

# The Online Answer Method for Self-Assessment Exercises

Do you have questions about the new online method for answering your Self-Assessment Exercise? The FAQs and timeline below can help you become familiar with this new process. The paper answer sheet method is still available.

**Please note:** If you are taking the **Acute Care Respiratory, Cardiology, or Pain/Sedation/Palliative Care SAE**, be sure to also see this page - [http://www.pncb.org/ptistore/control/certs/ac/ac\\_sae](http://www.pncb.org/ptistore/control/certs/ac/ac_sae) - as your SAE is considered a completely online activity.

## **Q. How much money will I save if I answer the SAE online?**

A. You save \$10 by choosing the online answer sheet option. If you complete your Recertification application online you will save an additional \$15. This could be a total savings to you of \$25.

## **Q. Will I receive paper reference materials for my SAE when I choose to answer online?**

A. Yes. Details on each SAE are provided below:

**The Primary Care SAE** includes the Self Assessment Exercise questions published in the SAE Reference Manual. In the past, the questions have been printed in a separate booklet, so please note that the questions are now printed in the front of your reference manual.

An answer/critique booklet will not be mailed. Critiques of questions will be available as you answer the individual SAE questions and a Feedback Report (full critiques) will also be emailed to you upon successful completion of your SAE.

**The Pharmacology SAE** includes the Self Assessment Exercise questions and the latest edition of the *Pediatric Dosage Handbook*. An answer/critique booklet will not be mailed. Critiques of individual questions will be available as you answer the SAE questions and a Feedback Report (full critiques) will also be emailed to you upon successful completion of your SAE.

**The Pediatric Nursing SAE** includes the Self Assessment Exercise published in the SAE Reference Manual. An answer/critique booklet will not be mailed. Critiques of individual questions will be available as you answer the SAE questions and a Feedback Report (full critiques) will also be emailed to you upon successful completion of your SAE.

**Q. If I have dial-up Internet service, can I sign up for the online SAE?**

A. Yes, but this is not the recommended Internet connection for completing this online exercise.

**Q. Can you share any tips for using this new answering method?**

A. We'll be glad to!

1. **Read your instructional email and keep it handy.** This email contains critical information to guide you through this new process. We recommend you print a copy and keep it nearby when you work on your online SAE.
2. **Record your responses.** Be sure to mark your answers by your SAE questions so you'll have a record of your responses. Should you accidentally score your online SAE answering system, you'll easily be able to input your answers again.
3. **Print your CE certificate.** A copy will be uploaded to your "My Documents" page at [www.pncb.org](http://www.pncb.org) within four weeks of successful completion.

**Q. How many times may I access the SAE questions online? Do I have to answer all questions at once?**

A. You have **unlimited** access to the SAE questions through 11:59 p.m. EST on May 15, 2010 as long as you do not score the SAE.

**Q: After I enter an answer, can I return to the questions and change it before the SAE is scored?**

A: Yes, you can enter your answers and change these as many times as necessary... as long as you do not grade the question. You cannot change the answer on a question that has been graded.

**Q: Are there time parameters?**

A: There are no time parameters. Access emails will be sent beginning October 15, 2009, depending on when you place your order. Just be sure to complete your SAE online by 11:59 p.m. EST on May 15, 2010.

**Q. I scored my answer sheet by mistake, before I answered all the questions. What do I do?**

A. That's okay. Contact [sae@pncb.org](mailto:sae@pncb.org) to be assigned a new user ID and password. You will need to begin the SAE again. Did you mark your answers in your SAE book before answering online? New access information to the SAE will be emailed to you as soon as possible.

**Q. Will I see the references online?**

A bibliography and copies of primary-referenced articles are included in the reference manual portion of your SAE (Primary Care; Pediatric Nursing). However, because of changes in technology and business practices, the costs of permissions to print some journal articles in the Reference Manual was not feasible or has been denied. Consequently some articles are accessible online only. We have provided instructions for this accessing these articles. If you need any help in obtaining primary-references articles that are not in print format, please contact [sae@pncb.org](mailto:sae@pncb.org).

For the Pharmacology SAE, you will be sent the most current *Pediatric Dosage Handbook*. You may use your SAE's accompanying printed resource as a reference before or while answering the SAE questions online.

After you grade a question, feedback for your response (a critique with in-depth explanations of right and wrong answers) will be provided. At this time you will see the reference information for the specific question. You will also be emailed a Feedback Report (full critiques). Please allow 4 weeks to receive this email, which includes a copy of your CE certificate.

**Q. Will I immediately receive my score and CE certificate?**

A. When you have completed and scored the SAE you will be given the opportunity to view your pass/fail status. A CE certificate will be emailed to successful participants within approximately five business days as part of your score report. A copy will also be emailed to you at that time.

**Q. I answered my questions and scored my SAE but I did not see my score report.**

A. You must have clicked "Finish and Exit." When you click this option, your results are not displayed. Within 5 business days, you will be able to view and print this information by logging in to our website at [www.pncb.org](http://www.pncb.org) and clicking "My Documents." You will also be emailed this information.

**Q. I failed the SAE. What happens now?**

A. The PNCB will email you with information about free opportunity to retest. The deadline for retest will be August 3, 2010.

**Q. I signed up to complete my SAE questions online, but now I want to complete and submit a paper answer sheet. Can I?**

No problem! Did you pay by credit card?

If yes, then simply email [recert@pncb.org](mailto:recert@pncb.org) a note authorizing PNCB to charge the additional \$10 on the credit card that you used for online payment.

If not, the additional fee that you owe is \$10. Please contact us to make the change. We cannot switch the option until additional payment has been made to the PNCB.

**Q. I signed up for the paper SAE answer sheet but would like to answer SAE questions online.**

A. Great! Use this link to switch at no-cost:

<http://www.pncb.org/ptistore/control/product?prodId=SAE-CHANGE-ONL>

We will process your request and you will receive an instructional email and a user ID and password within the next 2 weeks. If you have not received this information within that timeframe please email [sae@pncb.org](mailto:sae@pncb.org).

**Online Answer Method Timeline:**

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| October 1, 2009 | ✓ You may start enrolling for this option.<br>✓ You will receive an email describing the process with your access information. <b>Online access begins October 15th.</b> This email is sent immediately after you place your order for this method. Save this email for when you receive your SAE reference materials, which begin shipping in mid-November, depending on when you place your order. |
| November 2009   | ✓ SAE reference materials are mailed.  |
| May 15, 2010    | ✓ Deadline for SAE completion.   |