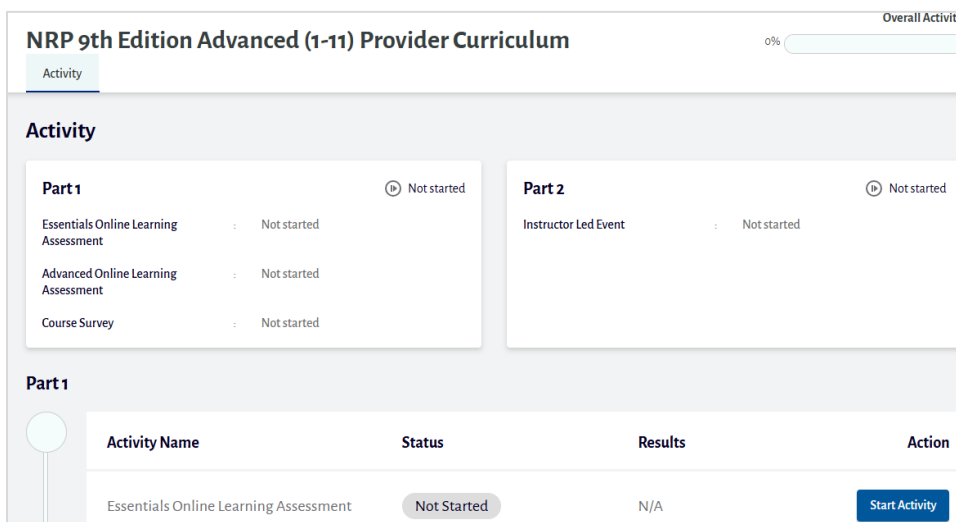
Start/Resume Online Learning Assessment Activity

These instructions describe the process for users to start or resume the Online Learning Assessment activity on the NRP Learning Platform.

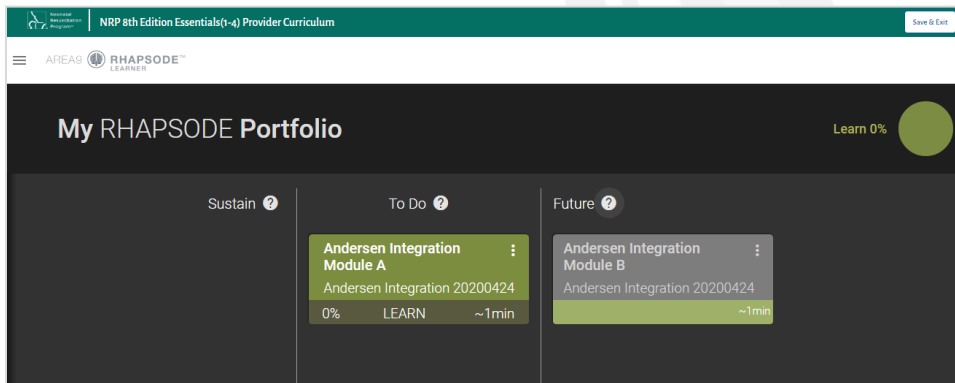
1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.



3. Click the **Start Activity** button.



4. The “Rhapsode portfolio” screen will load.



5. Follow the instructions displayed on the screen to complete the activity.



NOTE

Click the **Save & Exit** button provided at the top-right corner of the screen to exit midway from an activity. The course progress gets automatically saved in this case. To resume the activity from the last saved progress, click on the **Resume Activity** button on the activity page.

6. Click the **Save & Exit** button upon completion of the activity.



The user is redirected to the “Activity” page along with the messages to the user such as:

- The **Successfully Registered** message appears at the top of the page.

✓ Congratulations. You successfully passed Essentials Online Learning Assessment.

- The activity status changes to “Completed”.



NOTE

Completion dates are displayed for courses marked as **In Progress**, **Expired**, and **Completed** to help track their status.

Activity

Part 1 In Progress

Essentials Online Learning Assessment : Completed Nov 05, 2025

Course Feedback : Not started

Part 2 Not started

Instructor Led Event : Not started

Part 1

✓

Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Completed	Pass	Review

Activity Name	Status	Action
Course Feedback	Not Started	Provide Feedback

Part 2

• Please ensure you complete your Part 1 activities before attending the event.

Activity Name	Event Name	Status	Results	Action
Instructor Led Event	N/A	Not Registered	N/A	Register for Event

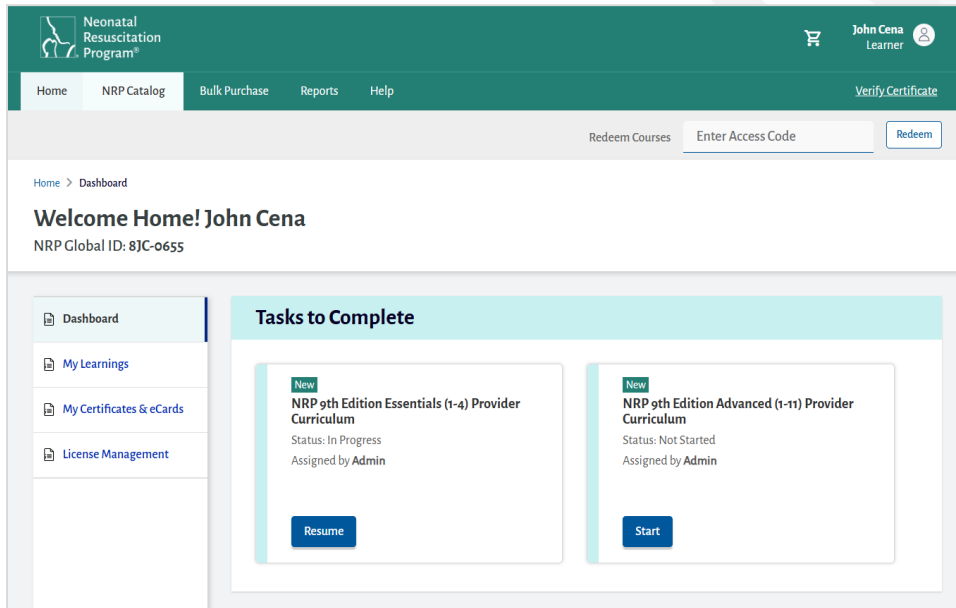
- The activity result changes to “Pass”.
- The next sequential activity is made available for consumption.



Start/Resume Course Survey Activity

These instructions describe the process for users to start or resume the Course Survey activity on the NRP Learning Platform.

1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.



3. Click the **Provide Feedback** button against ‘Course Survey’ activity.



NOTE

Completion dates are displayed for courses marked as **In Progress**, **Expired**, and **Completed** to help track their status.



NRP 9th Edition Essentials (1-4) Provider Curriculum Overall Activity 33.33%

Activity

Part 1 In Progress

Essentials Online Learning Assessment Completed Jan 22, 2026

Course Survey Not started

Part 2 Not started

Instructor Led Event Not started

Part 1

Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Completed	Pass	Review
Course Survey	Not Started		Provide Feedback

Part 2

Please ensure you complete your Part 1 activities before attending the event.

Activity Name	Event Name	Status	Results	Action
Instructor Led Event	N/A	Not Registered	N/A	Register for Event

The user navigates to the “Feedback” page.

Home > My Learnings > NRP 9th Edition Essentials (1-4) Provider Curriculum > Part Evaluation

NRP 9th Edition Essentials (1-4) Provider Curriculum

Part 1 Evaluation

Please answer the following questions about the course content.

1. Were the individual learning objectives of this CME activity achieved?

☐ Yes

☐ No

2. Based on what you learned in this activity, do you plan to change strategies you implement in practice (e.g., how you diagnose/manage patients, coordinate care, etc.)?

☐ Yes

☐ No

3. Based on what you learned in this activity do you plan to change what you do in practice (e.g., how you perform exams, instruct, counsel patients/families, etc.)?

☐ Yes

☐ No

4. IF YES to either of the above questions, please identify any changes in practice that you plan to make:

☐ (Short answer)

☐ n/a

5. IF NO, and you do not plan to make changes in practice, other than lack of time and resources, why not? (select all that apply)

☐ Systems-related barriers internal to your organization

☐ Systems-related barriers external to your organization

4. Click the respective radio buttons to select/enter the answers.



17) Based on your answer to question 16, I answered yes. Please select which learning method do you prefer, and why?

☒ RQI for NRP method

☐ Classroom method

☐ I answered no, this is not applicable

18) Please comment on the activity's strengths or areas that need improvement (textbox) _____

Answer Here*
Yes

19) What would you like to see in future NRP courses?(textbox) _____

Answer Here*
Yes

20) Are you a member of NAPNAP (National Association of Pediatric Nurse Practitioners).

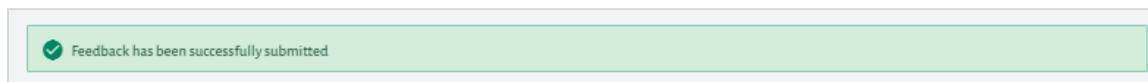
☒ Yes

☐ No

5. Click the **Submit Evaluation** button.

The user is redirected to the “Activity” page along with the messages to the user such as:

- The **Successfully Registered** message appears at the top of the page.



- The activity Status changes to “Completed”.



NOTE

- Once the user completes all the Part 1 activities, the Part 1 Completion certificate is available to View/Download/Print by clicking the **Download Part1 Completion Certificate** button.

Home > My Learnings > NRP 9th Edition Essentials (1-4) Provider Curriculum

NRP 9th Edition Essentials (1-4) Provider Curriculum 66.67% Overall Activity

Activity

Feedback has been successfully submitted

Activity

Part 1 Completed

Essentials Online Learning Assessment Completed Nov 05, 2025

Course Survey Completed Nov 05, 2025

Download Part1 Completion Certificate

Part 2 Not started

Instructor Led Event Not started

Part 1

Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Completed	Pass	Review

Activity Name	Status	Action
Course Survey	Completed	N/A

- Example Email: Part 1 Completion

Neonatal
Resuscitation
Program®

Dear [REDACTED]

Congratulations on completing NRP 8th Edition Essentials(1-4) Provider Curriculum Part 1 of curriculum.

Login to your account & view your Completion certificate under 'My Certificates & eCards' section.

Learners who access the NRP Learning Platform through their Organizational Learning Management System (LMS) will need to claim their eCards through their LMS to complete their transcript.

Note: If you've completed the Advance Provider curriculum name, please login to your NRP Global account via NRP retail login to submit an instructor application.

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPSupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) - (866) 293-1034



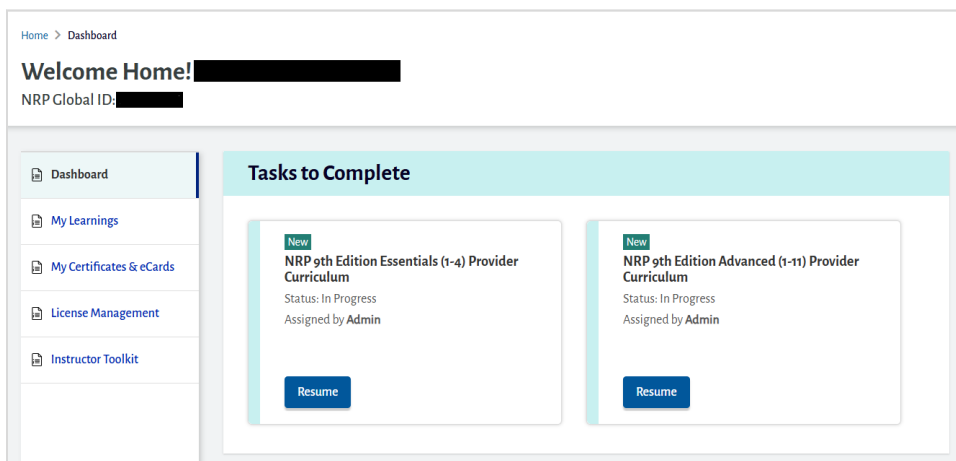
WI: Exploring Instructor Toolkit (ITK) from an ‘Activity’ page



NOTE

- The ITK is available to the user whose Instructor Application (IA) has been approved.
- The ITK is also available for Instructor and Instructor Mentor (IM) roles.
- The ITK can also be started/resumed for exploration in the ‘My Learnings’ tab and the ‘NRP Catalog’ menu after the assignment.

1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.





3. Click the **Explore Now** button.

NRP 9th Edition Essentials (1-4) Provider Curriculum Overall Activity 0%

Activity

Part 1 In Progress

Essentials Online Learning Assessment : In Progress

Course Survey : Not started

Part 2 Not started

Instructor Led Event : Not started

Instructor Tool Kit Explore Now

The user is navigated to the “Instructor Toolkit” web resource page.

The information is structured by segregating in the Menu form as follows:

- Home
- How NRP Works
- NRP Learner Education
- Resources
- Instructor Development
- Instructor Mentor
- NRP Learning Platform

Welcome to the NRP Instructor Toolkit!

Here you will find instructor information and numerous resources in a multimedia format. Use the navigation tabs across the top of the page to view different areas of the Toolkit. Each tab has a dropdown menu of its contents. You can find information about different areas of NRP in addition to some documents and videos.



NOTE

The ITK information is further detailed in the sub-menus that are available upon clicking Menu dropdowns.



TIP

Utilize the search bar to efficiently find content on the website.



END OF INSTRUCTIONS



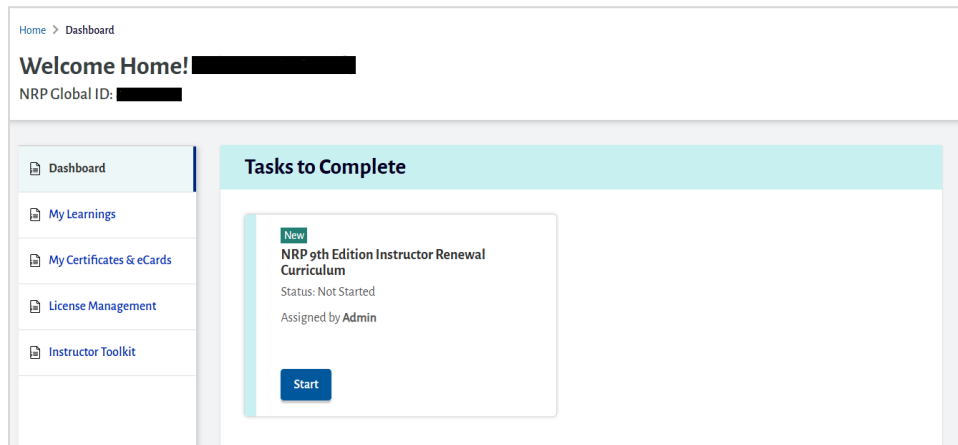
WI: Starting/Resuming Instructor Course Activity



NOTE

This Work Instructions only applies to learners who have enrolled for Instructor Candidate or Instructor Renewal curriculum.

1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.



3. Click the **Start Activity** / **Resume Activity** button accordingly.



Home > Dashboard > NRP 9th Edition Instructor Renewal Curriculum

NRP 9th Edition Instructor Renewal Curriculum

Overall Activity 0%

Activity

Part 1

Ⓢ Not started

- Essentials Online Learning Assessment : Not started
- Advanced Online Learning Assessment : Not started
- Instructor Online Learning Assessment : Not started
- Course Survey : Not started

Part 2

Ⓢ Not started

- Instructor Led Event 1 : Not started
- Instructor Led Event 2 : Not started

Instructor Tool Kit [Explore Now](#)

Part 1

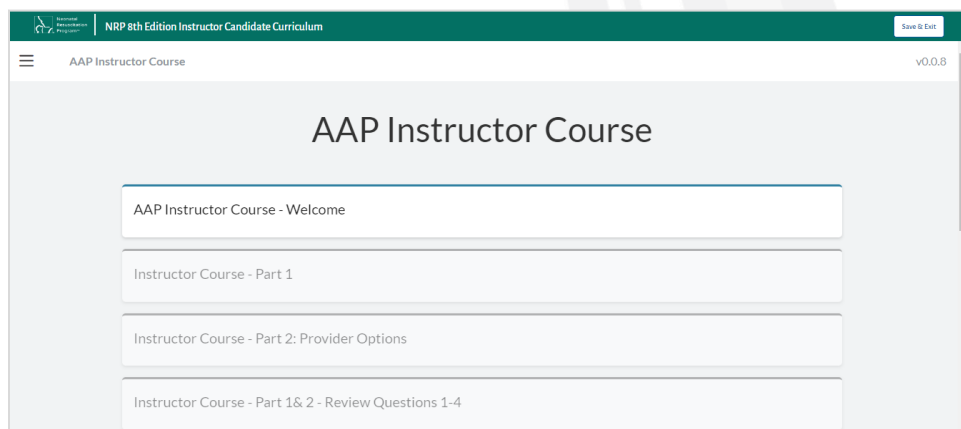
Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Not Started	N/A	Start Activity
Advanced Online Learning Assessment	Not Started	N/A	Start Activity
Instructor Online Learning Assessment	Not Started	N/A	Start Activity
Course Survey	Not Started		Provide Feedback



NOTE

After the completion of one activity, the **Start Activity** button is enabled for the next activity.

The “Instructor course” screen will load.



4. Follow the instructions displayed on the screen to complete the activity.



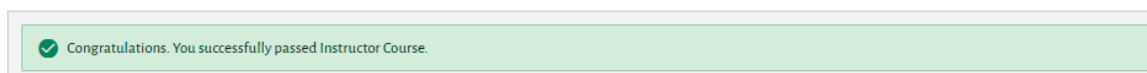
NOTE

The **Save & Exit** button provided at the top-right corner of the screen could be clicked to exit midway from an activity. The course progress gets automatically saved in this case. To resume the activity from the last saved progress, click the **Resume Activity** button on the activity page.

5. Click the **Save & Exit** button upon completion of the activity.

The user is redirected to the “Activity” page along with the messages to the user such as:

- The **Successfully Registered** message appears at the top of the page.



- The activity status changes to “Completed”.
- The activity result changes to “Pass”.



Part 1



Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Completed	Pass	Review



Activity Name	Status	Results	Action
Advanced Online Learning Assessment	Completed	Pass	Review



Activity Name	Status	Results	Action
Instructor Online Learning Assessment	Completed	Pass	Review



Activity Name	Status	Results	Action
Course Survey	Completed		N/A



END OF INSTRUCTIONS



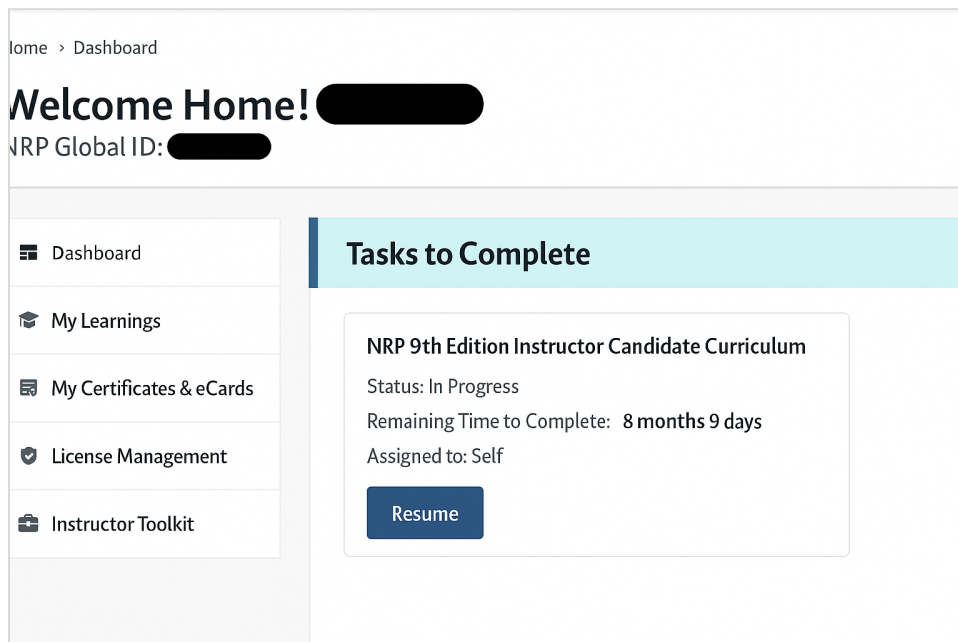
WI: Printing/Downloading Debrief the Debrief PDF



NOTE

- This Work Instructions only applies to learners who have enrolled for the Instructor Candidate curriculum.
- This is an optional activity for the Instructor Candidate learners.

1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.



3. Click the **Print/Download** button.



Part 2



Debrief the Debriefer

After completing 2 events, please carry this debrief to the final event to get graded by your instructor

Print/Download

Please ensure you complete your Part 1 activities before attending the event.

Activity Name	Event Name	Status	Results	Action
Instructor Led Event 1	N/A	Not Registered	N/A	Register for Event

Activity Name	Event Name	Status	Results	Action
Instructor Led Event 2	N/A	Not Registered	N/A	Register for Event

Activity Name	Event Name	Status	Results	Action
Instructor Led Event 3	N/A	Not Registered	N/A	Register for Event

The 'Debrief the Debriefer' pdf will load.

debrief_checklist.pdf 1 / 2 100% + -

Debrief the Debriefer Checklist

Use this form to:

- Complete a "Debrief the Debriefer" session with your instructor mentor, following a co-teaching experience.
- Improve your instructor skills by reflecting on your simulation and debriefing performance.
- Debrief another instructor about his or her performance or to assess your own performance.

Name of scenario/main objective: _____ Date: _____

Name of scenario facilitator and debriefer: _____

Name of instructor mentor: _____ or NRP colleague: _____

Scenario start time: _____ Scenario end time: _____ Length of scenario: _____ min

Debrief start time: _____ Debrief end time: _____ Length of debrief: _____ min

This scenario and the debriefing were filmed to help with the reflection and analysis. Yes _____ No _____

Component	Yes	Notes About Variance
Scenario Development		
The scenario is based on learning objectives tailored to meet learners' needs.		

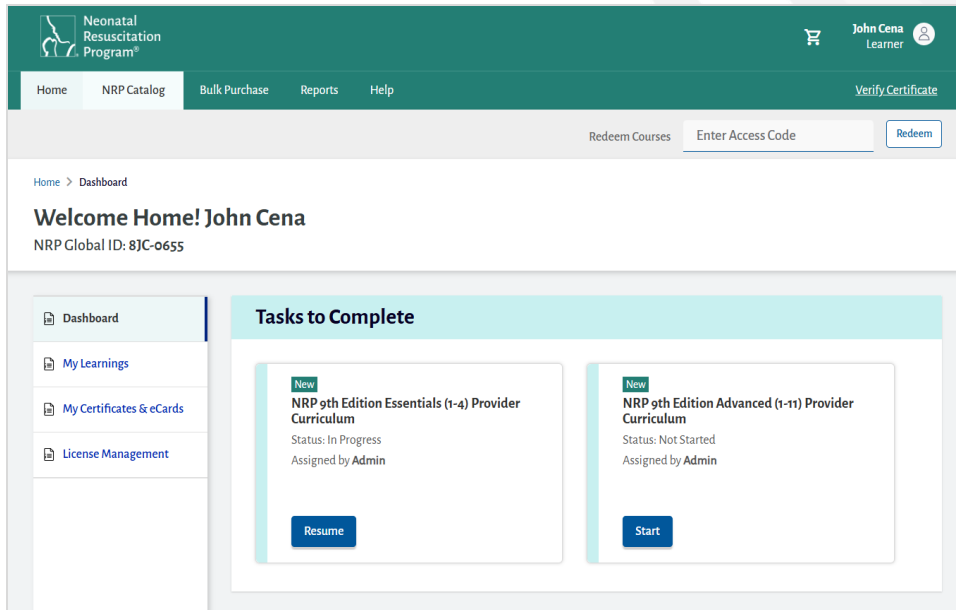


END OF INSTRUCTIONS



WI: Viewing More Details for the Events Registration

1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.



3. Click the **Register for Event** on the course activity page.



NRP 9th Edition Essentials (1-4) Provider Curriculum

Overall Activity0%

Activity

Part 1⌕ Not started

EssentialsOnline Learning Assessment : Not started

Course Survey : Not started

Part 2⌕ Not started

Instructor Led Event : Not started

Part 1

Activity NameStatusResultsAction

Essentials Online Learning AssessmentNot StartedN/AStart Activity

Activity NameStatusAction

Course SurveyNot StartedProvide Feedback

Part 2

Please ensure you complete your Part 1 activities before attending the event.

Activity NameEvent NameStatusResultsAction

Instructor Led EventN/ANot RegisteredN/ARegister for Event

4. Click the “View More Details” link.

Instructor-Led Event
Register for any one of the events as per your convenient date and time.

Search by Event Name

FilterClear All

Event ListingSort by Date - Nearest First11 – 15 of 21<>>>

Choose Date Range

☐ Timings

☐ Morning (8am - 12pm)☐ Afternoon (1pm - 4pm)☐ Evening (4pm - 6pm)

CountryUnited States of America

State/Province

City

Sep 21, 202304:30 PM - 05:30 PM IST

Open for all users to register

Instructor: [REDACTED]

This event is fully booked

Join Waitlist

View More Details

Sep 23, 202310:30 AM - 11:30 AM IST

Open for all users to register

Instructor: [REDACTED]

Register

View More Details

NRP LP User Guide
For Individual/Global Account Users

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The details of the Event are displayed in the drop-down menu.



Jul 25, 2023
06:30 PM - 07:30 PM IST

██████████

Open for all users to register

██

██████████

Instructor: ████████████████████

Register

View Less Details ^

Instructor Details

Instructor Name	Email Address	NRP Global ID	Organization
██████████	██████████@██████████.██████████	██████████	██████████

Note for Student

██



END OF INSTRUCTIONS



Registering for an Instructor-Led Event (ILE)



NOTE

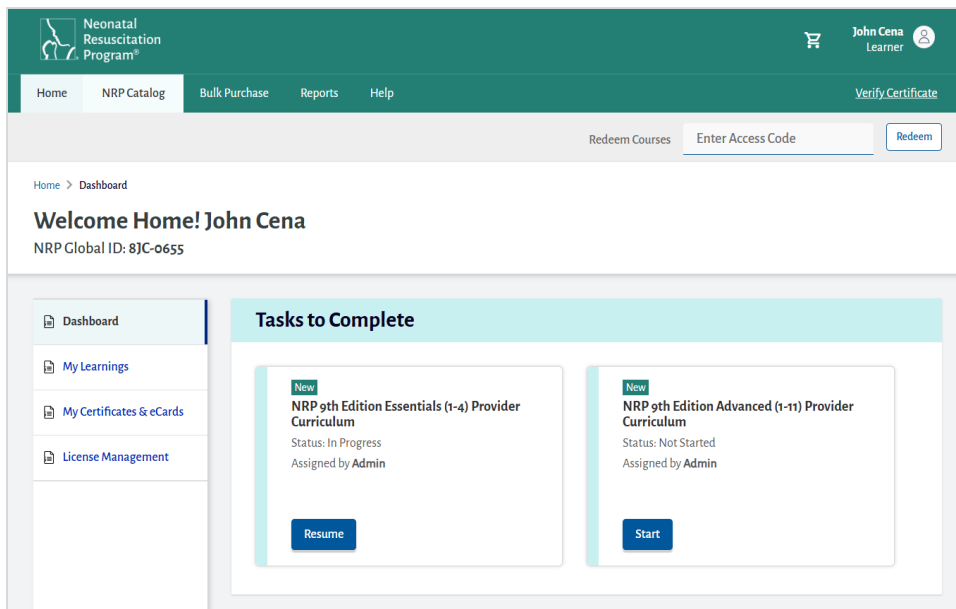
Assignment cannot be created for RQI for NRP courses, and only the “View Users” action button is available.



CAUTION

Make sure to complete Part 2 (Instructor-Led Event) within 100 days of completing Part 1 (Cognitive). If not completed within this timeframe, the curriculum will expire.

1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.



3. Click the **Register for Event** button.



Activity Name	Event Name	Status	Results	Action
Instructor Led Event	N/A	Not Registered	N/A	Register for Event

The Event screen will load.

Instructor-Led Event

Register for any one of the events as per your convenient date and time.

Filter [Clear All](#)

Event Listing Sort by [Date - Nearest First](#) 11 - 15 of 21

Choose Date Range

☐ Timings

☐ Morning (8am - 12pm)
☐ Afternoon (1pm - 4pm)
☐ Evening (4pm - 6pm)

Country

United States of America

State/Province

City

Sep 21, 2023

04:30 PM - 05:30 PM IST

Open for all users to register

Instructor: [Redacted]

This event is fully booked

[Join Waitlist](#)

Sep 23, 2023

10:30 AM - 11:30 AM IST

Open for all users to register

Instructor: [Redacted]

[Register](#)

[View More Details](#)

[View More Details](#)

NOTE

- By default, the latest created events are listed at the top of the list.
- The list could be narrowed down by using the following filter options:
 - Choose Date Range
 - Country
 - Timings
 - State / Province
 - City
 - Zip Code
 - Instructor Name

4. Enter a part of a search term (Event Name).
The result is the list of all the events that match the search value.

NRP LP User Guide
For Individual/Global Account Users

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Instructor-Led Event
Register for any one of the events as per your convenient date and time.

Search: [Redacted] X

Filter Clear All **Event Listing** Sort by Date - Nearest First 1-1 of 1 |< < > >|

Choose Date Range

☐ Timings
☐ Morning (8am - 12pm)
☐ Afternoon (1pm - 4pm)
☐ Evening (4pm - 6pm)

Country
United States of America

 [Redacted]
Open for all users to register
[Redacted]
Instructor: [Redacted]

Sep 23, 2023
10:30 AM - 11:30 AM IST

Register

View More Details

5. Click the **Register** button.

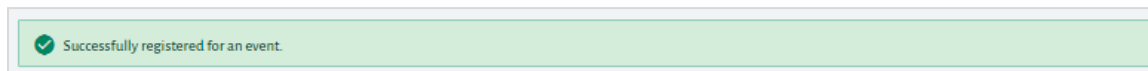


NOTE

The event details such as Date, Timings, and Address of the event to be held, along with the instructor's name are displayed on the tile.

The user is redirected to the “Activity” page along with the messages to the user such as:

- The **Successfully Registered** message appears at the top of the page.



- The status of Part 2 changes to **Registered**.

Part 2

☐	Activity Name	Status	Results	Action
	Instructor Led Event	Registered	N/A	Change Event Withdraw from Event View Event Details

Contact Us Policy Quick Links Support Information American Academy of Pediatrics



NOTE

- Once the user attends & passes the event, the eCard is available to View/Download/Print.

Home > My Learnings > NRP 9th Edition Essentials (1-4) Provider Curriculum

NRP 9th Edition Essentials (1-4) Provider Curriculum Completed [View eCard](#)

Activity

Activity

Part 1 Completed

Essentials Online Learning Assessment : Completed

Course Survey : Completed

[Download Part1 Completion Certificate](#)

Part 2 Completed

Instructor Led Event : Completed

Instructor Tool Kit [Explore Now](#)

Part 1

Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Completed	Pass	Review

Activity Name	Status	Action
---------------	--------	--------

- Click the **View eCard** button to download the eCard.
- If the user has already conducted an ILE in 8th edition and credit for the same will be given to complete IR in 9th edition platform.
- In case of **Instructor Renewal (IR)** curriculum, the **View eCard** button is enabled only when 60 days ahead of the eCard is about to expire.



Home > Dashboard > NRP 8th Edition Instructor Renewal Curriculum

NRP 8th Edition Instructor Renewal Curriculum

View eCard

Your eCard and rank will be renewed on 05/31/2025

Activity

Activity

Part 1

Completed

Essentials Online Learning Assessment : Completed

Advanced Online Learning Assessment : Completed

Instructor Course : Completed

Algorithm Activity : Completed

Instructor Exam : Completed

Course Survey : Completed

[Download Part1 Completion Certificate](#)

Part 2

Completed

Instructor Led Event 1 : Completed

Instructor Led Event 2 : Completed



Instructor Tool Kit

[Explore Now](#)

- In the case of IR curriculum, offline events are taken into consideration for Instructor and IM roles.
- The EP/AP/Instructor eCard/rank is valid for 2 years (an eCard expiry of AP is extended for another year in case the user has started IC curriculum) and IC rank is valid for 1 year.
- Example Email - Event Registered



Dear [REDACTED]

You have successfully registered to the event [REDACTED] scheduled on 07-25-2023 12:00 AM EDT.

You can view the details of the event using the following link.

[Login](#)

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPsupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034

- Example Email – Event Updated



Neonatal
Resuscitation
Program™

Dear [REDACTED],

Details for your [REDACTED] event have changed.

You can view the details of the event using the following link.

Login

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPSupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034

- Example Email – Part 2 Completion



Neonatal
Resuscitation
Program™

Dear [REDACTED],

You have been graded as 'Pass' on your [REDACTED] session held on 07-23-2023 12:00 AM EDT, attempted for the ADVANCED curriculum.

To obtain the eCard for the curriculum, please use the following link

Login Now

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPSupport@rqipartners.com

We're here, ready to talk - (866) 293-1034



ILE – Action on registered ILE

The Action button (the three dots under the Actions column) opens a menu to perform actions on the registered event, including:

- Change Event – Allows the user to change the registered event to the new event
- Withdraw from Event – Allows the user to withdraw from a registered event
- View Event Details – Allows the user to view additional details of a registered event

Part 2

Activity Name	Status	Results	Action
Instructor Led Event	Registered	N/A	Change Event Withdraw from Event View Event Details

Contact Us Policy Quick Links Support Information American Academy of Pediatrics



ILE – Action on Waiting List

Waiting List ILEs are listed below the Part 2 for the course. The number of events a user can waitlist for depends on the course they are enrolled/assigned to.

Action on Waiting List:

The Action button (the three dots under the Actions column) opens a menu to perform actions on the waiting list, including:

- Withdraw from Waiting List – Allows the user to withdraw from a registered event.
- View Event Details – Allows the user to view additional details of a registered event.

Part 2

Activity Name	Event Name	Status	Results	Action
Instructor Led Event	N/A	Not Registered	N/A	Register for Event

Waiting List

You can click on "Register for Event" to add yourself to the waiting list for 2 more events. Alternatively, you can directly register for an event with available seats by selecting the event of your choice.

Event Name	Status	Action
Demo event - 2	Waiting List(2)	Withdraw from Waiting List View Event Details

Details About Waiting List:

- Waiting list functionality is enabled by the instructor during the creation of an ILE.
- When a registered user withdraw from the ILE before it starts, a waiting list user is used to accommodate in place of that user.
- While Joining a waiting list for an event it doesn't mean that one will get the registration for the ILE.
- Waiting list users are included in the event on a first-come, first-served basis.
- The status is displayed as "Waiting List (N)," where "N" represents the user's position in the waiting list.
- As soon as a user is added to an ILE, a notification is sent to the user, and their name is removed from the waiting list, depending on how many ILEs the user was in the waiting list for.
- A user can wait for up to three ILEs to register for a single ILE. It is possible to wait for three ILEs for EP, AP, and AE courses, where each course consists of one ILE event. However, for the IC curriculum, users can wait for up to nine different ILEs because they need to complete three ILE events for the course.



WI: Registering for an Instructor-Led Event (ILE) with a Waitlist



NOTE

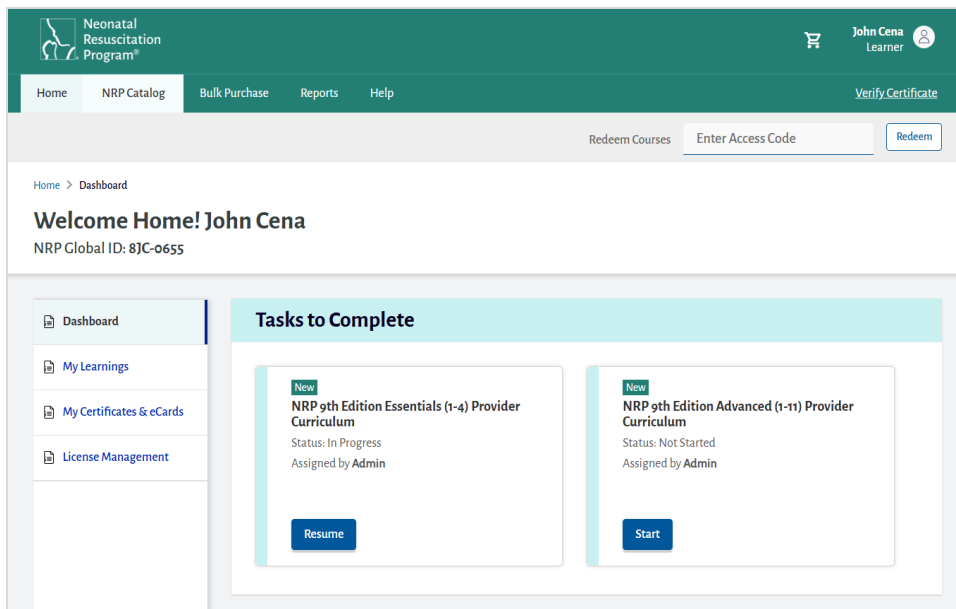
Assignment cannot be created for RQI for NRP courses, and only the “View Users” action button is available.



CAUTION

Make sure to complete Part 2 (Instructor-Led Event) within 100 days of completing Part 1 (Cognitive). If not completed within this timeframe, the curriculum will expire.

1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.



3. Click the **Register for Event** button.



Activity Name	Event Name	Status	Results	Action
Instructor Led Event	N/A	Not Registered	N/A	Register for Event

The Event screen will load.

Instructor-Led Event

Register for any one of the events as per your convenient date and time.

Filter [Clear All](#)

Event Listing Sort by [Date - Nearest First](#) 11 - 15 of 21

Choose Date Range

☐ Timings

☐ Morning (8am - 12pm)
☐ Afternoon (1pm - 4pm)
☐ Evening (4pm - 6pm)

Country

United States of America

State/Province

City

Sep 21, 2023

04:30 PM - 05:30 PM IST

Open for all users to register

Instructor: [Redacted]

This event is fully booked

[Join Waitlist](#)

Sep 23, 2023

10:30 AM - 11:30 AM IST

Open for all users to register

Instructor: [Redacted]

[Register](#)

[View More Details](#)

[View More Details](#)

NOTE

- By default, the latest created events are listed at the top of the list.
- The list could be narrowed down by using the following filter options:
 - Choose Date Range
 - Country
 - Timings
 - State / Province
 - City
 - Zip Code
 - Instructor Name

4. Click the [Join Waitlist](#) button.

NRP LP User Guide
For Individual/Global Account Users

Page 174 of 441



Details About Waiting List:

- Waiting list functionality is enabled by the instructor during the creation of an ILE.
- When a registered user withdraw from the ILE before it starts, a waiting list user is used to accommodate in place of that user.
- While Joining a waiting list for an event it doesn't mean that one will get the registration for the ILE.
- Waiting list users are included in the event on a first-come, first-served basis.
- The status is displayed as "Waiting List (N)," where "N" represents the user's position in the waiting list.
- As soon as a user is added to an ILE, a notification is sent to the user, and their name is removed from the waiting list, depending on how many ILEs the user was in the waiting list for.
- A user can wait for up to three ILEs to register for a single ILE. It is possible to wait for three ILEs for EP, AP, and AE courses, where each course consists of one ILE event. However, for the IC curriculum, users can wait for up to nine different ILEs because they need to complete three ILE events for the course.

5. Click the **Yes** button in the popup.

Add to Waiting List

Waiting List Number: 2

You are number **2** in the waiting list.

Note : The waitlist number can change based on the no. of users actively applying for the waiting list.

Do you wish to continue?



NOTE

The Waiting List Number indicates the learner's position on the waiting list.

The user is redirected to the “Activity” page along with the messages to the user such as:

- The **Successfully Registered** message appears at the top of the page.



✓ You are successfully added to the waiting list for the event. You can add yourself to the waiting list of 2 more events.

[View Waiting List Status](#)

- The status of Part 2 remains “Not Registered”.

Part 2

Activity Name	Event Name	Status	Results	Action
Instructor Led Event	N/A	Not Registered	N/A	Register for Event

Waiting List

1 You can click on "Register for Event" to add yourself to the waiting list for 1 more events.
Alternatively, you can directly register for an event with available seats by selecting the event of your choice.

Event Name	Status	Action
██████████	Waiting List(1)	⋮
██████████	Waiting List(2)	⋮

- The waiting list events are listed with the status "Waiting List(n)," where 'n' denotes the position on the waiting list.
- Click the three dots action button on the waiting list events to "Withdraw from Waiting List" or "View Event Details".

Waiting List

1 You can click on "Register for Event" to add yourself to the waiting list for 1 more events.
Alternatively, you can directly register for an event with available seats by selecting the event of your choice.

Event Name	Status	Action
██████████	Waiting List(1)	⋮
██████████	Waiting List(1)	⋮

[Withdraw from Waiting List](#)
[View Event Details](#)



NOTE

- In the case of the IC curriculum, the learner can waitlist for the 9 ILE events.

Waiting List

- i** You can click on "Register for Event" to add yourself to the waiting list for 6 more events.
Alternatively, you can directly register for an event with available seats by selecting the event of your choice.

Event Name	Status	Action
████████████████████	Waiting List(1)	⋮
████████████████████	Waiting List(1)	⋮
████████████████████	Waiting List(2)	⋮

- Example Email - Learner Event Changed from Waiting to Register



Neonatal
Resuscitation
Program™

Dear ██████████

Congratulations, this email is to inform you that you have been registered in the Jean Paul - 00, from the waiting list.

The event is scheduled on 09-09-2023 12:00 AM EDT.

You can view the details of the event using the following link

Please note that you have been removed from the other waiting lists for events specific to NRP 8th Edition Advanced(1-11) Provider Curriculum you previously registered for.

[Login](#)

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPsupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) - (866) 293-1034



END OF INSTRUCTIONS



WI: Changing the Registered Event (ILE)

1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

John Cena Learner

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click the three dot action button on the Part 2 registered event and select the "Change Event" option.

Part 2

Activity Name	Status	Results	Action
Instructor Led Event	Registered	N/A	⋮ Change Event Withdraw from Event View Event Details

Contact Us Policy Quick Links Support Information American Academy of Pediatrics

4. Enter a part of a search term (Event Name).
The result is the list of all the events that match the search value.



Instructor-Led Event
Register for any one of the events as per your convenient date and time.

Search by Event Name

Filter Clear All

Event Listing Sort by Date - Nearest First 1-3 of 3

Choose Date Range

Timings

- ☐ Morning (8am - 12pm)
- ☐ Afternoon (1pm - 4pm)
- ☐ Evening (4pm - 6pm)

Country

State/Province

City

Zip Code

Instructor Name

Event 1: Open for all users to register
A ITC Aven, Hoggins 4740 Wayside Lane, hue, A ITC Aven, A, Johor, Malaysia , 81100
Instructor: ic user
Jul 26, 2023 02:30 AM - 03:30 AM IST
Registered

Event 2: Open for all users to register
New York122222, addtest2, New York, New YORK, Alaska, United States of America , 10001
Instructor: Jack Sparrow
Jul 27, 2023 08:00 PM - 09:00 PM IST
Register

Event 3: Open for all users to register
New York122222, addtest2, New York, New YORK, Alaska, United States of America , 10001
Instructor: Jack Sparrow
Jul 31, 2023 10:30 PM - 11:30 PM IST
Register



NOTE

The registered event in the list will be indicated by “Registered” label.

5. Click the **Register** button.



NOTE

The event details such as the Date, Timings, and Address of the event to be held, along with the instructor's name are displayed on the tile.

6. Click the **Confirm** button.



Change Event

Are you sure you want to cancel your already registered event?

Confirm

Cancel

The **Successfully Registered** message appears at the top of the page.

✓ Successfully registered for an event.

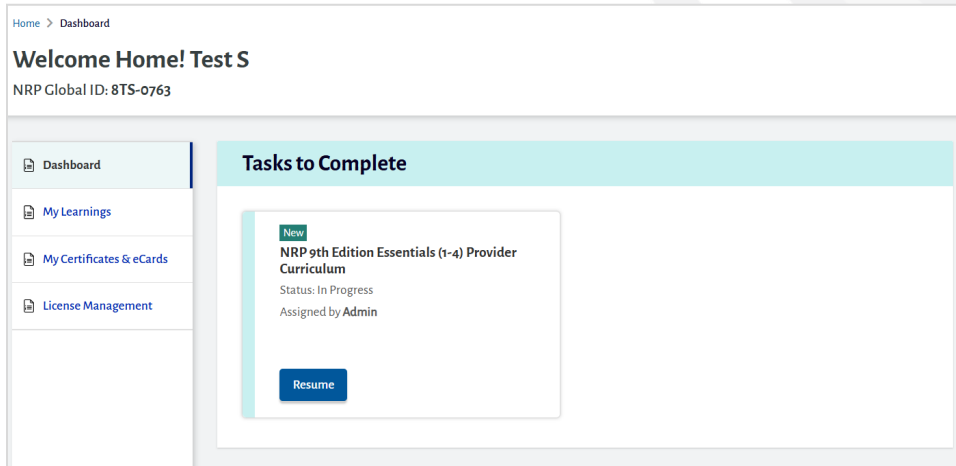


END OF INSTRUCTIONS



WI: Withdrawing the Registered Event (ILE)

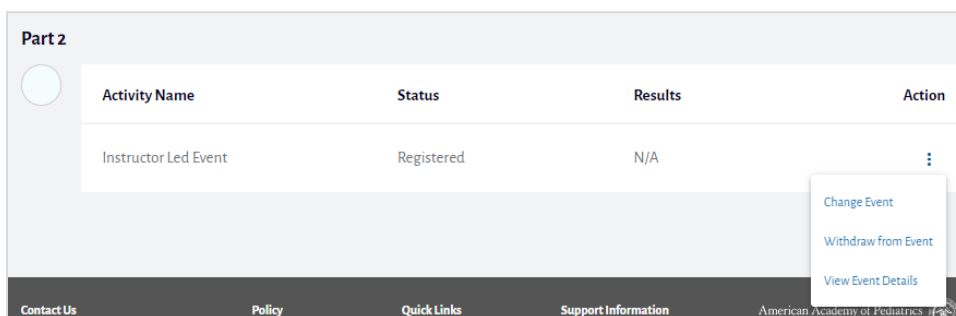
1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.



NOTE

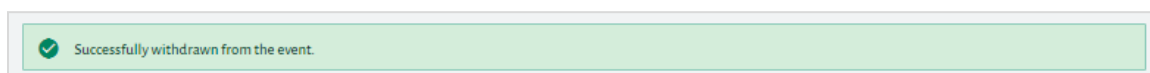
By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click the **Withdraw from Event** option available for a registered event in the list under the Action column.



The user is redirected to the “Activity” page along with the messages to the user such as:

- The **Successfully Registered** message appears at the top of the page.



- ILE status changes to “Not Registered” on activity page.
- The **Register for Event** button is available to register for a new event.



Activity Name	Status	Results	Action
Instructor Led Event 	Not Registered	N/A	Register for Event



NOTE

Example Email - Withdraw Event



Neonatal
Resuscitation
Program™

Dear 

You have successfully withdrawn from the PI 5-Copy scheduled on 07-27-2023 06:30 AM AKDT.

If you are a student/ Instructor candidate, please use the following link to find more events.

[Login](#)

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPSupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034

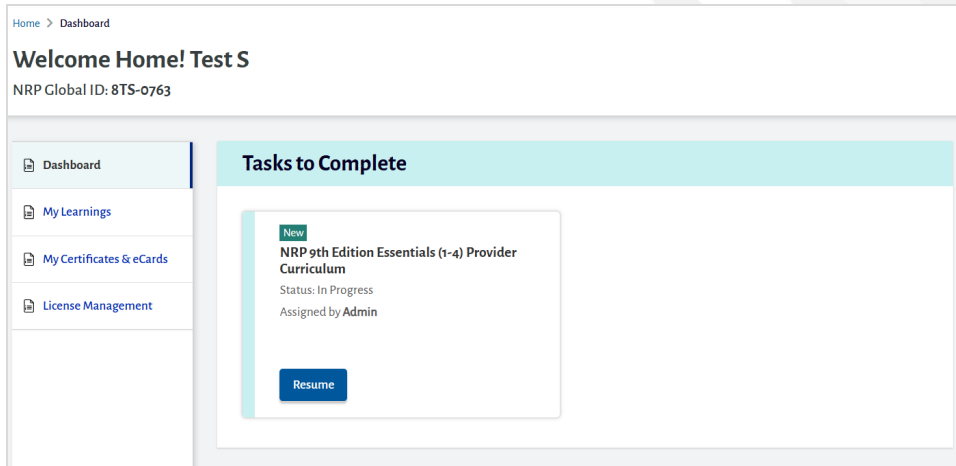


END OF INSTRUCTIONS



WI: Withdrawing from Waiting List Event (ILE)

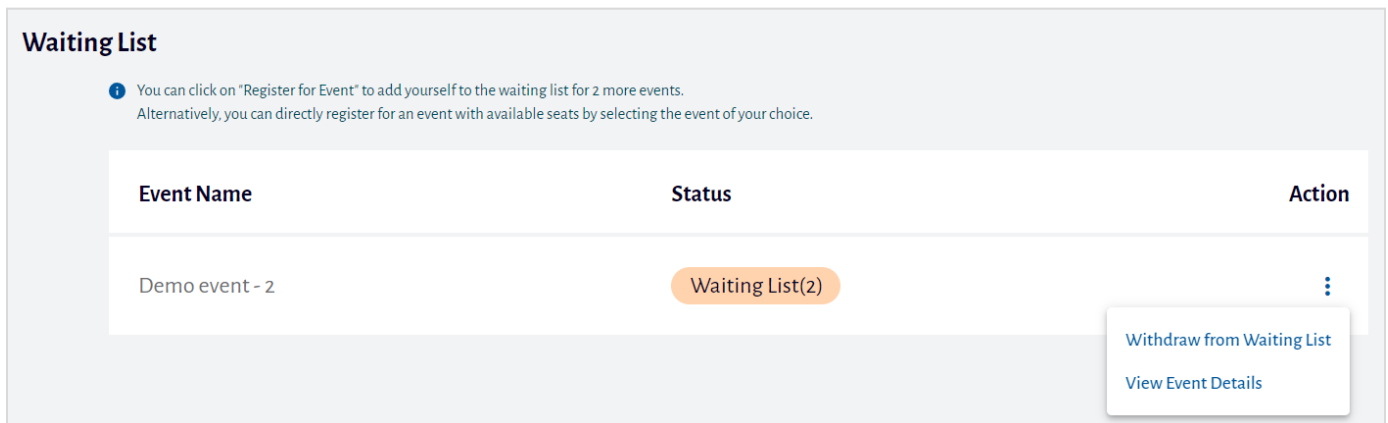
1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.



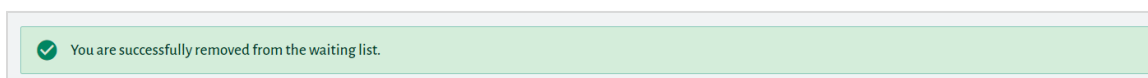
NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click the three-dot action button for the waiting list and select the "Withdraw from Waiting List" option.



The **Successfully Registered** message appears at the top of the page.



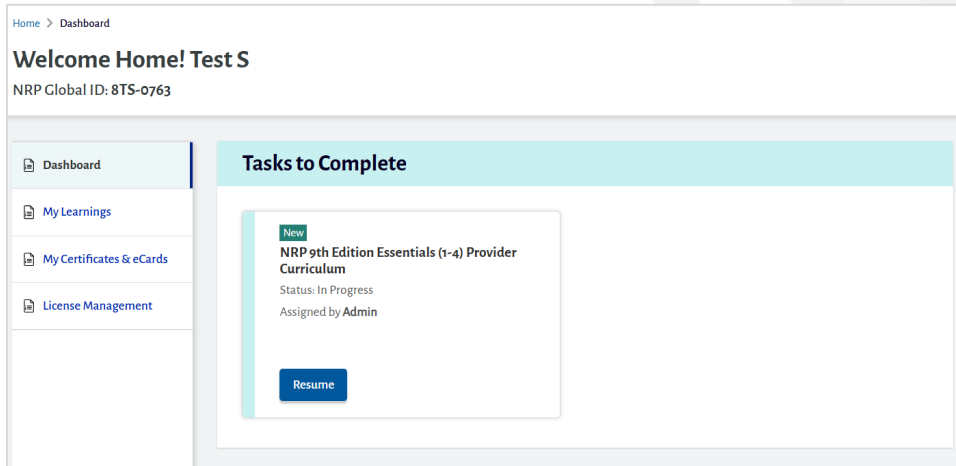


END OF INSTRUCTIONS



WI: Viewing Event (ILE) Details

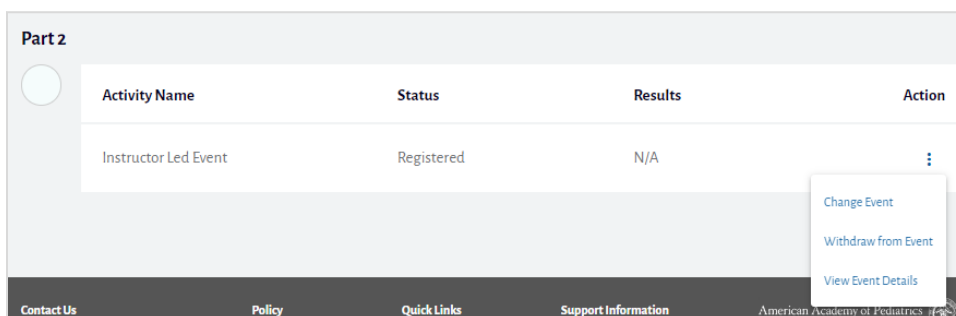
1. Login to the NRP Learning Platform.
2. Click the **Start** or **Resume** button accordingly from the “Tasks to Complete” section under Dashboard.



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click the **View Event Details** option available for a registered event in the list under Action column.



4. The user is navigated to the “Event Details” page with the following details:
 - Event Name – The name of the event registered
 - Event Status – Registered
 - Instructor Details – Instructor Name, Email Address, Rank
 - Location & Schedule Details –Date, Timings, Address
 - Note for Students – The notes to the student(s) by Instructor/IM
 - Change Event – The user is navigated to the “Change Event” page



- Withdraw from Event – The user is navigated to the “Withdraw from Event” page

Event Name [REDACTED]		Registered July 26, 2023 05:00 AM - 06:00 AM (+08)
Instructors Details		
Instructor Name [REDACTED]	Email Address [REDACTED]	Rank INSTRUCTOR
Location & Schedule Details		
Date & Time July 26, 2023 05:00 AM - 06:00 AM (+08)		
Address [REDACTED]		
Note for Students [REDACTED]		
You can click on the below button to change the event to another date. On account of selection of the another event the current registered event will be canceled. Change Event		You can click on the below button to withdraw from the current event. You can register again for a new event. Withdraw from Event



END OF INSTRUCTIONS



Instructor Toolkit (ITK) in the Dashboard



NOTE

- The Instructor Toolkit (ITK) is available only for Instructor Candidates, Instructors, and Instructor Mentors.
- Each time the ITK is accessed by the user, a new tab will be opened that contains ITK information. Upon logging out from the ITK web page, the user is logged out from both the ITK web page and the user's dashboard. To access the ITK web page, the user needs to log in to the NRP Learning Platform and click on the "Instructor Toolkit" link provided in the 'Quick Links' section.

The "Instructor Toolkit" web resource page contains all the information required to assist ICs, Instructors, and IMs in teaching the NRP instructor-led events.

The screenshot shows the NRP Instructor Toolkit dashboard. At the top, there is a green header bar with the Neonatal Resuscitation Program logo on the left, the text "Instructor Toolkit" in the center, and a user profile icon with the text "Add Users Instructor" on the right. Below the header is a navigation bar with several dropdown menus: Home, How NRP Works, NRP Learner Education, Resources, Instructor Development, Instructor Mentor, and NRP Learning Platform. Below the navigation bar is a search bar with the placeholder text "Search Here". The main content area features a large image of a newborn baby being examined by a healthcare professional. Overlaid on the left side of this image is a white box with the heading "Welcome to the NRP Instructor Toolkit!" and a paragraph of text: "Here you will find instructor information and numerous resources in a multimedia format. Use the navigation tabs across the top of the page to view different areas of the Toolkit. Each tab has a dropdown menu of its contents. You can find information about different areas of NRP in addition to some documents and videos."



TIP

Utilize the search bar to efficiently find content on the website.



Access ITK from the Dashboard



NOTE

- The Instructor Toolkit (ITK) is available only for Instructors, and Instructor Mentors.
- If the learner is also a NICU Instructor, both the Instructor Toolkit (ITK) and the NICU Instructor Toolkit (ITK) are available in the dashboard.

1. Login to the NRP Learning Platform.
2. Click the **Instructor Toolkit** tab.

The screenshot displays the NRP Learning Platform dashboard. At the top, a breadcrumb trail shows 'Home > Dashboard'. Below this, a 'Welcome Home!' message is followed by a redacted NRP Global ID. A left-hand navigation menu is visible, with the 'Instructor Toolkit' tab highlighted. The main content area features several sections: 'Tasks to Complete' (showing 'No Task Found'), a 'Link to your 7th Edition Learning History' section with a 'Recover Now' button, an 'Add New Event' section with an 'Add Now' button, and two cards for 'Learning History' and 'User Profile', each with a 'View' button. On the right, there are 'Quick Links' and 'Resources' sections.



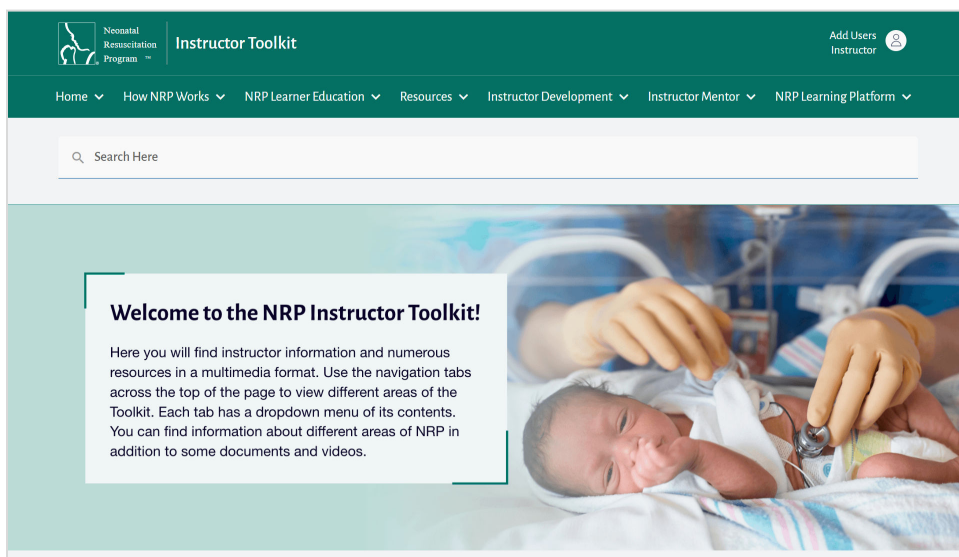
NOTE

Alternatively, click the **Instructor Toolkit** link provided in the **Quick Links** section

The user navigates to the **Instructor Toolkit** web resource page.

The information is structured by segregating in the Menu form as follows:

- Home
- How NRP Works
- NRP Learner Education
- Resources
- Instructor Development
- Instructor Mentor
- NRP Learning Platform



NOTE

The ITK information is further detailed in the sub-menus that are available upon clicking Menu dropdowns.



My Learnings

The 'My Learnings' tab lists all of the learner's courses. It includes both active courses and learning history, along with associated certificates.

My Learnings tab shows two subtabs:

- Current Learnings
- 7th Edition Learnings

The 'Current Learnings' subtab shows two tiles:

- **Active Learnings:** Shows the courses that the user can start or resume along with the **Not Started** & **In Progress** statuses, respectively. It also displays the Retail Distributor's name in case the course is assigned by a distributor.
- **Learning History:** Shows the list of all the Certificates/eCards of the courses being completed by the user. Actions can be performed on a single certificate or eCard. Certificates or eCards can be searched/filtered, and the resulting columns can be sorted.

The Learning History displays the following columns:

Column Name	Description
Curriculum Name	Name of the curriculum
Completed Date	Date on which the curriculum was completed
Enrolled / Assigned By	Specifies who assigned the course—either the assigner's role or the distributor's name, if applicable.
Status	Displays the status of the course (Completed or Expired)
Action	Actions available for a user



[Home](#) > [My Learnings](#) > [Current Learnings](#)

Welcome Home! [REDACTED]

NRP Global ID: [REDACTED]

[Dashboard](#)

[My Learnings](#)

[My Certificates & eCards](#)

[License Management](#)

[Instructor Toolkit](#)

[Current Learnings](#)

[7th Edition Learnings](#)

Active Learnings

In Progress

NRP 9th Edition Advanced (1-11) Provider Curriculum
Assigned by Admin

[Resume](#)

Learning History



Search Curriculum Name

Date Range



Enrolled / Assigned by

[Apply filter](#)

Curriculum Name	Completed Date	Enrolled / Assigned By	Status	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	⋮
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	⋮

1 - 2 of 2

[|<](#) [<](#) [>](#) [>|](#)

[Dashboard](#)

[My Learnings](#)

[My Certificates & eCards](#)

[License Management](#)

[Instructor Toolkit](#)

[Current Learnings](#)

[7th Edition Learnings](#)

7th Edition Learnings



Search Curriculum Name

Date Range



Enrolled / Assigned by

[Apply filter](#)

Curriculum Name	Completed Date	Enrolled / Assigned By	Status
7th Edition NRP Provider	Mar 08, 2017	NRP-Memorial Her...	Completed
7th Edition NRP Provider Course ...	Mar 04, 2017	NRP-Memorial Her...	Completed
7th Edition NRP Provider Course ...	Mar 08, 2017	NRP-Memorial Her...	Completed
7th Edition NRP Instructor Candi...	Apr 25, 2019	NRP-Memorial Her...	Completed
7th Edition NRP Instructor Candi...	Feb 08, 2019	NRP-Memorial Her...	Completed
7th Edition NRP Instructor Candi...	Apr 25, 2019	NRP-Memorial Her...	Completed
7th Edition NRP Instructor Rene...	Apr 19, 2021	NRP-Memorial Her...	Completed
Administrator Access to NRP Ins...	Apr 12, 2021	NRP-Memorial Her...	Completed

1 - 8 of 8

[|<](#) [<](#) [>](#) [>|](#)



WI: Viewing Details of 7th Edition Learnings

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the “My Learnings” tab.

Home > My Learnings > Current Learnings

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Dashboard My Learnings My Certificates & eCards License Management Instructor Toolkit

Current Learnings 7th Edition Learnings

Active Learnings

In Progress NRP 9th Edition Advanced (1-11) Provider Curriculum
Assigned by Admin
Resume

Learning History

Search Curriculum Name Date Range Enrolled / Assigned by Apply filter

Curriculum Name	Completed Date	Enrolled / Assigned By	Status	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	

1 - 2 of 2 |< > |



3. Click the **7th Edition Learnings** subtab.

NOTE

By default, Current Learning tab appears.





Start/Resume the Activity of a Course

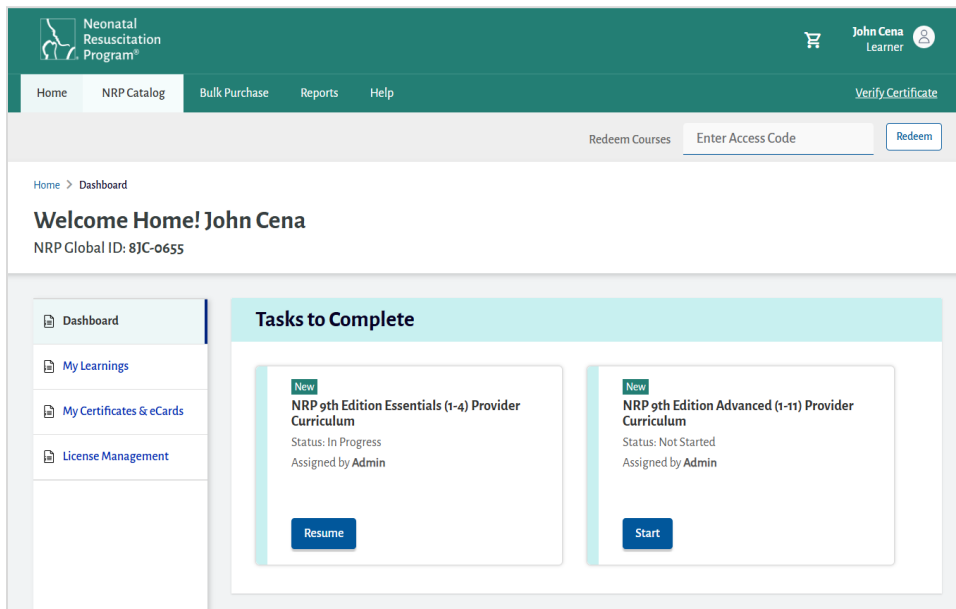
These instructions describe the process for users to start or resume the activity of a Course on the NRP Learning Platform.



NOTE

The course can be started or resumed also through the “Task to Complete” tile provided in the “Home → Dashboard” tab and NRP Catalog menu.

1. Login to the NRP Learning Platform.



2. Click the “My Learnings” tab.



Home > My Learnings > Current Learnings

Welcome Home! [Redacted]

NRP Global ID: [Redacted]

[Dashboard](#)
[My Learnings](#)
[My Certificates & eCards](#)
[License Management](#)
[Instructor Toolkit](#)

Current Learnings7th Edition Learnings

Active Learnings

In Progress

NRP 9th Edition Advanced (1-11) Provider Curriculum
Assigned by Admin

Resume

Learning History

Apply filter

Curriculum Name ↑	Completed Date ↑	Enrolled / Assigned By ↑	Status ↑	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	

1 - 2 of 2 |< < > >|



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

- Click **Resume**.

Active Learnings

In Progress

NRP 9th Edition Advanced (1-11) Provider Curriculum
Assigned by Admin

Resume



NOTE

The Resume option is available only when the user pauses any activity in a course & returns to the Dashboard tab.

- In either case, **Start** or **Resume**, the user navigates to the “Activity” page along with the appropriate options.



NOTE

Completion dates are displayed for courses marked as **In Progress**, **Expired**, and **Completed** to help track their status.

Home > My Learnings > NRP 9th Edition Essentials (1-4) Provider Curriculum

NRP 9th Edition Essentials (1-4) Provider Curriculum

Overall Activity 66.67%

Activity

Feedback has been successfully submitted

Activity

Part 1

Completed

Essentials Online Learning Assessment Completed Nov 05, 2025

Course Survey Completed Nov 05, 2025

Download Parts Completion Certificate

Part 2

Not started

Instructor Led Event Not started

Part 1

Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Completed	Pass	Review

Activity Name	Status	Action
Course Survey	Completed	N/A



Learning History – Action on Completed Learnings (Certificates/eCards)

The Action button (the three dots under the Actions column) opens a menu to perform actions on the course/curriculum, including:

- **View eCard** – Allows the user to preview the generated eCard
- **View Certificate** – Allows the user to preview the generated Certificate
- **View Details** – Allows the user to view details of the course activities by navigating to the “Activity” page

Learning History				
Search Curriculum Name	Date Range	Enrolled / Assigned by	Apply filter	
Curriculum Name ↑	Completed Date ↑	Enrolled / Assigned By ↑	Status ↑	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	⋮
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	⋮
1 – 2 of 2 < < > >				



WI: Searching/Filtering the Certificates/eCards

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

John Cena Learner

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the “My Learnings” tab.

Home > My Learnings > Current Learnings

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Dashboard My Learnings My Certificates & eCards License Management Instructor Toolkit

Current Learnings 7th Edition Learnings

Active Learnings

In Progress NRP 9th Edition Advanced (1-11) Provider Curriculum
Assigned by Admin
Resume

Learning History

Search Curriculum Name Date Range Enrolled / Assigned by Apply filter

Curriculum Name	Completed Date	Enrolled / Assigned By	Status	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	

1 - 2 of 2 |< > |



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Enter a part of a search term (Curriculum Name) and/or select Date Range.

Learning History

Apply filter

Curriculum Name ↑	Completed Date ↑	Enrolled / Assigned By ↑	Status ↑	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	⋮
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	⋮

1 – 2 of 2 |< < > >|

The result is the list of all the curricula that match the search value.

4. Click the **Apply Filter** button to apply the search and/or filter criteria.

The list of all the certificates/eCards will be updated based on search criteria.

Click the **Clear Filter** button to return to the default view.

Learning History

Clear filter

Curriculum Name ↑	Completed Date ↑	Enrolled / Assigned By ↑	Status ↑	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	⋮

1 – 1 of 1 |< < > >|



NOTE

The **Clear Filter** button appears only after clicking the **Apply Filter** button.



END OF INSTRUCTIONS



WI: Sorting Certificates/eCards

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

John Cena Learner

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the “My Learnings” tab.

Home > My Learnings > Current Learnings

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Dashboard My Learnings My Certificates & eCards License Management Instructor Toolkit

Current Learnings 7th Edition Learnings

Active Learnings

In Progress NRP 9th Edition Advanced (1-11) Provider Curriculum
Assigned by Admin
Resume

Learning History

Search Curriculum Name Date Range Enrolled / Assigned by Apply filter

Curriculum Name	Completed Date	Enrolled / Assigned By	Status	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	

1 - 2 of 2 |< < > >|



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

The user is navigated to the “My Learnings” page, wherein the “Learning History” section is available.

Learning History				
Search Curriculum Name	Date Range	Enrolled / Assigned by	Apply filter	
Curriculum Name ↑	Completed Date ↑	Enrolled / Assigned By ↑	Status ↑	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	⋮
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	⋮
1 – 2 of 2 < < > >				

- Click the column headings to sort the column details alphabetically.



END OF INSTRUCTIONS



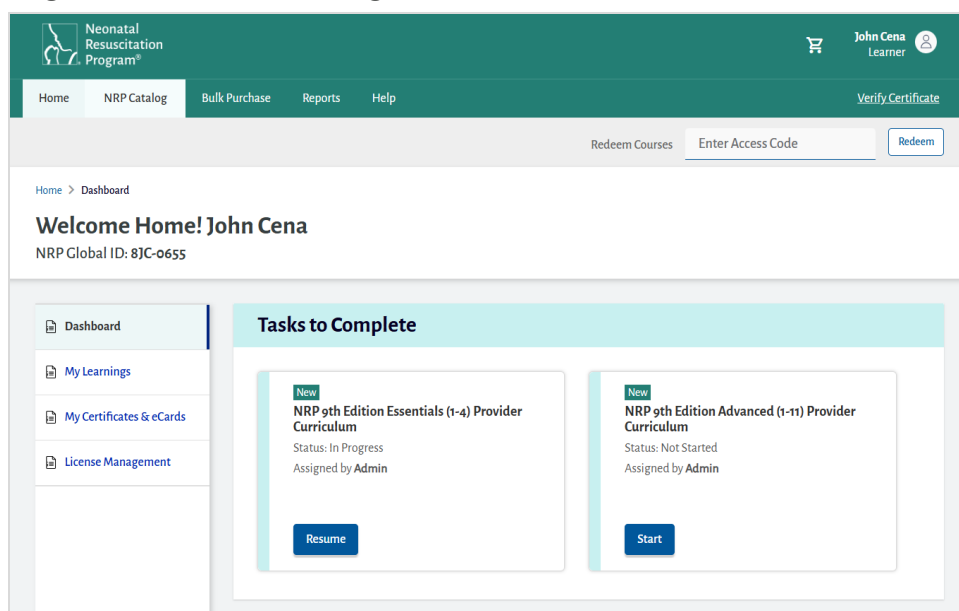
WI: Viewing Certificate/eCard on the Learning History page



NOTE

The Certificates/eCards are also available to view/download/print in the “My Certificates & eCards” tab. Additionally, can be downloaded on the 'Activity' page, after completing Part 1 & Part 2 activities, respectively.

1. Login to the NRP Learning Platform.



2. Click the “My Learnings” tab.



Home > My Learnings > Current Learnings

Welcome Home! [Redacted]

NRP Global ID: [Redacted]

[Dashboard](#)
[My Learnings](#)
[My Certificates & eCards](#)
[License Management](#)
[Instructor Toolkit](#)

Current Learnings7th Edition Learnings

Active Learnings

In Progress

NRP 9th Edition Advanced (1-11) Provider Curriculum
Assigned by Admin

Resume

Learning History

Search Curriculum Name

Date Range

Enrolled / Assigned by

Apply filter

Curriculum Name ↑	Completed Date ↑	Enrolled / Assigned By ↑	Status ↑	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	⋮
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	⋮

1 - 2 of 2 |< < > >|



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

- Click the three dots button under the action column and select the "View Certificate/ eCard" option.

Learning History

Search Curriculum Name

Date Range

Enrolled / Assigned by

Apply filter

Curriculum Name ↑	Completed Date ↑	Enrolled / Assigned By ↑	Status ↑	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	⋮
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	⋮

1 - 2 of 2 >|

View eCard

View Certificate

View Details

The Certificate/eCard screen will load along with the "Email" and "View/Download/Print" options.



NRP 9th Edition Instructor Renewal Curriculum

Certificate Preview

Email Download

Neonatal Resuscitation Program® (NRP®)
**Course Completion /
Continuing Education Certificate**



Neonatal Resuscitation Program (NRP)
American Academy of Pediatrics
345 Park Blvd.
Itasca, IL 60143

Certificate of Participation
Continuing Education Activity

The American Academy of Pediatrics attests that
XXXXXXXXXXXX
has participated in the NRP 9th Edition Instructor Curriculum on
11/07/2025
Certificate Number
1jyjciwpubzluviyisoxgyr
Verify authenticity at this URL
https://qa-nrp-ui.laerdalbr.in/certificateAdmin/0.1/verify_certificate

Please keep this copy for your records.

Mailing Address: _____
City/State/ZIP/Country: _____
Email: _____
NAPNAP Number (if applicable): _____
License Number (if applicable): _____
State of license (if applicable): _____
NREMT Number (if applicable): _____
Signature: _____

Note: There is no partial credit awarded for completion of the NRP 9th Edition Instructor Course.
This certificate reflects completion of the entire course only. To receive an NRP Instructor eCard, an individual must also meet the teaching requirements.



CE Accreditation and Credit Designation Statements:

Physician Provider

The American Academy of Pediatrics is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The AAP designates this enduring material for a maximum of 13.00 AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

This activity is acceptable for a maximum of 13.00 AAP credits. These credits can be applied toward the AAP CME/CPD Award available to Fellows and Candidate Members of the American Academy of Pediatrics.

Physician Assistant Provider

PAs may claim a maximum of 13.00 Category 1 credits for completing this activity. NCCPA accepts AMA PRA Category 1 Credit™ from organizations accredited by ACCME or a recognized state medical society.

Nurse Practitioner Provider

This program is accredited for 13.00 NAPNAP CE contact hours of which 0.00 contain pharmacology (Rx) content, 0.00 related to psychopharmacology, 0.00 related to controlled substances, per the National Association of Pediatric Nurse Practitioners (NAPNAP) Continuing Education Guidelines.

Registered Nurse Provider

Provider approved by the California Board of Registered Nursing, Provider Number 18014, for 13.00 contact hours.

Respiratory Therapist Provider

This Non-traditional program has been approved for 13.00 contact hours Continuing Respiratory Care Education (CRCE) credit by the American Association for Respiratory Care. Course #195166000

Certified Midwife Provider

The American Midwifery Certification Board accepts continuing education units approved by the ACCME (Accreditation Council for Continuing Medical Education) Category 1, and the AMA (American Medical Association) PRA Category 1. Certified Nurse Midwives may receive a maximum of 13.00 hours of Category 1 Credit for completing this program.



NRP 9th Edition Instructor Renewal Curriculum

eCard Details

NRP Rank

Instructor Mentor

NRP Status

Active

Verified by

American Academy of Pediatrics

Expires

Nov 30, 2027

NRP eCard Credentials

Clear the value & click on Save for not printing any Credentials

Save

eCard Preview

Email Download



Back to Current Learnings



NOTE

The NRP eCard Credentials can be entered & saved by the user that is printed on the eCard Name field appending the name of the user.



END OF INSTRUCTIONS



View/Download 'RQI for NRP Advanced Endorsement' eCard



NOTE

This Work Instruction is applicable for learners who have completed the "RQI for NRP Advanced Endorsement Instructor-Led Event" and wish to view/download eCards on the NRP Learning platform.

1. Login to the NRP Learning Platform.
2. Click the "My Learnings" tab.

Welcome Home! [REDACTED]
NRP Global ID: [REDACTED]

Dashboard
My Learnings
My Certificates & eCards
License Management

Current Learnings 7th Edition Learnings

Active Learnings

No Active Learnings Found

Completed Learnings

Search Curriculum Name Date Range Enrolled / Assigned by Apply filter

Curriculum Name	Completed Date	Enrolled / Assigned By	Status	Action
RQI for NRP Advance...	Sep 22, 2023	Rqinstop-child	Completed	

1-1 of 1 |< < > >|



NOTE ABOUT ADVANCED ENDORSEMENT COURSE

- In the case of RQI for the NRP Advanced Endorsement course, if the learner completes the ILE (Part 2), the course will not be considered complete until the user also completes Part 1 of the course on the RQI1Stop platform.
- Once the learner completes all the parts of the course, the course will be marked as completed on the NRP Learning Platform, and the learner's rank will change from 'Learner' to 'Advanced Endorsement'.
- Learners with Advanced Endorsement will be allowed to apply for Instructor Application (AI), and upon approval from AAP admin, learners can proceed with the Instructor Candidate Curriculum.

3. Select the three dot action button across the 'RQI for NRP Advanced Endorsement Instructor-Led Event' and select 'View Details' option.

Completed Learnings				
Search Curriculum Name	Date Range	Enrolled / Assigned by	Apply filter	
Curriculum Name	Completed Date	Enrolled / Assigned By	Status	Action
RQI for NRP Advance...	Sep 22, 2023	Rq1stop-child	Completed	⋮
1 - 1 of 1				View Details

4. Click the "View eCard (in RQI website)" link on the course details page.

[Home](#) > [My Learnings](#) > [RQI for NRP Advanced Endorsement Instructor-Led Event](#)

RQI for NRP Advanced Endorsement Instructor-Led Event

[View eCard \(in RQI website\)](#)

Activity

Part 1

Cognitive

Completed

Part 2

Instructor Led Event

Completed

Part 1

✓

Activity Name	Status
Cognitive	Completed

Part 2

✓

Activity Name	Event Name	Status	Results	Action
Instructor Led Event	AE event-Copy21	Completed	Pass	View Details



5. Click the 'Download' or 'Print' icon respectively to download or print the eCard.





WI: Viewing Learning History and Course Details

1. Login to the NRP Learning Platform.

The screenshot shows the NRP Learning Platform dashboard for a user named John Cena. The top navigation bar includes links for Home, NRP Catalog, Bulk Purchase, Reports, and Help. A user profile dropdown shows 'John Cena Learner' and a 'Verify Certificate' link. Below the navigation bar, there's a 'Redeem Courses' section with an 'Enter Access Code' field and a 'Redeem' button. The main content area is titled 'Welcome Home! John Cena' and 'NRP Global ID: 8JC-0655'. On the left, a sidebar menu lists 'Dashboard', 'My Learnings', 'My Certificates & eCards', and 'License Management'. The main area is titled 'Tasks to Complete' and displays two course cards: 'NRP 9th Edition Essentials (1-4) Provider Curriculum' (Status: In Progress, Assigned by Admin) with a 'Resume' button, and 'NRP 9th Edition Advanced (1-11) Provider Curriculum' (Status: Not Started, Assigned by Admin) with a 'Start' button.

2. Click the “My Learnings” tab.

The screenshot shows the 'My Learnings' tab in the NRP Learning Platform. The top navigation bar includes links for Home, My Learnings, and Current Learnings. A user profile dropdown shows 'Welcome Home!' and 'NRP Global ID:'. Below the navigation bar, there's a 'Current Learnings' section with a '7th Edition Learnings' link. The main content area is titled 'Active Learnings' and displays a card for 'NRP 9th Edition Advanced (1-11) Provider Curriculum' (Status: In Progress, Assigned by Admin) with a 'Resume' button. Below this, there's a 'Learning History' section with a search bar, a date range selector, and an 'Enrolled / Assigned by' dropdown. A table lists the learning history:

Curriculum Name	Completed Date	Enrolled / Assigned By	Status	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	

At the bottom of the table, there's a pagination control showing '1 - 2 of 2' and navigation arrows.



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

- Click the three dots button under the action column and select the “View Details” option.

Learning History				
Search Curriculum Name	Date Range	Enrolled / Assigned by	Apply filter	
Curriculum Name ↑	Completed Date ↑	Enrolled / Assigned By ↑	Status ↑	Action
NRP 9th Edition Instr...	Nov 07, 2025	Admin	Completed	⋮
NRP 9th Edition Esse...	Nov 05, 2025	Admin	Completed	⋮
1 – 2 of 2				View eCard View Certificate View Details

The user is navigated to the 'Activity' page to view the course's details.



NRP 9th Edition Advanced (1-11) Provider Curriculum

Overall Activity0%

Activity

Part 1Not started

Essentials Online Learning Assessment : Not started

Advanced Online Learning Assessment : Not started

Course Survey : Not started

Part 2Not started

Instructor Led Event : Not started

Instructor Tool Kit [Explore Now](#)**Part 1**

Activity Name	Status	Results	Action
Essentials Online Learning Assessment	Not Started	N/A	Start Activity

Activity Name	Status	Results	Action
Advanced Online Learning Assessment	Not Started	N/A	Start Activity

Activity Name	Status	Action
Course Survey	Not Started	Provide Feedback



END OF INSTRUCTIONS



My Certificates & eCards

The 'My Certificates & eCards' tab shows an overall list of certificates & eCards earned by the user. Actions can be performed on a single certificate or eCard. Certificates or eCards can be searched/filtered, and the resulting columns can be sorted.

My Certificates & eCards tab shows two subtabs:

- Current Certificates & eCards
- 7th Edition Certificates & eCards

Welcome Home! [REDACTED]
NRP Global ID: [REDACTED]

Dashboard
My Learnings
My Certificates & eCards
License Management
Instructor Toolkit

Current Certificates & eCards 7th Edition Certificates & eCards

Current Certificates & eCards

Search by Certificate/eCard Name Select Date Range Select Type Apply Filter

Certificate/eCardName ↑	Type ↑	Profile ↑	Generated Date ↑	Valid Until ↑	Action
NRP 9th Edition Essentials (...)	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮
NRP 9th Edition Essentials (...)	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮

1 - 4 of 4 |< < > >|

Types of eCard Generated on NRP:

There are two types of eCards generated on the NRP learning platform. The type of eCard depends on the ILE (Part 2). If the event's location is in the US/Canada, the eCard is a normal one. If the event location is outside of the US and Canada, international eCards are generated.



Types of eCards available on NRP

1. The eCards for US and Canada locations:

Neonatal Resuscitation Program® (NRP®)	Neonatal Resuscitation Program® (NRP®)
Essentials Provider The individual named below has successfully completed the national cognitive and skills evaluations in accordance with the NRP curriculum of the American Academy of Pediatrics and American Heart Association. Provider Name: [Redacted] Credentials: Course Completion Date: 05/23/2023 Recommended Renewal Date: 05/31/2025 eCard Code: uwg7dixzpkjermqvlgpdy NRP Global ID: 80T-0010 Verify authenticity at this URL (or scan QR code on back of card with your cell phone): https://qa-nrp-learning.laerdalbr.in/certificateAdmin/0.1/verify_certificate	If you have any questions regarding the NRP, please contact the American Academy of Pediatrics at 800/433-9016, by e-mail at nrp@aap.org or online at www.aap.org/nrp. This card signifies the completion of the following lessons: Lesson 1: Foundations of Neonatal Resuscitation Lesson 2: Anticipating and Preparing for Resuscitation Lesson 3: Initial Steps of Newborn Care Lesson 4: Positive Pressure Ventilation (includes Laryngeal Mask) 

Essential Provider eCard

Resuscitation in the NICU	Resuscitation in the NICU
Provider The individual named below has successfully completed the national cognitive and skills evaluations in accordance with the Resuscitation in the NICU curriculum of the American Academy of Pediatrics and American Heart Association. Provider Name: dwjotw jofwoifw Credentials: Course Completion Date: 01/07/2026 Recommended Renewal Date: 01/31/2028 eCard Code: 1iavexmj34v9ytexfeered NRP Global ID: 8DJ-2134 Verify authenticity at this URL (or scan QR code on back of card with your cell phone): https://pre-prod.nrplearningplatform.com/certificateAdmin/0.1/verify_certificate	If you have any questions, please contact the American Academy of Pediatrics at 800/433-9016, by e-mail at nrp@aap.org or online at www.aap.org/nrp. This card signifies the completion of the following lessons: Lesson 1: Respiratory Compromise Lesson 2: Cardiovascular Compromise Lesson 3: Cardiopulmonary Arrest and Post-arrest Care Lesson 4: Improving Team Performance 

NICU Provider eCard

2. The eCards for Internation (outside US and Canada) Locations:

Neonatal Resuscitation Program® (NRP®)	Neonatal Resuscitation Program® (NRP®)
Essentials Provider  The individual named below has successfully completed the national cognitive and skills evaluations in accordance with the NRP curriculum of the American Academy of Pediatrics and American Heart Association. Provider Name: [Redacted] Credentials: Course Completion Date: 05/23/2023 Recommended Renewal Date: 05/31/2025 eCard Code: 1ib0ygh622cbzovzqhrpc Verify authenticity at this URL (or scan QR code on back of card with your cell phone): https://qa-nrp-learning.laerdalbr.in/certificateAdmin/0.1/verify_certificate	If you have any questions regarding the NRP, please contact the American Academy of Pediatrics at 800/433-9016, by e-mail at nrp@aap.org or online at www.aap.org/nrp. This card signifies the completion of the following lessons: Lesson 1: Foundations of Neonatal Resuscitation Lesson 2: Anticipating and Preparing for Resuscitation Lesson 3: Initial Steps of Newborn Care Lesson 4: Positive Pressure Ventilation (includes Laryngeal Mask) 



NOTE

International eCards will have an **International eCard** Identifier printed on the eCard.



NOTE

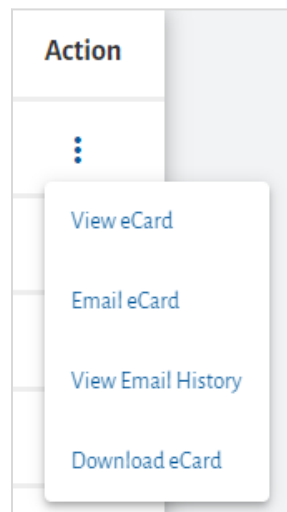
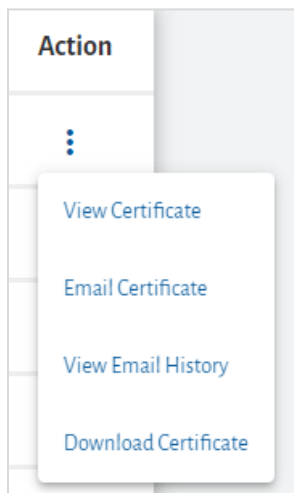
Only 9th Edition Essentials and 9th Edition Advanced Provider courses will have the new international eCards.



My Certificates & eCards – Action on Current Certificates/eCards

The Action button (the three dots under the Actions column) opens a menu to perform actions on the certificate/eCard, including:

- View Certificate/eCard – Allows the user to preview the generated certificate/eCard
- Email Certificate/eCard – Allows the user to share the certificate/eCard with any other person
- View Email History – Allows the user to view the email addresses to whom the user has emailed
- Download Certificate/eCard – Allows the user to navigate to the standard Download browser along with view/download/print options

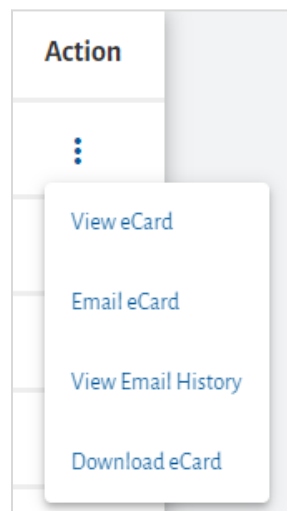
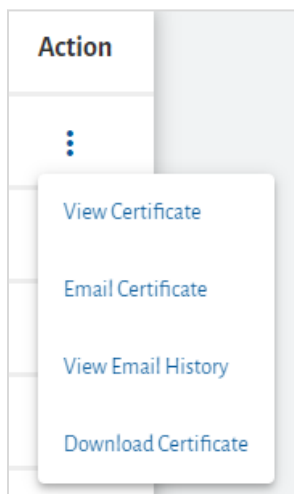




My Certificates & eCards – Action on 7th Edition Certificates/eCards

The Action button (the three dots under the Actions column) opens a menu to perform actions on the certificate/eCard, including:

- View Certificate/eCard – Allows the user to preview the generated certificate/eCard
- Email Certificate/eCard – Allows the user to share the certificate/eCard with any other person
- View Email History (Certificate/eCard) – Allows the user to view the email addresses to whom the user has emailed
- Download Certificate/eCard – Allows the user to navigate to the standard Download browser along with view/download/print options





Action

View eCard

View Certificate

Email eCard

Email Certificate

View Email History (Certificate)

View Email History (eCard)

Download eCard

Download Certificate



WI: Searching/Filtering the Certificates/eCards

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

John Cena
Learner

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard

My Learnings

My Certificates & eCards

License Management

Tasks to Complete

New
NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New
NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the “My Certificates & eCards” tab.

Welcome Home! [REDACTED]
NRP Global ID: [REDACTED]

Dashboard

My Learnings

My Certificates & eCards

License Management

Instructor Toolkit

Current Certificates & eCards 7th Edition Certificates & eCards

Current Certificates & eCards

Search by Certificate/eCard Name Select Date Range Select Type Apply Filter

Certificate/eCard Name	Type	Profile	Generated Date	Valid Until	Action
NRP 9th Edition Essentials (...)	Certificate	Self	Nov 07, 2025	N/A	
NRP 9th Edition Instructor ...	Certificate	Self	Nov 07, 2025	N/A	
NRP 9th Edition Instructor ...	eCard	Self	Nov 07, 2025	Nov 30, 2027	
NRP 9th Edition Essentials (...)	eCard	Self	Nov 07, 2025	Nov 30, 2027	

1 - 4 of 4 |< < > >|



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Enter the part of a search term (Certificate/eCard Name) and/or select Date Range and/or Type (Certificate or eCard).



Current Certificates & eCards					
Current Certificates & eCards					
Search by Certificate/eCard Name		Select Date Range	Select Type	Apply Filter	
Certificate /eCardName ↑	Type ↑	Profile ↑	Generated Date ↑	Valid Until ↑	Action
NRP 9th Edition Essentials (... Certificate	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ... Certificate	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ... eCard	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮
NRP 9th Edition Essentials (... eCard	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮
1 – 4 of 4 < < > >					

View of Current Certificate & eCards

Current Certificates & eCards					
7th Edition Certificates & eCards					
Certificate / eCar...		Select Date Range	Type	Status	Apply Filter
Certificate / eCard Name	Type	Generated Date	Valid Until	Status	Action
7th Edition NRP Provider	eCard	Mar 08, 2017	Feb 29, 2020	Expired	⋮
7th Edition NRP Provider Course Part 1	Certificate	Mar 04, 2017	N/A	N/A	⋮
7th Edition NRP Instructor Candidate C...	Certificate	Feb 08, 2019	N/A	N/A	⋮
7th Edition NRP Instructor Candidate C...	Certificate	Apr 25, 2019	N/A	N/A	⋮
7th Edition NRP Instructor Renewal	eCard	Apr 20, 2021	Apr 30, 2023	Expired	⋮
1 – 5 of 5 < < > >					

View of 7th Edition Current Certificate & eCards

- Click the **Apply Filter** button to apply the search and/or filter criteria. The list of certificates/eCards will update based on search criteria. Click the **Clear Filter** button to return to the default view.



Current Certificates & eCards

7th Edition Certificates & eCards

Current Certificates & eCards

Search by Certificate/eCard Name
Q Ess

Select Date Range

Select Type

Clear Filter

Certificate /eCardName	Type	Profile	Generated Date	Valid Until	Action
------------------------	------	---------	----------------	-------------	--------

Applying filters to Current Certificates & eCards

Current Certificates & eCards

7th Edition Certificates & eCards

7th Edition Certificates & eCards

Search by Certificate/eCard Name
Q nrp

Select Date Range

Select Type

Clear Filter

Certificate /eCardName	Type	Profile	Generated Date	Valid Until	Action
------------------------	------	---------	----------------	-------------	--------

Applying filters to 7th Edition Certificates & eCards



NOTE

The **Clear Filter** button appears only after clicking the **Apply Filter** button.



END OF INSTRUCTIONS



WI: Sorting Certificates/eCards

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the “My Certificates & eCards” tab.

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Dashboard My Learnings My Certificates & eCards License Management Instructor Toolkit

Current Certificates & eCards 7th Edition Certificates & eCards

Current Certificates & eCards

Search by Certificate/eCard Name Select Date Range Select Type Apply Filter

Certificate/eCard Name ↑	Type ↑	Profile ↑	Generated Date ↑	Valid Until ↑	Action
NRP 9th Edition Essentials (...)	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮
NRP 9th Edition Essentials (...)	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮

1 - 4 of 4 |< < > >|



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.



3. Enter the part of a search term (Certificate/eCard Name) and/or select Date Range and/or Type (Certificate or eCard).

Current Certificates & eCards

7th Edition Certificates & eCards

Current Certificates & eCards

Search by Certificate/eCard Name

Select Date Range

Select Type ▾

Apply Filter

Certificate /eCardName ↑	Type ↑	Profile ↑	Generated Date ↑	Valid Until ↑	Action
NRP 9th Edition Essentials (... Certificate	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ... Certificate	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ... eCard	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮
NRP 9th Edition Essentials (... eCard	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮

1 – 4 of 4

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>>

View of Current Certificate & eCards

Current Certificates & eCards

7th Edition Certificates & eCards

7th Edition Certificates & eCards

Q Certificate / eCar...

Select Date Range 

Type ▾

Status ▾

Apply Filter

Certificate / eCard Name	Type	Generated Date	Valid Until	Status	Action
7th Edition NRP Provider	eCard	Mar 08, 2017	Feb 29, 2020	Expired	
7th Edition NRP Provider Course Part 1	Certificate	Mar 04, 2017	N/A	N/A	
7th Edition NRP Instructor Candidate C...	Certificate	Feb 08, 2019	N/A	N/A	
7th Edition NRP Instructor Candidate C...	Certificate	Apr 25, 2019	N/A	N/A	
7th Edition NRP Instructor Renewal	eCard	Apr 20, 2021	Apr 30, 2023	Expired	

1 – 5 of 5

View of 7th Edition Current Certificate & eCards

The Certificates/eCards list can be sorted alphabetically by clicking the column headings.



END OF INSTRUCTIONS



WI: Viewing Certificate/eCard



NOTE

The Certificates/eCards are also available to view/download/print in the “My Learnings” tab and on the “Activity” page, after completing Part 1 & Part 2 activities, respectively.

1. Login to the NRP Learning Platform.

The screenshot shows the NRP Learning Platform dashboard for a user named John Cena. The top navigation bar includes links for Home, NRP Catalog, Bulk Purchase, Reports, and Help. A user profile section shows John Cena as a Learner. Below the navigation bar, there is a section for Redeem Courses with an input field for an Access Code and a Redeem button. The main content area is titled "Welcome Home! John Cena" and displays the user's NRP Global ID: 8JC-0655. On the left, a sidebar menu lists Dashboard, My Learnings, My Certificates & eCards, and License Management. The main content area is titled "Tasks to Complete" and shows two tasks: "NRP 9th Edition Essentials (1-4) Provider Curriculum" (Status: In Progress, Assigned by Admin) and "NRP 9th Edition Advanced (1-11) Provider Curriculum" (Status: Not Started, Assigned by Admin). Each task has a button to either Resume or Start the course.



2. Click the “My Certificates & eCards” tab.

Welcome Home! [REDACTED]
NRP Global ID: [REDACTED]

Dashboard
My Learnings
My Certificates & eCards
License Management
Instructor Toolkit

Current Certificates & eCards 7th Edition Certificates & eCards

Current Certificates & eCards

Search by Certificate/eCard Name Select Date Range Select Type Apply Filter

Certificate/eCardName ↑	Type ↑	Profile ↑	Generated Date ↑	Valid Until ↑	Action
NRP 9th Edition Essentials (...)	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮
NRP 9th Edition Essentials (...)	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮

1 - 4 of 4 |< < > >|

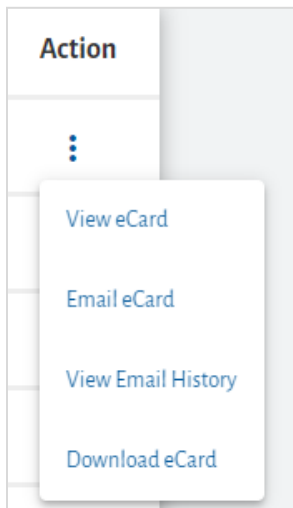


NOTE

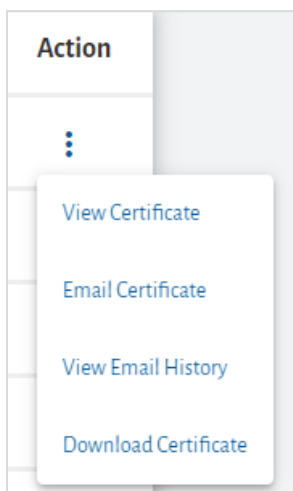
By default, the 'Dashboard → Tasks to Complete' tile appears.



- Click the “View Certificate/eCard” option respectively provided in the list under the Action column.



Action on eCard



Action on certificate

- The user is navigated to ‘View Certificate/eCard’ page along with the “Email” and “View/Download/Print” options.



NRP 9th Edition Instructor Renewal Curriculum

Certificate Preview

Email Download

Neonatal Resuscitation Program® (NRP®)
**Course Completion /
Continuing Education Certificate**



Neonatal Resuscitation Program (NRP)
American Academy of Pediatrics
345 Park Blvd.
Itasca, IL 60143

Certificate of Participation
Continuing Education Activity

The American Academy of Pediatrics attests that
XXXXXXXXXXXX
has participated in the NRP 9th Edition Instructor Curriculum on
11/07/2025
Certificate Number
1jyjciwpubzuriyixogyr
Verify authenticity at this URL
https://qa-nrp-ui.laerdalbr.in/certificateAdmin/0.1/verify_certificate

Please keep this copy for your records.

Mailing Address: _____
City/State/ZIP/Country: _____
Email: _____
NAPNAP Number (if applicable): _____
License Number (if applicable): _____
State of license (if applicable): _____
NREMT Number (if applicable): _____
Signature: _____

Note: There is no partial credit awarded for completion of the NRP 9th Edition Instructor Course.
This certificate reflects completion of the entire course only. To receive an NRP Instructor eCard, an individual must also meet the teaching requirements.



CE Accreditation and Credit Designation Statements:

Physician Provider

The American Academy of Pediatrics is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The AAP designates this enduring material for a maximum of 13.00 AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

This activity is acceptable for a maximum of 13.00 AAP credits. These credits can be applied toward the AAP CME/CPD Award available to Fellows and Candidate Members of the American Academy of Pediatrics.

Physician Assistant Provider

PAs may claim a maximum of 13.00 Category 1 credits for completing this activity. NCCPA accepts AMA PRA Category 1 Credit™ from organizations accredited by ACCME or a recognized state medical society.

Nurse Practitioner Provider

This program is accredited for 13.00 NAPNAP CE contact hours of which 0.00 contain pharmacology (Rx) content, 0.00 related to psychopharmacology, 0.00 related to controlled substances, per the National Association of Pediatric Nurse Practitioners (NAPNAP) Continuing Education Guidelines.

Registered Nurse Provider

Provider approved by the California Board of Registered Nursing, Provider Number 18014, for 13.00 contact hours.

Respiratory Therapist Provider

This Non-traditional program has been approved for 13.00 contact hours Continuing Respiratory Care Education (CRCE) credit by the American Association for Respiratory Care. Course #195166000

Certified Midwife Provider

The American Midwifery Certification Board accepts continuing education units approved by the ACCME (Accreditation Council for Continuing Medical Education) Category 1, and the AMA (American Medical Association) PRA Category 1. Certified Nurse Midwives may receive a maximum of 13.00 hours of Category 1 Credit for completing this program.



NRP 9th Edition Instructor Renewal Curriculum

eCard Details

NRP Rank

Instructor Mentor

NRP Status

Active

Verified by

American Academy of Pediatrics

Expires

Nov 30, 2027

NRP eCard Credentials

Clear the value & click on Save for not printing any Credentials

Save

eCard Preview

Email

Download



Back to Current Learnings



NOTE

- Certificates will be populated with CE profile details if the user enters the CE profile details like License Number, State of Licensure, and NREMT Number.
- The NRP eCard Credentials can be entered & saved by the user that is printed on the eCard Name field appending the name of the user.



END OF INSTRUCTIONS



WI: Emailing Certificate/eCard

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the “My Certificates & eCards” tab.

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management Instructor Toolkit

Current Certificates & eCards 7th Edition Certificates & eCards

Current Certificates & eCards

Search by Certificate/eCard Name Select Date Range Select Type Apply Filter

Certificate/eCard Name	Type	Profile	Generated Date	Valid Until	Action
NRP 9th Edition Essentials (...)	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮
NRP 9th Edition Essentials (...)	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮

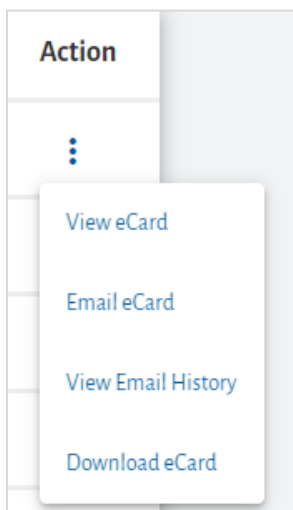
1 - 4 of 4 |< < > >|



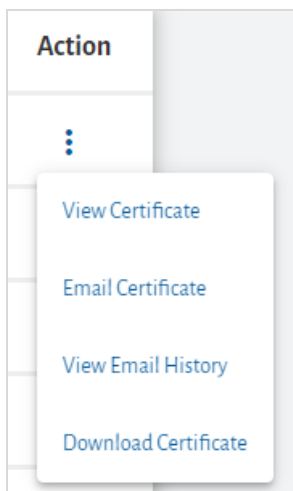
NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click the “Email Certificate/eCard” option respectively provided in the list under the Action column.



Action on eCard



Action on certificate

4. The “Email Certificate/eCard” pop-up (pre-defined email template) appears, respectively.



Email eCard

Subject
John Cena_NRP 9th Edition Instructor Renewal Curriculum eCard

Read only

To

Hello,

Herewith enclosing my NRP 9th Edition Instructor Renewal Curriculum eCard eCard for NRP 9th Edition curriculum for your reference.

Send Email **Close**

5. Enter the email address of the user(s).

6. Click the **Send Email** button.

The **Successfully Registered** message appears at the top of the page.

✓ Email sent successfully



END OF INSTRUCTIONS



WI: View Email History of a Certificate/eCard

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the “My Certificates & eCards” tab.

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Dashboard My Learnings My Certificates & eCards License Management Instructor Toolkit

Current Certificates & eCards 7th Edition Certificates & eCards

Current Certificates & eCards

Search by Certificate/eCard Name Select Date Range Select Type Apply Filter

Certificate/eCardName ↑	Type ↑	Profile ↑	Generated Date ↑	Valid Until ↑	Action
NRP 9th Edition Essentials (...)	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮
NRP 9th Edition Essentials (...)	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮

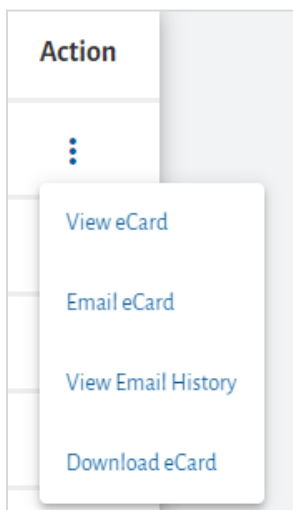
1 - 4 of 4 |< < > >|



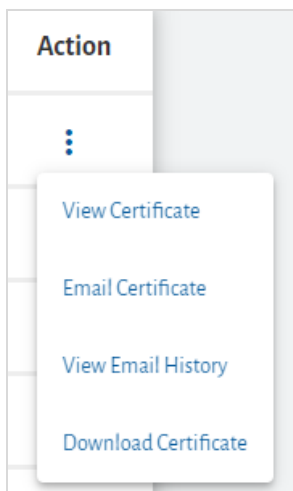
NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click the “View Email History” option provided in the list under the Action column.



Action on eCard



Action on certificate

The “Certificate Email History” or “eCard Email History” pop-up appears respectively updated with all the email addresses being sent.



Certificate Email History

Email Address	Sent Date & Time
[REDACTED]	Jul 26, 2023, 10:40 AM
[REDACTED]	Jul 26, 2023, 10:40 AM
[REDACTED]	Jul 26, 2023, 9:34 AM
1-3 of 3 < > >>	

Close



END OF INSTRUCTIONS



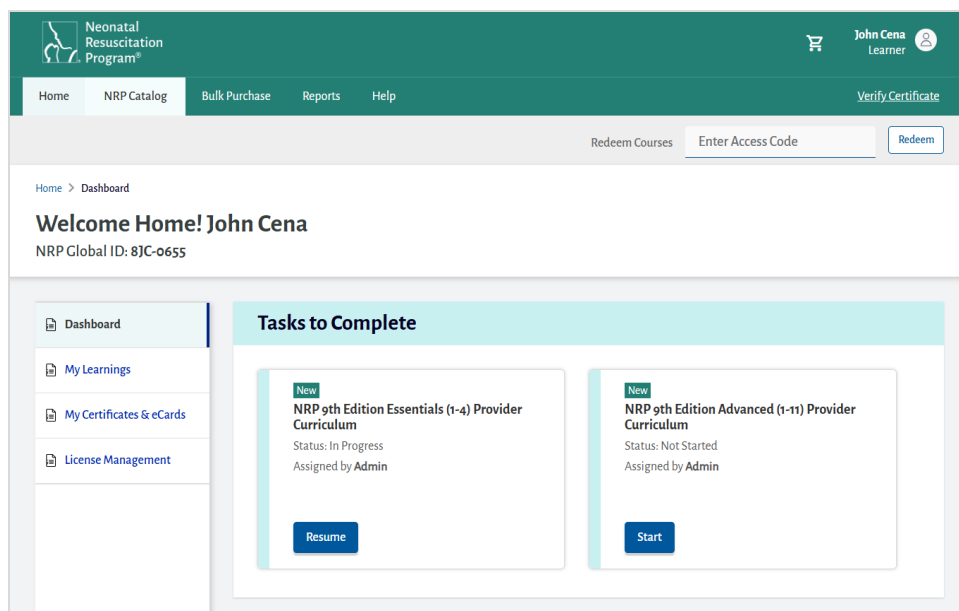
WI: Downloading Certificate/eCard



NOTE

The Download Certificates/eCards are also available on the “View Certificate/eCard” page and on the “Activity” page, after completing Part 1 & Part 2 activities, respectively.

1. Login to the NRP Learning Platform.



2. Click the “My Certificates & eCards” tab.



Welcome Home! [Redacted]
NRP Global ID: [Redacted]

[Dashboard](#)
[My Learnings](#)
[My Certificates & eCards](#)
[License Management](#)
[Instructor Toolkit](#)

Current Certificates & eCards7th Edition Certificates & eCards

Current Certificates & eCards

Certificate/eCardName ↑	Type ↑	Profile ↑	Generated Date ↑	Valid Until ↑	Action
NRP 9th Edition Essentials (...)	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	Certificate	Self	Nov 07, 2025	N/A	⋮
NRP 9th Edition Instructor ...	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮
NRP 9th Edition Essentials (...)	eCard	Self	Nov 07, 2025	Nov 30, 2027	⋮

1 – 4 of 4 |< < > >|



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

- Click the “Download Certificate/eCard” option provided in the list under the action column.

Action

⋮

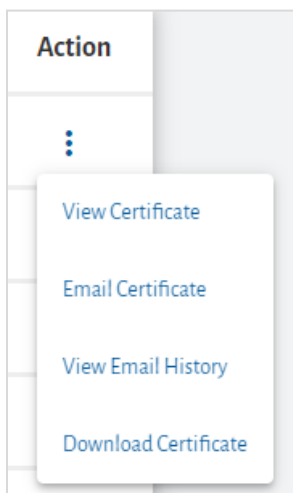
View eCard

Email eCard

View Email History

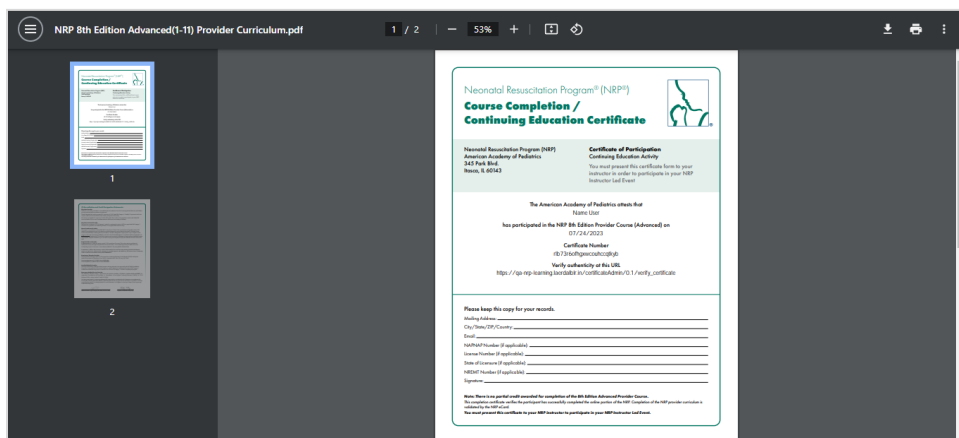
Download eCard

Action on eCard



Action on certificate

4. The standard Download browser appears along with View/Download/Print options for Certificates & eCard, respectively.



NOTE

The Download & Print options are available in the top-right corner of the browser.



END OF INSTRUCTIONS



License Management



NOTE

The 'License Management' tab is available for all retail users for bulk purchases.

The 'License Management' tab shows a list of licenses purchased by the user. Actions can be performed on a product. The license can be searched/filtered, and the resulting columns can be sorted.

[Home](#) > [License Management](#)

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Dashboard

My Learnings

My Certificates & eCards

License Management

Your Licenses

Download Records

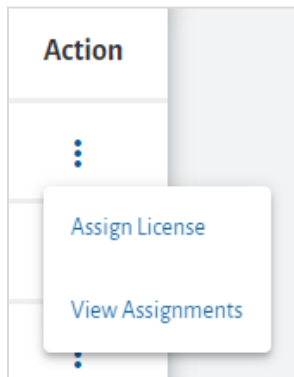
ProductID	Title	Total Purchase	Available for Assignment	Assigned	Usage	Action
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	
hlc_prov...	Transitional Licenses - Provider	100	95	5	1	
hlc_prov...	Transitional Licenses - Provider	100	100	0	0	



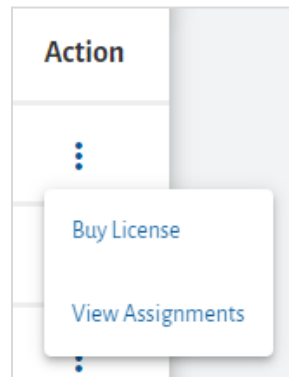
License Management – Action on License

The Action button (the three dots under the Actions column) opens a menu to perform actions on the license, including:

- Assign License – Allows the user to assign the license(s) to the user(s)
- View Assignments – Allows the user to view the assignments created for the product
- Buy License – Allows the user to buy the licenses for further distribution



Action on license with having available for assignment



Action on license with '0' available for assignment



Assign a License

These instructions describe the process for assigning a license on the NRP Learning Platform.

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the **License Management** tab.

Home > License Management

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Dashboard My Learnings My Certificates & eCards License Management

Your Licenses

Download Records

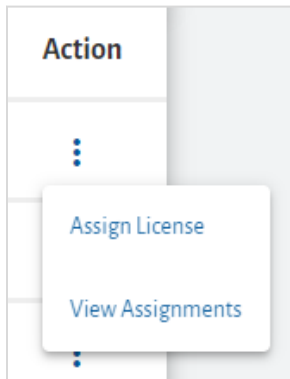
ProductID	Title	Total Purchase	Available for Assignment	Assigned	Usage	Action
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	⋮
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	⋮
hlc_prov...	Transitional Licenses - Provider	100	95	5	1	⋮
hlc_prov...	Transitional Licenses - Provider	100	100	0	0	⋮



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click the three-dot menu in the **Actions** column and select **Assign Licence** from the dropdown list.



4. Enter the **Email Address** of the users.

Home > License Management > Assign License

Assign License

Assign License - NRP 8th Edition Essentials(1-4) Provider Curriculum

License Available: 7 (7 transitional)

Add email address of recipients

Type or paste email address and press enter

testuser@mail.com Type recipient's email ac

You can also upload a file with list of email address. Supported format CSV only

Browse Template

Assign **Cancel**



NOTE

- More than one **Email address** can be entered in the field.
- Users can also upload a list of email addresses in bulk by clicking on **Browse Template**.
- Access codes can be sent to any email address and are not limited to the email on the learner's retail profile. Learners can redeem the access code using their retail account, regardless of which email received the code. Access code emails also include the message **Do Not Share Access Code with Anyone!** to promote security awareness.

5. Click the **Assign** button.



A green bar at the top of the page indicates that the course has been assigned to the number of users successfully.

✓ Successfully assigned to 2 user(s).



WI: Viewing Assignments

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the **License Management** tab.

Home > License Management

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Dashboard My Learnings My Certificates & eCards License Management

Your Licenses

Download Records

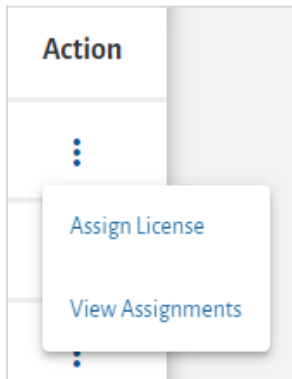
ProductID	Title	Total Purchase	Available for Assignment	Assigned	Usage	Action
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	⋮
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	⋮
hlc_prov...	Transitional Licenses - Provider	100	95	5	1	⋮
hlc_prov...	Transitional Licenses - Provider	100	100	0	0	⋮



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click the “View Assignments” option provided in the list under the Action column.



The user is navigated to the “View Assignment” page with the list of the users along with the following details:

- NRP Global ID
- Email Address
- Assign Date
- Activation Date
- Completion Date
- Assignment Status
- Action

NRP 9th Edition Advanced (1-11) Provider Curriculum Assign License

License Available: ☐ (0 Standard)

Assigned Date Range

Activate Date Range Completion Date Range Status Apply Filter

Select Action Apply

☐	NRP Global ID ↑	Email Address ↑	Assigned Date	Activation Date ↑	Completion Date ↑	Access Code Status ↑	Assignment Status ↑	Action ↑
☐	8XR-0006	qweqwe@yopmail.com ●	07/10/2025	N/A	N/A	Not Redeemed	N/A	⋮
☐	8AA-0728	ccrrrrr@yopmail.com ●	07/10/2025	N/A	N/A	Redeemed	Not Started	⋮

0 User(s) Selected 1 – 2 of 2 |< < > >|



NOTE

- The user can view the assignment created for the license by clicking on the link of the 'Assigned' column.

License Management

ID ↑	Title ↑	Total Purchase	Available for Assignment	Assigned ↑	Usage ↑
20-3584	NRP 9th Edition Advanced(1-11) Pr...	2	0	2	2
25-3584	NRP 9th Edition Advanced(1-11) P...	3	0	3	0
20-3583	NRP 9th Edition Essentials(1-4) Pr...	2	0	2	2
25-3583	NRP 9th Edition Essentials(1-4) P...	3	0	3	0

- The view Assignment page lists all the users assigned to the curriculum.

Home > License Management > View Assignments

NRP 8th Edition Essentials(1-4) Provider Curriculum [Assign License](#)

License Available: 93 (93 transitional)

Search: NRP Global ID/Email Address Assigned Date Range

Activate Date Range Completion Date Range Status [Apply Filter](#)

Select Action [Apply](#)

☐	NRP Global ID	Email Address	Assigned Date	Activation Date	Completion Date	Access Code Status	Assignment Status	Action
☐	██████	██████████@██████████.██████████	18/10/2022	18/10/2022	18/10/2022	Redeemed	Completed	⋮
☐	N/A	██████████@██████████.██████████	18/10/2022	N/A	N/A	Not Redeemed	N/A	⋮
☐	N/A	██████████@██████████.██████████	18/10/2022	N/A	N/A	Not Redeemed	N/A	⋮
☐	N/A	██████████@██████████.██████████	18/10/2022	N/A	N/A	Not Redeemed	N/A	⋮
☐	N/A	██████████@██████████.██████████	07/03/2023	N/A	N/A	Not Redeemed	N/A	⋮



END OF INSTRUCTIONS



WI: Buying License

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: Not Started
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the **License Management** tab.

Home > License Management

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Dashboard My Learnings My Certificates & eCards License Management

Your Licenses

Download Records

ProductID	Title	Total Purchase	Available for Assignment	Assigned	Usage	Action
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	
hlc_prov...	Transitional Licenses - Provider	100	95	5	1	
hlc_prov...	Transitional Licenses - Provider	100	100	0	0	



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click on the “Buy License” option provided in the list under the Action column.



Action



Buy License

View Assignments



NOTE

The 'Buy License' option is only available when the available license quantity is '0'.

The user navigates to the “Purchase License” page with the list of courses for bulk purchase.

Home > Purchase License

Purchase License

Filter [Clear All](#)

Course Type

- ☐ Curriculum
 - ☐ NRP Advanced Provider
 - ☐ NRP Essentials Provider
 - ☐ NRP Instructor Candidate
 - ☐ NRP Instructor Renewal

Bulk Purchase Licenses for Distribution

Want to purchase licenses and distribute among your colleagues ?

 →  → 

Purchase License [1](#) Distribute License [1](#) Redeem License [1](#)

NRP 8th Edition Advanced(1-11) Provider Curriculum

[View Details](#)

USD 45.00/Standard License [Add Quantity 5](#)

NRP 8th Edition Essentials(1-4) Provider Curriculum

[View Details](#)

USD 45.00/Standard License [Add Quantity 5](#)

Discount available on purchase of 50 licenses or more. Refer below.

Number of Licenses	% Discount	You Save
1 - 49	0%	USD 0.00/unit
50 - 99	10%	USD 4.50/unit
100 - 149	15%	USD 6.75/unit
150 - 199	20%	USD 9.00/unit
200 - 299	25%	USD 11.25/unit
300 +	27%	USD 12.15/unit

** You can purchase single product or both together

Total Number of Licenses: **10**

Discount Applied: **0%**

Total Amount (Excluding tax): **USD 450.00** [Add to Cart](#)

[Add 40 more licenses to avail 10% discount](#)



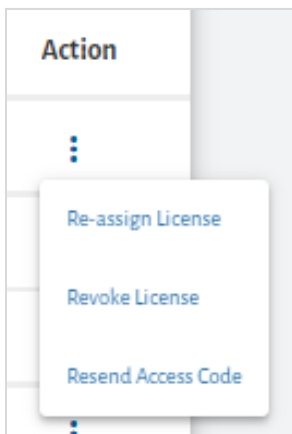
END OF INSTRUCTIONS



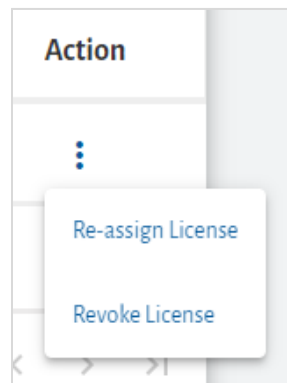
License Management – Action on Learners

The Action button (the three dots under the Actions column) opens a menu to perform actions on the learners, including:

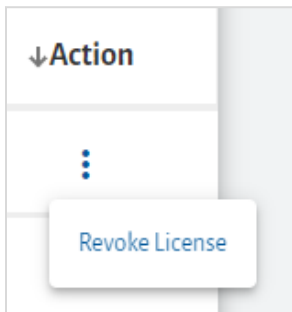
- Re-assign License – Allows the user to re-assign the license to another learner
- Revoke License – Allows the user to revoke the assigned license to the learner
- Resend Access Code - Allow the user to resend the access code if the learner has not redeemed the course
- View eCard - Allows the user to view eCard of the learner
- View Completion Certificate – Allows the user to view the Completion certificate of the learner



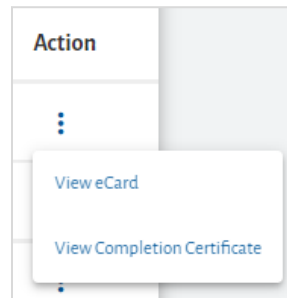
Action on learner with access code as not redeemed



Action on learner with access code redeemed but assignment is not started



Action on learner with assignment status is in progress



Action on learner with assignment status completed



NOTE

- In case of a license is not redeemed, the revoked license can be used to reassign
- In the case, the 'Assignment Status' is "In Progress", the license can be revoked but cannot be reassigned
- In case, the 'Assignment Status' is 'Completed', the license cannot be revoked
- In case, the user has completed the course, the "View Completion Certificate" is displayed under the action button.



WI: Re-assigning License to a Learner

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the **License Management** tab.

Home > License Management

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Dashboard My Learnings My Certificates & eCards License Management

Your Licenses

Download Records

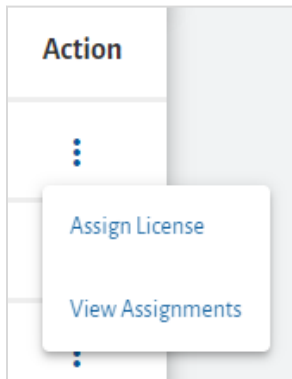
ProductID	Title	Total Purchase	Available for Assignment	Assigned	Usage	Action
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	⋮
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	⋮
hlc_prov...	Transitional Licenses - Provider	100	95	5	1	⋮
hlc_prov...	Transitional Licenses - Provider	100	100	0	0	⋮



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click the “View Assignments” option provided in the list under the Action column.



4. Click the “Re-assign License” option provided in the list under the Action column.

Home > License Management > View Assignments

NRP 8th Edition Instructor Candidate Curriculum

License Available: 9 (9 transitional)

Assign License

Search: NRP Global ID/Email Address Assigned Date Range

Activate Date Range Completion Date Range Status Apply Filter

Select Action Apply

☐	NRP Global ID	Email Address	Assigned Date	Activation Date	Completion Date	Access Code Status	Assignment Status	Action
☐	[REDACTED]	[REDACTED]	19/12/2021	N/A	N/A	Not Redeemed	N/A	Re-assign License Revoke License Resend Access Code

0 User(s) Selected 1 – 1 of 1

Back to Your License Listing

5. Enter the “email address” of the learner.

Home > License Management > Re-assign License

Re-Assign License

Re-assign License - NRP 8th Edition Essentials(1-4) Provider Curriculum

Currently assigned to [REDACTED]

Add email address of recipients

Type or paste email address

An email with access code will be sent to the recipients

Re-assign Cancel

6. Click the **Re-assign** button.

A green bar at the top of the page indicates that the license has been re-assigned successfully.

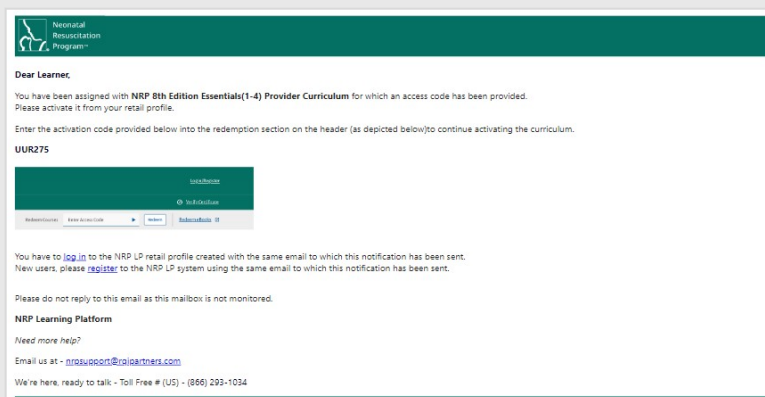


✓ Access code is reassigned successfully



NOTE

- Example Email – Assigned Course



END OF INSTRUCTIONS



WI: Revoking License of a Learner

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena
NRP Global ID: 8JC-0655

Dashboard My Learnings My Certificates & eCards License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the **License Management** tab.

Home > License Management

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Dashboard My Learnings My Certificates & eCards License Management

Your Licenses

Download Records

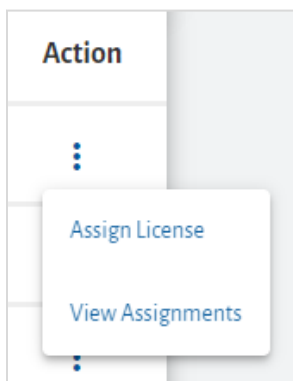
ProductID	Title	Total Purchase	Available for Assignment	Assigned	Usage	Action
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	⋮
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	⋮
hlc_prov...	Transitional Licenses - Provider	100	95	5	1	⋮
hlc_prov...	Transitional Licenses - Provider	100	100	0	0	⋮



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click the “View Assignments” option provided in the list under the Action column.



4. Click the “Revoke License” option provided in the list under the Action column.

Home > License Management > View Assignments

NRP 8th Edition Instructor Candidate Curriculum [Assign License](#)

License Available: 9 (9 transitional)

Search: NRP Global ID/Email Address Assigned Date Range

Activate Date Range Completion Date Range Status [Apply Filter](#)

Select Action [Apply](#)

☐	NRP Global ID	Email Address	Assigned Date	Activation Date	Completion Date	Access Code Status	Assignment Status	Action
☐	[REDACTED]	[REDACTED]	19/12/2021	N/A	N/A	Not Redeemed	N/A	Re-assign License Revoke License Resend Access Code

0 User(s) Selected 1 – 1 of 1

[Back to Your License Listing](#)

5. Click the **Revoke** button.

Revoke License

Revoke license assigned to [REDACTED]?

[Revoke](#) [Cancel](#)



Revoke License

Revoke license assigned to [redacted]?

This license will be credited back to your **transitional License account**.

Revoke

Cancel

A green bar at the top of the page indicates that the license has been revoked successfully.

✓ The license for user44@rqimail.laerdalblr.in has been successfully revoked.



NOTE

- In case of a license is not redeemed, the revoked license can be used to reassign.
- In the case, the 'Assignment Status' is "In Progress", the license can be revoked but cannot be reassigned.
- In case, the 'Assignment Status' is 'Completed', the license cannot be revoked.



END OF INSTRUCTIONS



WI: Downloading the records of all the Users through ‘Select Action’

1. Login to the NRP Learning Platform.

Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help

John Cena Learner

Verify Certificate

Redeem Courses Enter Access Code Redeem

Home > Dashboard

Welcome Home! John Cena

NRP Global ID: 8JC-0655

Dashboard

My Learnings

My Certificates & eCards

License Management

Tasks to Complete

New NRP 9th Edition Essentials (1-4) Provider Curriculum
Status: In Progress
Assigned by Admin
Resume

New NRP 9th Edition Advanced (1-11) Provider Curriculum
Status: Not Started
Assigned by Admin
Start

2. Click the **License Management** tab.

Home > License Management

Welcome Home! [Redacted]

NRP Global ID: [Redacted]

Dashboard

My Learnings

My Certificates & eCards

License Management

Your Licenses

Download Records

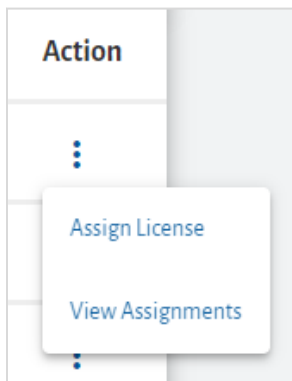
ProductID	Title	Total Purchase	Available for Assignment	Assigned	Usage	Action
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	⋮
hlc_inst...	Transitional Licenses - Instructor	100	100	0	0	⋮
hlc_prov...	Transitional Licenses - Provider	100	95	5	1	⋮
hlc_prov...	Transitional Licenses - Provider	100	100	0	0	⋮



NOTE

By default, the 'Dashboard → Tasks to Complete' tile appears.

3. Click the “View Assignments” option provided in the list under the Action column.



4. Click the “Select Action” drop-down menu.

Home > License Management > View Assignments

NRP 8th Edition Essentials(1-4) Provider Curriculum

License Available: 93 (93 transitional)

Assign License

Q NRP Global ID/Email Address

Assigned Date Range

Activate Date Range

Completion Date Range

Status

Apply Filter

Select Action

Apply

☐	NRP Global ID	Email Address	Assigned Date	Activation Date	Completion Date	Access Code Status	Assignment Status	Action
☐			18/10/2022	18/10/2022	18/10/2022	Redeemed	Completed	
☐	N/A		18/10/2022	N/A	N/A	Not Redeemed	N/A	
☐	N/A		18/10/2022	N/A	N/A	Not Redeemed	N/A	
☐	N/A		18/10/2022	N/A	N/A	Not Redeemed	N/A	
☐	N/A		07/03/2023	N/A	N/A	Not Redeemed	N/A	

5. Select the “Download Records” option.

Q NRP Global ID/Email Address

Assigned Date Range

Activate Date Range

Completion Date Range

Status

Apply Filter

Download Records

Apply

☐	NRP Global ID	Email Address	Assigned Date	Activation Date	Completion Date	Access Code Status	Assignment Status	Action
--------------------------	---------------	---------------	---------------	-----------------	-----------------	--------------------	-------------------	--------

6. Click the **Apply** button to export the user(s) details to a CSV file.



NOTE

The ‘Download Records’ option exports the search results.



A CSV file with the user(s) details is downloaded.

	A	B	C	D	E	F	G
1	NRP Global ID	Email Address	Assigned Date	Activation Date	Completion Date	Access Code Status	Assignment Status



END OF INSTRUCTIONS



Instructor Toolkit

The Instructor Toolkit tab is visible on the left side of the home page only when the user's role is an Instructor or Instructor Mentor (IM). Additionally, users with the Instructor Candidate role can also access this tab if their Instructor Application (IA) has been approved and enrolled for Instructor Candidate Curriculum. Once the learner clicks on the Instructor Toolkit tab, they are navigated to the dedicated Instructor Toolkit website.

Home > Dashboard

Welcome Home!

NRP Global ID:

Dashboard

My Learnings

My Certificates & eCards

License Management

Instructor Toolkit

Tasks to Complete

NRP 9th Edition Instructor Candidate Curriculum

Status: In Progress

Remaining Time to Complete: 8 months 9 days

Assigned to: Self

Resume



NOTE

Alternatively, learners can click the Instructor Toolkit link available in Quick Links.



Events (Only for Instructors & IMs)

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Events

The 'Events' menu displays a list of all events. Users can add a new event, perform actions on a single event, search/filter events, and sort resulting columns.

Events Submenu

The “Events” menu has three submenus – **Current Events** , **7th Edition Events** and **Offline Events** .



NOTE

The Offline Events submenu will only appear when an Instructor or Instructor Mentor has associated offline event(s)

The ‘Current Events’ submenu columns:

- Event Name – The name of the event.
- Seat Availability – The total number of available seats for the event.
- Scheduled Date & Time – The specific date and time when the event is scheduled to take place.
- Organization – The name of the organization for which the event has been created.
- State – The name of the state where the event is scheduled.
- City – The name of the city where the event is scheduled.
- Waiting List Count - The number of users who have joined the waiting list for the event. For events without a waiting list, it holds the value 'N/A'.
- Status – The status of the event, which can be Active, Scheduled, Draft, Cancelled, or Completed.
- Action – An action button to perform actions on events.

The following indications are used to display the status of the events:

- Scheduled – An event status is displayed as ‘Scheduled’ once it has been published by the NRP LP Implementer/ Instructor / Instructor Mentor
- Draft – An event will be marked as ‘Draft’ state if the user has saved it without publishing
- Active – An event is marked as ‘Active’ when the ‘Scheduled’ event commences
- Completed – An event is marked as ‘Completed’ when the user completes grading of all the students
- Cancelled – An event is marked as ‘Cancelled’ when the user cancels it post scheduling



Events [Add New Event](#)

[Current Events](#) [7th Edition Events](#) [Offline Events](#)

[Apply Filter](#)

Event Name	Seat Availability	Scheduled Date & Time	Organization	State	City	Waiting List Count	Status ↓	Action
██████████	2/2	Sep 24, 2023 MST 9:00 AM	██████████	Arizona	Dallas	0	Scheduled	⋮
██████████	0/11	N/A	Across Organizations	Alabama	Newyork	N/A	Draft	⋮
██████████	0/9	Oct 31, 2023 EDT 12:00 AM	Across Organizations	New York	New York	N/A	Draft	⋮
██████████	0/0	N/A	Across Organizations	N/A	N/A	N/A	Draft	⋮

The ‘7th Edition Events’ submenu columns:

- Event Name – The name of the event.
- Seat Availability – The total number of available seats for the event.
- Scheduled Date & Time – The specific date and time when the event is scheduled to take place.
- Organization – The name of the organization for which the event has been created.
- Status – The status of the event, which can be Active, Scheduled, Draft, Cancelled, or Completed.
- Action – An action button to perform actions on events.

[Home](#) > [Events](#)

Events

[Current Events](#) [7th Edition Events](#) [Offline Events](#)

[Apply Filter](#)

Event Name	Seat Availability	Scheduled Date & Time	Organization	Status	Action
------------	-------------------	-----------------------	--------------	--------	--------



NOTE

Only 7th Edition Events with Completed status have been migrated to “7th Edition Events” sub-menu.



The 'Offline Events' submenu columns:

- Event Name - The name of the event created.
- Event Date - The specific date when the event took place.
- Type -The type of curriculum for which the event was held.
- Country - The country where the event was held.
- Action - An action button to perform actions on events.

Home > Events

Events

Current Events 7th Edition Events **Offline Events**

Search by Event Name [Apply Filter](#)

Event Name	Event Date	Type	Country	Action
██████████	May 31, 2023	ESSENTIALS	N/A	View Details
██████████	May 31, 2023	ESSENTIALS	N/A	View Details
██████████	N/A	ADVANCED	N/A	View Details
██████████	N/A	ESSENTIALS	N/A	View Details
██████████	N/A	ESSENTIALS	N/A	View Details



Add a New Event (Inside the USA)

These instructions guide you through the process of adding a new event in the United States of America.



NOTE

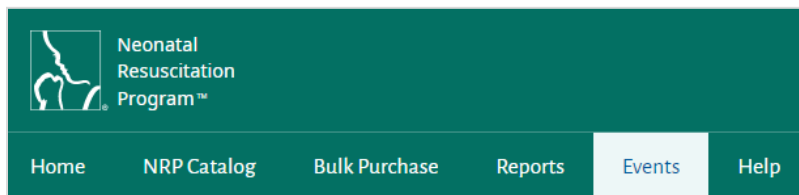
The 'Add Event' activity is also the part of IR Curriculum wherein only the events with Instructor Mentor will be listed.



NOTE

Events can be created within the date range extending from 60 days in the past to one year in the future.

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. On the Events page, click the **Add New Event** button.

Events [Add New Event](#)

[Current Events](#) [7th Edition Events](#) [Offline Events](#)

Search by Event Name Select Date Range Select Organization

Select State Select City Waiting List Select Status [Apply Filter](#)

Event Name	Seat Availability	Scheduled Date & Time	Organization	State	City	Waiting List Count	Status ↓	Action
██████████	2/2	Sep 24, 2023 MST 9:00 AM	██████████	Arizona	Dallas	0	Scheduled	⋮
██████████	0/11	N/A	Across Organizations	Alabama	Newyork	N/A	Draft	⋮
██████████	0/9	Oct 31, 2023 EDT 12:00 AM	Across Organizations	New York	New York	N/A	Draft	⋮
██████████	0/0	N/A	Across Organizations	N/A	N/A	N/A	Draft	⋮



3. Enter the following details in the Basic Details section:

Field	Description
Event Name	The name of an event
Country where event is conducted	By default, the United States of America is selected.
Organization Name	The name of the Organization the user belongs
Type	Either Essentials / Advanced / Essentials & Advanced / Essentials Prep / Advanced Endorsement / Resuscitation in the NICU
Event Visibility	Either My Organization / Across Organizations
Select Organization(s)	The name of the Organization the user belongs  NOTE The Select Organization(s) option is displayed only when My Organization option is selected from Event Visibility field.
Contact Name	The name of the contact person who can assist with event details
Phone Number	The phone number of the contact person who can assist with event details
Email Address	The email address of the contact person who can assist with event details



NOTE

- The Events (once published) are visible only to the students associated with the specific organization(s) chosen in the “My Organization” field.
- The Events (once published) are visible to all the students on the platform when “Across Organization” field is chosen.
- The event details are saved & the user is navigated to Event listing page along with the event in Draft status, by clicking on the “Exit” button.

4. Click the **Save & Next** button.
5. Create a New Location on the Location page.



Add New Events

✓

Basic DetailsLocationRegistrationScheduleInstructor DetailsAdditional DetailsReview and Confirm

Location

Create New Location

Location Name *

Address Line 1 *

Address Line 2

Country where event is conducted
United States of America

State/Province

City *

Zip Code *

Previous

Save & Next

Exit



NOTE

In the case of user has created events previously: the past five locations are listed.

Add New Events

Progress bar: Basic Details (checked), Location (active), Registration, Schedule, Instructor Details, Additional Details, Review and Confirm

Location

Select from your previous locations

☐ newyork, test, Newyork, Alabama, United States of America, 10001		Select
☐ LBLR, Greenville, Austin, Texas, United States of America, 75231		Select
☐ LBLR, Greenville, Austin, Texas, United States of America, 75231		Select
☐ LBLR, Greenville, Austin, Texas, United States of America, 75231		Select
☐ LBLR, Greenville, Austin, Texas, United States of America, 75231		Select

☐ Create New Location

Location Name *

- Select the radio button or click the **Select** button.
- To edit the already used location, click the edit icon along.



Select from your previous locations

☒ Location Name *

Address Line 1 *

Address Line 2

Country where event is conducted
United States of America

State/Province *

City *

Zip Code *

Cancel



IMPORTANT

The updated address details will be applicable to new events created after the update.

- Alternatively, select the Create New Location radio button to create a new location.

6. Click the **Save & Next** button.
7. Enter the following details in **Registration** section of **Add New Events** page.

Field	Description
Number of Registrants	Minimum & Maximum number of registrants allowed in an event



Field	Description
Maximum Value for Waiting List	The maximum number of learners that can be allowed on the waiting list  NOTE Click the toggle and set Do you need a waiting list for this event to No to disable the waiting list for the event. By default, the toggle is set to Yes.
Registration Access	Either Self Register or Admin
Close Self Registration	This option appears only when the user has selected Self Register in Registration Access option. Select either Never Close (default) or Close By days
Days/Weeks before event starts	This option appears only when the user selects Close By in Close Self Registration option. Select the number of days or weeks the self-registration needs to be closed before an event start



Add New Events

✓

✓

●

○

○

○

○

Basic DetailsLocationRegistrationScheduleInstructor DetailsAdditional DetailsReview and Confirm

Registration

Number of Registrants

Minimum *

Maximum *

Do you need waiting list for this event ☒ Yes ☐ No

Maximum value for Waiting List *

*Applicable for Self Registration

Registration Access

☒ **Self Register** (Allows participants to register for the event.)

☒ **Admin** (Enables administrators to manage event registrations and participants.)

Close Self Registration

☒ **Never Close**

☐ Close By

Previous

Save & Next

Exit



NOTE

Additional information is now available during event creation to explain the **Self Register** and **Admin** registration options. Administrators can view details next to each option to better understand the settings and choose the appropriate one.



NOTE ON WAITING LIST IN THE EVENT:

- Waiting list is only allowed for events with self-registration enabled.
- An event registration changes to "Join Waitlist" only if the set maximum limit of user registration is reached.
- Once a user registers as a waiting list participant, the waiting list for the event cannot be turned off. However, prior to a user joining the waiting list, it can be disabled.
- Users on the waiting list can be added to the event only by adjusting the maximum and minimum capacities available for the event. Alternatively, if registered users in the Instructor-Led Event (ILE) are removed, the waiting list users will move to registered status.
- The movement of users from the waiting list to registration is based on a first-come, first-serve basis, and the order cannot be changed by anyone on the NRP Learning Platform.



NOTE

Click the **Previous** button to go back to the previous page.

8. Click the **Save & Next** button.
9. Select Schedule of Events.
 - Select Event Date
 - Select Time Format (Either AM/PM or 24 Hour)
 - Select Start Time of the Event
 - Select End Time of the Event



NOTE

The end time is automatically set to four hours after the start time, but you can edit it if needed.



Home > Events > Add New Events

Add New Events

✓

✓

✓

●

○

○

○

Basic Details Location Registration **Schedule** Instructor Details Additional Details Review and Confirm

Schedule

Event Date *

Start Time *

End Time *

Previous **Save & Next** Exit



NOTE

Events can be created within the date range extending from 60 days in the past to one year in the future.

- Click the **Save & Next** button.
- Click the **Add Instructor** button Instructors/IMs (at least one is mandatory).

Home > Events > Add New Events

Add New Events

✓

✓

✓

✓

●

○

○

Basic Details Location Registration Schedule **Instructor Details** Additional Details Review and Confirm

Instructor Details **Add Instructor**

AAP recommended ratios for Instructor to Student is 1:4 and Instructor Mentor to Instructor Candidate is 1:1

Instructor Name	Email Address	Instructor Rank	Action
-----------------	---------------	-----------------	--------

Previous **Save & Next** Exit



NOTE

- The “Add Instructor / Mentor” popup is displayed, wherein the user can search for other Instructors / IMs who have registered on the NRP Learning Platform. Search and **Select** the user and click the **Add** button.

Instructor Name	Email Address	NRP GID	Instructor Rank	Action
Add Users	[Redacted]	8AU-0521	Instructor	Remove

- The AAP recommended ratios for Instructor to Student is 1:4 and Instructor Mentor to Instructor Candidate is 1:1.
- Only NICU Instructors can be added to a NICU event.

12. Click the **Save & Next** button.

13. Enter the following details in Additional Details section of “Add New Events” page (optional):



Add New Events

Progress bar: Basic Details (✓), Location (✓), Registration (✓), Schedule (✓), Instructor Details (✓), **Additional Details** (active), Review and Confirm (○)

Additional Details

Instruction to Students [®]

1500 character limit

Message to Instructors [®]

1500 character limit

Buttons: Previous, **Save & Next**, Exit

- Instruction to Students - Detailed guidance on an event for the students
- Message to Instructors - The message intended for the instructors/IM who have been added to an event

14. Click the **Save & Next** button.

15. Review all the details entered while creating an event and click the **Publish Event** button.



Add New Events

✓

✓

✓

✓

✓

✓

✓

Basic DetailsLocationRegistrationScheduleInstructor DetailsAdditional DetailsReview and Confirm

Review and Confirm

Basic Information
Event Name
Type
Essentials
Event Visibility
Across Organizations
Schedule Date
Jun 19th, 2023
Schedule Time
Start Time - 12:00 AM +08
End Time - 1:00 AM +08

Registration
Number of registrants
Minimum Seats
1
Maximum Seats
11
Registration Access
Self register & Admin
Close Self Registration
Close by 0 Day before the event starts

Location and Schedule
Location Name
First Grade
Country
Malaysia
Street Address 1
Bio energy
Street Address 2
State
Johor
City
Johar
Zip Code
56000

Contact Details
Contact Name
Phone
Email Address

Instructor Details

Instructor Name	Email Address	Instructor Rank
		INSTRUCTOR
		INSTRUCTOR

Additional Information
Instructions to Students
Message to Instructors

PreviousPublish Event

Exit

16. Click the **Confirm** button.



Publish Event

Please confirm if you want to proceed with publishing this event.

Confirm

Cancel

The 'Successfully Published' popup message is displayed.



Successfully Published

New event **New Test Event** successfully published.

Next Steps

- ☐ Manage Roster
- ☐ Finalize Roster

Would you like to proceed?

Yes, Continue

Not now

17. Click the **Not Now** button.



NOTE

Click the **Yes, Continue** button to Finalize Roster.



WI: Add a New Event Using ITCs (Outside the USA)

These instructions guide you through the process of adding a new event using International Training Centers (ITCs).



NOTE

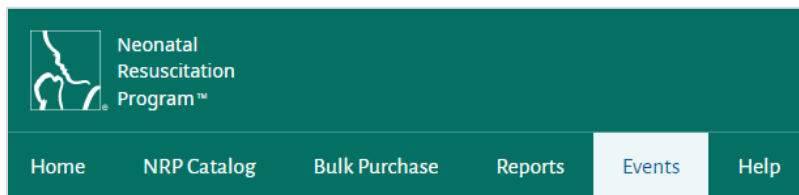
The 'Add Event' activity is also the part of IR Curriculum wherein only the events with Instructor Mentor will be listed.



NOTE

Events can be created within the date range extending from 60 days in the past to one year in the future.

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. On the Events page, click the **Add New Event** button.

Events Add New Event

Current Events 7th Edition Events Offline Events

Search by Event Name Select Date Range Select Organization

Select State Select City Waiting List Select Status Apply Filter

Event Name	Seat Availability	Scheduled Date & Time	Organization	State	City	Waiting List Count	Status ↓	Action
██████████	2/2	Sep 24, 2023 MST 9:00 AM	██████████	Arizona	Dallas	0	Scheduled	⋮
██████████	0/11	N/A	Across Organizations	Alabama	Newyork	N/A	Draft	⋮
██████████	0/9	Oct 31, 2023 EDT 12:00 AM	Across Organizations	New York	New York	N/A	Draft	⋮
██████████	0/0	N/A	Across Organizations	N/A	N/A	N/A	Draft	⋮



3. Enter the following details in the Basic Details section:

Field	Description
Event Name	The name of an event
Country where event is conducted	Country where the event is conducted (Mandatory)
	 NOTE ITCs are available in countries other than the United States of America. By default, the United States of America is selected.
Organization Name	The name of the Organization the user belongs
Type	Either Essentials / Advanced / Essentials & Advanced / Essentials Prep / Advanced Endorsement / Resuscitation in the NICU
Event Visibility	Either My Organization / Across Organizations
Select Organization(s)	The name of the Organization the user belongs
	 NOTE The Select Organization(s) option is displayed only when My Organization option is selected from Event Visibility field.
Contact Name	The name of the contact person who can assist with event details
Phone Number	The phone number of the contact person who can assist with event details
Email Address	The email address of the contact person who can assist with event details



Add New Events

1

2

3

4

5

6

7

Basic DetailsLocationRegistrationScheduleInstructor DetailsAdditional DetailsReview and Confirm

Basic Details

Event Name*

Country where event is conducted*

Type

☒ ESSENTIALS

☐ ADVANCED

☐ ESSENTIALS & ADVANCED

☐ ADVANCED ENDORSEMENT

☐ RESUSCITATION IN THE NICU

Event Visibility

☐ My Organization

☒ Across Organizations

Contact Details

Contact Name*

Phone Number*

Email Address*

Save & Next

Exit



NOTE

- The Events (once published) are visible only to the students associated with the specific organization(s) chosen in the **My Organization** field.
- The Events (once published) are visible to all the students on the platform when **Across Organization** field is chosen.
- The event details are saved and the user is navigated to Event listing page along with the event in Draft status, by clicking on the **Exit** button.

4. Click the **Save & Next** button.



5. Select from ITCs available in that country from the list.

Add New Events

Basic Details Location Registration Schedule Instructor Details Additional Details Review and Confirm

Location

Select from ITCs available in Malaysia

Search by Address Search

- ☐ Demo1, Positron, General Timmayya, Johor, Johor, Malaysia, 56000
- ☒ First Grade, Nova, Bio energy, Johar, Johor, Malaysia, 56000
- ☐ Kanase, york bowl, holop, Pahang, Pahang, Malaysia, 58796
- ☐ Nav Ind, Kodliwad, Near navrang, Johar, Johor, Malaysia, 59897
- ☐ Test VP6, market road, melaka, Melaka, Malaysia, 57000
- ☐ VP Test5, Garden road, Yochi, Federal Territory of Labuan, Malaysia, 58999
- ☐ VP test4, Nairobi, Ulmpa, Federal Territory of Kuala Lumpur, Malaysia, 60000
- ☐ VP Test2, Nayagar col, Neer mela, Haward, Kulam, Federal Territory of Kuala Lumpur, Malaysia, 50009
- ☐ New Zone, Kiln tower, New jog, Mother land, Selengor, Federal Territory of Kuala Lumpur, Malaysia, 50005
- ☐ VP Test, Richmond tower, Venila tower, Cheras, Federal Territory of Kuala Lumpur, Malaysia, 50000

1 - 10 of 14 |< < > >|

Previous Save & Next Exit



NOTE

- To search for an ITC, enter the address and click the **Search** button.
- If there are any previously created events with an ITC, the five most recent ITCs used will be listed.
- Only the last five used ITCs are listed.

Location

Select from your previous locations in Malaysia

- ☐ Final Eve, Tower C, MG Road, Block2, Kuala Lumpur, Federal Territory of Kuala Lumpur, Malaysia, 67543
- ☐ First Grade, Nova, Bio energy, Johar, Johor, Malaysia, 56000

Select from ITCs available in Malaysia

Search by Address Search



6. Click the **Save & Next** button.
7. Enter the following details in **Registration** section of **Add New Events** page.

Field	Description
Number of Registrants	Minimum & Maximum number of registrants allowed in an event
Maximum Value for Waiting List	The maximum number of learners that can be allowed on the waiting list  NOTE Click the toggle and set Do you need a waiting list for this event to No to disable the waiting list for the event. By default, the toggle is set to Yes.
Registration Access	Either Self Register or Admin
Close Self Registration	This option appears only when the user has selected Self Register in Registration Access option. Select either Never Close (default) or Close By days
Days/Weeks before event starts	This option appears only when the user selects Close By in Close Self Registration option. Select the number of days or weeks the self-registration needs to be closed before an event start



Add New Events

✓

✓

●

○

○

○

○

Basic DetailsLocationRegistrationScheduleInstructor DetailsAdditional DetailsReview and Confirm

Registration

Number of Registrants

Minimum *

Maximum *

Do you need waiting list for this event ☒ Yes ☐ No

Maximum value for Waiting List *

*Applicable for Self Registration

Registration Access

☒ **Self Register** (Allows participants to register for the event.)

☒ **Admin** (Enables administrators to manage event registrations and participants.)

Close Self Registration

☒ **Never Close**

☐ Close By

Previous

Save & Next

Exit



NOTE ON WAITING LIST IN THE EVENT:

- Waiting list is only allowed for events with self-registration enabled.
- An event registration changes to "Join Waitlist" only if the set maximum limit of user registration is reached.
- Once a user registers as a waiting list participant, the waiting list for the event cannot be turned off. However, prior to a user joining the waiting list, it can be disabled.
- Users on the waiting list can be added to the event only by adjusting the maximum and minimum capacities available for the event. Alternatively, if registered users in the Instructor-Led Event (ILE) are removed, the waiting list users will move to registered status.
- The movement of users from the waiting list to registration is based on a first-come, first-serve basis, and the order cannot be changed by anyone on the NRP Learning Platform.



NOTE

Click the **Previous** button to go back to the previous page.

8. Click the **Save & Next** button.
9. Select Schedule of Events.
 - Select Event Date
 - Select Time Format (Either AM/PM or 24 Hour)
 - Select Start Time of the Event
 - Select End Time of the Event



NOTE

The end time is automatically set to four hours after the start time, but you can edit it if needed.

Home > Events > Add New Events

Add New Events

✓

✓

✓

Basic DetailsLocationRegistrationScheduleInstructor DetailsAdditional DetailsReview and Confirm

Schedule

Event Date *

Start Time *

End Time *

Previous

Save & Next

Exit



NOTE

Events can be created within the date range extending from 60 days in the past to one year in the future.

10. Click the **Save & Next** button.



11. Click the **Add Instructor** button Instructors/IMs (at least one is mandatory).

Home > Events > Add New Events

Add New Events

✓

✓

✓

✓

Basic DetailsLocationRegistrationScheduleInstructor DetailsAdditional DetailsReview and Confirm

Instructor Details

Add Instructor

! AAP recommended ratios for Instructor to Student is 1:4 and Instructor Mentor to Instructor Candidate is 1:1

Instructor Name	Email Address	Instructor Rank	Action
-----------------	---------------	-----------------	--------

Previous

Save & Next

Exit



NOTE

- The “Add Instructor / Mentor” popup is displayed, wherein the user can search for other Instructors / IMs who have registered on the NRP Learning Platform. Search and **Select** the user and click the **Add** button.

Add Instructor / Mentor

Search by Instructor Name / Email Address / NRP GID

Add

Adding Ins | Instructor Mentor | 8AI-0008 | Global Account

Select

Instructor Name	Email Address	NRP GID	Instructor Rank	Action
Add Users		8AU-0521	Instructor	Remove

1 – 1 of 1

Add

Cancel

- The AAP recommended ratios for Instructor to Student is 1:4 and Instructor Mentor to Instructor Candidate is 1:1.

12. Click the **Save & Next** button.

13. Enter the following details in Additional Details section of “Add New Events” page:



Add New Events

Basic Details Location Registration Schedule Instructor Details **Additional Details** Review and Confirm

Additional Details

Instruction to Students *

1500 character limit

Message to Instructors *

1500 character limit

Previous **Save & Next** Exit

- Instruction to Students - Detailed guidance on an event for the students
- Message to Instructors - The message intended for the instructors/IM who have been added to an event

14. Click the **Save & Next** button.

15. Review all the details entered while creating an event and click on the **Publish Event** button.



Add New Events

✓

✓

✓

✓

✓

✓

✓

Basic DetailsLocationRegistrationScheduleInstructor DetailsAdditional DetailsReview and Confirm

Review and Confirm

Basic Information
Event Name
Type
Essentials
Event Visibility
Across Organizations
Schedule Date
Jun 19th, 2023
Schedule Time
Start Time - 12:00 AM +08
End Time - 1:00 AM +08

Registration
Number of registrants
Minimum Seats
1
Maximum Seats
11
Registration Access
Self register & Admin
Close Self Registration
Close by 0 Day before the event starts

Location and Schedule
Location Name
First Grade
Country
Malaysia
Street Address 1
Bio energy
Street Address 2
State
Johor
City
Johar
Zip Code
56000

Contact Details
Contact Name
Phone
Email Address

Instructor Details

Instructor Name	Email Address	Instructor Rank
		INSTRUCTOR
		INSTRUCTOR

Additional Information
Instructions to Students
Message to Instructors

PreviousPublish Event

Exit

16. Click the **Confirm** button.



Publish Event

Please confirm if you want to proceed with publishing this event.

Confirm

Cancel

The 'Successfully Published' popup message is displayed.



Successfully Published

New event **New Test Event** successfully published.

Next Steps

- ☐ Manage Roster
- ☐ Finalize Roster

Would you like to proceed?

Yes, Continue

Not now

17. Click the **Not Now** button.



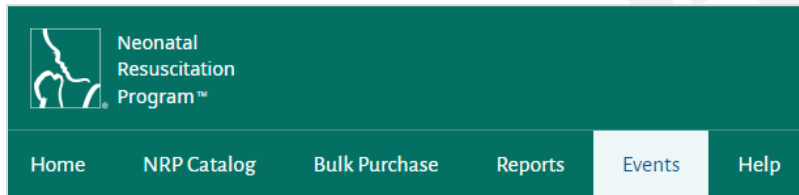
NOTE

Click the **Yes, Continue** button to Finalize Roster.



WI: Searching/Filtering the Events

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click on the **Current Events** or **7th Edition Events** sub-menu.

Event Name	Seat Availability	Scheduled Date & Time	Organization ↑	State	City	Status	Action
IC_3	0/2	Oct 28, 2022 CDT 5:30 AM	3 Organizations	Texas	Texas	Active	⋮
Pre Prod Event	1/11	May 28, 2021 EDT 11:44 PM	3rd party Org LMS	Montana	Test	Completed	⋮
event test	0/11	Jun 2, 2021 EDT 12:19 AM	9071-test	Alaska	Test	Active	⋮
Test ILE Migu...	1/2	Dec 6, 2021 EST 4:01 PM	ABC Hospital	New York	Wappingers Falls	Completed	⋮



NOTE

By default, the “Current Events” page is displayed.

3. Enter part of a search term Event Name (minimum 3 characters or more) and/or select an Organization or ‘All Organizations’, and/or select State, and/or select City and/or select a Status and click on the **Apply Filter** button. The list of events will update based on the search criteria. Click on the **Clear Filter** button to return to the default view.



NOTE

- The **Clear Filter** button appears only after clicking the **Apply Filter** button.
- In case, the user is associated with more than one organization, then the organization names are displayed on clicking the 'Organization' column value along with the number of organizations.



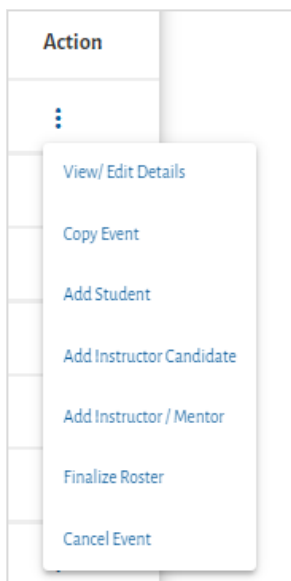
END OF INSTRUCTIONS



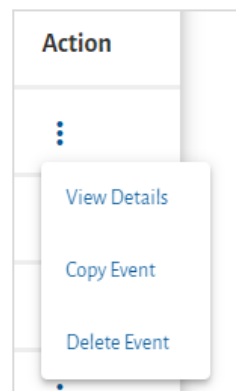
Events – Action on the Created Events

The Action button (the three dots under the Actions column) opens a menu to perform actions on the events, including:

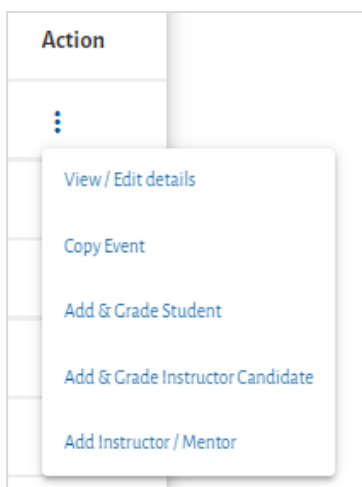
- View/Edit Details – Allows the user to view or edit the details of an added event or completed event
- View Details – Allows the user to view the details of cancelled event
- Copy Event – Allows the user to copy the existing event details and schedule with a different time & location
- Add Student – Allows the user to add student(s) to an event
- Add Instructor Candidate – Allows the user to add instructor candidate(s) to an event
- Cancel Event – Allows the user to cancel the added event
- Resume – Allows the user to resume an event
- Delete Event – Allows the user to delete an event
- Finalize Roster – Allows the user to finalize the roster of the passed event
- Grade Student – Allows the user to grade the students according to the performance of the student who has completed an event
- Add Instructor Candidate – Allows the user to add the Instructor Candidate to an event
- Add & Grade Student – Allow the user to add & grade student to a completed event
- Add & Grade Instructor Candidate – Allow the user to add & grade instructor candidate to a completed event
- Add Instructor / Mentor - Allow the user to add Instructor or Instructor Mentor to an event



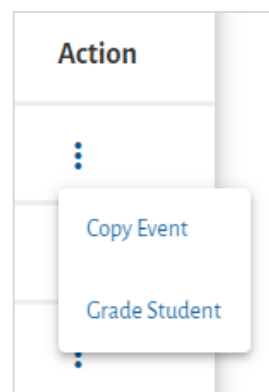
Action on Active Events



Action on Canceled Events



Action on Completed Events



Action on Roster Finalized Events



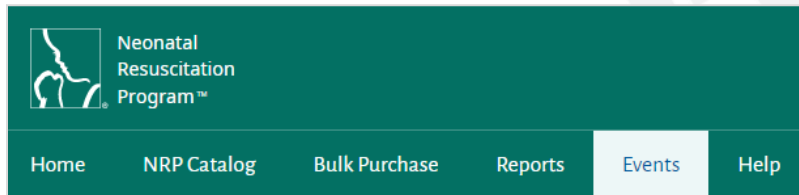
NOTE

- View/Edit Details, Add Student, Cancel Event options are available to the events that is in Scheduled or Active (only until roster is finalized) statuses or Completed status
- View Details option is available to the events that is in Cancelled status
- Finalize Roster option is available to the events that is in Active status
- Copy Event option is available to the events that is in all the statuses
- Add and Grade Students option is available to the events that is in Completed status
- Add and Grade Instructor Candidate option is available to the events that is in Completed status
- View Details option is available to the events that is in Completed or Cancelled status
- Delete Event option is available to the events that is in Draft status
- Add Instructor Candidate is available to the events that is in Scheduled or Active (only until roster is finalized) statuses and has Instructor Mentor in the event
- Add Instructor / Mentor option is available to the events that is in Active, Schedule or Completed (Within 90 days) status

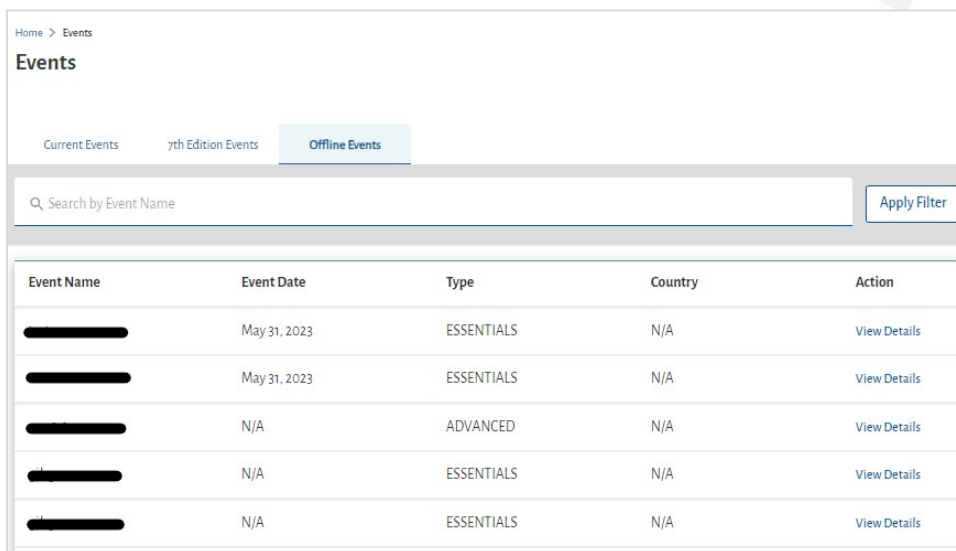


WI: Viewing list of offline Events

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the **Offline Events** tab.



NOTE

By default, "Current Events" page is displayed.

3. Click the "View Details" in the action column to access the event details.



Offline Event Details

Basic Details

Event Name
[REDACTED]

Event Date
[REDACTED]

Country
Australia

State
South Australia

City
Berri

Type
ESSENTIALS & ADVANCED

Notes
[REDACTED]

Zip code
10001

Student Details

First Name	Last name	Email Address
[REDACTED]	[REDACTED]	[REDACTED]

Close

- Click the **Close** button.



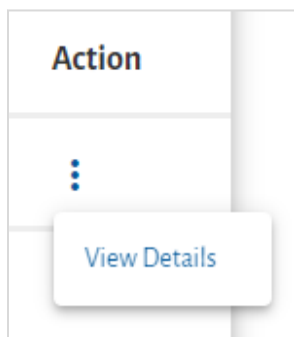
END OF INSTRUCTIONS



Events – Action on the 7th Edition Events

The Action button (the three dots under the Actions column) opens a menu to perform actions on the events, including:

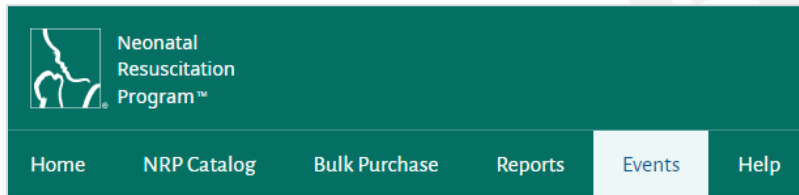
- View Details – Allows the user to view the details of an added event on the 7th Edition Platform





WI: Downloading the records of all the Events through ‘Select Action’

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click on the **Current Events** or **7th Edition Events** sub-menu.



NOTE

By default, the “Current Events” page is displayed.

Event Name	Seat Availability	Scheduled Date & Time	Organization	State	City	Waiting List Count	Status	Action
------------	-------------------	-----------------------	--------------	-------	------	--------------------	--------	--------

3. Click on the “Select Action” drop-down menu.
4. Select “Download Records” option.
5. Click on the **Apply** button to export the event(s) details to a CSV file.

Event Name	Seat Availability	Scheduled Date & Time	Organization	State	City	Status	Action
------------	-------------------	-----------------------	--------------	-------	------	--------	--------

A CSV file with the event(s) details is downloaded.

	A	B	C	D	E	F	G	H	I	J	K
1	EventName	SeatAvailability	OrganisationName	State	City	Status	CreatedDate	UpdatedDate	IsFinalized	StartDateTime	EndDateTime



NOTE

The downloaded CSV file is based on the selection criteria.

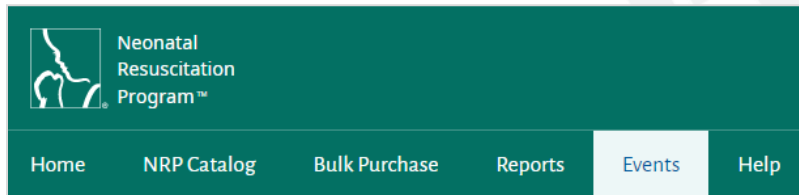


END OF INSTRUCTIONS

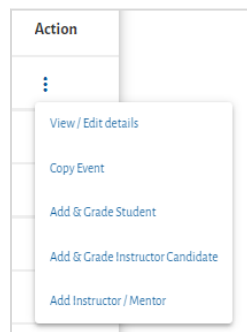


WI: Viewing/Editing Details of an Event

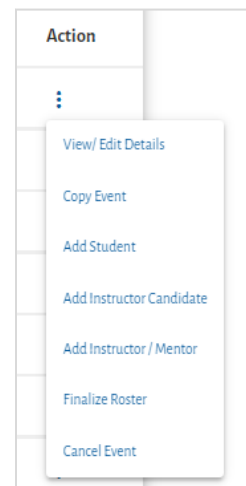
1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select the **View/Edit Details** option.



Action on Completed Events



Action on Active Events

3. Navigate to either tabs (**Event Details** or **Roster**) followed by sub-tabs accordingly to view/ Edit and click on the “Edit” link to modify the information:

- Event Details
 - Basic Details
 - Registration
 - Location & Contact
 - Additional Details
 - Instructors Details
- Roster
 - Add Students
 - Delete Students
 - Finalize Roster and Grade



Event Details Roster

Basic Details

Location

Registration

Schedule

Additional Details

Instructors Details

Basic Details [Edit](#)

Event Name
[REDACTED]

Event Visibility
Across Organizations

Type
Advanced

Contact Details

Contact Name
[REDACTED]

Contact Phone
[REDACTED]

Email Address
[REDACTED]

Event Creation Details

Event Created by
[REDACTED]

Created on
Mar 26, 2025

[Back To Events](#)

View of event details page

Event Details Roster

Students Seats Remaining - 4 [Add Students](#)

Search by Student name / Email Address Select Curriculum Type Select Job Titles Select Grading [Apply Filter](#)

Select Action [Apply](#)

☐	Student Name	Email Address	Provider Curriculum	Job Title	Parti Status	Status
☐	[REDACTED]	[REDACTED]	Advanced	N/A	Not Started	Assigned

0 Record(s) Selected 1-1 of 1 |< < > >|

[Delete Students](#)

Finalize Roster

1/5 Students registered / assigned in this event so far. Finalize the students and click on 'Finalize Roster and Grade' button

[Finalize Roster and Grade](#) [Back to Events](#)

View of event roster page

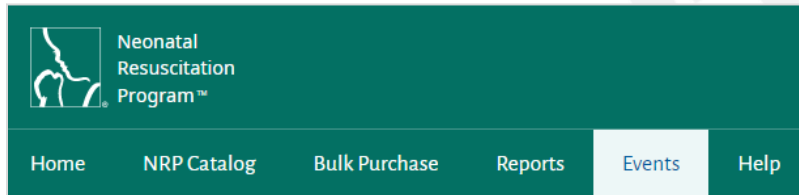


END OF INSTRUCTIONS

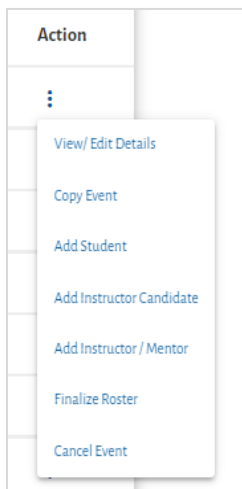


WI: Downloading/Printing Event Roster

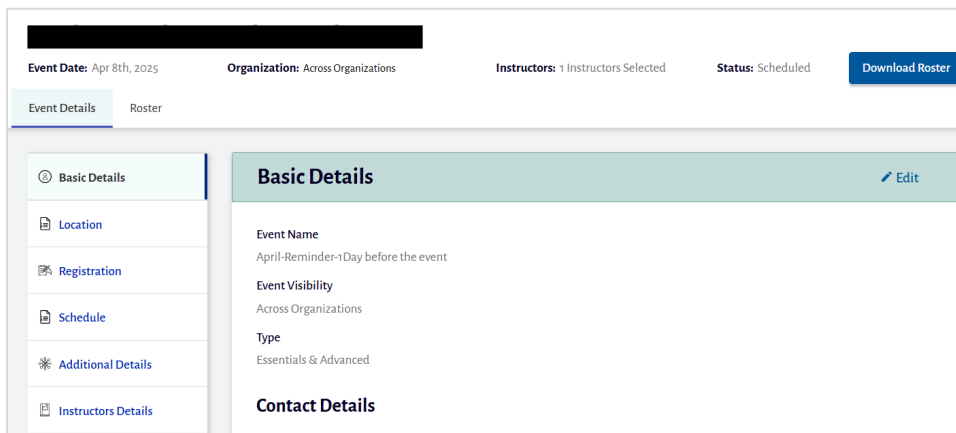
1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select the **View/Edit Details** option.



3. Click the **Download Roster** button.



A pdf of the roster is downloaded with the following details:

- Event Details
- Instructor Details
- Instructor Candidates Details
- Students Details



Event Roster and Sign-In

REPORT GENERATED: Apr 07, 2025, 05:31 AM UTC

Event Roster and Sign-In Report



Neonatal
Resuscitation
Program™

Event Details

Event Name: [REDACTED]
Course Type: **ESSENTIALS & ADVANCED**
Contact Person: [REDACTED]
Contact Number: [REDACTED]
Total Registered: **2**
Spaces Remaining: **0**

Event Date & Time: [REDACTED]
Event Visibility: **Across Organizations**
Address: [REDACTED]

Instructor Details

SI No	NRP Global ID	Name	Current Rank	Signature
01	[REDACTED]	[REDACTED]	INSTRUCTOR_MENTOR	

Instructor Candidates Details

SI No	NRP Global ID	Name	Organization	Signature
01	[REDACTED]	[REDACTED]	N/A	

Students Details

SI No	NRP Global ID	Name	Job Title	Organization	Provider Curriculum	Part Completion status	Signature
01	[REDACTED]	[REDACTED]	N/A	Fortis Health	ADVANCED	COMPLETED	
02	[REDACTED]	[REDACTED]	N/A	Defence Health Agency	ESSENTIALS	IN_PROGRESS	

The **Successfully Registered** message appears at the top of the page.

✓ Roster downloaded successfully.

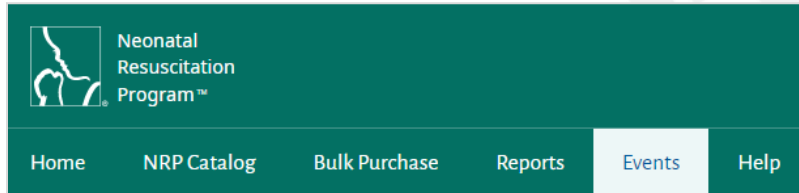


END OF INSTRUCTIONS



WI: Viewing Details of a 7th Edition Event

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click on the three dots Action button for the Event and select the “View Details” option.

Events

Current Events **7th Edition Events**

Q Search by Event Name Select Organization Select Date Range Select Status Apply Filter

Select Action Apply

Event Name	Seat Availability	Scheduled Date & Time	Organization	Status	Action
Allina Health ONLY NRP...	6	Feb 1, 2017 2:30 PM	AAP	Completed	⋮
Baby its Cold outside!~7t...	5	Dec 10, 2020 9:30 PM	AAP	Completed	⋮ View Details
NRP 2017 SKILLS-ACLS X...	8	Aug 16, 2017 4:30 PM	AAP	Completed	⋮
NRP 7TH ed. SKILLS-ACLS...	8	Sep 5, 2018 2:00 AM	AAP	Completed	⋮

3. Navigate to either tabs (**Event Details** or **Roster**) followed by sub-tabs accordingly to view and click on the “Edit” link to modify the information:



Home > Events > Allina Health ONLY NRP-Buffalo

Allina Health ONLY NRP-Buffalo

Event Date: Feb-01-2017 Organization: AAP Instructors: 2 Instructors Selected Status: Completed

Event Details Roster

Basic Details

Registration

Location & Schedule

Additional Details

Instructors Details

Basic Details

Event Name
Allina Health ONLY NRP-Buffalo

Event Visibility
Across Organizations

Type
N/A

Contact Details

Contact Name
N/A

Contact Phone
N/A

Email Address
N/A

[Back to 7th Edition Events](#)

View of Event Details page

Allina Health ONLY NRP-Buffalo

Event Date: Feb 1st, 2017 Organization: AAP Instructors: 2 Instructors selected Status: N/A

Event Details **Roster**

Students

Search by Student name / Email Address Select Type Select Job Titles [Apply Filter](#)

Select Action [Apply](#)

☐	Student Name	Email Address	Provider Curriculum	Job Title	Parti Status	Result
☐	Jaimie J Schreifels	N/A	N/A	JobTitle	N/A	Pass
☐	Kathryn A Reding	N/A	N/A	JobTitle	N/A	Pass
☐	Kathryn M Raasch	N/A	N/A	JobTitle	N/A	Pass
☐	Kristy L Flores	N/A	N/A	JobTitle	N/A	Pass
☐	Sara J Riesgraf	N/A	N/A	JobTitle	N/A	Pass
☐	Tani M Kastner	N/A	N/A	JobTitle	N/A	Pass

1 - 6 of 6 |< < > >|

[Back to 7th Edition Events](#)

View of Roster page

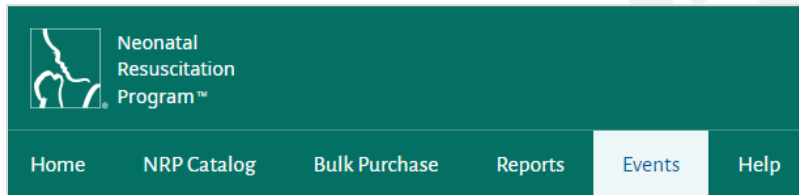


END OF INSTRUCTIONS

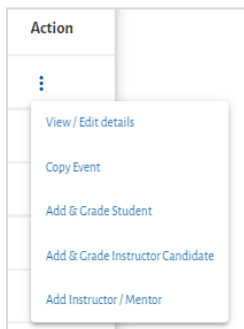


WI: Adding & Grading students to Completed Event

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click on the three dots Action button for the Event and select the “Add and Grade Students” option.



3. Search the student by “Name/Email Address/NRPGID” and click the **Select** button.

Add & Grade Students

1

2

Add Student(s)

Grade Student(s)

Search by Student Name / Email Address / NRP GID

Time travel

time travel | Learner [9TT-2033] QA Test org

Select

Student Name	Email Address	NRP GID	Job Title	Action
Add user		8AU-0002	N/A	Remove

Next

Cancel



NOTE

Alternatively, the Add and Grade Students pop-up page can be reached by navigating through “View / Edit Details” option, select “Roster” subtab and click on **Add & Grade Students** button.

- Click the **Next** button.
- Select “Pass” or “Fail” option in action column.

Add & Grade Students

Add Student(s)

Grade Student(s)

Student Name	Email Address	NRPGID	Job Title	Action
██████████	██████████@██████████.com	██████████	N/A	☒ Pass ☐ Fail
██████████	██████████@██████████.com	██████████	N/A	☐ Pass ☒ Fail

1 – 2 of 2 |< < > >|

Previous

Submit Result

Cancel

- Click the **Submit Result** button.

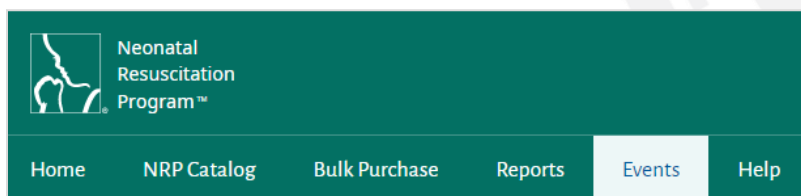


END OF INSTRUCTIONS

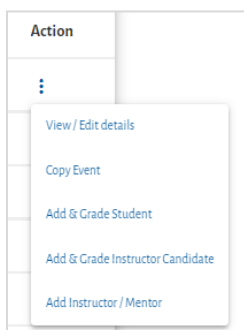


WI: Adding & Grading Instructor Candidate to Completed Event

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select the “Add and Grade Instructor Candidate” option.



3. Search the student by “Name/Email Address/NRPGID” and click the **Select** button.

Candidate Name	Email Address	NRPGID	Action
[Redacted]	[Redacted]	[Redacted]	Remove



NOTE

Alternatively, the Add and Grade Instructor Candidate pop-up page can be reached by navigating through “View / Edit Details” option, select “Roster” subtab and click on **Add & Grade Instructor Candidate** button.

- Click the **Next** button.
- Select “Pass” or “Fail” option in action column.

Add & Grade Instructor Candidate

1 Add Instructor Candidate(s) 2 Grade Instructor Candidate(s)

Grade Instructor Candidate(s)

Candidate Name	Email Address	NRPGID	Action
[REDACTED]	[REDACTED]	[REDACTED]	☒ Pass ☐ Fail

1 - 1 of 1 |< < > >|

Please check the grading before submitting. Instructor Candidates will be notified upon submitting the result.

Previous Submit Result Cancel

- Click the **Submit Result** button.

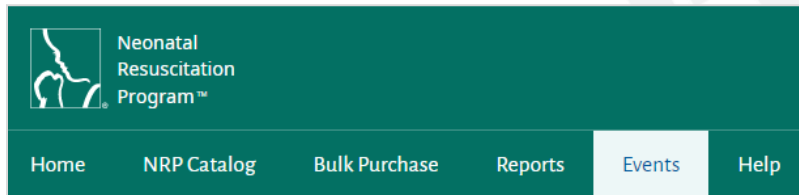


END OF INSTRUCTIONS

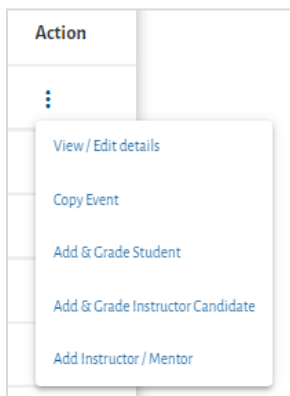


WI: Adding Instructor / Mentor to Event

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select the “Add Instructor / Mentor” option.



3. Search the student by “Name/Email Address/NRPGID” and click the **Select** button.

Add Instructor / Mentor

Please note that search results are based on the below selection.

☐ Search Instructors only from **My Organization(s)** ☒ Search Instructors from Across NRP Learning Platform

Search by Instructor Name / Email Address / NRP CID

instructor

Instructor | Instructor Mentor | 8IT-2003 | Global Account

Select

Instructor Name	Email Address	NRP CID	Instructor Rank	Action
No Records Selected				

0 of 0 |< < > >|

Add

Cancel

Popup for organization events



Add Instructor / Mentor

Search by Instructor Name / Email Address / NRP CID
Inst Testing

Inst Testing | Instructor Mentor | 8IT-2004 | Global Account **Select**

Instructor Name	Email Address	NRP CID	Instructor Rank	Action
No Records Selected				

0 of 0 |< < > >|

Add **Cancel**

Popup for public events



NOTE

- Alternatively, the Add Instructor / Mentor popup page can be reached by navigating through “View / Edit Details” option, select “Instructor Details” subtab and click on “Add Instructor” button.
- The “Search instructors only from **My Organization(s)**” and “Search instructors from **Across NRP Learning Platform**” option is available for the events created for specific organization(s).

4. Click the **Add** button.

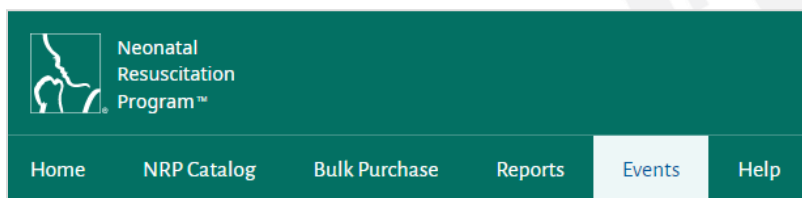


END OF INSTRUCTIONS

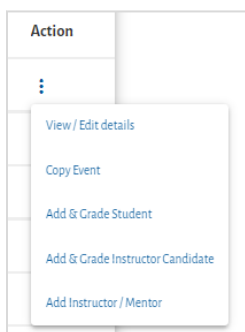


WI: Changing Grade of a student

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select the **View/Edit Details** option.



3. Select the **Roster** sub-menu.



Event test

Event Date: Feb 9th, 2023 Organization: Across Organizations Instructors: 1 Instructor selected Status: COMPLETED [Download Roster](#)

Event Details **Roster** Removed Users

Instructor Candidates

[Add & Grade Instructor Candidate](#)

☐	Instructor Candidate Name	Email Address	Result
No Instructor candidate registered yet Click Here to add manually			
0 Record(s) Selected		0 of 0 < < > >	

Pass ⓘ

Students

[Add & Grade Students](#)

Select Curriculum Type ▾

Select Job Titles ▾

Select Grading ▾

[Apply Filter](#)

Select Action ▾

[Apply](#)

☐	Student Name	Email Address	Provider Curriculum	Job Title	Parti Status	Result	Action
☐	[REDACTED]	[REDACTED]	Essentials	N/A	Completed	Pass	⋮
0 Record(s) Selected		1 - 1 of 1		< < > >			

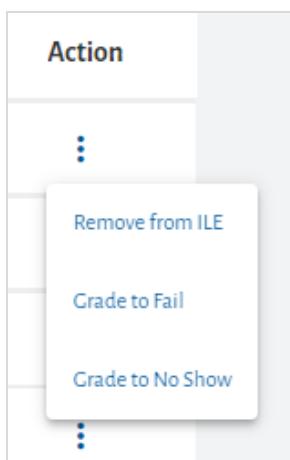
Pass ⓘ

Submit Results

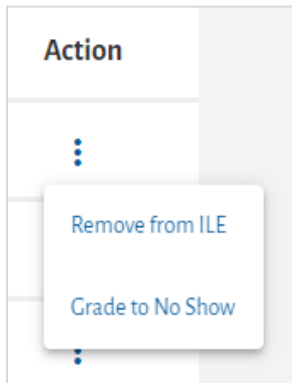
By Clicking on submit , results will be sent to all the students

[Submit](#) [Back to Events](#)

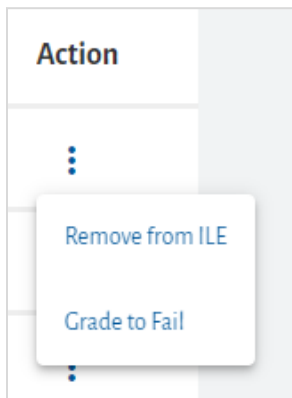
4. Click the three dots Action button for the student and select “Grade to Fail” or “Grade to No Show”.



Action on **Pass** students



Action on **Fail** Students



Action on **No Show** Students



NOTE

To change grades of **Fail** and **No Show** students to **Pass** see [WI: Grading Students \(Fail or No Show\) of a Completed Event \[321\]](#)

5. Click the **Confirm** button.



Confirm Grading to Fail/No Show

Read the following points carefully before you confirm

- This user would have already received an ecard for the course. Once you degrade the user, he/she will not be able to access the ecard anymore.
- User's profile rank might get demoted to a lower level.
- Part 2 Completed status will now reflect **In-progress**.

Confirm

Cancel

The **Successfully Registered** message appears at the top of the page.

✓ Grade of the User has been successfully changed and notification has been sent to his/her registered email.

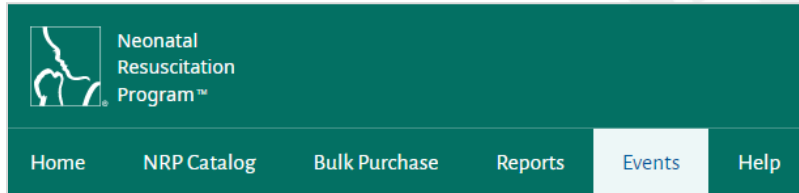


END OF INSTRUCTIONS

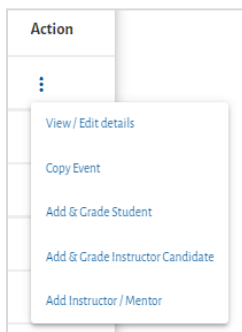


WI: Grading Students (Fail or No Show) of a Completed Event

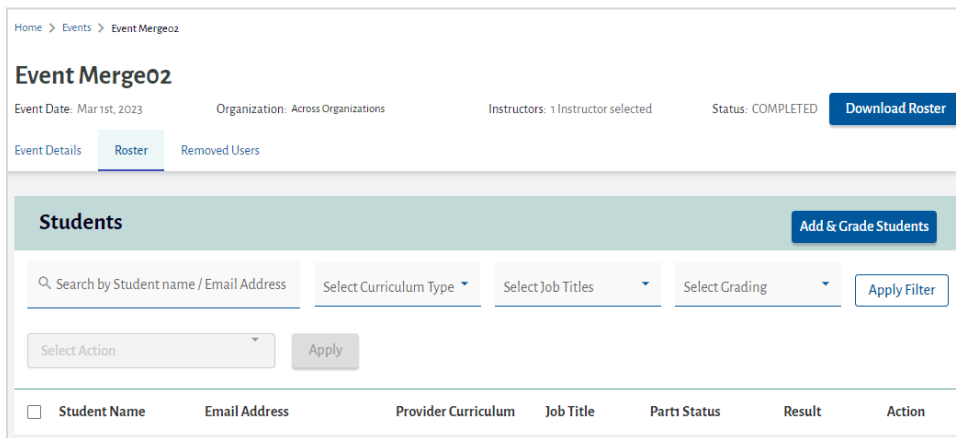
1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select the **View/Edit Details** option.



3. Select the **Roster** sub-menu.



NOTE

By default, “Event Details” page is loaded.

4. Select the students with “Fail” or “Now Show” result.



Event test

Event Date: Feb 9th, 2023 Organization: Across Organizations Instructors: 1 Instructor selected Status: COMPLETED [Download Roster](#)

Event Details **Roster** Removed Users

Instructor Candidates

[Add & Grade Instructor Candidate](#)

☐	Instructor Candidate Name	Email Address	Result
No Instructor candidate registered yet Click Here to add manually			
0 Record(s) Selected		0 of 0 < < > >	

Pass ⓘ

Students

[Add & Grade Students](#)

Select Curriculum Type ▾ Select Job Titles ▾ Select Grading ▾ [Apply Filter](#)

Select Action ▾ [Apply](#)

☐	Student Name	Email Address	Provider Curriculum	Job Title	Parti Status	Result	Action
☐	[REDACTED]	[REDACTED]	Essentials	N/A	Completed	Pass	⋮
0 Record(s) Selected		1 - 1 of 1 < < > >					

Pass ⓘ

Submit Results

By Clicking on submit , results will be sent to all the students

[Submit](#) [Back to Events](#)

- Click the **Pass** button.
- Click the **Submit** button.

Submit Results

Click on the submit button below to grade and notify the selected students

Please note:if you cancel without submitting your grading will not be recorded.

[Submit](#) [Cancel](#)

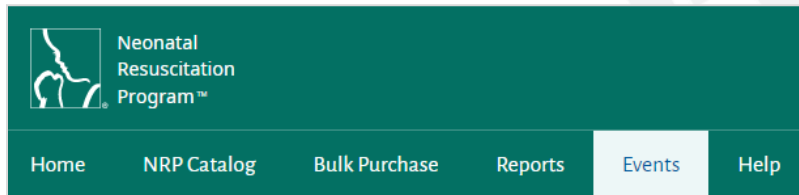


END OF INSTRUCTIONS

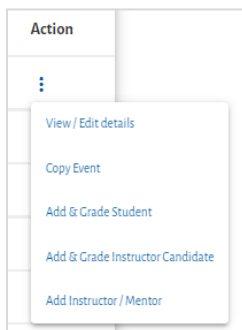


WI: Removing Students from Completed Events

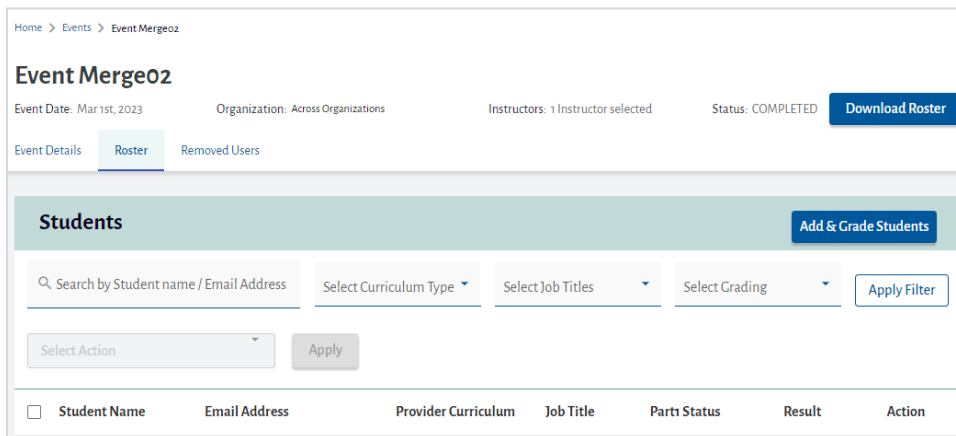
1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select the **View/Edit Details** option.



3. Select the **Roster** sub-menu.



NOTE

By default, “Event Details” page is loaded.

4. Click the three dots Action button of the student and select “Remove from ILE”.



Action

- Remove from ILE
- Grade to Fail
- Grade to No Show

5. Enter the reason for the removal of the user.

Confirm Removal

Please enter the reason for removing this student from the ILE and confirm

Type in the reason for removal®

Read the following points carefully before you confirm

Points

- This user would have already received an ecard for the course. Once you remove the user, he/she

Confirm **Cancel**

6. Click the **Confirm** button.



Confirm Removal

Type in the reason for removal*

Lorem ipsum dolor sit

Read the following points carefully before you confirm

Points

- This user would have already received an ecard for the course. Once you remove the user, he/she will not be able to access the ecard anymore.
- User's profile rank might get demoted to a lower level.
- Part 2 Completed status will now reflect **In-progress**.

Confirm

Cancel

The **Successfully Registered** message appears at the top of the page.



You have successfully removed Red M from ILE

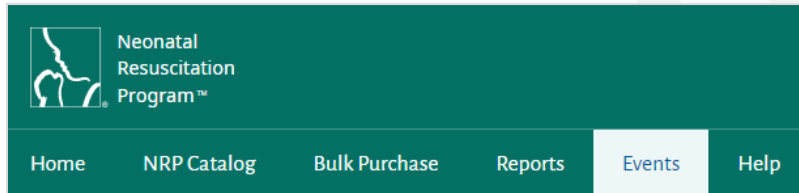


END OF INSTRUCTIONS

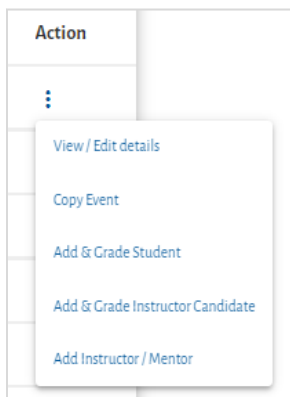


WI: Viewing Details of Removed Students from ILE

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select the **View/Edit Details** option.



3. Navigate to **Removed Users** tabs:
Students Removed

- Student Name
- Email Address
- Provider Curriculum
- Part 1 Completion Status
- Job Title
- Reason for Removal

Event Date: Mar 16th, 2023

Organization: Across Organizations

Instructors: 1 Instructor selected

Status: COMPLETED

Download Roster

Event Details

Roster

Removed Users

Students

Student Name	Email Address	Provider Curriculum	Job Title	Part1 Status	Reason for Removal
remstud event	remstudevent@yopmail.c...	Essentials	N/A	Completed	View

1-1 of 1

<< < > >>

4. Click the **View** to see the reason for removal.



Reason for Removal

Student Name: Email User10

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.

Close

5. Click the **Close** button.

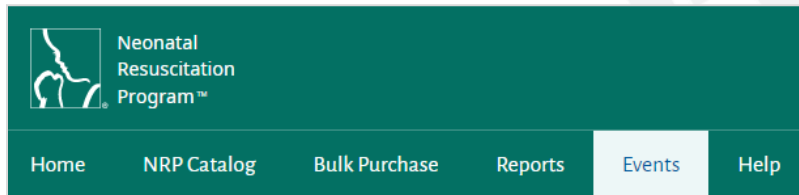


END OF INSTRUCTIONS

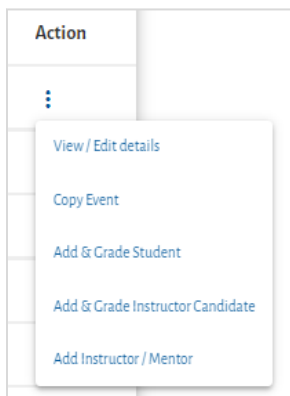


Viewing Waitlist Users in Event

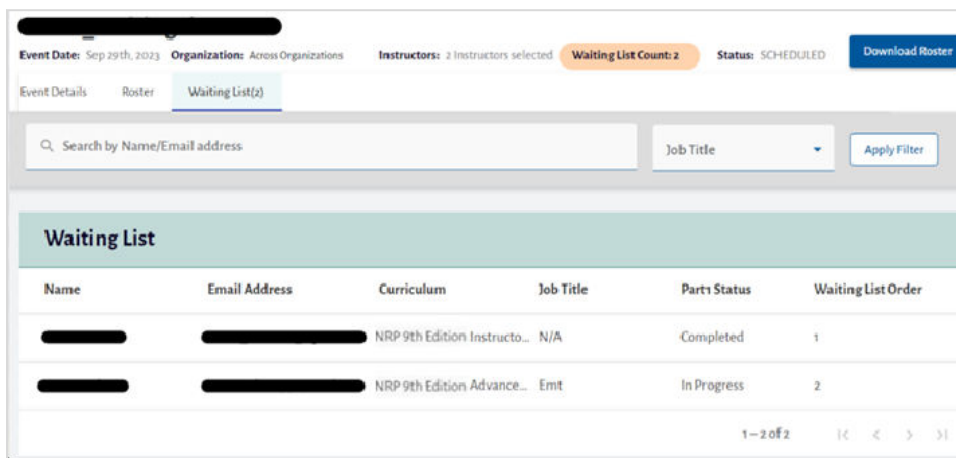
1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select the **View/Edit Details** option.



3. Navigate to **Waiting List(N)** tabs:





Waiting List Columns:

- Name - Name of the user in the waiting list.
- Email Address - The email address of the user.
- Curriculum - The name of the curriculum for which the ILE user is on the waiting list.
- Job Title - Job title of the user.
- Part1 Status - The status of part 1 of the curriculum.
- Waiting List Order - The number at which the user joined the waiting list. This number is considered when determining if a user can enter the event in case vacancies are created due to the withdrawal of other users from the event or changes in the maximum registration limit for the event.



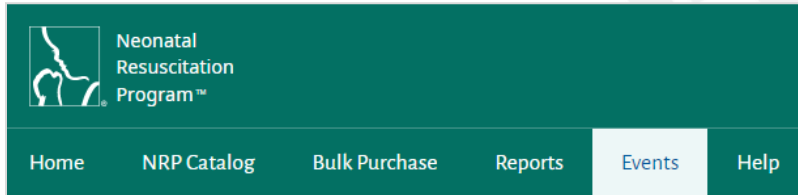
NOTE ON WAITING LIST IN THE EVENT:

- Waiting list is only allowed for events with self-registration enabled.
- An event registration changes to "Join Waitlist" only if the set maximum limit of user registration is reached.
- Once a user registers as a waiting list participant, the waiting list for the event cannot be turned off. However, prior to a user joining the waiting list, it can be disabled.
- Users on the waiting list can be added to the event only by adjusting the maximum and minimum capacities available for the event. Alternatively, if registered users in the Instructor-Led Event (ILE) are removed, the waiting list users will move to registered status.
- The movement of users from the waiting list to registration is based on a first-come, first-serve basis, and the order cannot be changed by anyone on the NRP Learning Platform.

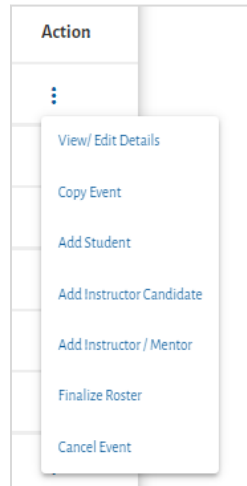


WI: Copy an Event

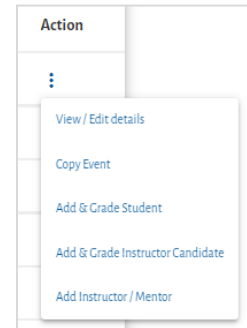
1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select **Copy Event** option.



Action on Active Events



Action on Completed Events

3. Enter the Schedule details in 'Basic Details' section of "Add New Events" page.



Copy Event

Basic Details Location Registration Schedule Instructor Details Additional Details Review and Confirm

Basic Details

Event Name*
AutoQACompleted-Copy

Country where event is conducted*
United States of America

Type

☐ ESSENTIALS
☐ ADVANCED
☒ ESSENTIALS & ADVANCED
☐ ESSENTIALS PREP ⓘ
☐ ADVANCED ENDORSEMENT

Event Visibility

☐ My Organization
☒ Across Organizations

Contact Details

Contact Name*
[Redacted]

Phone Number*
[Redacted]

Email Address*
[Redacted]

Save & Next **Exit**

4. Click the **Save & Next** button.



NOTE

The event details are saved & the user is navigated to Event listing page along with a Draft status, by clicking on the “Exit” button.

5. Modify the required details in the subsequent sections that are automatically populated and then click the **Publish Event** button.



Add New Events

✓

✓

✓

✓

✓

✓

Basic DetailsLocationRegistrationScheduleInstructor DetailsAdditional DetailsReview and Confirm

Review and Confirm

Basic Information

Event Name
[Redacted]

Type
Essentials

Event Visibility
Across Organizations

Schedule Date
Jun 19th, 2023

Schedule Time
Start Time - 12:00 AM +08
End Time - 1:00 AM +08

Registration

Number of registrants
Minimum Seats
1

Maximum Seats
11

Registration Access
Self register & Admin

Close Self Registration
Close by 0 Day before the event starts

Location and Schedule

Location Name
First Grade

Country
Malaysia

Street Address 1
Bio energy

Street Address 2

State
Johor

City
Johar

Zip Code
56000

Contact Details

Contact Name
[Redacted]

Phone
[Redacted]

Email Address
[Redacted]

Instructor Details

Instructor Name	Email Address	Instructor Rank
[Redacted]	[Redacted]	INSTRUCTOR
[Redacted]	[Redacted]	INSTRUCTOR

Additional Information

Instructions to Students
[Redacted]

Message to Instructors
[Redacted]

PreviousPublish Event

Exit

6. Click the **Confirm** button.



Publish Event

Please confirm if you want to proceed with publishing this event.

Confirm

Cancel

The 'Successfully Published' popup message is displayed.



Successfully Published

New event **New Test Event** successfully published.

Next Steps

- ☐ Manage Roster
- ☐ Finalize Roster

Would you like to proceed?

Yes, Continue

Not now

7. Click the **Not Now** button.



NOTE

Click the **Yes, Continue** button to Finalize Roster.

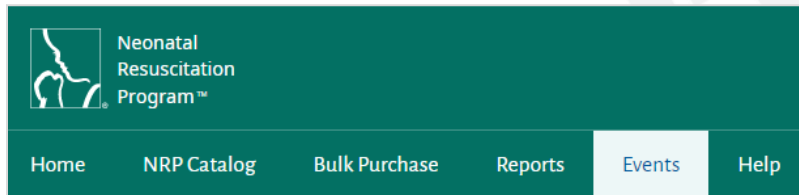


END OF INSTRUCTIONS

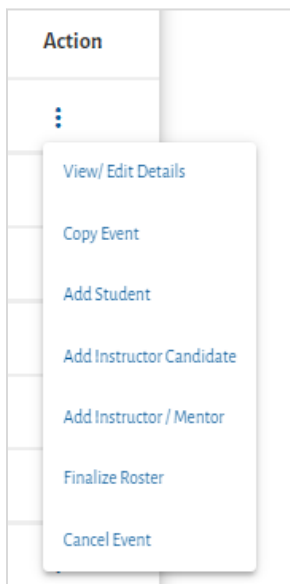


WI: Add a Student(s) to an Event

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select “Add Student” option.



3. Search the part of a search (Student Name / Email Address) & click the **Select** button provided for each searched user.



Add Students

1 students enrolled with ESSENTIALS curriculum will be shown

Search by Student Name / Email Address / NRP CID
add

Add user Advanced Provider 8AU-0002 Donors Club	Select
Addressing Users Learner 8AU-0004 Global Account	Select
Rusell Addams Instructor Candidate 8RA-2003 Test-Bulk-Org07	Select
User add Learner 8UA-0001 Donors Club	Select

Add Cancel

4. Click the **Add** button.



NOTE

- Only the students who are enrolled to the curriculum corresponding to the Event type would be searchable.
- The selected user(s) can be excluded before adding to the student list by clicking on the “Remove” button provided for each selected user.

The **Successfully Registered** message appears at the top of the page.

✓ Successfully Added Student Add user



NOTE

The student is added in the “Roster → Student” table section.

Event Details **Roster**

Students **Seats Remaining - 4** **Add Students**

Apply Filter

Apply

☐	Student Name	Email Address	Provider Curriculum	Job Title	Part Status	Status
☐	██████████	██████████	Advanced	N/A	Not Started	Assigned

0 Record(s) Selected 1 - 1 of 1 < >

Delete Students

Finalize Roster
1/5 Students registered / assigned in this event so far. Finalize the students and click on 'Finalize Roster and Grade' button

Finalize Roster and Grade **Back to Events**



END OF INSTRUCTIONS



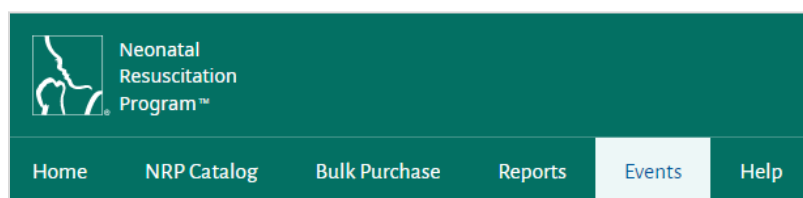
WI: Adding Instructor Candidates to an Event



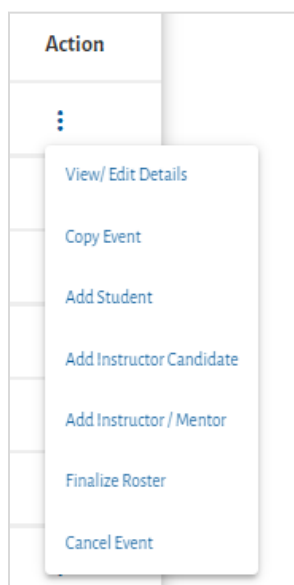
NOTE

The Instructor Candidates/IMs can be added to an event in the “Events → View/Edit details → Roster” tab.

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select “Add Instructor Candidate” option.



3. Search the part of a search (Instructor Candidate Name / Email Address) (minimum 3 characters or more) and click on the **Select** button.



Add Instructor Candidate

Only users having IC rank will be shown

Search by Instructor Name / Email Address / NRP GID

Rtel

RTen user | Instructor Candidate | 8RU-2016 | Test preprod NRP org

Select

Candidate Name	Email Address	NRP GID	Action
		8PU-0029	Remove

1-1 of 1

Add

Cancel

- Click the **Add** button.

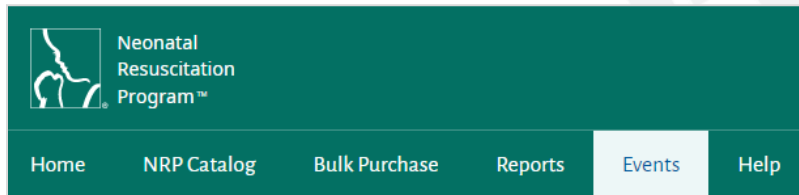


END OF INSTRUCTIONS

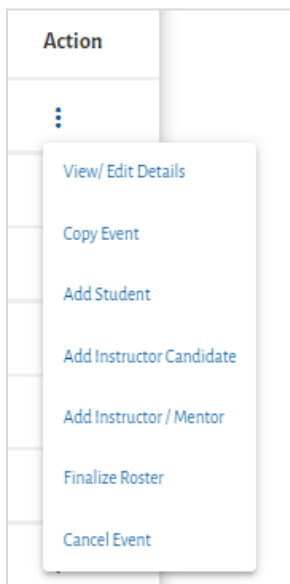


WI: Cancelling an Added Event

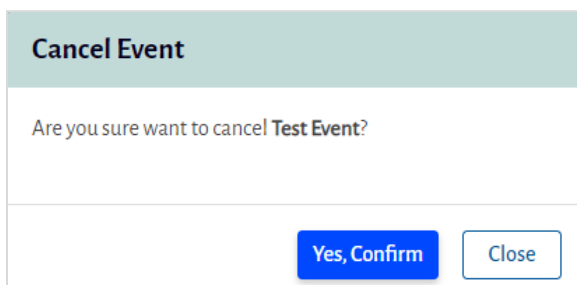
1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



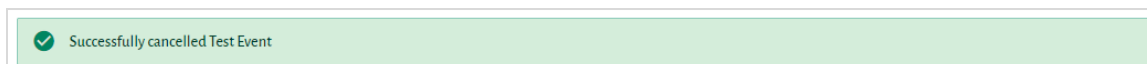
2. Click the three dots Action button for the Event and select “Cancel Event” option.



3. Click the **Yes, Confirm** button.



The **Successfully Registered** message appears at the top of the page.



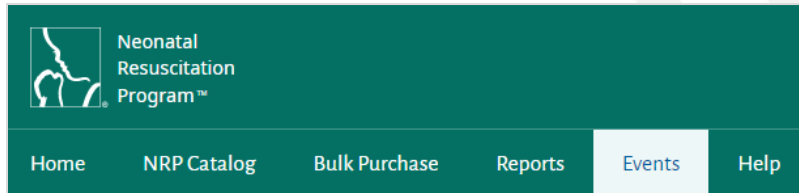


END OF INSTRUCTIONS

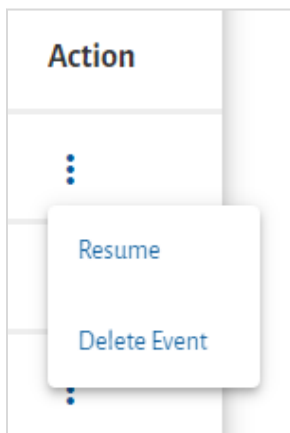


WI: Resuming the Drafted Event

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select “Resume” option.



The user is navigated to any of the sections of the “Add New Event” page, where the user has paused by clicking the **Save & Next** button.

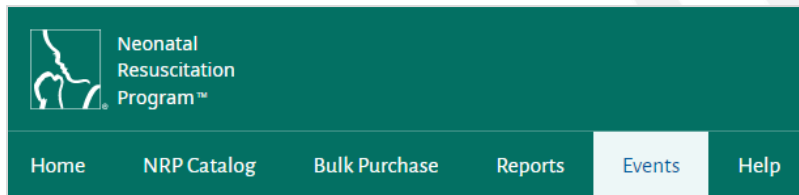


END OF INSTRUCTIONS

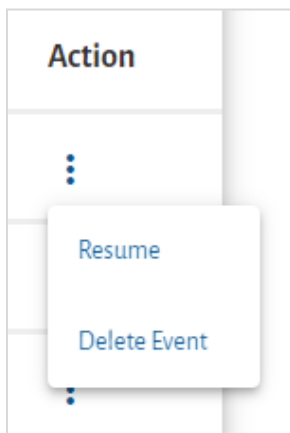


WI: Deleting the Drafted Event

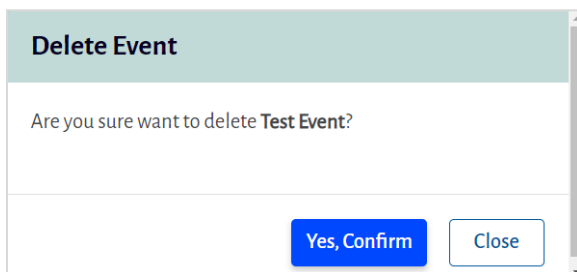
1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



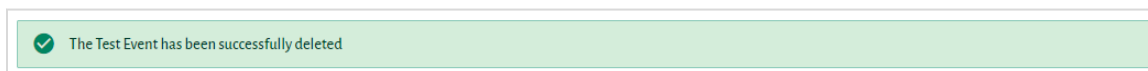
2. Click the three dots Action button for the Event and select “Delete Event” option.



3. Click the **Yes, Confirm** button.



The **Successfully Registered** message appears at the top of the page.

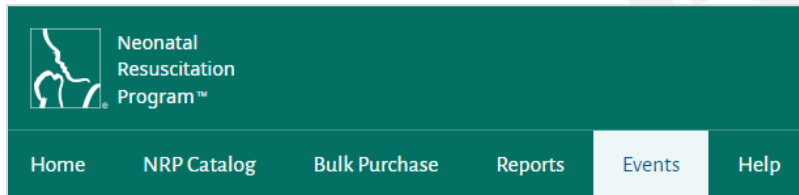


END OF INSTRUCTIONS

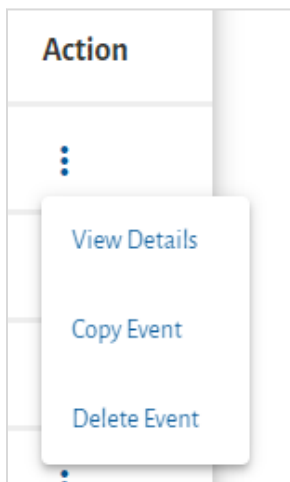


WI: Deleting the Canceled Event

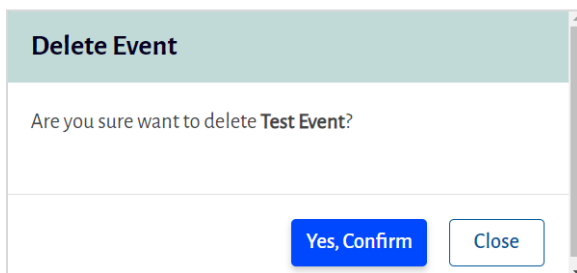
1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



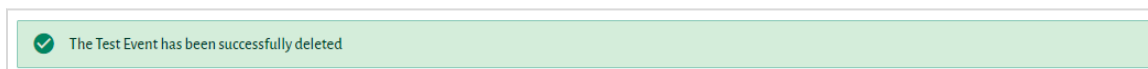
2. Click the three dots Action button for the Event and select “Delete Event” option.



3. Click the **Yes, Confirm** button.



The **Successfully Registered** message appears at the top of the page.





END OF INSTRUCTIONS



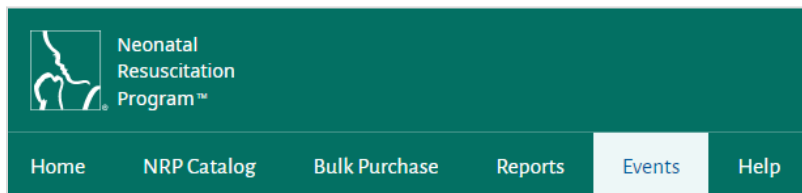
WI: Finalizing the Roster to an Event by Instructor/IM



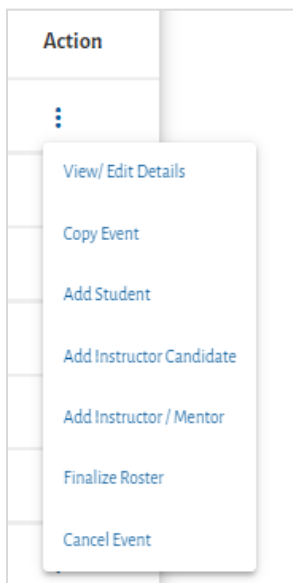
NOTE

The Event Date should have been passed in order to Finalize the Roster.

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select the “Finalize Roster” option.



3. Click the **Add Student** button to add students to the event, if required.



Event Details **Roster**

Students Seats Remaining - 3 [Add Students](#)

☐	Student Name	Email Address	Provider Curriculum	Job Title	Part 1 Status	Status
☐	[REDACTED]	[REDACTED]	Essentials	Physician	Not Started	Assigned
☐	[REDACTED]	[REDACTED]	Advanced	N/A	In Progress	Assigned

0 Record(s) Selected 1 - 2 of 2 |< < > >|

Finalize Roster
2/5 Students registered / assigned in this event so far. Finalize the students and click on 'Finalize Roster and Grade' button

- Click the **Finalize Roster and Grade** button.
- Click the **Yes, Confirm** button.

Finalize Roster

Are you sure want to finalize roster?

Please make sure all students have completed their Part 1 before grading.

The **Successfully Registered** message appears at the top of the page.

✓ Successfully Deleted Student Case Hello

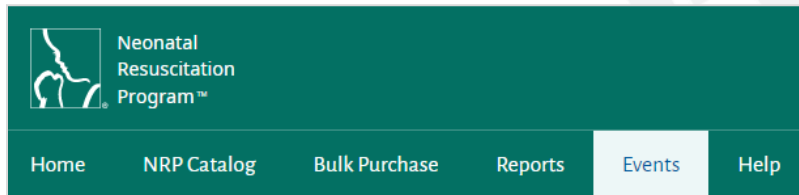


END OF INSTRUCTIONS

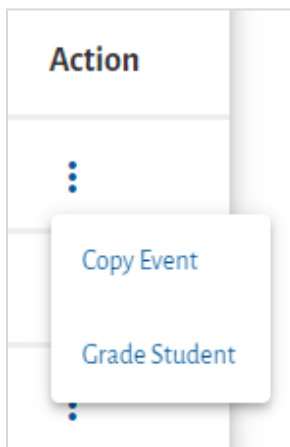


WI: Grading/Submitting the Result of Students/Instructor Candidates

1. From the NRP LP User interface, click the **Events** heading in the top menu bar.



2. Click the three dots Action button for the Event and select the “Grade Student” option.



3. Select the checkbox of an individual user or the checkbox next to the Student Name column for group student selection.

Event Details Roster

Students

Q Search by Student name / Email Address Select Curriculum Type Select Job Titles Select Grading Apply Filter

Select Action Apply

☒	Student Name	Email Address	Provider Curriculum	Job Title	Part1 Status	Result	Action
☒	[REDACTED]	[REDACTED]	Essentials	N/A	Not Started	Pending	⋮

1 Record(s) Selected 1 - 1 of 1 |< < > >|

Pass Fail No Show

Submit Results

By Clicking on submit, results will be sent to all the students

Submit Back to Events



4. Click the **Pass** / **Fail** / **No Show** button, accordingly.

A green bar at the top of the 'Students' section of the page indicates that the selected student(s)/ Instructor Candidate(s) has been graded successfully.

✓ You have successfully graded 1 out of 241 students



NOTE

The updated results are reflected for each user in the "Result" column.

Students

☐	Student Name	Email Address	Provider Curriculum	Job Title	Parti Status	Result	Action
☐	██████████	██████████	Essentials	N/A	Not Started	Pass	⋮

1-1 of 1 |< < > >|

5. Click the **Submit** button.

Event Details **Roster**

Students

☐	Student Name	Email Address	Provider Curriculum	Job Title	Parti Status	Result	Action
☐	██████████	██████████	Essentials	N/A	Not Started	Pass	⋮

1-1 of 1 |< < > >|

Submit Results
By Clicking on submit, results will be sent to all the students



NOTE

The “Submit” button is available only when all the students/Instructor candidates have been graded.

6. Click the **Yes, Confirm** button.

Submit Result

Are you sure you want to submit the results ?

Yes, Confirm

Cancel

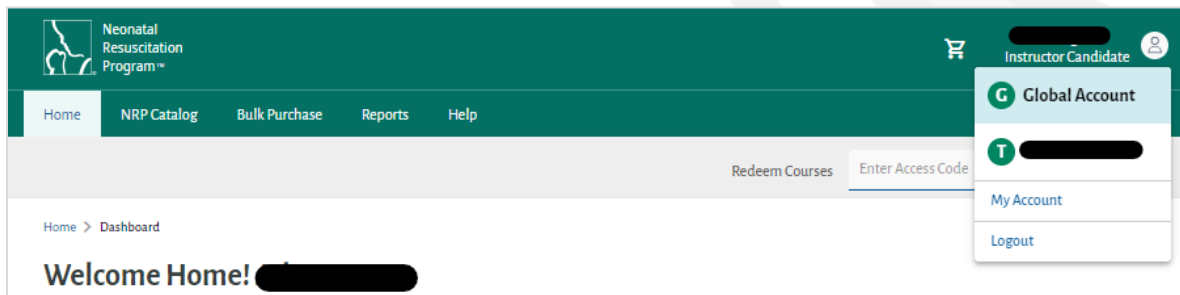


END OF INSTRUCTIONS



Switch Accounts

The 'Switch Accounts' functionality allows the user to switch between multiple accounts (Global account and Organizational accounts). In case the user switches to Global Account or any other associated organization accounts, the 'Dashboard' appears accordingly.



In case, the user is associated (linked) with multiple profiles (multiple organizational and individual profiles). The user can navigate to other profiles by clicking on the user icon in the top-right corner followed by clicking on the 'My Account' link. Associated 'My Account' details will be displayed.



Neonatal Resuscitation Program®

Home NRP Catalog Bulk Purchase Reports Help

Reclaim Courses Enter Access Code

Home > Dashboard

Welcome Home! [Redacted]
NRP Global ID: [Redacted]

Demo User Learner
Global Account
3 [Redacted]
My Account
Logout

Dashboard
My Learnings
My Certificates & eCards
License Management

Tasks to Complete
No Task Found

Link to your 7th Edition Learning History
You can link to all 7th Edition Learning History to be viewed in to your new NRP global account.
If you do not have this information readily available, please login to [7th Edition Platform](#) and recover your details.
[Recover Now](#)

NRP 8th Edition Advanced(1-11) Provider Curriculum
This course is for Advanced Providers who may participate in neonatal resu... [View More](#)
[Purchase Now](#)

NRP 8th Edition Essentials(1-4) Provider Curriculum
This course is for Essentials Providers, which is appropriate for anyone invol... [View More](#)
[Purchase Now](#)

Learning History
[View Learning History](#)

User Profile
Demo User
[View Profile](#)

Quick Links
[Browse Catalog](#)
[Account Settings](#)
[Order History](#)
[Change your Password](#)

Resources
[Quickstart Guide](#)
[User Manual](#)



NOTE

Associated Learner 'Rank' will be displayed on each of the profiles and the highest 'Rank' of the user will be displayed in the Global Account below the Username.

In case, the user is in 'Global Account', then 'My Account' menu displays all the associated profile details (multiple organizational and individual profiles).



Neonatal
Resuscitation
Program™

HomeNRP CatalogBulk PurchaseReportsHelp

Redeem CoursesEnter Access Code

Home > My Account

My Account

My Profile

CE Profile

Order History

My Instructor Applications

Tax Exemption

Address Book

Account Settings

Global

My Profile - Personal

User Information

NRP Global ID

First Name

Middle Name

N/A

Last Name

Username

Email Address

Global Rank(Highest Rank)

Learner

Expiry Date(Highest Rank)

N/A

Profile Rank

Learner

Job Title

N/A

Status

Active

Preferred Language

English



My Account

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My Account – ‘My Account’ Menu General Information

The ‘My Account’ menu shows the tabs:

- My Profile (default) – Allows to view the user details
- CE Profile
- Order History
- My Instructor Applications (available for the users who have applied at least once for an IA)
- Tax Exemption
- Address Book
- Merge Accounts
- Account Settings – Allows to reset the password of a user

My Account

My Profile

CE Profile

Order History

My Instructor Applications

Tax Exemption

Address Book

Merge Accounts

Account Settings

My Profile Edit

User Information

NRP Global ID

First Name

Middle Name

N/A

Last Name

Username

Email Address

Global Rank(Highest Rank) ⓘ

Learner

Expiry Date(Highest Rank)

NA

Profile Rank ⓘ

Learner

Job Title

N/A

Status

Active

Preferred Language

English



My Profile

The My Profile tab shows all the basic details of a user.

My Account

My Profile

CE Profile

Order History

My Instructor Applications

Tax Exemption

Address Book

Merge Accounts

Account Settings

My Profile

Edit

User Information

NRP Global ID

First Name

Middle Name

N/A

Last Name

Username

Email Address

Global Rank(Highest Rank)

Learner

Expiry Date(Highest Rank)

NA

Profile Rank

Learner

Job Title

N/A

Status

Active

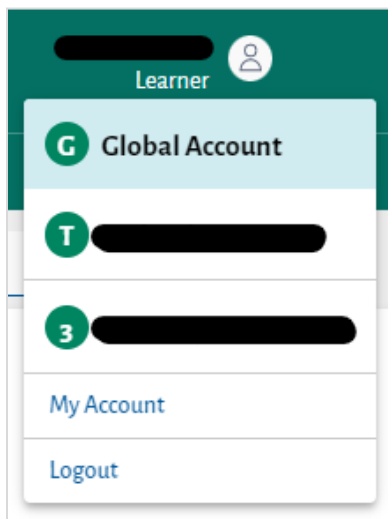
Preferred Language

English

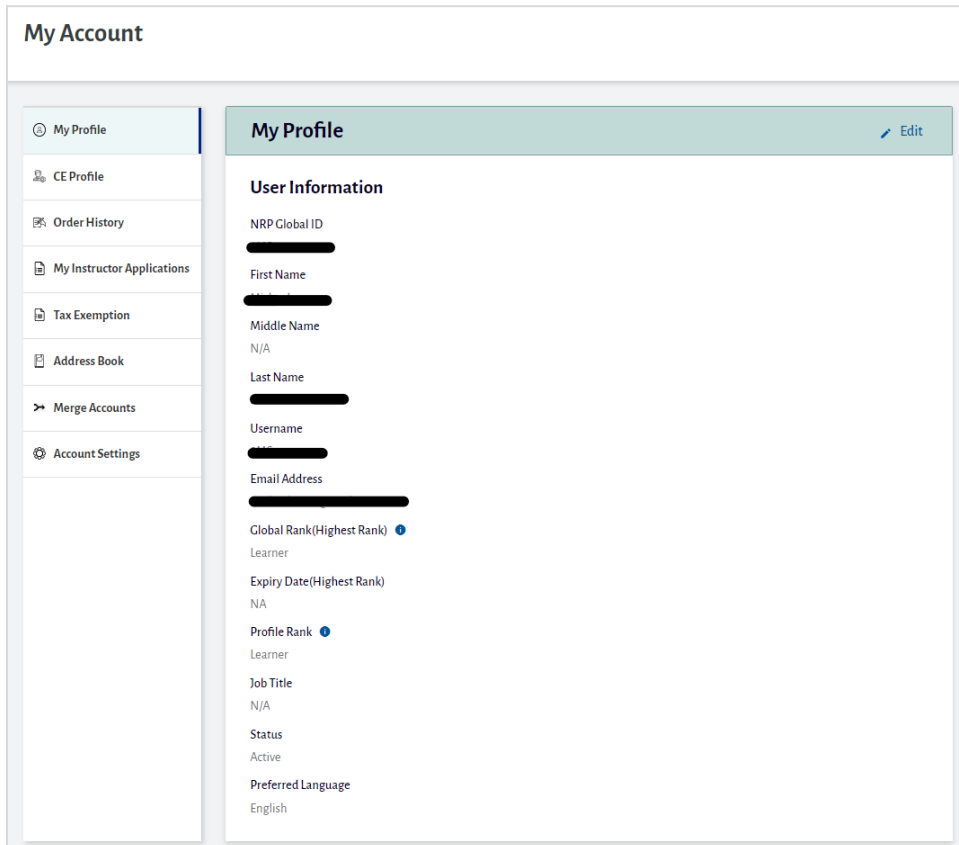


WI: Viewing My Profile details

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. The user details are displayed.





NOTE

By default, **My Profile** page is displayed.

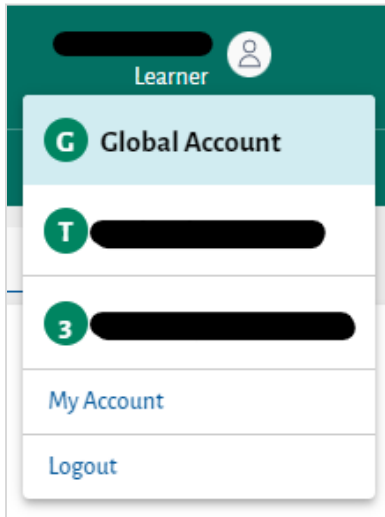


END OF INSTRUCTIONS

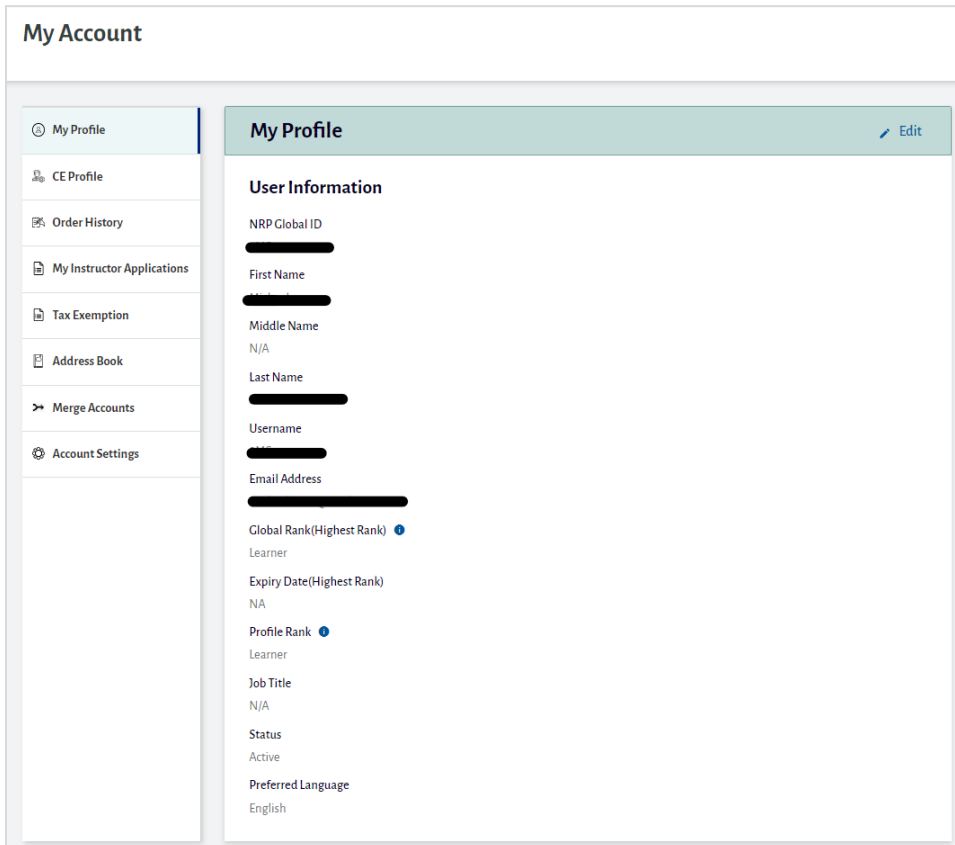


WI: Editing My Profile details

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the “Edit” button.





5. Modify the following user details as needed on 'Edit My Profile' page:

- First Name
- Middle Name (optional)
- Last Name
- Email Address
- Job Title

Edit My Profile

User Information

NRP Global ID
[Redacted]

Username
[Redacted]

Global Rank(Highest Rank) ⓘ
Essentials Provider

Expiry Date(Highest Rank)
Sep 30, 2024

Profile Rank ⓘ
Essentials Provider

Status
Active

Preferred Language
English

First Name*
[Redacted]

Middle Name
[Redacted]

Last Name*
[Redacted]

Email Address*
[Redacted]

Job Title
Others ▼

Update Cancel



NOTE

- The following fields cannot be changed:
 - NRP Global ID
 - Rank Expiry Date (Applicable to Essentials/Advanced Providers, ICs, Instructors, IMs; 'Expired' for Inactive instructors; N/A for Learners)
 - Username
 - Global Rank(Highest Rank)
 - Expiry Date(Highest Rank)
 - Profile Rank
 - Status
 - Preferred Language
- Click on the **Confirm** button to update email address.

Update Email Address

You are about to update the new email address. If you choose to continue, you must verify your account once again on this email address to have it updated on the NRP Learning platform.

Note: If you do not verify your account, the previously entered email address will continue to be utilized for authentication.

Would you like to continue with the update?

Confirm

Cancel

- Example Email - Confirm Email Address



Neonatal
Resuscitation
Program™

Dear [REDACTED]

A request for email id update has been initiated from your NRP LP account. Please use the following link to verify your email address.

[Confirm Email Address](#)

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - NRPSupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034

- The success message is displayed upon verifying an account



Successful!

Your account has been successfully verified with the new email address on the NRP learning platform.

[Continue](#)

6. Click the **Confirm** button.



END OF INSTRUCTIONS



CE Profile

The CE Profile (Continuing Education Profile) tab shows all the CE Profile Details of a user. The CE Profile is associated with all the profiles of the user.

My Account

My Profile

CE Profile

Order History

My Instructor Applications

Tax Exemption

Address Book

Merge Accounts

Account Settings

Continuing Education Profile

CE Profile Details

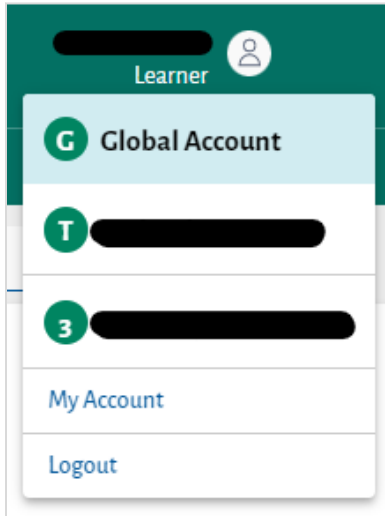
Kindly provide the details below that will help the AAP to maintain CE related records.

[Provide Details](#)



WI: Viewing User's CE Profile

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the "My Account" option.
The user details based on the profile being selected will be displayed.



NOTE

By default, **My Profile** page is displayed.

4. Click the "CE Profile" tab to display the 'Continuing Education Profile' details of the user.



My Account

My Profile

CE Profile

Order History

My Instructor Applications

Tax Exemption

Address Book

Merge Accounts

Account Settings

Continuing Education Profile

Edit

CE Profile Details

CE Job Title	EMT
Type	Basic
License Number	
License Type	AEMT
License State	
License expiration Date	2022-08-30
nremt Number	N/A
nremtReReg	N/A

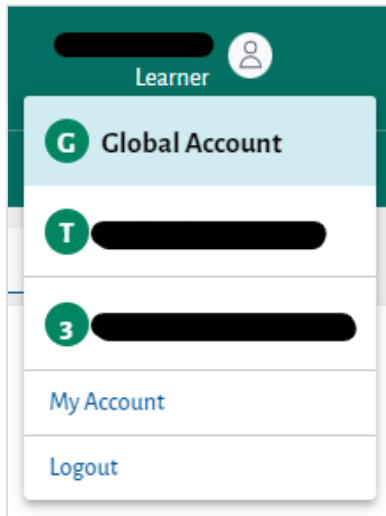


END OF INSTRUCTIONS



WI: Editing User's CE Profile

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the “My Account” option.
The user details based on the profile being selected will be displayed.



NOTE

By default, **My Profile** page is displayed.

4. Click the “CE Profile” tab to display/add the CE Profile details of the user.



My Account

- My Profile
- CE Profile**
- Order History
- My Instructor Applications
- Tax Exemption
- Address Book
- Merge Accounts
- Account Settings

Continuing Education Profile [Edit](#)

CE Profile Details

CE Job Title
EMT

Type
Basic

License Number
[REDACTED]

License Type
AEMT

License State
[REDACTED]

License expiration Date
2022-08-30

nremt Number
N/A

nremtReReg
N/A

5. Click the “Edit” button.

Continuing Education Profile

CE Profile Details

CE Job Title *
Physician

AAP ID

[Update](#) [Cancel](#)

6. Update the “CE Profile Details” and click on the **Update** button.



NOTE

Other information needs to be updated based on the ‘CE Job Title’ while editing the ‘CE Profile’.

The **Successfully Registered** message appears at the top of the page.

✓ CE Profile updated successfully

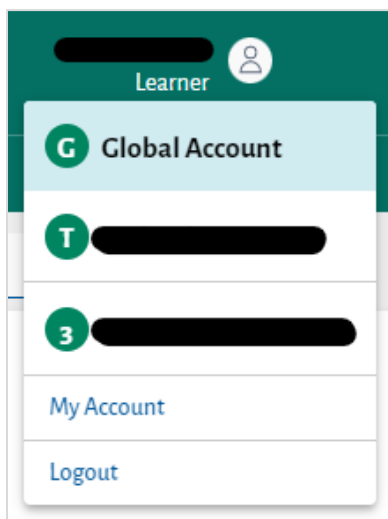


END OF INSTRUCTIONS



WI: Adding User's CE Profile

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



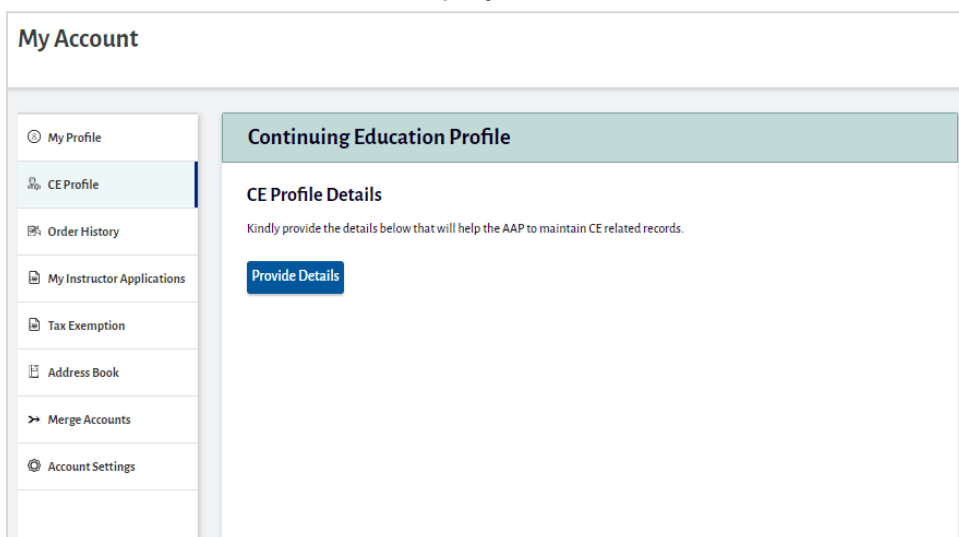
3. Click the “My Account” option.
The user details based on the profile being selected will be displayed.



NOTE

By default, **My Profile** page is displayed.

4. Click the “CE Profile” tab to display/add the CE Profile details of the user.



5. Click on the **Profile Details** button.



6. Select the “CE Job Title” from the dropdown and click the **Submit** button.

Continuing Education Profile

Kindly provide the details below that will help the AAP to maintain CE related records.

CE Job Title*

▼

Submit

I will do it later



NOTE

Based on the ‘CE Job Title’ other information needs to be filled by the user which is ‘CE Job Title’ specific.



END OF INSTRUCTIONS



Order History

The **Order History** tab shows the list of orders purchased by a user. Actions can be performed on a single order. An order of a specific curriculum/course can be searched/filtered, and the resulting columns can be sorted.

The **Order History** tab shows three sub-tabs:

- **Current Order History:** Order made on the 9th edition NRP platform.
- **7th Edition Order History:** Order made on the 7th edition NRP platform.
- **Refund History:** The record of refunds processed on the NRP platform

[Home](#) > [My Account](#) > [Current Order History](#)

My Account

My Profile

CE Profile

Order History

My Instructor Applications

Tax Exemption

Address Book

Merge Accounts

Account Settings

Current Order History7th Edition Order HistoryRefund History

Current Order History

Search by Order Id

Filter by Date Range

Filter by Type

Apply Filter

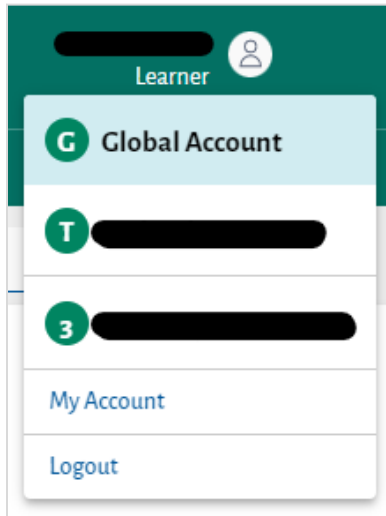
Order ID ↑	Ordered Date ↑	Type ↑	Quantity ↑	Total Amount ↑	Action
A31A3EFB6218	Feb 26, 2026	Self	1	USD 25.00	
A81A1B32AAAC	Jan 22, 2026	Others	10	USD 700.00	
A30A3E8C223E	Nov 17, 2025	Self	1	USD 27.22	

1 – 3 of 3

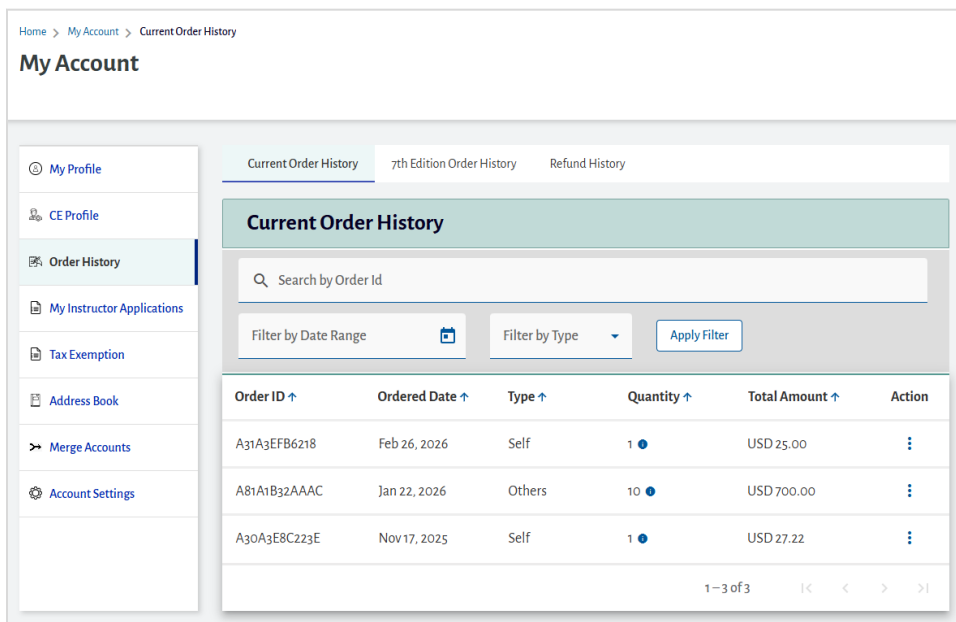


WI: Viewing Order History

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the **Order History** tab to view Order History.



NOTE

By default, **My Profile** page is displayed.



5. Click the **Current Order History** or **7th Edition Order History** sub-tabs to view order history details.

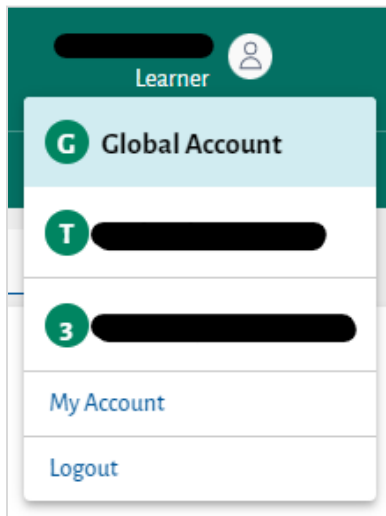


END OF INSTRUCTIONS

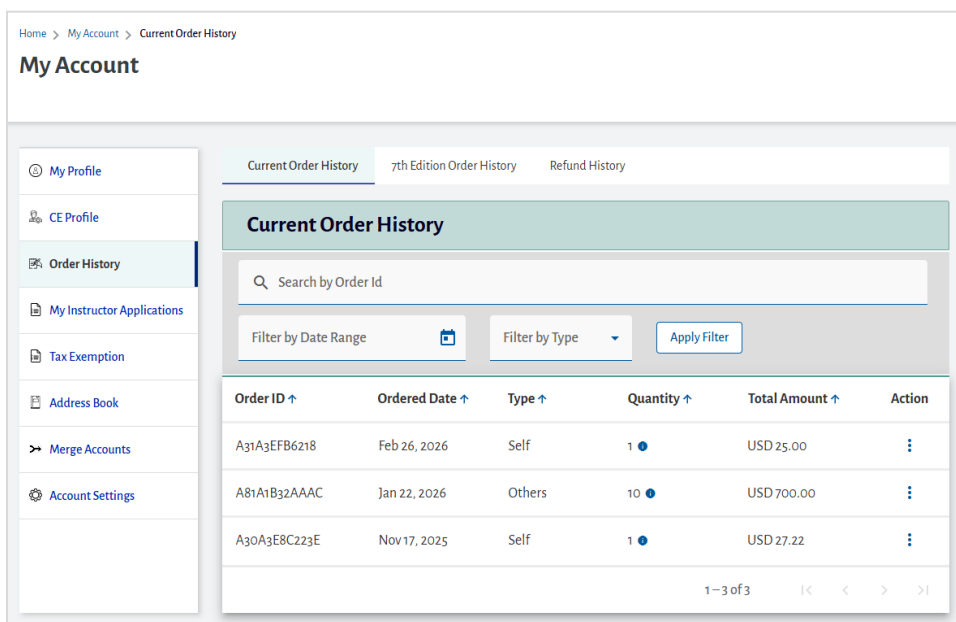


WI: Searching/Filtering Orders

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the **Order History** tab to view Order History.



NOTE

By default, **My Profile** page is displayed.



5. Click the **Current Order History** or **7th Edition Order History** sub-tabs to view order history details.
6. Enter the part of a search term (Order Id/Curriculum Name) and/or select filter criteria.
7. Click the **Apply Filter** button.

The list of all the orders will be updated based on search criteria.

Click the **Clear Filter** button to return to the default view.



NOTE

The **Clear Filter** button appears only after clicking the **Apply Filter** button.

Current Order History

Filter by Date Range

Filter by Type

Apply Filter

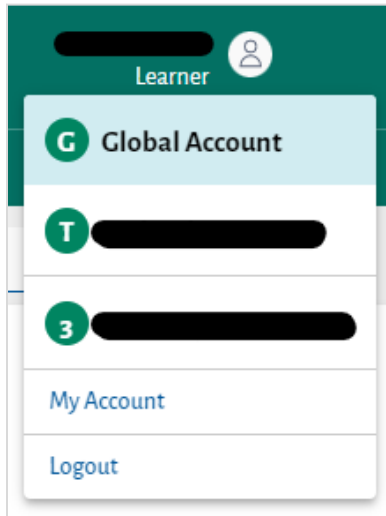


END OF INSTRUCTIONS

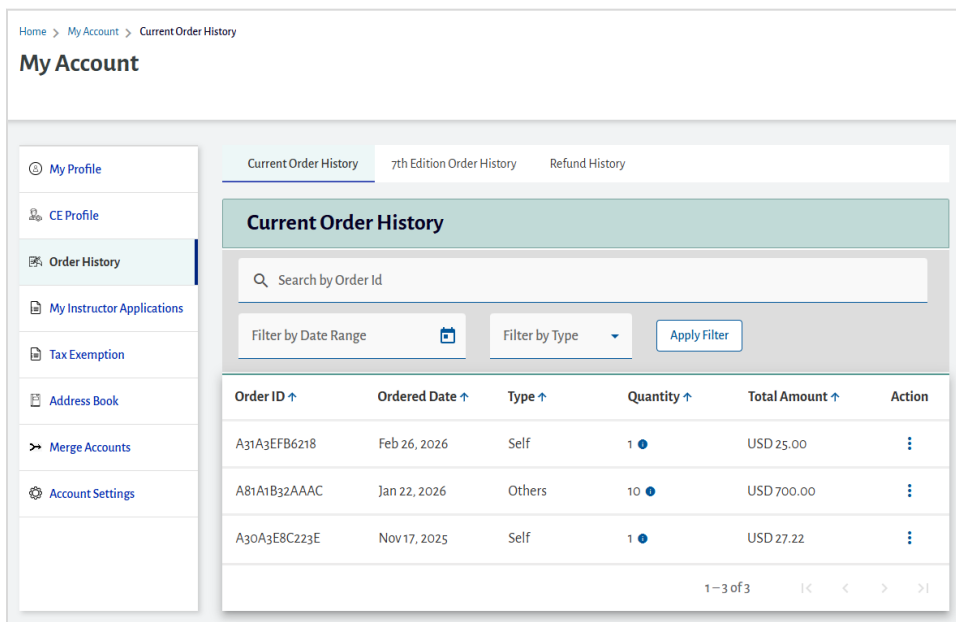


WI: Viewing Details of an Order

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the **Order History** tab to view Order History.



NOTE

By default, **My Profile** page is displayed.



- Click the **Current Order History** or **7th Edition Order History** sub-tabs to view order history details.
- Click the **View Details** option under the Action column.
- The **View Oder Details** pop-up appears.

View Order Details

Order Id
A80A1ADF34DB

Order Date
Nov 11, 2025

Print

Download

Product Name	Quantity	Unit Price	Discount	Payable Amount
NRP 9th Edition Advanced (1-11) Provider Curriculum (Purchasing for Self)	1	USD 75.00	0	USD 75.00

Subtotal
USD 75.00

Tax
USD 0.00

Total Payable Amount
USD 75.00

Payment Mode
CC

Help
Please contact RQI Partners Customer Support (Monday – Friday, 7a – 7p central) for queries about online purchases or refunds.

Close



NOTE

The **Print & Download** options are available on the top-right side of the page.

- Click the **Close** button.



END OF INSTRUCTIONS



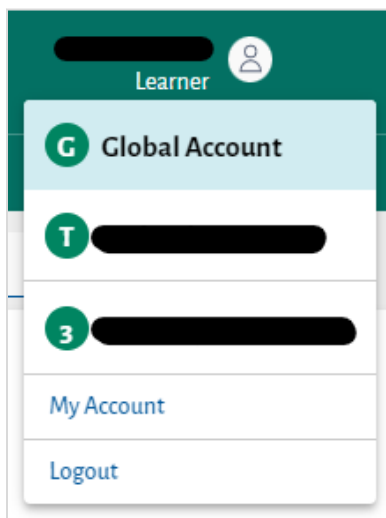
Refund Request

The UI Refund feature offer learners and distributors a clear, self-service experience. The refund workflow allows eligible users to request refunds directly through the user interface (UI). Learners can submit refund requests for courses they have not yet begun, provided the request is made within 30 days of purchase. As part of the process, learners are asked to select a refund reason and can review the full history of their refund submissions at any time for tracking and reference. Distributors also have the ability to request refunds for licenses that remain unassigned. Whenever a purchase does not meet the criteria for refund eligibility, the system clearly displays the specific reason.

Initiating a Refund request

These instructions outline the step-by-step process to claim a refund for purchased courses:

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
My Account page appears.



My Account

My Profile

CE Profile

Order History

My Instructor Applications

Tax Exemption

Address Book

Merge Accounts

Account Settings

My Profile

Edit

User Information

NRP Global ID

[REDACTED]

First Name

[REDACTED]

Middle Name

N/A

Last Name

[REDACTED]

Username

[REDACTED]

Email Address

[REDACTED]

Global Rank(Highest Rank) ⓘ

Learner

Expiry Date(Highest Rank)

NA

Profile Rank ⓘ

Learner

Job Title

N/A

Status

Active

Preferred Language

English

4. Select **Order History** from the left navigation panel.
Current Order History table appears.



[Home](#) > [My Account](#) > [Current Order History](#)

My Account

[My Profile](#)

[CE Profile](#)

[Order History](#)

[My Instructor Applications](#)

[Tax Exemption](#)

[Address Book](#)

[Merge Accounts](#)

[Account Settings](#)

[Current Order History](#)

[7th Edition Order History](#)

[Refund History](#)

Current Order History

Filter by Date Range



Filter by Type



[Apply Filter](#)

Order ID ↑	Ordered Date ↑	Type ↑	Quantity ↑	Total Amount ↑	Action
A31A3EFB6218	Feb 26, 2026	Self	1	USD 25.00	
A81A1B32AAAC	Jan 22, 2026	Others	10	USD 700.00	
A30A3E8C223E	Nov 17, 2025	Self	1	USD 27.22	

1 - 3 of 3 < < > >

- Click the three dots in the **Action** column for the order you want a refund for, and then select the **Refund** option from the dropdown menu.



[Home](#) > [My Account](#) > [Current Order History](#)

My Account

[My Profile](#)

[CE Profile](#)

[Order History](#)

[My Instructor Applications](#)

[Tax Exemption](#)

[Address Book](#)

[Merge Accounts](#)

[Account Settings](#)

[Current Order History](#)

[7th Edition Order History](#)

[Refund History](#)

Current Order History

Filter by Date Range



Filter by Type



[Apply Filter](#)

Order ID ↑	Ordered Date ↑	Type ↑	Quantity ↑	Total Amount ↑	Action
A31A3EFB6218	Feb 26, 2026	Self	1	USD 25.00	
A81A1B32AAAC	Jan 22, 2026	Others	10	USD 700.00	
A30A3E8C223E	Nov 17, 2025	Self	1	USD 27.22	

[View Details](#)

[Refund](#)

1 – 3 of 3



Refund page appears



Refund

Order ID: A31A3EFB6218
Order Date: Feb 26, 2026

1
Initiate Refund

2
Confirm Refund

Refund Summary

NRP® Cardiac course(Purchasing for Self)	USD 25.00	USD 25.00
Subtotal:		USD 25.00
Discount availed during purchase		(-)USD 0.00
Current eligible discount on non-refunded product(s)		(-)USD 0.00
Refundable Discount:		(-)USD 0.00
Tax applied during purchase		USD 0.00
Current applicable tax on non-refunded product(s)		USD 0.00
Refundable Tax:		USD 0.00
Total Amount Paid by Customer:	USD 25.00	Total Refundable Amount: USD 25.00

Select a reason for refund*

Back

Cancel Refund

Confirm Refund

6. Select a reason for the refund from the dropdown.

The dropdown provides the following options:

- **Purchased this course by mistake**
- **Do not need this course anymore**
- **Have previously taken this course from another organization and have an active eCard**
- **Others:**



TIP

When you select **Others**, a text box appears. Manually enter the refund reason in the text box.



Select a reason for refund*

Purchased this course by mistake

Do not need this course anymore

Have previously taken this course from another organization and have an active eCard

Others

7. Click **Confirm Refund**.
8. You are auto directed to the **Refund** list page under **Order History** section, and the screen shows a success message at the top.

Home > My Account > Refund History

My Account

- My Profile
- CE Profile
- Order History
- My Instructor Applications
- Tax Exemption
- Address Book
- Merge Accounts
- Account Settings

Current Order History 7th Edition Order History **Refund History**

Refund initiated. The amount will be credited to your payment method account within next 30 working days.

Refund History

Search by Order ID / Refund ID

Filter by Date Range Filter by Status Apply Filter

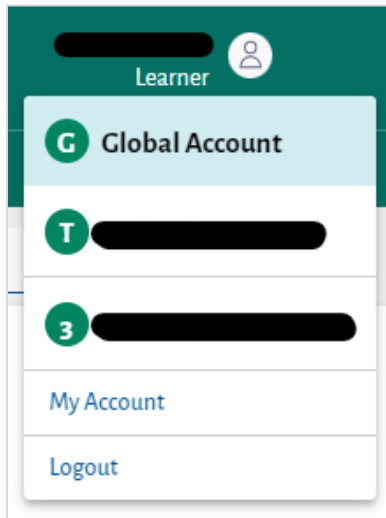
Refund ID	Request Date	Order ID	Quantity	Refund Amount	Status	Action
A81A1B562718	Feb 26, 2026	A31A3EFB6218	1	USD 25.00	Completed	

1-1 of 1



WI: Viewing Refund History

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the **Order History** tab to view Order History.

Home > My Account > Current Order History

My Account

- My Profile
- CE Profile
- Order History**
- My Instructor Applications
- Tax Exemption
- Address Book
- Merge Accounts
- Account Settings

Current Order History 7th Edition Order History Refund History

Current Order History

Search by Order Id

Filter by Date Range Filter by Type Apply Filter

Order ID ↑	Ordered Date ↑	Type ↑	Quantity ↑	Total Amount ↑	Action
A31A3EFB6218	Feb 26, 2026	Self	1	USD 25.00	
A81A1B32AAAC	Jan 22, 2026	Others	10	USD 700.00	
A30A3E8C223E	Nov 17, 2025	Self	1	USD 27.22	

1 - 3 of 3



NOTE

By default, **My Profile** page is displayed.

5. Click the **Refund History** sub-tab to view refund history details.

My Account

My Profile

CE Profile

Order History

My Instructor Applications

Tax Exemption

Address Book

Merge Accounts

Account Settings

Current Order History

7th Edition Order History

Refund History

Refund History

Search by Order ID / Refund ID

Filter by Date Range

Filter by Status

Apply Filter

Refund ID	Request Date	Order ID	Quantity	Refund Amount	Status	Action
A41A1A64DFCE	Mar 13, 2023	A11AB30D3AE9	100	USD 176.80	Completed	
A31A3B86CE3A	Mar 13, 2023	A11AB30D3A2D	1	USD 2.08	Completed	
A11AB30D3A1B	Mar 13, 2023	A11AB30D39F9	70	USD 131.04	Completed	

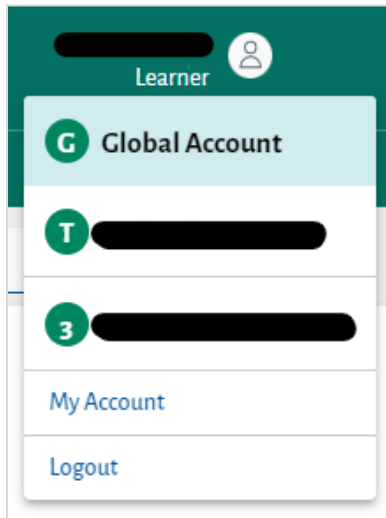


END OF INSTRUCTIONS



WI: Viewing Refund Details

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the **Order History** tab to view Order History.

Home > My Account > Current Order History

My Account

- My Profile
- CE Profile
- Order History**
- My Instructor Applications
- Tax Exemption
- Address Book
- Merge Accounts
- Account Settings

Current Order History 7th Edition Order History Refund History

Current Order History

Search by Order Id

Filter by Date Range Filter by Type Apply Filter

Order ID ↑	Ordered Date ↑	Type ↑	Quantity ↑	Total Amount ↑	Action
A31A3EFB6218	Feb 26, 2026	Self	1	USD 25.00	
A81A1B32AAAC	Jan 22, 2026	Others	10	USD 700.00	
A30A3E8C223E	Nov 17, 2025	Self	1	USD 27.22	

1 - 3 of 3



NOTE

By default, **My Profile** page is displayed.

- Click the **Refund History** sub-tab to view refund history details.

My Account

My Profile

CE Profile

Order History

My Instructor Applications

Tax Exemption

Address Book

Merge Accounts

Account Settings

Current Order History

7th Edition Order History

Refund History

Refund History

Search by Order ID / Refund ID

Filter by Date Range

Filter by Status

Apply Filter

Refund ID	Request Date	Order ID	Quantity	Refund Amount	Status	Action
A41A1A64DFCE	Mar 13, 2023	A11AB30D3AE9	100	USD 176.80	Completed	
A31A3B86CE3A	Mar 13, 2023	A11AB30D3A2D	1	USD 2.08	Completed	
A11AB30D3A1B	Mar 13, 2023	A11AB30D39F9	70	USD 131.04	Completed	

- Click the **View Details** option under the Action column.
- The **View Oder Details** pop-up appears.



Refund Details

Refund ID

A43AA4ECD008

↓ Download

Refund Date

Feb 24, 2023

Refund Status

Completed

Product Name

Quantity

Unit Price

Amount

NRP 9th Edition Essentials(-a)

Provider Curriculum

(Purchasing for Self)

1

Adjusted Discount Amount

Adjusted Tax Amount

Total Refund Amount

Close



NOTE

The **Download** options are available on the top-right side of the page.



END OF INSTRUCTIONS



My Instructor Applications



NOTE

The 'My Instructor Applications' tab is available only to the users, who have submitted at least one instructor application. Learner & Essentials Provider ranks are not eligible to apply for an instructor application.

The 'My Instructor Applications' tab shows the list of instructor applications the user has applied for along with the application status. Actions can be performed on a single application. The columns can be sorted.

My Instructor Applications tab shows two subtabs:

- Current Instructor Applications– Instructor Applications applied on the 9th edition NRP platform.
- 7th Edition Instructor Applications – Instructor Applications applied on the 7th edition NRP platform

Following are the Instructor Application statuses:

- Expired – Once the user has submitted & got the approval from AAP Admin and then in case the user failed to enroll within 30 days, or has purchased and failed to launch the Instructor Candidate curriculum within 30 days
- In Review – The user has just submitted the application and the AAP Admin is yet to take an action on the application
- Approved – The user had submitted the application and it has been approved by the AAP Admin
- Rejected – The user had submitted the application and it has been rejected by the AAP Admin
- On Hold – The user had submitted the application, but the AAP Admin has put the application on hold to verify or cross-check the details submitted by the user



My Account

My Profile

CE Profile

Order History

My Instructor Applications

Tax Exemption

Address Book

Merge Accounts

Account Settings

Current Instructor Applications

7th Edition Instructor Applications

My Instructor Applications

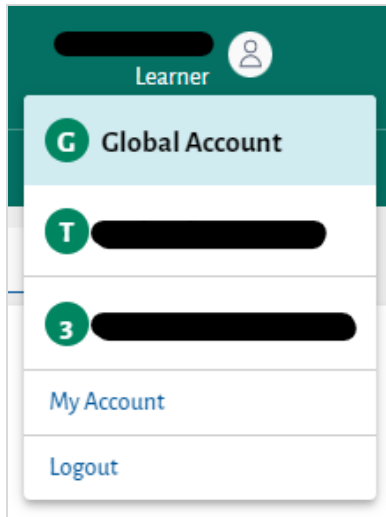
Applied Date	Updated Date	Status	Comments From AAP	Action
Apr 4, 2023	Apr 4, 2023	Approved	View Comments	View Application

1 – 1 of 1 |< < > >|



WI: Viewing Instructor Application (IA)

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



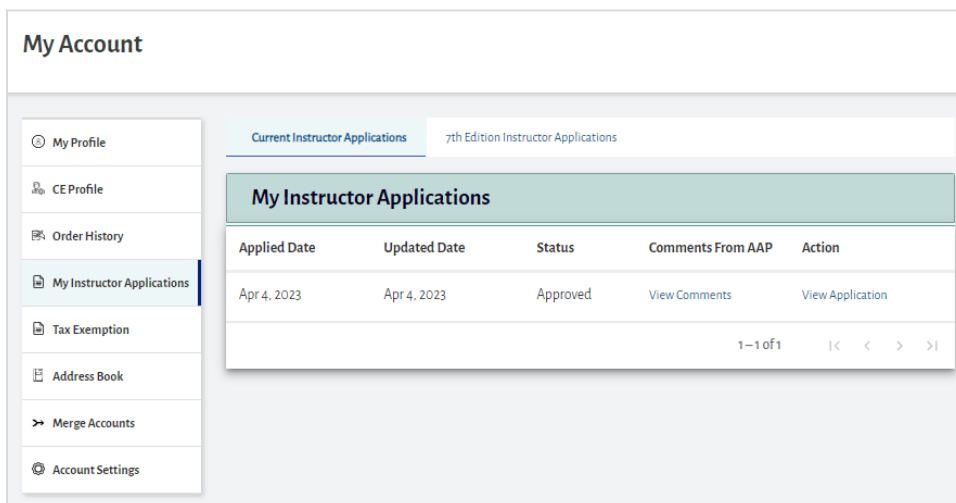
3. Click the “My Account” option.
4. Click the “My Instructor Applications” tab to view all the instructor application’s information.



NOTE

By default, **My Profile** page is displayed.

5. Click the **Current Instructor Applications** or **7th Edition Instructor Application** sub-tab.



Viewing the Current Instructor Applications



Home > My Account

My Account

- My Profile
- CE Profile
- Order History
- My Instructor Applications**
- Tax Exemption
- Address Book
- Merge Accounts
- Account Settings

Current Instructor Applications7th Edition Instructor Applications

7th Edition Instructor Applications

Applied Date	Updated Date	Status	Comments From AAP
Sep 11, 2020	Sep 12, 2020	Approved	View Comments

1 – 1 of 1 |< < > >|

Viewing the 7th Edition Instructor Application



NOTE

By default, “Current Instructor Application” page is displayed.

- Click the “View Application” option under the ‘Action’ column.



View Application

Candidate Details

NRP Global ID
8KR-0505

Candidate Name
Kumar Ritesh

Organization Name
Self

Rank
Advanced Provider

Applied Date
Jan 30, 2023

Application Status
Approved

Updated Date
Jan 30, 2023

Instructor Eligibility Requirements

Clinician Type

NRP Instructors must be licensed physicians, registered nurses/nurse practitioners, respiratory care practitioners, or physician assistants. Please select your primary professional role:

☒ Physician Assistant

Affirmation

NRP instructor candidates are required to be licensed physicians, registered nurses/nurse practitioners, respiratory care practitioners, or physician assistants with experience in the hospital care of newborns in the delivery room. The instructor candidate must have current maternal-child educational or clinical responsibility within a hospital setting. It is recommended that an NRP instructor and instructor candidates have ongoing delivery room experience.

Please respond below by checking Yes or No. If your response is NO, please include your reason or explanation

☒ Yes

Read and Acknowledge

Once your application is approved, you will have 30 days to purchase the NRP Instructor Candidate course. If the NRP Instructor Candidate course is not purchased, you will need to re-submit an Instructor Application. To achieve instructor status, the following must be completed within 1 year from the date on which your application is approved:

1. View the online NRP Instructor Course
2. Successfully pass the NRP Instructor Online Exam and Cognitive Assessment Activity.
3. Co-teach three NRP Instructor-Led Events with an Instructor Mentor(s).
4. Complete the mentor evaluations.
5. Affirm a "debrief the debriefer" component in one of the three required NRP Instructor-Led Events.

[Download the AAP's How to Become an NRP Instructor PDF for your reference](#)

☒ I have read and understood the application requirements.

Terms of Use

CLICKING ACCEPT BELOW CONSTITUTES YOUR AGREEMENT TO BE BOUND BY THESE TERMS OF USE. IF YOU DO NOT WISH TO BE BOUND BY THESE TERMS, YOU MAY NOT ACCESS OR USE THIS WEBSITE.

☒ I Accept Terms of Use

Business Address

Organization Name
Self

Department
Department

Country
United States of America

Address Line 1
New York

Address Line 2

City
New York

State / Province
New York

Zip Code
10005

[Back to My Instructor Applications](#)

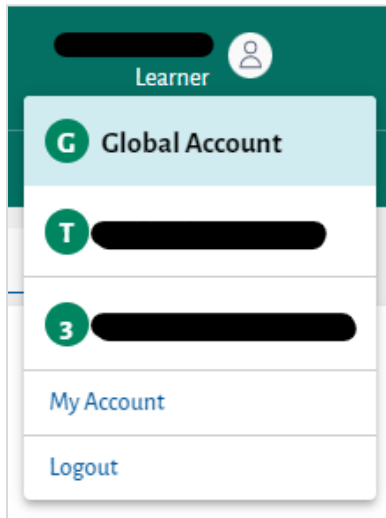


END OF INSTRUCTIONS

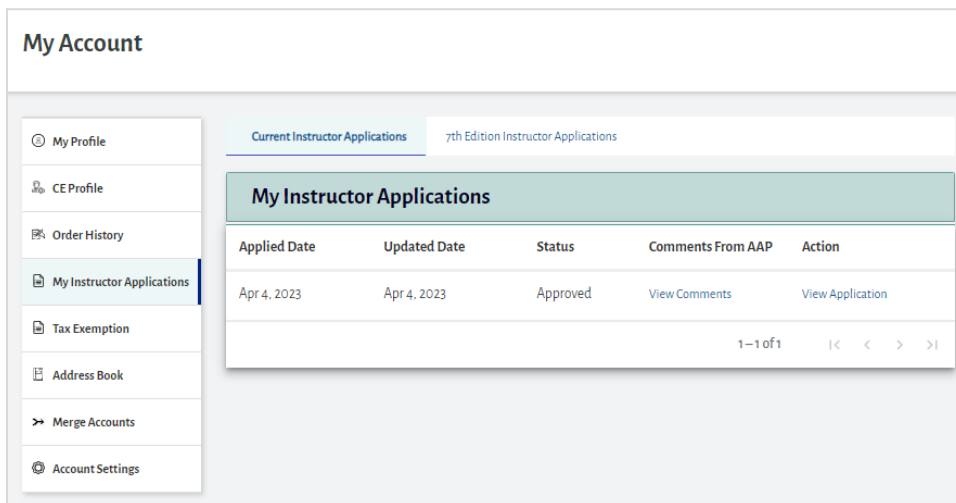


WI: Viewing Comments on Instructor Application (IA)

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the “My Account” option.
4. Click the “My Instructor Application” tab to view all the instructor application’s details.



NOTE

By default, **My Profile** page is displayed.

5. Click the “View Comments” option under ‘Comments from AAP’ column.
The ‘View Comments from AAP’ popup appears to view.



View Comments from AAP

Date	Status	Comments
Jun 21, 2022	Approved	[REDACTED]

Close



END OF INSTRUCTIONS



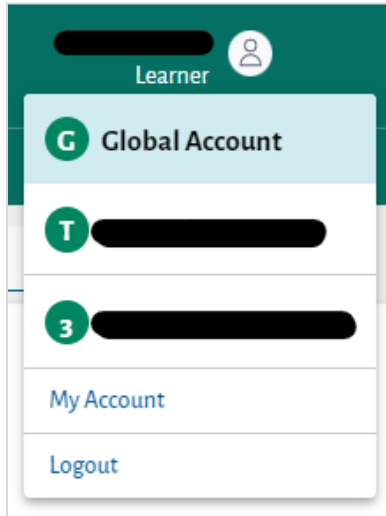
Tax Exemption

The 'Tax Exemption' tab shows the information related to tax exemption provided by the user during the bulk purchase of licenses.



WI: Viewing Tax Exemption details

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the “Tax Exemption” tab.



American Academy
of Pediatrics

RQI RESUSCITATION
QUALITY
IMPROVEMENT.

An American Heart Association®
and Laerdal Program



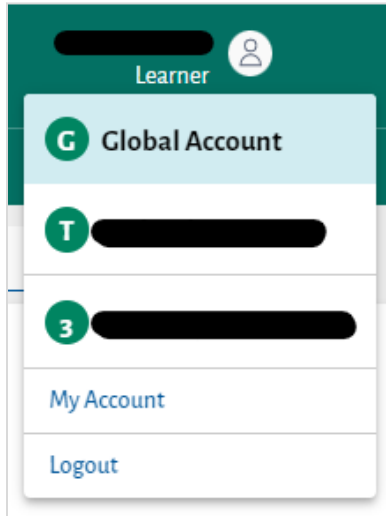
By default, **My Profile** page is displayed.





WI: Editing Tax Exemption details

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the “Tax Exemption” tab.



My Account

- My Profile
- CE Profile
- Order History
- My Instructor Applications
- Tax Exemption**
- Address Book
- Merge Accounts
- Account Settings

Tax Exemption [Edit](#)

Name of Organization/Parent Organization receiving tax exemption
Smile Pay

Address line 1
test

Address line 2

City
Dallas

State
Arizona

Country
United States of America

Zip code
96703

Certificate issued by
State Revenue Department

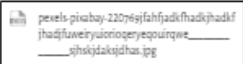
Tax registration number
9876567890

Type of exemption
Use tax exemption

Certificate expiry date
N/A

Tax Exemption Certificate

Supported format: jpeg, jpg, png, pdf (Maximum 2Mb).
File Naming Convention - please do not use multiple periods (.)

 pixels-pisaboy-22076gjfahfadhkjhdkf
jhadjfuweirysulriogeryequlrqwe_____
____qjhsjdakqjdhaz.jpg



NOTE

By default, **My Profile** page is displayed.

- Click the “Edit” button.
- Modify the details as needed on the ‘Tax Exemption’ page.



Edit Tax Exemption

Name of Organization/Parent Organization receiving ta...

Address line 1*

Address line 2

City*

Country

United States of America

State/Province*

New York

Zip code*

Certificate issued by*

IRS

Tax registration number*

Type of tax exemption*

Sales

Certificate expiry date

12/31/2021

- Click the **Upload** button for uploading the tax exemption certificate.



Supported format: jpeg, jpg, png, pdf (Maximum 2Mb).
File Naming Convention - please do not use multiple periods (.)

 Upload

Requirements for tax exemption

To request tax-exemption status in a particular state tax jurisdiction, you must provide us with a tax exemption certificate or other equivalent tax exemption documentation or information acceptable to the relevant tax authority. We reserve the right to reject any request in our sole discretion.

Representations, Warranties and Indemnity

You represent and warrant to us that any tax documentation or information you provide to us is valid and accurately reflects your tax status and that you will provide updates as needed to ensure the documentation or information remains accurate at all times.

☒ I agree to the requirements for tax exemption and representations, warranties and indemnity

Cancel

Update



NOTE

The tax exemption certificate is supported in jpeg, png, and pdf format.

- Click the **Update** button.

The **Successfully Registered** message appears at the top of the page.



Successfully updated tax details



END OF INSTRUCTIONS



Address Book

The Address Book tab shows two types of addresses: Mailing Address and Billing Address.



NOTE

The Billing Address is collected only when the user purchases the curriculum.

Home > My Account

My Account

- My Profile
- CE Profile
- Order History
- My Instructor Applications
- Tax Exemption
- Address Book**
- Merge Accounts
- Account Settings

Address Book

Mailing Address

Location
Home [Edit](#)

Address
#101, New Street, New York, Alabama, US, 10001

Phone Number
N/A

Billing Address

★ **Default Billing Address** [Edit](#)

Location
Home

Address
#101, New Street, New York, New York, US, 10001

[+ Add New Billing Address](#)



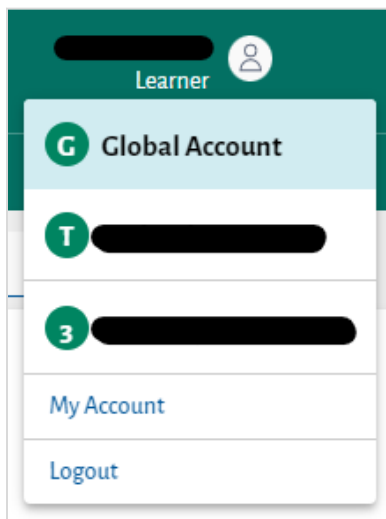
WI: Viewing Address Book



NOTE

The Mailing Address & Billing Address details are populated automatically entered by the user during Profile creation.

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the “Address Book” tab to display the mailing address and billing address.



Home > My Account

My Account

- My Profile
- CE Profile
- Order History
- My Instructor Applications
- Tax Exemption
- Address Book**
- Merge Accounts
- Account Settings

Address Book

Mailing Address

Location
Home [Edit](#)

Address
#101, New Street, New York, Alabama, US,
10001

Phone Number
N/A

Billing Address

★ **Default Billing Address** [Edit](#)

Location
Home

Address
#101, New Street, New York, New York, US, 10001

[+ Add New Billing Address](#)



NOTE

By default, **My Profile** page is displayed.

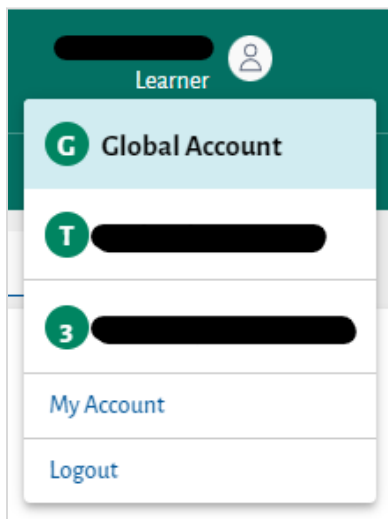


END OF INSTRUCTIONS

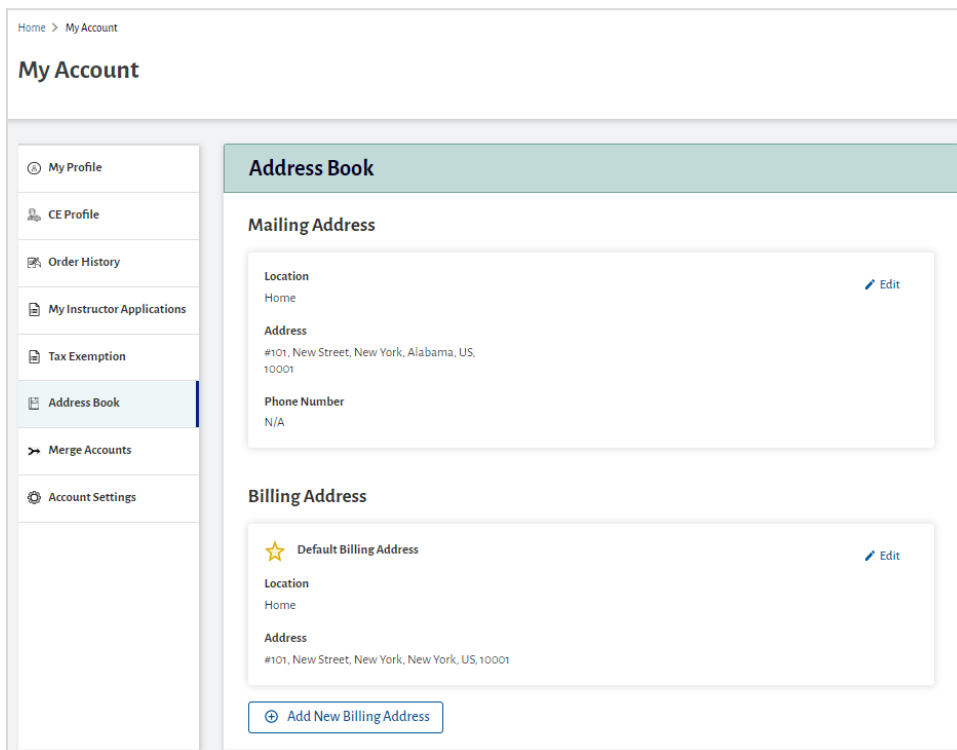


WI: Editing Mailing Address / Billing Address

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the “Address Book” tab to display the mailing address and billing address.





NOTE

By default, **My Profile** page is displayed.

5. Click the “Edit” link.

Edit Mailing Address

Address

Address Line 1 *

Address Line 2

Country *

State/Province *

City *

Zip Code *

Phone Number

Address Location

☒ Home

☐ Work

Update

Cancel

6. Modify the necessary details and click **Update** button.



END OF INSTRUCTIONS



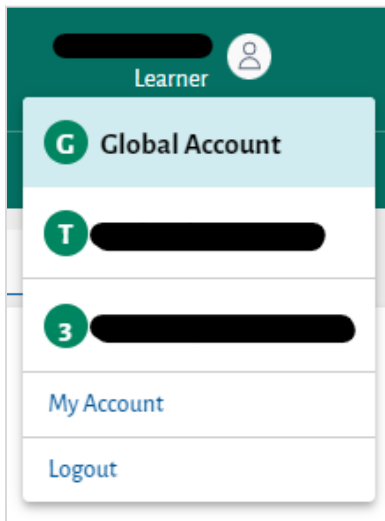
WI: Adding New Billing Address



NOTE

The Mailing Address & Billing Address details are populated automatically entered by the user during Profile creation.

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the “Address Book” tab.



Home > My Account

My Account

- My Profile
- CE Profile
- Order History
- My Instructor Applications
- Tax Exemption
- Address Book**
- Merge Accounts
- Account Settings

Address Book

Mailing Address

Location
Home [Edit](#)

Address
#101, New Street, New York, Alabama, US, 10001

Phone Number
N/A

Billing Address

★ **Default Billing Address** [Edit](#)

Location
Home

Address
#101, New Street, New York, New York, US, 10001

[+ Add New Billing Address](#)



NOTE

By default, **My Profile** page is displayed.

- Click the **Add New Billing Address** button.
- Enter the details of the new billing address.



Add New Billing Address

Address

Address Line 1 *

Address Line 2

Country *
United States of America

State/Province *

City *

Zip Code *

Address Location

☒ Home

☐ Work

Add New Address Cancel

7. Click the **Add New Address** button.



END OF INSTRUCTIONS



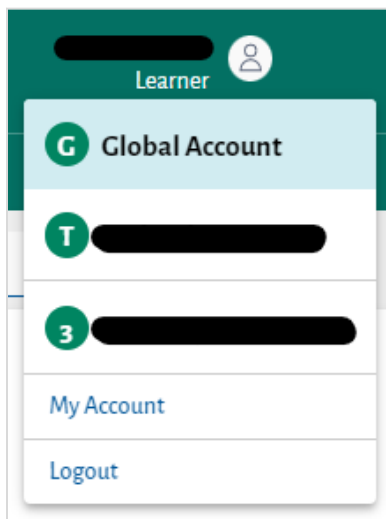
WI: Setting one of the Billing Address as Default



NOTE

The “Set as Default Billing Address” option is available only when the user has added more than one billing address.

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the “Address Book” tab.



My Account

- My Profile
- CE Profile
- Order History
- My Instructor Applications
- Tax Exemption
- Address Book**
- Merge Accounts
- Account Settings

Address Book

Mailing Address

Location: Home [Edit](#)

Address: 23, Greenville, Dallas, Texas, US, 75231

Phone Number: N/A

Billing Address

★ Default Billing Address [Edit](#)

Location: Home

Address: 90 bourneville, new york, New York, US, 96733

[Set as Default Billing Address](#) [Edit](#) [Remove](#)

Location: Home

Address: #101, New Street, New York, New York, US, 10001



NOTE

By default, **My Profile** page is displayed.

5. Click the **Set as Default Billing Address** button.



NOTE

By default, the Billing Address entered by the user in the enrolling process is considered as the default billing address.

6. Click the **Confirm** button.



Set as Default Billing Address

Are you sure want to set this address as a default billing address?
This address will be used for all future transactions.

Confirm

Cancel

The **Successfully Registered** message appears at the top of the page.



You have set a new default address successfully.



END OF INSTRUCTIONS



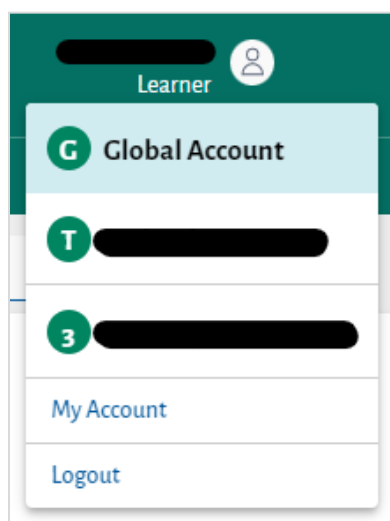
WI: Removing Billing Address



NOTE

The “Remove” option is available only when there is more than one billing address.

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the “Address Book” tab.



My Account

My Profile

CE Profile

Order History

My Instructor Applications

Tax Exemption

Address Book

Merge Accounts

Account Settings

Address Book

Mailing Address

Location

Home

Edit

Address

23, Greenville, Dallas, Texas, US, 75231

Phone Number

N/A

Billing Address

★ Default Billing Address

Edit

Location

Home

Address

90 bourneville, new york, New York, US, 96733

Set as Default Billing Address

Edit

Remove

Location

Home

Address

#101, New Street, New York, New York, US, 10001



NOTE

By default, **My Profile** page is displayed.

- Click the trash icon of any of the addresses.
- Click the **Confirm** button in the “Remove Address” pop up

Remove Address

Are you sure want to remove this address?

Confirm

Cancel

The **Successfully Registered** message appears at the top of the page.



Address removed successfully.



END OF INSTRUCTIONS



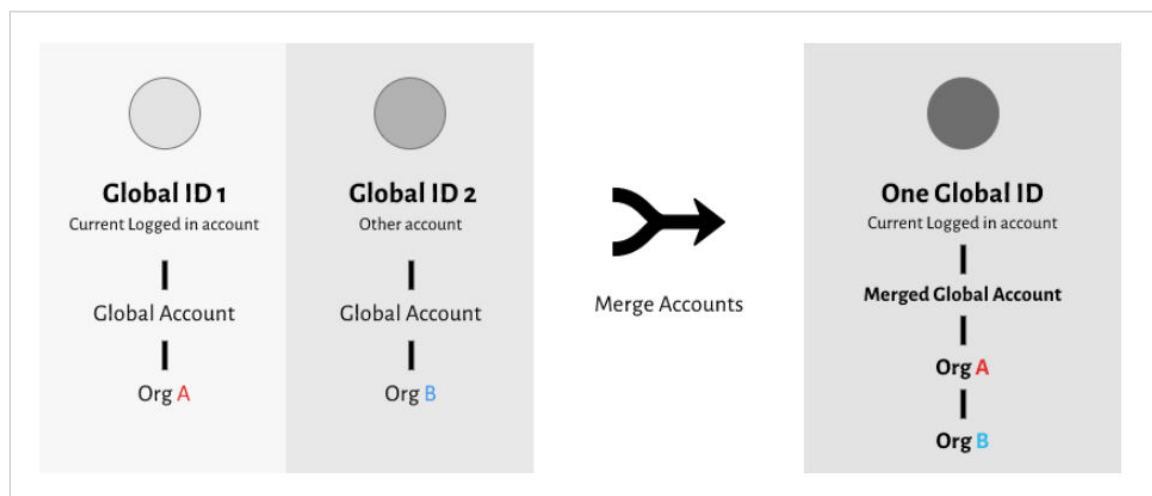
Merge Accounts

The Merge Account feature enables the merging of two GIDs of learners. After the merger, users can utilize only one GID, and all information associated with the secondary GID is transferred to the primary account. Once the migration is complete, the secondary GID is deactivated.



POINTS TO BE CONSIDERED BEFORE MERGE:

1. The merge action performed will not be reverted even with a support ticket.
2. After you start the merge, it will take approximately 24 hours for the changes to reflect in your merged account.
3. You will be notified once the merge action is completed.
4. Please logout your secondary account from all the devices before initiating the merge. After the merge request is submitted, the secondary account which was used to merge will be deactivated and you will not be able to login.
5. Any in progress courses in the secondary account of the B2B profiles will be revoked. Hence, complete your course before merging.



A pictorial representation of merge



Merge Global Accounts



WARNING

Merging is an irreversible process. Once a merger is done, it cannot be reversed.



CAUTION

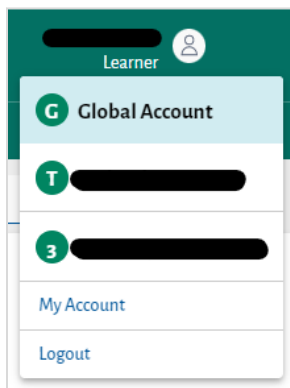
The primary GID is the login GID, while the secondary GID is entered for validation.



NOTE

The merger takes approximately 24 hours to complete. Meanwhile, the secondary GID gets deactivated immediately after the merger's initiation.

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the **Merge Account** tab.



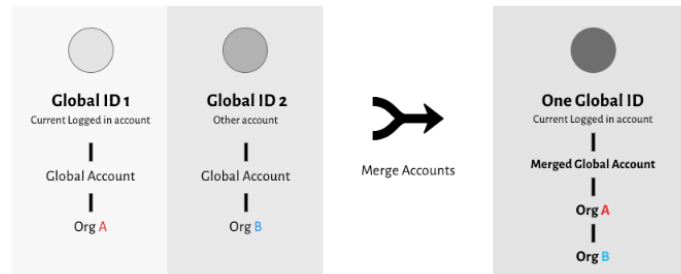
My Account

- My Profile
- CE Profile
- Order History
- My Instructor Applications
- Tax Exemption
- Address Book
- Merge Accounts**
- Account Settings

Merge Accounts

NRP Global ID: [REDACTED] (Current Logged in account)

Merge your other Global ID's & Linked organizations to this current logged in account.



Merge Account



NOTE

By default, **My Profile** page is displayed.

- Click the **Merge Account** button.
- Read the points on "Merge Account" pop-up carefully and click the **I agree and Continue** button.



Merge Account

Please read through the below points before performing this action.

- The account merge is permanent and cannot be reversed.
- After you start the merge, it will take approximately 24 hours for the changes to reflect in your merged account.
- Log out of your secondary account on all devices before initiating the merge. Once you submit the merge request, the secondary account will be deactivated, and you will no longer be able to log in to it.
- You will be notified when the merge is complete.
- **Complete any in-progress curriculums in your secondary account before merging. Any in-progress curriculums in your secondary account will be revoked.**

Continue

Close

7. Choose the 'NRP Global ID' or 'Email Address' option.

Merge Accounts

Your NRP Global ID: [REDACTED]

Please provide any of the below information to merge another account.

☒ NRP Global ID ☐ Email Address

NRP Global ID option is selected



Merge Accounts

Your NRP Global ID: [REDACTED]

Please provide any of the below information to merge another account.

☐ NRP Global ID ☒ Email Address

Email Address * [REDACTED]

Email Address option is selected

8. Enter "NRP Global ID" or "Email Address" based on selection option.

Merge Accounts

Your NRP Global ID: [REDACTED]

Please provide any of the below information to merge another account.

☒ NRP Global ID ☐ Email Address

NRP Global ID * [REDACTED]

Validate NRP Global ID

Merge Accounts

Your NRP Global ID: [REDACTED]

Please provide any of the below information to merge another account.

☐ NRP Global ID ☒ Email Address

Email Address * [REDACTED] ✓

Validate Email Address

9. Click the **Validate** button.

A confirmation pop-up **Please Review before You Proceed** appears.



Please Review before You Proceed

Curriculum(s) to be revoked

NRP 8th Edition Essentials(1-4) Provider Curriculum

You will lose access to this curriculum(s)

If you do not want to have your curriculums revoked, please click **Cancel Merge** to cancel this request and complete the In Progress curriculums.

Please click **Confirm Merge** to confirm the account merge to receive the verification code.

Confirm Merge

Cancel Merge



TIP

The curriculum displayed changes according to the **In-Progress** courses in the secondary account.

10. Click **Confirm Merge** on the pop-up
11. Enter the 'Validation Code' received in the email.



✓ An email with a validation code has been sent to your email address at [redacted]. Please enter the validation code in the field below.

Please be sure to check your spam/junk folder for the validation email before clicking the "Resend Email" button.

Resend email in Resend Email

Validation Code *
[redacted] ✓

Submit Cancel

12. Click the **Submit** button.

A green bar at the top of the page indicates that a merger is being initiated.

✓ Merge request initiated, it will take at least approximately 24 hours for the changes to reflect in your merged account. Please check your email account associated with your primary Global ID for the merge confirmation completion.

13. Merge account history lists the merger details with status.

Merge Account History				
Requested ID	Merged Global ID	Request Raised On	Status	Revoked Curriculum(s)
390	8CU-0656	Mar 27, 2023	Completed	NRP 8th Edition Advanc...
1 - 1 of 1 < < > >				



Merge Account History

The Merge Account History displays a list of all merges initiated along with their corresponding merge status.

Merge Account History Columns:

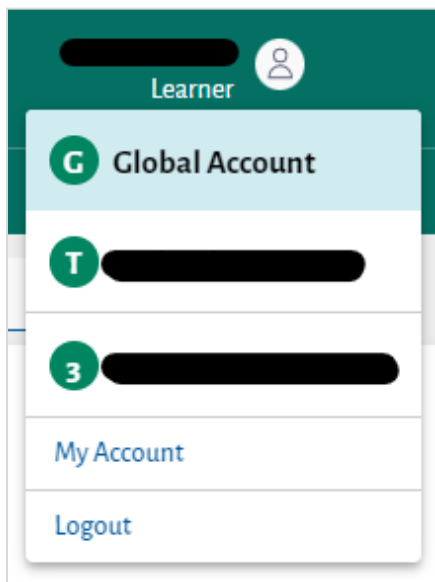
- **Request ID:** The auto-generated ID for the merge request
- **Merged Global ID:** The secondary Global ID that is being merged
- **Request Raised On:** The date the merger was requested
- **Status:** The merge status can be INITIATED, COMPLETED, or FAILED
- **Revoked Curriculum(s):** Curriculum(s) revoked due to the merge

Merge Account History				
Requested ID	Merged Global ID	Request Raised On	Status	Revoked Curriculum(s)
390	8CU-0656	Mar 27, 2023	Completed	NRP 8th Edition Advanc...
1 – 1 of 1				

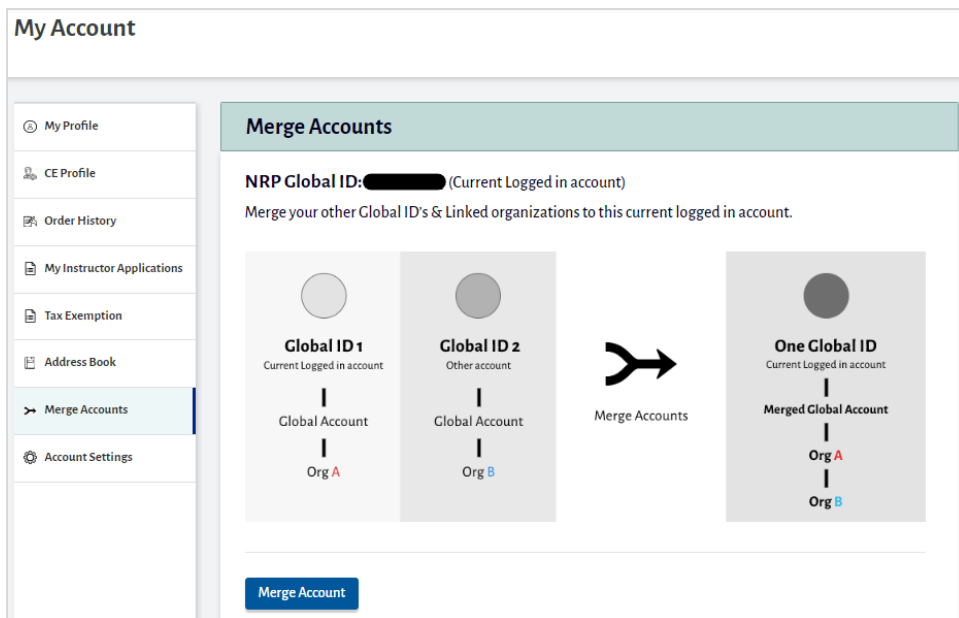


View Merger Account History

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the **Merge Account** tab.





NOTE

By default, **My Profile** page is displayed.

5. The 'Merger Account History' Is displayed on the page.

Merge Account History

Requested ID	Merged Global ID	Request Raised On	Status	Revoked Curriculum(s)
390	8CU-0656	Mar 27, 2023	Completed	NRP 8th Edition Advanc...
1 – 1 of 1				< < > >



Account Settings

The Account Settings tab shows two tiles:

- Change Password
- Terms & Conditions.

My Account

- My Profile
- CE Profile
- Order History
- My Instructor Applications
- Tax Exemption
- Address Book
- Merge Accounts
- Account Settings**

Account Settings

- Change Password
- Terms & Conditions

Changing Password

The Change Password tile shows three information:

- Current Password
- New Password
- Confirm New Password

Change Password

Current Password * 0 / 25

New Password * 0 / 25

Confirm New Password * 0 / 25

Change Password



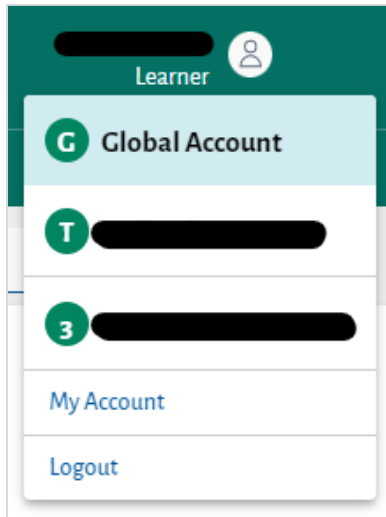
Terms & Conditions

The Disagree Terms & Conditions tile shows the details of the Terms & Conditions wherein the user can read and disagree.

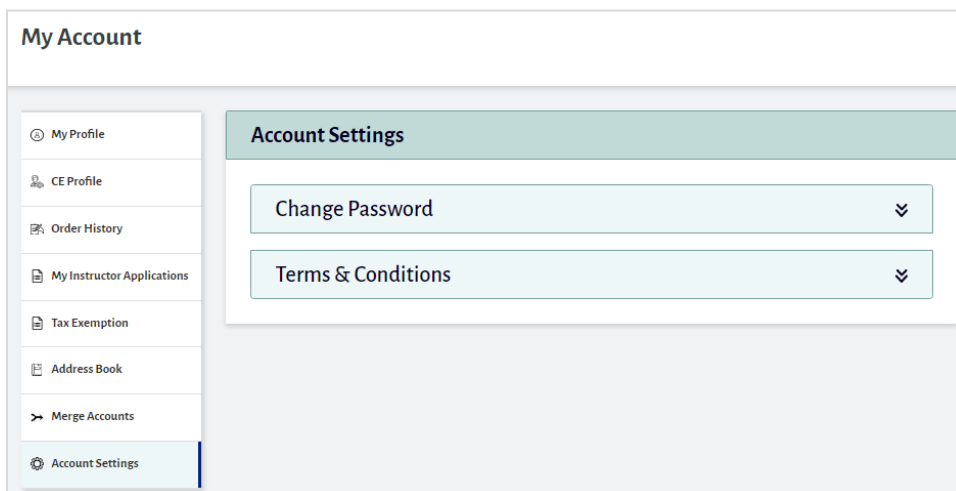


WI: Changing the Password being Set Earlier

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the **Account Settings** tab.



NOTE

By default, **My Profile** page is displayed.

5. Click the “Change Password” tile.
6. Enter the details of the current and new passwords to be set.



Change Password



Current Password *



0 / 25

New Password *



0 / 25

Confirm New Password *



0 / 25

Change Password



NOTE

The password must meet the following complexity requirements:

- At least one lowercase character
- At least one uppercase character
- At least one digit character
- At least 8 characters

7. Click the **Change Password** button to update the current password with the new password.
8. Click the **Confirm** button.

Change Password

Are you sure want to change your password?

Confirm

Cancel

The **Successfully Registered** message appears at the top of the page.



Your Password has been successfully changed.
Please login using your new password.

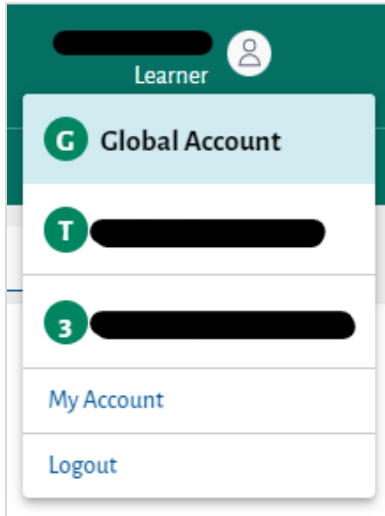


END OF INSTRUCTIONS

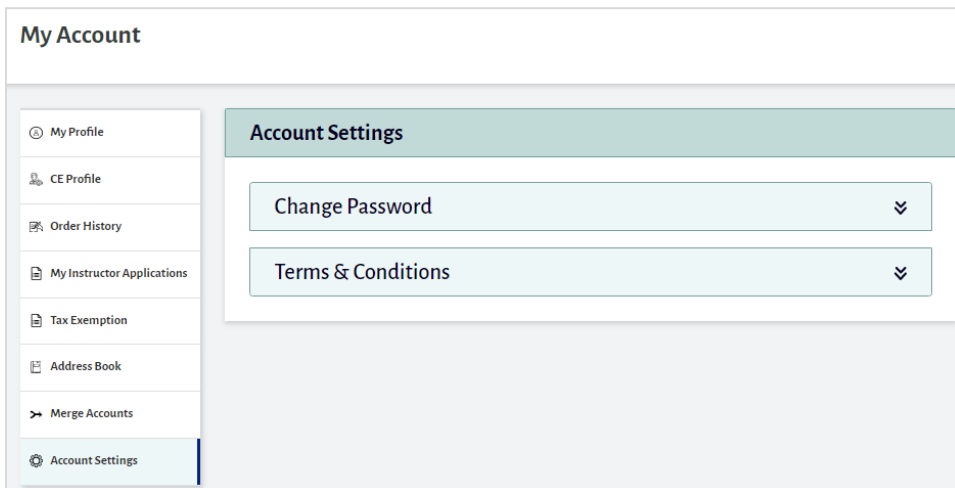


WI: Viewing Terms & Conditions on NRP LP

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the **My Account** option.
4. Click the **Account Settings** tab.



NOTE

By default, **My Profile** page is displayed.

5. Click the “Terms & Conditions” tile to read the details of Terms & Conditions.



Terms & Conditions



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NOTE

Follow the [Step 6](#) and [Step 7](#) if you disagree with Terms & Conditions on NRP Learning Platform.

6. Click the **Disagree** button.



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Contact The AAP

American Academy of Pediatrics
345 Park Blvd
Itasca, IL 60143
Phone: (630) 626-6000
dataprotection@aap.org

Disagree

Print

7. Click the **Yes, Log Me Out** button.

Disagree Terms and Conditions

Disagreeing to the Terms and Conditions may restrict your activity within the NRP site. Do you wish to continue with disagreeing to the terms and conditions?

Yes, Log Me Out

No, Cancel



END OF INSTRUCTIONS



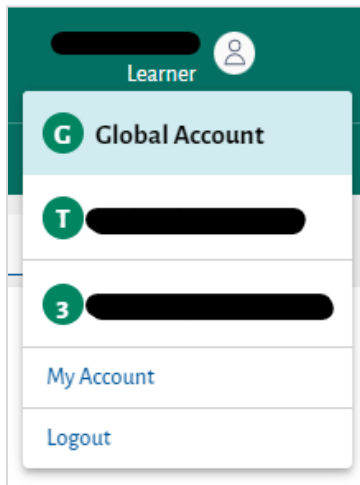
Logout

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WI: Logging Out from the NRP Learning Platform

1. Login to the NRP Learning Platform.
2. Click the user icon in the top-right corner.



3. Click the “Logout” option from the drop-down menu.
The user will be logged out from the NRP Learning Platform & navigated to Login page.



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Password *

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Login

Register now

END OF INSTRUCTIONS

NRP LP User Guide
For Individual/Global Account Users

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