Arkansas State Board of Nursing

Affidavit of Graduation (AOG) Portal

Last Revision: March 5, 2020
Information in this presentation is intended for the purpose of providing training for program directors and faculty that teach in Arkansas nursing programs.

This presentation is not intended for distribution to students, applicants or graduates.
The Arkansas State Board of Nursing (ASBN) deployed an additional feature of the new licensure database system called the Affidavit of Graduation (AOG) Portal.

**The AOG Portal is LIVE!**

The AOG Portal is a secure portal that seamlessly allows import of graduate data from the nursing program to the board.
Each nursing education program completes a Program Verification Authorization Form and submits it to the ASBN to identify the program official that is authorized to verify applicant program completion by accessing the Affidavit of Graduation Portal.

You will be emailed a verification link to create your AOG Portal Account. The link is valid for 24 hours.
Creation of AOG Portal Account

- Receive a secure link to access site to create account
- Click link
- Click Forgot Password
- Change password
In accordance with the Arkansas State Board of Nursing (ASBN) Rules, the licensure examination application shall be authorized by the nursing program director to assure the applicant has completed the program. The examination application shall not be acceptable if the program director of an educational program has completed the Affidavit of Graduation approval for an applicant prior to the date of program completion.

- The nursing director of the nursing education program must verify a student's graduation after they have totally completed all requirements of the nursing education program.

- The nursing education program director accomplishes this task via a secure electronic verification process through the Affidavit of Graduation Portal for applicants graduating from in-state programs.

- The secure access is assigned to a singular authorized nursing education program director and should be confidential.

- An applicant can submit an application up to two months prior to completion of the program; however, verification of completion of the program through the Affidavit of Graduation Portal cannot occur before a student has completed the program.

- Each nursing education program will complete a Program Verification Authorization Form and submit it to the ASBN to identify the program official that is authorized to verify applicant program completion by accessing the Affidavit of Graduation Portal.

- For future use, save the link that you are sent to access the Affidavit of Graduation Portal. In the event that you forget your password, click on "Forgot Your Password?".
Check your email to reset your password

An email containing directions and a link to reset your password has been sent to the Email Address associated with this account.

Return to home page
Arkansas Affidavit of Graduation Portal Password Reset

no-reply@arsbn.boardsofnursing.org

Sent: Wed 7/31/2019 10:11 AM
To: Karen McCumpsey

Per your request to change your Arkansas Affidavit of Graduation Portal user password, please use the link below to reset your password:

http://arsbn.boardsofnursing.org/aog/Portal/ResetPassword?Key=3e92cbcf-c59b-4a1f-8511-664bb2561769

If your browser does not open when you click the link, please copy and paste the link into the address bar on your browser.

If you have any questions or concerns, please contact us for assistance.

Best regards,

Arkansas State Board of Nursing Nurse Portal Customer Service
info@arsbn.org

(501) 682-0817
Creation of AOG Portal Account

Reset your password

Enter a new password below. Password must be at least 8 characters long with at least one lowercase letter (a-z), one uppercase letter (A-Z) and one number (0-9).

**Password** (required)

**Confirm Password** (required)
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- The nursing director of the nursing education program must verify a student's graduation after they have TOTALLY completed all requirements of the nursing education program.

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- An applicant can submit an application up to **two months** prior to completion of the program; however, verification of completion of the program through the Affidavit of Graduation Portal cannot occur before a student has completed the program.

- Each nursing education program will complete a Program Verification Authorization Form and submit it to the ASBN to identify the program official that is authorized to verify applicant program completion by accessing the Affidavit of Graduation Portal.

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The secure access is assigned to a singular authorized nursing education program director and should be confidential.

An applicant can submit an application up to two months prior to completion of the program; however, verification of completion of the program through the Affidavit of Graduation Portal cannot occur before a student has completed the program.

You will receive weekly email reminders that you have students in your AOG Portal.
AOG Nursing Program Users

AOG Approval or Rejection is a two step validation process.

1. Review
2. Approval or Rejection

- The nursing program user for the Approval/Rejection task must be the authorized program director.
The First Screen that appears is a portal for the Affidavit of Graduation. The portal contains a list of students for the Affidavit of Graduation. Users can update student information, view and update education records, provide reasons for rejection, and approve or reject requests for Affidavit of Graduation.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Last 4 of SSN</th>
<th>Date of Birth</th>
<th>Nursing Degree/Credential</th>
<th>Graduation Date</th>
<th>Expected Graduation Date</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCCUMPSEY</td>
<td>KAREN</td>
<td>1688</td>
<td>11/10/1964</td>
<td>Associate Degree-Nursing</td>
<td>08/01/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Name</td>
<td>Program Code</td>
<td>Last Login</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------</td>
<td>---------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARKANSAS STATE UNIVERSITY - ADN</td>
<td></td>
<td>7/18/2019 9:01 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**List of Students for Affidavit of Graduation**

- **Edit**: Authorized users have access to update student information.
- **Review**: Authorized users have access to view and update Education Record. Marking a Record as Reviewed, is the first step in a two-step verification process in order to Approve/Reject Affidavit of Graduation.
- **Rejection**: Authorized Users must provide reason for Rejection on the Edit page in order to Reject a request for Affidavit of Graduation.
- **Approval**: Authorized Users, have the ability to Approve a request for Affidavit of Graduation.

If program has multiple tracks, toggle to respective program.

```
School Name: ARKANSAS STATE UNIVERSITY - ADN
City, State: State University, AR
Last login: 7/18/2019 9:01 AM
```

```
List of Students for Affidavit of Graduation

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<td></td>
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```

**Mark as Review**
This information is sent to the List of Students for AOG based on what the applicant enters on the application.
AOG Review

Student Record as Reviewed
The review task includes edit of graduate data and electronic submission of comments and/or documentation.

*Upload of graduate transcript can occur at this point if all required content is on the transcript.
AOG Review

Click on student name to open each student record

Do not click this button- it reviews ALL student at once. Review each individually by clicking on each student name
AOG Review

The student enters an “expected date of graduation”. You will have to change this to “date of graduation”
AOG Review

Comments (Important: all comments will be shared with the Board of Nursing)

Date of Graduation is inaccurate. Corrected to 01/20/2017 from 01/12/2017
With the student record open scroll down to the documents Uploaded Panel. Click on the Upload button.
AOG Review

Degree Obtained (required): Associate Degree-Nursing
Education Status (required): Graduated
Date of Graduation (required): 08/02/2019

Comments (Important: all comments will be shared with the Board of Nursing):

Reviewed
Reject
Approved

Documents Uploaded:
- Mccumsey Karen transcript

IMPORTANT! Nothing is retained unless the save button is selected

Click Reviewed
Click Save
Summary of AOG Review Task

- Edit student information as applicable including Degree Obtained, Start Date, Expected Graduation and Date of Graduation
- Post comments as applicable
- Check review box
- Click save button
Again, the Review Task can be completed by the authorized program director.
AOG Approval

Record a Student Record as Approved
The approval task can only be completed by the authorized program director.

The approval task includes:
- Verification of graduate data
- Verification of graduate status
- Attestation statement
# AOG Approval

## List of Students for Affidavit of Graduation

**Welcome to the Affidavit of Graduation Portal**

<table>
<thead>
<tr>
<th>Last Name</th>
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<th>Graduation Date</th>
<th>Expected Graduation Date</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAMPA</td>
<td>ADAM</td>
<td></td>
<td>06/01/1977</td>
<td>08/02/2010</td>
<td>Associate Degree-Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MORRIS</td>
<td>CHRIS</td>
<td></td>
<td>06/17/1980</td>
<td>08/02/2019</td>
<td>Associate Degree-Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TESTL</td>
<td>TESTF</td>
<td></td>
<td>06/04/1996</td>
<td>08/02/2019</td>
<td>Associate Degree-Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Click on Ready for Approval]

[1] Items - Ready for approval

Mark as Review
Affidavit of Graduation - Final Approval

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<th>Date of Birth</th>
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<th>NCSBN ID</th>
<th>Graduation Date</th>
<th>Expected Graduation Date</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul</td>
<td>Charles</td>
<td>N</td>
<td>3452</td>
<td>03/12/1991</td>
<td>Baccalaureate Degree-Nursing</td>
<td></td>
<td>01/20/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am the Dean/Director for the program listed above and attest that the factual statements contained in the information provided on this affidavit are within my personal knowledge and are true and correct. Furthermore, I acknowledge this is a legal document and understand that it is a violation of the 22 Texas Administrative Code, 217.12 (6)(H) and the Penal Code, sec 37.10, to submit a false statement to a government agency.

Submit Approval
### Affidavit of Graduation - Final Approval

School Name: AMBRIA COLLEGE OF NURSING - ADN  
City, State: Hoffman Estates, IL  
Last login: 3/20/2017 11:16:49 AM

- **Edit**: To edit student information please click on either respective First Name or Last Name
- **Approval**: To approve any student information please check the respective approve checkbox and click on "Submit Approval" button
- **Mass Approval**: To approve multiple student informations please check respective approve checkboxes and click on "Submit Approval" button (or) To approve all students check approve checkbox in header and click on "Submit Approval" button

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Record a Student Record as Rejected
A student record must first be marked as reviewed in order to enable the ability to reject the AOG request.
AOG Rejection

Click save
The record has now been rejected
What does the graduate need to know?

- The graduate **DOES NOT** need to call or email ASBN regarding program director verification, to check application status or to notify us once they have created an Arkansas Nurse Portal account.

ASBN staff can see this information in our new system, once it has been submitted and applicants check application status from their Arkansas Nurse Portal account.
What does the graduate need to know?

- The graduate **DOES** need to allow ASBN several (2-4) weeks to process an application.
  - This is from the date that the program director verifies program completion, not from the date they submitted the application.
  - Other variables may impact the length of time it takes ASBN to process an application (criminal background, failure to register with Pearson VUE)
  - Processing time will be longer, as staff manages large volumes of applications.
What does the graduate need to know?

Please stress to graduates that even though items are electronically submitted (such as transcript) - processing the application is a MANUAL process in our back office.

When staff are working on a respective application - the application will be updated and only then will it be reflected in their pinwheel status.
What does the graduate need to know?

- **Very Important!**
  The graduate should check the status of an application by accessing the Arkansas Nurse Portal account and clicking on “View Status”.

- An applicants status is not updated on a daily basis, but is updated when ASBN has information to provide.
ARKANSAS NURSE PORTAL

- Create an account
- Renew your license
- Submit an application
- Submit name or address change
- Message ASBN staff via Portal

APPLY FOR ARKANSAS LICENSE OR CERTIFICATE

RENEW ARKANSAS LICENSE OR CERTIFICATE
VIDEO - Creating an Arkansas Nurse Portal Account & How New Examination Applicants Can Submit a Licensure Examination

VIDEO - How to Check Application Status in the Arkansas Nurse Portal

VIDEO - How to Renew a License

VIDEO - How to Create a Nurse Portal with Existing License
Important to note

- An official transcript, **with the degree posted**, must be submitted to the ASBN office prior to release of examination results and issuance of a permanent license. This must come directly from the school as a hardcopy on the schools official security paper.
Transcript Requirements: Notes to Remember

- Applicants **CAN** be deemed eligible, schedule to test, and take the NCLEX without an official transcript on file at ASBN.

- A permanent license is **NOT** issued without an official transcript on file at ASBN.
Transcript Requirements: Notes to Remember

In accordance with the Arkansas State Board of Nursing Rules, a transcript shall reflect:

• Courses taken,
• Dates of admission,
• Date of separation or graduation from the program,
• Hours/credits/units earned, degree, diploma, or certificate awarded,
• Signature of the program director, registrar or official electronic signature, and
• Seal of the school or be printed on security paper or an official electronic document.
New Option for Transcript Submission

AOG Portal Submission
AOG Review

With the student record open scroll down to the documents Uploaded Panel. Click on the Upload button.
Click on +Add File
Locate transcript and upload
Click Save
AOG Review

Transcript is uploaded
Click Reviewed
Click Save

IMPORTANT!
Nothing is retained unless the save button is selected
Availability

PDF will be posted at www.arsbn.org
Click on the Education tab
Click on the Program Director & Faculty link
QUESTIONS?