

Completing a Northeastern University School Health Academy Online Program as a Group for In-School PD

Northeastern University School Health Academy (NEUSHA), located within the School of Nursing, has 23 online programs on a variety of topics as of May 2018. Topics range from clinical to behavioral health, and to professional skills for school nurses such as using technology and data effectively, creating a paperless health office, or transitioning into school health.

Northeastern University School of Nursing is accredited as a provider of continuing nursing



education by the American Nurses Credentialing Center's Commission on Accreditation (ANCC).

We have 2 ways in which a group can participate in the online programs:

- 1. To complete an online program as a group, and have each person pay with their own credit cards:**
 1. Each participant who doesn't have an account should create an account at www.neusha.org beforehand: Go to www.neusha.org. Hover over the red "LOG IN" button on the top right, and click **create an account** from the drop-down menu.
 2. Each participant should register for each program they want to do by clicking "Available Programs" under "online programs", answering the pre-test questions, and paying for the program.
 3. Then, everyone can watch the program together or individually. One person can log into their neusha account and go to the program, and hit "View Audio-Visual Presentation". You can project it. Or everyone can do this on their own computers. Some programs are separated into segments with questions you answer to move to the next section.
 4. Once you've watched the program, each person needs to log back into their neusha account and click "required – complete post-test" to answer the post-test questions.
 5. Once the participants complete the post-test, their certificates will be automatically be emailed to them, and they can always log back into their account to view past completed programs and print their certificates.

2. To complete an online program as a group, and pay with a Purchase Order (PO), Lindsay Hawthorne, the School Health Academy Administrative Secretary, can register everyone once they have an account on www.neusha.org. Then, the school can do a P.O. and send us a check.

1. Each participant who doesn't have an account should create an account at www.neusha.org beforehand: Go to www.neusha.org . Hover over the red "LOG IN" button on the top right, and click **create an account** from the drop-down menu.
2. Then you can send Lindsay a list of the names of each participant and she can register them from our end. Just let her know which program(s) each person is doing.
3. At your meeting, everyone should log on and complete the pre-test (5 questions, takes about 3-5 minutes) on their phones or computers. They do this by going to Online Programs, select the program, then **"Take Pre-Test"**.
4. Then, everyone can watch the program together or individually. One person can log into their neusha account and go to the program, and hit "View Audio-Visual Presentation". You can project it. Or everyone can do this on their own computers. Some programs are separated into segments with questions you answer to move to the next section.
5. Once you've watched the program, each person needs to log back into their neusha account and click **"REQUIRED Take Post-Test."** to answer the post-test questions.
3. Once the participants complete the post-test, their certificates will be automatically be emailed to them, and they can always log back into their account to view past completed programs and print their certificates.
4. Lindsay will email you the NEUSHA invoice template, so you can fill it out and have the school do a PO and send us a check for the cost \$__ x the number of participants__. She will also email you the Northeastern W9 for your business office.

Contact Lindsay with any questions at l.hawthorne@northeastern.edu or 617 373 3466.

Thank you, from the NEUSHA Team, www.neusha.org

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Lindsay Hawthorne, BA