



KENTUCKY BOARD OF NURSING

Instructions for Entering Graduates to the Online Certified List

502-429-3300
800-305-2042
www.kbn.ky.gov
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KEY POINTS TO REMEMBER:

- Include ALL graduates – NOT just those that you think will seek licensure in Kentucky.
- Each name and social security number entered on the list **must** match the name submitted on the licensure application to KBN as well as to NCLEX.
- Each program will need to develop a process to be used when entering the data. It cannot be overstated—students entered onto the Electronic Certified List must have completed all requirements for graduation.

Getting Started

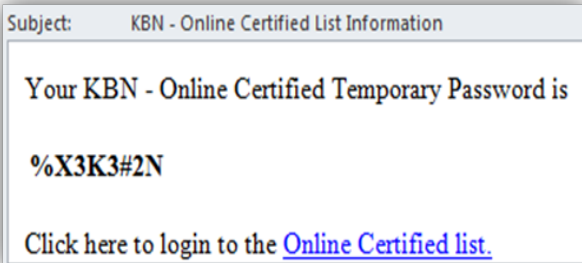
Entering the Certified List electronically - to get started 2 things are needed:

1. Program Administrator for the program must submit graduate names to the Board office; there can be up to three (3) individuals per program authorized to submit names, the Program Administrator and two others.
2. These three individuals must have completed the Confidentiality Agreement prior to being given permission; this agreement is signed by all persons and states that the user will maintain strict confidentiality of the content entered and will not share their password with others.

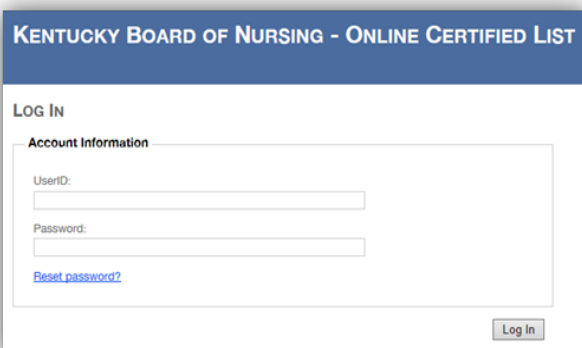
Entering the names of graduates:

- Before accessing the system, you will need to gather the information for each candidate.
- It is suggested that the program use a datasheet that includes all the information that will be required and have this completed by the faculty/students.
- Information needed will include: name (as it will appear on their application to the Board of Nursing for licensure), date of birth, social security number (you will need the full number), what track the student participated in such as the Day, Evening, Accelerated, etc., and date of completion (this date is determined by each program).

Initial Log-In



Each user will be sent an email with a link to the location on the web where the data will be entered, their user ID, and a temporary password.



Click to access the system and enter your user ID and temporary password from the email. Type in the user ID and temporary password.

Caution:
You must type in the password as it appears in your email.

KENTUCKY BOARD OF NURSING - ONLINE CERTIFIED LIST

RESET PASSWORD

Please change Your password.

- Passwords must be at least 8 characters long
- Must contain at least one upper case letter
- Must contain at least one number
- Must contain at least one special character (such as ! @ # \$ % etc)

Account Information

New Password:

Confirm New Password:

Change Password

For the first log-in, you will be sent to a page to change your password; the state is very specific on what characters must be included in the password and these are noted on the screen.

This password never expires!

The system can be accessed from any computer with Internet access.

On-Line

Education

Becoming a Nurse

Nursing Incentive
Scholarship Fund

Approval and
Accreditation

Complaints Against
Nursing Programs

PON Resources

Go to www.kbn.ky.gov; look at the left-hand column of links; click on "Education."

Scroll down the green menu and select "PON Resources."

This will take you to the page with the link to the home page for the certified list.

KENTUCKY BOARD OF NURSING - ONLINE CERTIFIED LIST

LOG IN

Account Information

UserID:

Password:

[Reset password?](#)

Log In

This screen should look familiar; enter

- user ID and password; and,
- click "Login"

After you have logged in, you will be directed to your program's home page.

CAUTION: There is a home page for each nursing program (RN & PN); the name of the program is located in the upper right-hand corner; if you have access to more than one program, you have to log out and log back in for the second program.

To get started, click on "ADD GRADUATE" at the top right-hand corner of the screen.

Take the worksheet that you have used to make the list of grads as you begin to enter the graduates. You will need:

- Name
- Social Security Number
- Date of Birth
- Program or Track

(more details in next slide)

Adding Graduates:

- Last Name/ First Name (**Key: the name must match the application submitted to KBN and NCLEX**) No need to enter the names in alphabetic order, this will be completed by the software.

- Middle Name (optional)

- Date of Birth (enter month and day with 2 digits and year with 4; example January 4, 1989 = 01/04/1989)

- Social Security Number (No dashes when entering Social) (**Key: the social security number must match the application submitted to KBN and NCLEX**)

- Program Completion Date (in the same date format as date of birth) - Each program can determine which date this is; some use the date that the degree is conferred and others use the end of finals week. **Important:** The completion date CANNOT be in the future; it can be the current date or a past date.

- Program Track (see next slide) The default is DAY.

Before you hit "Add or Save"- check over the spelling and other data entered.

If you want to continue and add more graduates, click on "ADD."

If you are done, click on the "SAVE" button.

"CANCEL" is if for whatever reason you choose not to save.

Program Track:

DAY

DAY

EVENING

WEEKEND

WEEKEND/EVENING

ACCLERATED-SECOND DEGREE

LPN TO ADN

LPN TO BSN

ONLINE

ADVANCED PLACEMENT (OTHER HEALTH PROFESSIONAL)

OTHER

Program Track: Many programs of nursing have students in different tracks; the default is DAY but should the student graduate from a track other than DAY, there is a pull-down menu that lists the options available.

ADD GRADUATE

- Invalid Date. Date of Birth should be in format MM/DD/YYYY
- Invalid Social Security Number. Use numbers only, No dashes.
- Graduation Date Should be less than or equal to current date.
- Invalid Date. Program Completion Date should be in format MM/DD/YYYY

ERROR MESSAGES:

There are built-in error messages should data not be entered in the format required by the software.

If you click “ADD” or “SAVE” and there is an error, you will receive an error message such as that to the left.

ADD GRADUATE

Saved successfully. Add another graduate...

If everything has been entered correctly, this message will appear.

GRADUATE LIST

Search By First Name one Select University Search

Export to Excel Export to CSV

Last Name	First Name	Middle Name	DOB	SSN	Program Completion Date	Comments	Status	Program Track	Added On	Added By	NCLEX	University
TEST	ONE		01/20/1938	3666	01/20/2013		SUBMITTED	DAY	05/10/2013	ProgramUser		Edit

Once you have completed the entry of all names, click “SAVE” and this will return you to the home page. **Before confirming the list**, look over the names one more time for accuracy.

[Edit](#)

[Edit](#)

[Edit](#)

[Edit](#)

[Edit](#)

[Edit](#)

[Edit](#)

Should you notice when reviewing that you have made a mistake (such as misspelled a name) within one of the fields, you can click on “EDIT.” “EDIT” will take you back to the graduate’s page and you can make the changes.

ONCE A GRADUATE IS CONFIRMED, YOU CANNOT MAKE CHANGES.

See Troubleshooting below if this should happen.

ATTESTATION STATEMENT

This certifies that all requirements for a degree or certificate for the program of nursing were completed by the individuals listed above.

Confirm

If all looks correct, click “CONFIRM” which is found at the bottom of the home page.

When you hit this button, all of this information will be sent to the Board.

When returning to the HOME page, when you click on **CONFIRM**, the system will confirm all persons entered; DO NOT pre-enter graduates on the list; only include those that have completed all program requirements.

Status
PENDING
SUBMITTED
SUBMITTED
PENDING

Once the names are added, they will appear on the home page with one of four (4) statuses:

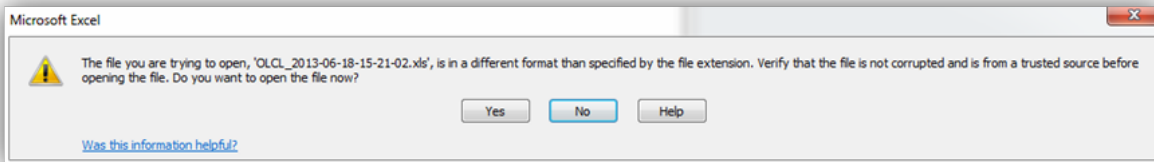
Pending: those graduates who are on the list but the list has not yet been “Confirmed.”

Submitted: those graduates that were entered and confirmed.

Downloading graduate data



Downloading data – KBN added the option to download data to a Microsoft Excel or Comma Separated Values (CSV) file. Search for the desired data and click on ‘Export to Excel’ or ‘Export to CSV’ option.



Note: Due to a Microsoft limitation, if you use the ‘Export to Excel’ option, you will get this message. Click on ‘Yes’ to open the file.

NCLEX Results

NCLEX

As graduates take the NCLEX, test results are received and will populate the column labeled “NCLEX.”

“PASS” in the NCLEX column does not mean “LICENSED” as there still may be other items pending before full licensure.

Note: This field is updated only for graduates who test in Kentucky.

Troubleshooting

Edit
Edit
Edit
Edit
Edit
Edit

Comments:

Please correct Name, date of birth, SSN and program completion date to the following.

(Optional)

Should you discover that an error has been made AFTER the graduate has been CONFIRMED; go to the list and locate the graduate name; click on EDIT, and type the information that you want to change in the COMMENTS section. Click “SAVE” again.