American Nurses
Credentialing Center

Nursing Activity Reporting System (NARS)

INSTRUCTIONS & ANNUAL REPORTING

The Power of Nurses™

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Introduction

The ANCC's Nursing Activity Reporting System (NARS) is a web-based portal designed to streamline and support the collection of program and activity data from Accredited Providers, Accredited Approvers, and Approved Providers (Providers approved by an ANCC Accredited Approver Unit). The ANCC uses the information in NARS to evaluate/support provider accreditation criterion which is a part of the educational design process for initial accreditation, reaccreditation, and progress report reviews (refer to Policy 15 of the ANCC NCPD Accredited Provider or Approver Policy and Operations Manual in the learning communities). In addition, the ANCC will use data from NARS to produce annual reports as a service to ANCC Accredited Organizations and other stakeholders. All Providers and Approvers accredited directly by the ANCC are required to use NARS. Providers approved by a Constituent State Nursing Association (C/SNA) or Federal Nursing Service (FNS) (Approved Providers), should check with their Approver Unit for details.

Link to: Nursing Activity Reporting System (NARS)
First time users will need to use the Forgot Password Button.

For updated templates and detailed NARS Instructions, please log in to the NCPD Learning Communities and navigate to the NARS folder.

Steps to complete your ANCC NCPD Annual Report (Due April 1)

1. ENTER ALL ACTIVITIES THAT STARTED IN THE PREVIOUS YEAR AND CLOSE ALL ACTIVITIES THAT ALSO ENDED IN THE PREVIOUS YEAR.
2. IF YOU PROVIDE ENDURING MATERIAL ACTIVITIES, UPDATE THE CUMULATIVE LEARNER COUNTS* AS OF DECEMBER 31, OF THE PREVIOUS YEAR.
3. REVIEW AND UPDATE YOUR CONTACT INFORMATION.
4. ACCEPT THE TERMS OF THE ANCC ANNUAL AGREEMENT.

*If you accept the terms prior to entering your activity data, you can still proceed with entering your activity data.

*Cumulative learner counts should include **all learners that were awarded contact hours or OB-CE© credit** from the start date (which may be prior to the current year) to either the end date of the activity or 12/31/XX, whichever comes first.

For example: If you had 20 learners receive contact hours for a specific enduring activity in 2023, and 20 learners receive contact hours in 2024, your cumulative learner count for annual reporting in 2024 is 40 learners.

NARS Activity Reporting

What activity data are providers required to enter in NARS?

There are four activity statuses: Draft, Active, Ready to Close, and Closed. Below is a description of the data fields required for each activity status:

DRAFT
- Title
- Format
- Start date
- End date

ACTIVE
- Delivery method (if applies)
- Location (if applies)
- City, State, Country (if in person)
- ANCC Contact Hours amount / ***Outcome-Based CE Credit (OB-CE®) (for Accredited Providers only) if you did not use OB-CE© this field is optional**
- Providership (Direct/Joint)
- End date not in the past

READY TO CLOSE
- Same fields as Active
- End date in the past

CLOSED
- Everything required for Ready to Close
- If Joint Providership, at least 1 joint provider name
- Commercial Support Yes/No
- If Commercial Support = Yes, at least 1 support source, and for each source:
    - Monetary or In-Kind selection
    - If Monetary, support amount
- Total RN Learner count (can enter a "0" if no learners in this category)
- Total APRN Learner count (can enter a "0" if no learners in this category) ***If you did not separate out APRN from RN, please put the total number under the RN category***
- Total Other Learner count (can enter a "0" if no learners in this category)

*The fields below are optional and are not currently required to be completed in the NARS system:

- Description of Activity
- Who can register for this activity
- Is there a fee to register for this activity
- Provider URL to view activity details
- Outcomes

What kind of activity formats can be reported in NARS?

*** Please refer to the ANCC NCPD Accredited Provider Policy and Operations Manual for calculation of contact hours.***

Below are the activity formats definition and additional information on how to report learners.

Live Course

A live course is a live activity where the learner participates in real time. A live course is planned as an individual event. A live course can either be classified as an in-person event or live-streamed via an online platform. Examples of a live course could be an annual meeting, one-off conference, or seminar. For events with multiple sessions, such as annual meetings, accredited providers report one activity and calculate the credit by totaling the hours of all educational sessions.

To calculate the total numbers of learners, accredited providers report the number of **learners that were awarded contact hours or OB-CE© credit** for the overall event.

If the same live course is held multiple times for different audiences (ex: ACLS trainings held in different locations), then each instance is reported as a separate activity.

Regularly Scheduled Series

Regularly scheduled series (RSS) is a live activity planned as a series with multiple, ongoing sessions, e.g., offered weekly, monthly, or quarterly. An RSS is primarily planned by and presented to the accredited organization's professional staff and generally targets the same audience over the whole series. If an RSS is presented live and recorded for the same audience who might happen to miss one or more sessions, then it would still be reported as one RSS, and those learners would be part of the aggregate count of learners that were awarded contact hours or OB-CE© credit. Examples include grand rounds, tumor boards, and morbidity and mortality conferences.

If, however, the RSS is recorded and intended for a different, broader audience, then it should be reported as two separate activities – one RSS and one enduring material. The recorded sessions could be offered as a single enduring material or multiple enduring materials as determined by the provider.

When reporting RSS activities in NARS, each series should be reported as one activity. Each series should be reported for a maximum of a 12-month period. If this activity is available for longer than 12 months, it should be reported as a separate activity each year in which it is available. In addition, the following guidelines should be used: The number of credits listed for the activity should be for the entire series, not the credit amount per session.

Each nurse or other learner is counted as a learner for every session they attend in the series.

For example: Nursing Grand Rounds is planned as a 12-month activity from July 1 to June 30 each year. This activity meets for one hour each week. The start date should be entered as 07/01/XXXX and the end date should be entered as 06/30/XXXX. In NARS, the series should be entered as one activity with 52 credits. If 20 nurses received contact hours in each session, total nurse learners would be 1,040 (20 learners/session x 52 sessions) for that single activity.

The number of credits listed for the activity should be for the entire series, not the credit amount per session.

Please note: live activities where the same content is offered multiple times for different audiences should be reported as separate live courses and not RSS. NARS allows the provider to indicate in NARS if a live course is repeated.

Enduring Material

An enduring material is an on-demand activity that does not have a specific time or location designated for participation; rather, the participant determines whether and when to complete the activity. The content can be accessed at any point during the lifespan of the activity and there is no specific time designated for participation. Examples include online interactive educational modules, recorded presentations, printed materials, and podcasts.

Enduring material activities should be reported in NARS once for the duration of the activity. Enduring materials can be entered with a date range up to three years, with the start date as the first date the activity is available to learners, and the end date as the date of expiration. If the activity is reviewed and renewed, the activity will be re-entered into NARS as a new activity.

When reporting the number of learners for an enduring material activity, you should count all learners who received contact hours for all or a portion of the activity and whose participation can be verified. Individuals that downloaded or accessed the activity but did not receive contact hours are not considered learners.

Journal-Based CNE Activities

A journal-based CNE/CE activity is an activity, planned using the educational design process, where the learner reads one or more articles (or adapted formats for special needs) from a peer-reviewed professional journal.

When reporting journal-based activities in NARS, the accredited provider may choose to report journal-based CNE activities as a single activity per journal or as individual articles. The number of learners should equal the total number of individuals who completed the activity and received contact hours.

Manuscript Review

Manuscript review is an activity, planned using the educational design process, in which a learner participates in the critical review of an assigned journal manuscript during the pre-publication review process of a journal.

Test-Item Writing

Test-item writing is an activity wherein nurses learn through their contribution to the development (and review) of examinations, or certain peer-reviewed self-assessment activities, by researching, drafting, and defending potential test-items. This activity must be planned using the educational design process.

Committee Learning Activities Definition

Committee learning is a live activity that involves a learner's participation in a committee process addressing a subject which, if taught/learned in another format, would be considered within the definition of continuing education.

Performance Quality Improvement

A performance/quality improvement activity is structured as a three-stage process by which a nurse or group of nurses learn about specific performance measures, assess their practice using the selected performance measures, implement interventions to improve performance related to these measures over a useful interval of time, and then reassess their practice using the same performance measures.

Internet Searching and Learning

An internet searching and learning activity is an activity in which a nurse engages in self-directed, online learning on topics relevant to their clinical practice from a database whose content has been vetted by an accredited CNE provider. This type of activity is based on a learner identifying a problem in practice and then accessing content in search of an answer from sources on the Internet that are facilitated by a provider.

Learning from Teaching

Learning from teaching activities are personal learning projects designed and implemented by the learner with facilitation from the accredited provider. This type of activity recognizes the learning that occurs as nurses prepare to teach. Learning from teaching represents a range of activities in which an accredited provider can facilitate practice-based learning and improvement – where the 'practice' could be the person's professional "teaching practice" or "clinical practice" or "research practice." As is the case for all activities, an accredited (approved) provider's "Learning from Teaching" activities are expected to be developed in compliance with all applicable requirements.

Examples of learning from teaching activities
To prepare for teaching a skills workshop at a surgical specialty society meeting, nurse faculty find that they need to learn how to operate a new laparoscopic device that will be used during the workshop. The specialty society, as an accredited provider, facilitates their training on the new device as a learning from teaching activity for the faculty prior to their teaching engagement.

An accredited provider makes available a learning from teaching activity for new faculty in the form of "individualized learning projects." In the activity, the new faculty assess what knowledge and skills they need to teach more effectively, and then the provider makes available training and feedback to improve the new faculty members' teaching skills. This includes one-to-one mentorship and training with educational experts.

When you report learning from teaching in NARS, aggregate your data for learning from teaching for all learners into one activity. The number of learners should equal the number of individuals who were awarded contact hours or OB-CE© credit in this activity.

Other/Blended Learning

An activity (activities that involve a "live" component in combination with a provider-directed, learner-paced component). Blended activities involve either pre and/or post activity work with a live component. The learner completes the pre and/or post activity work as designed and is notified of the direction to do so per the required disclosure to learner criteria for awarding contact hours given to the learner prior to the live course.

OUTCOME-BASED CE©

Only an ANCC Accredited Provider Unit may award Outcome-Based CE© credit.

The five levels for this outcome-based model are as follows:

OUTCOME LEVEL 1 Articulate knowledge and/or skills
OUTCOME LEVEL 2 Apply knowledge and skills
OUTCOME LEVEL 3 Demonstrate in an educational setting
OUTCOME LEVEL 4 Integrate into practice
OUTCOME LEVEL 5 Impact on practice, patient and/or system outcomes

For more information, please reference the Outcome-Based CE© Manual.

What is the "Internal ID"?

The Internal ID is a unique code or identifier that your organization creates. It is used in combination with the data in the Activity Type and Activity Date fields to uniquely identify your activity records. **Providers should not use their assigned seven-digit provider ID number as an Internal ID**, since this number would be the same for all activities you provide.
The Internal ID field is optional, except in the following cases:
1. When your organization offers multiple activities in the same format on the same date
2. When entering activities via batch upload or web services

How can I copy an activity in NARS?

You can copy an activity from the activity summary view, by hovering your mouse over the activity and then selecting the Copy option. You can also copy an activity from the activity detail view by clicking the Copy option on the right side of the page. See Appendix E to find specific details about how to copy an activity, including which fields will get copied.

How do I delete an activity?

If you need to delete an activity from NARS, you may do so by going to your Activity Summary screen. From there you can check the box next to each activity you want to delete and then choose the Delete Activities option at the bottom of the page. You can also delete activities individually by hovering over the activity and selecting the Delete option. You will receive a pop-up message asking you to confirm whether you want to delete the selected activities. You can also delete activities using the batch and web service methods.

Note that you cannot delete activities with a status of Closed, or for which you have entered individual learner completion data. To reopen activities that have been closed, please email a list of the ANCC Activity ID numbers to NARS@ana.org. **FOR APPROVED PROVIDERS: Please email this list to your Approver Unit directly for assistance in reopening activities.**

How do I report commercial support for an activity?

You are required to complete the following fields regarding commercial support at the individual activity level.

1. **Commercial Support Received?** Indicate whether commercial support was received for this activity by clicking "Yes" or "No". You should check "Yes" for this question if support was received regardless of whether it was paid directly to your organization, as the Accredited Provider, or to a joint provider

2. **Support Source:** Complete this field for each commercial supporter for your activity. Select a name from the drop-down box, or, if the commercial supporter for your activity does not appear in the drop-down, type the supporter's name into the text field.

3. **Monetary Support Received:** Use this field to indicate the amount of monetary support received from each commercial supporter.
4. **In-kind Support Received:** Use this field to indicate the nature of any in-kind support received from each commercial supporter.

How do I report activities that are available for more than one year?

Enduring materials that are offered over the course of multiple calendar years should be reported only once in NARS with a start and end date spanning up to 3 years. Learner counts for enduring activities should be updated in NARS through 12/31 by the 3/31 annual reporting deadline for each year they are active.

For example, if a provider offers an enduring material that was launched on July 1, 2024, and remains available through December 2025 they should:
1. Report one activity in NARS with a start date of 07/01/2024 and an end date of 12/31/2025.
2. Report the number of learners through that received contact hours from 07/01/2024 to 12/31/2024 as a part of annual reporting for 2024. For the 2025 reporting year the provider unit would update the learner counts to indicate the cumulative number of learners that received contact hours through 12/31/2025 as a part of annual reporting for 2025.
3. If the activity received monetary commercial support, report the amount of support received in the year in which it was received.

Other activity formats that span more than one calendar year should be entered once for each 12-month period and closed at the end of that period. If the activity continues beyond a 12-month period, it should be entered again as a separate activity in NARS. For each 12-month period that the activity was provided, report the number of learners (nurses and/or other learners) who received contact hours or OB-CE© credit, as well as the income related to the activity.

How do we report in-kind support?

In-kind support is reported for each individual activity. When reporting your activity in NARS, report any in-kind (non-monetary) commercial support received for an activity by indicating "in-kind" support and listing the support source.

Activity Reporting: Common Questions

I hit the Accept Terms button before I was done adding my activities. Can I still edit/add activities?

Yes. While we would prefer that you wait until you are done entering all your data for the previous reporting year, you can still enter/edit activities after you press the Accept Terms button.

What is the difference between a Regularly Scheduled Series (RSS) and a repeated Course?

RSS

A Regularly scheduled series (RSS) is a live activity planned as a series with multiple, ongoing sessions, e.g., offered weekly, monthly, or quarterly. An RSS is primarily planned by and presented to the accredited organization's professional staff and generally targets the same audience over the whole series. Examples include grand rounds, tumor boards, and morbidity and mortality conferences.

Repeated Course

Live activities are where the same content is offered multiple times for different audiences should be reported as separate live courses and not RSS.

For example: Nursing Grand Rounds is planned as a 12-month activity from July 1 to June 30 each year. This activity meets for one hour each week. The start date should be entered as 07/01/XXXX and the end date should be entered as 06/30/XXXX. In NARS, the series should be entered as one activity with 52 credits. If 20 nurses completed each session, total nurse learners would be 1,040 (20 learners/session x 52 sessions) for that single activity.

RSS	Repeated Course
• Planned as a series	• Planned as a single course
• May have multiple sessions in the series	• Same content is offered multiple times
• Series = Activity	• Each occurrence = Activity
• For internal staff, so generally the same learners each time	• Different learners each time
• Example: Grand Rounds	• Example: ACLS, PALS

VS

I plan activities based on an academic year. Do I have to report them on a calendar year basis?

Yes. Each activity should appear <u>once</u> in NARS.

Enter the actual Start and End date.

Close the activity in the year in which it ends.

- Example: An RSS runs from July 1, 2024 – June 30, 2025. Enter the RSS when it starts in 2024, update the learner counts and close the activity when it ends in 2025 (but no later than April 1, 2026)

How should I enter my total learner counts?

To calculate the numbers of learners, accredited (approved) providers report the number of learners that were awarded contact hours or OBCE credit.

Enter Cumulative learner counts. Cumulative learner counts should include all learners that were awarded contact hours or OBCE credit from the start date (which may be prior to the current year) of the activity to the end date of the activity or 12/31/XXXX for that year. Whichever comes first.

Should I report an enduring material activity that did not have any learners?

No. If you did not have any nurse learners for an activity, you do not need to enter it into NARS.

How do I report a commercial support grant received for more than one activity?

- Allocate the amount received across the activities that received funding.
- Complete commercial support fields for each activity.
- Reported at the activity level.

Do I have to report funds received for jointly provided activities?

Yes. Report the same financial data that you do for directly provided activities, even if the joint provider was the recipient of the funds.

How is advertising and exhibit income different from commercial support?

Advertising and exhibits

- opportunities for promotion
- examples: advertising space, exhibit booths

Commercial support

- given by an ANCC-defined ineligible company
- used to pay all or part of the costs of a NCPD activity
- can be monetary or in-kind
- reported for each individual activity

Instructions for Excel Template

This section provides a step-by-step guide for users to effectively organize data in an Excel template for seamless uploading into ANCC's Nursing Activity Reporting System (NARS).

There is a batch upload function available in NARS that offers providers the ability to add, update or delete multiple activity records at one time.

NOTE: NARS supports REMS, but this template <u>does</u> <u>not</u>. REMS must be manually added to NARS or submitted via a Web Form or XML/Web Services, not Excel.

Summary of the Steps Required

1. Excel Template Setup: Begin by opening the provided Excel template. It will have predefined columns corresponding to the data fields in NARS.

2. Data Organization: Input your data into the appropriate columns of the Excel template. Ensure that the data is correctly structured and aligned according to NARS requirements.

3. Data Validation: Double-check the accuracy and completeness of the data entered in the Excel template to avoid errors during the upload process.

4. Save the Excel File: Once the data is entered, save the Excel file. It is recommended that you come up with a naming strategy. Each file should have a different name, or a warning message will appear.

Getting help with NARS: If you can't find what you're looking for in these instructions, you can submit your questions to ANCC at NARS@ana.org. **FOR APPROVED PROVIDERS: Please email this list to your Approver Unit directly for assistance.**

How to use the Excel template

- The Excel template for activities displays two heading rows with general instructions followed by sample data rows. After reviewing the sample data, be sure to remove these sample activities from your file prior to uploading. **Do not remove the two column headers.** Limit the number of rows of data to 500 rows maximum.

- One row is needed per activity, and all data on the same row must relate to the same activity. The template has cell validation and conditional formatting to help guide your data entry.

- Columns are in a particular order and should not be updated; yet there is one exception see details in Appendix A.

1. **Download the template**

   Download the relevant Excel activity file from the NARS application. Log into NARS. Select the Activities tab and click the "Batch Upload Activities" option. Click the template for **Batch Activity Excel File**.

A message will display to indicate a successful download of the template:
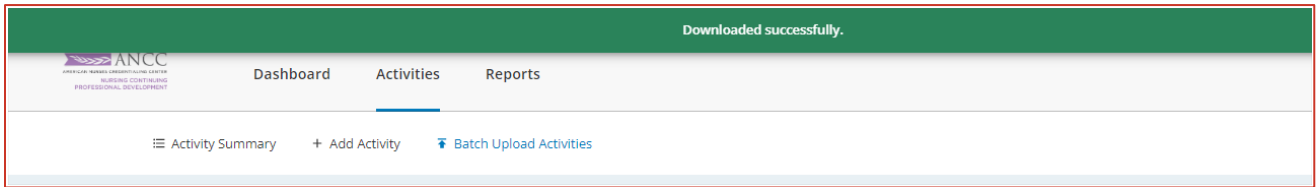
2. Add data to the template
Add up to 500 rows of activity data.
Reminder: Be sure to remove the two example Activity rows before uploading the file.

3. **Upload the template**

Drag and drop or choose your Excel file to upload into NARS.

2) Upload your completed file.

Drop your completed file here, or choose file

Accepts Excel and XML files. Only one batch file may be uploaded at a time.
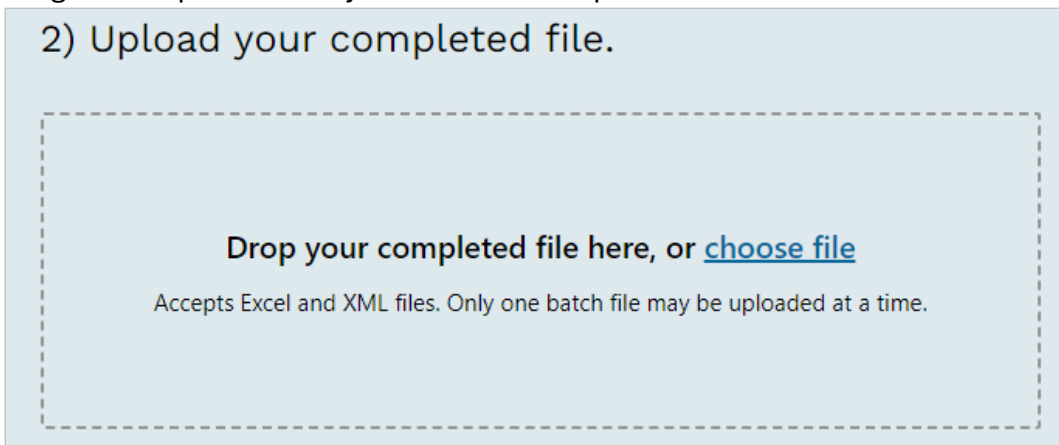
There is a message to indicate successful upload of file:

Your file has been uploaded and may take a while to process. You can check on the progress using the batch history button.
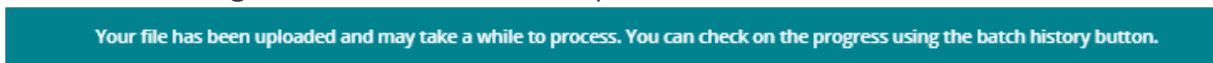
4. **Verify the results**

Click on View Upload History to see the file's processing status:

Upload History:

Batch Upload Activity ← To return to Batch Upload Activities screen

UPLOAD HISTORY
View and download previous batch files and error reports.

If you have **rejected records**, follow these instructions:

1. Download rejected activities (this download contains only records that weren't processed).
2. Make any necessary corrections referencing the error descriptions in the returned Excel file.
3. Save the spreadsheet as an Excel file once you've made any changes.
4. Upload the newly corrected Excel file.

Jul 30, 2024   The percentage will update as the file processes.

ANCC_Activity_Excel_Template_Validation_max_activities.xlsx

62% of 500 rows

ANCC_Activity-July2024-u_d_r.xlsx

[1 Added] [10 Updated] [4 Deleted] [3 Rejected]

Successful_2024_07_30_13_34_30 | Rejection_2024_07_30_13_34_30 ← Click to see rejection records

ANCC_Activity-July2024-add.xlsx

[18 Added]

Successful_2024_07_30_13_31_55 ← Click to see records that were successfully added

A single Excel file can have multiple outcomes:

⬇ ANCC_Activity-July2024-u_d_r.xlsx

[1 Added] [10 Updated] [4 Deleted] [3 Rejected]

Successful_2024_07_30_13_34_30 | Rejection_2024_07_30_13_34_30

If there are rejected activity records, download the file to view and edit any errors within the file directly. The rejection reason is added to the last column in the file. This edited file can then be uploaded again to address any activities that were not added, updated or deleted properly the first time.
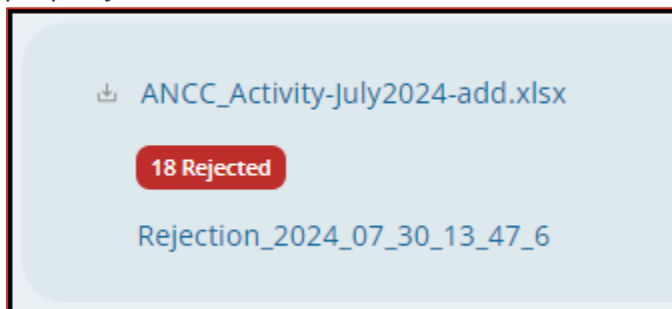
An email is generated to confirm the file has been processed. It contains a link to see the results:
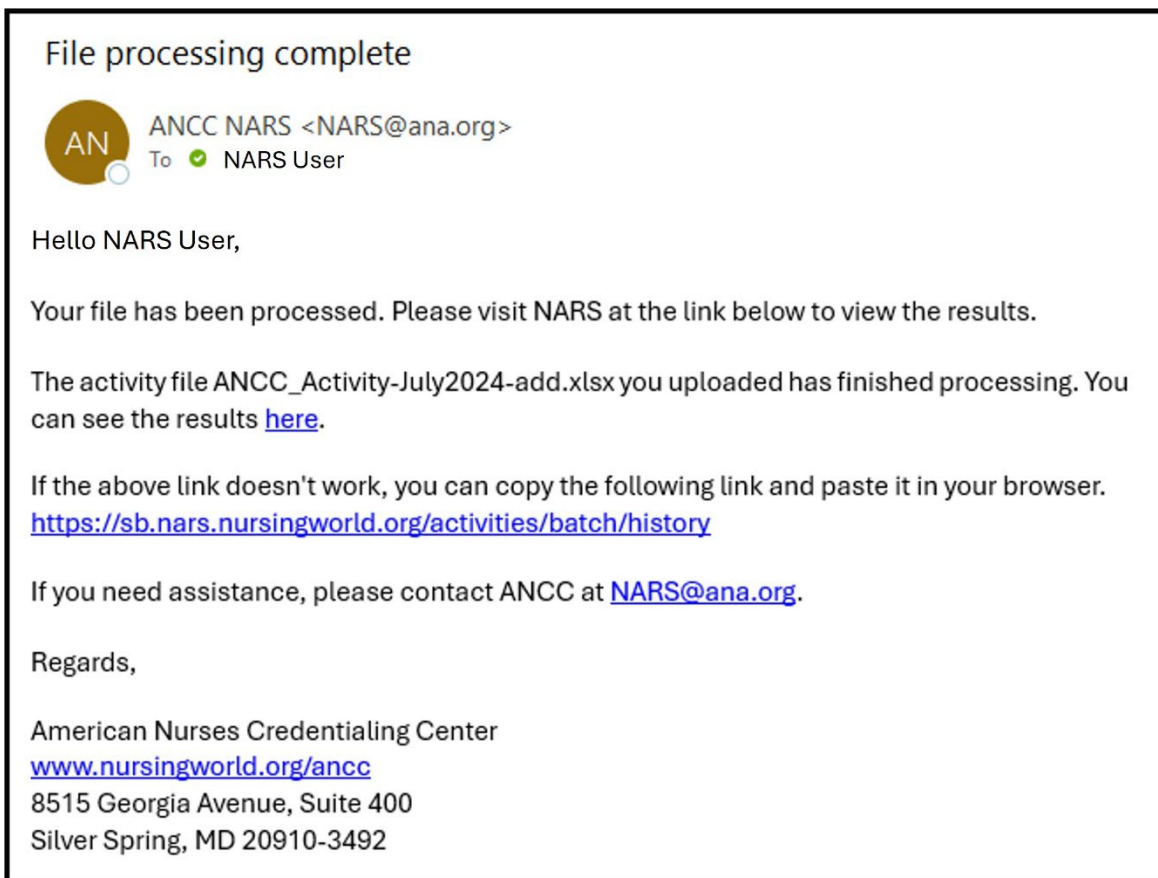
Activity Status

Draft: The activity has enough information to save a record in NARS. In this batch method, System, Record Action, Internal ID, Activity Title, Activity Format, Activity Start Date, and Activity End Date are required to initially save an activity record. More information can be added as necessary with subsequent Update actions.

Active: Any column with Yes indicated in the values table is required to achieve this status.

Ready to Close: An active activity with an end date that has passed. Once an activity is ready to close and all fields required to close the activity are completed, this activity can be marked as closed.

Closed: Once an activity is marked as closed no additional updates can be made. A provider can re-open a closed activity up to 30 days after it has been marked as closed in the NARS interface if edits need to be made.

Excel File Format Fields

The template includes a color-coding scheme. The meaning of each color is as follows:

COLOR	MEANING
	If the cell is empty, then it is not required.
	If there is data in the cell, it is ok to submit.
	Column Title. **DO NOT UPDATE**.
	Data is required for this cell.
	Data not required.
	An error has occurred. These should be resolved before attempting to submit the spreadsheet to reduce rejections.

Here is an example of invalid data:

Activity Start Date	Activity End Date
1/1/2024	12/31/2024
6/1/2024	5/1/2024

In this example, a Record Action is required. The value must be selected from the dropdown list:

Record Action	ANCC Activity ID

Record Action	ANCC Activity ID
Add	
Update	
Delete	

In this example, the Delivery Method cells are color-coded based on the response for Activity Format:

Activity Format	Delivery Method - In-Person	Delivery Method - Livestreamed	Delivery Method - Online	Delivery Method - Print/Other
Enduring Material				

For additional guidance, please refer to Appendix A.

The following table includes details for each of the columns in the template. Rows highlighted in gray are optional fields.

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
A	**System**	NARS	Yes	Yes	Yes	Select NARS from the dropdown in the cell.	NARS
B	**Record Action**	Add Update* Delete	Yes	Yes	Yes	Required. **Adding** an activity must have a unique combination of **Internal ID (D)**, **Activity Format (F)**, **Start Date (K)**, and **End Date (L)** **Updating** an activity can use either the ANCC ID **(C)** or a combination of the **Internal ID (D), Activity Format (F), Activity Start Date (K), and Activity End Date (L)** to identify an existing record to edit. *When updating a record, you must enter ALL the fields, not just the ones being updated. If you only include the fields being updated, no error will be thrown, but existing data in those fields will be replaced with the empty value, effectively deleting it.* **Deleting** an activity can use either the **ANCC ID (C)** or a combination of the **Internal ID (D), Activity Format (F), Activity Start Date (K), and Activity End Date (L)** to identify an existing record to remove.	Add
C	**ANCC Activity ID**	9-digit assigned Number	No	Yes	Yes	ANCC Activity ID is a unique, automatically generated number from NARS once the activity is initially added. ***NOTE: This field should be left blank when a new activity record is being added***.	201012345
D	**Internal ID**	Text	Yes	Yes	Yes	This is specific to your organization. Each activity should be assigned a unique id. ***NOTE: Cannot be the organization's 7-digit organization ID***	RSS20-21
E	**Activity Title**	Text	Yes	Yes	Yes	Required. Freeform text.	Administering CPR

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
F	Activity Format	Live Course Enduring Material Regularly Scheduled Series Journal-based CE Performance/Quality Improvement Committee Learning Manuscript Review Test-Item Writing Learning from Teaching Internet Searching and Learning Other/Blended Learning	Yes	Yes	Yes	Must select from a pre-defined dropdown list.	Live Course
G	Delivery Method – In-Person	Yes No	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series**. Otherwise leave blank.	Yes
H	Delivery Method – Livestreamed	Yes No	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series**. Otherwise leave blank.	Yes
I	Delivery Method – Online	Yes No	No	Yes, if applicable	Yes, if applicable	Only complete for **Enduring Material**. Otherwise leave blank.	No
J	Delivery Method – Print/Other	Yes No	No	Yes, if applicable	Yes, if applicable	Only complete for **Enduring Material**. Otherwise leave blank.	No
K	Activity Start Date	MM/DD/YYYY	Yes	Yes	Yes	Required. The date that the activity is available to learners. For an enduring material, the start date is the date of the original release of the most recently reviewed version.	01/01/2024
L	Activity End Date	MM/DD/YYYY	Yes	Yes	Yes	Required. The end date of the activity. All activities other than Enduring Materials and Journal-based CE have a maximum length of one year.	12/31/2024
M	Location – Country	Valid 3-letter country code. See Appendix B for a list of country codes.	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person**. Otherwise leave blank.	USA
N	Location - City	Text	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person**. Otherwise leave blank.	Chicago

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
O	**Location - State**	Valid USPS two-letter U.S. abbreviation. See Appendix C for a list of state/territory codes.	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person** and a **Country** of **USA**. Otherwise leave blank.	IL
P	**Location – Zip Code**	Text	No	No	No	Optional. Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person**. Otherwise leave blank.	60601
ANCC Contact Hour/OB-CE® Rules		At least one type of credit must be selected. It can be either ANCC Contact Hours OR OB-CE®, OR both. Also, for OB-CE®, it can be 1-5 levels. (OB-CE®is for Accredited Providers ONLY)					
Q	**ANCC Contact Hours**	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	Point value must be in 0.01 increments	12.09
R	**Outcome Based CE Credit - OB-CE® Credit Level 1**	Yes <blank>	No	Yes, if applicable	Yes, if applicable	If left blank this value will default to No.	
S	**Outcome Based CE Credit - OB-CE® Credit Level 2**	Yes <blank>	No	Yes, if applicable	Yes, if applicable	If left blank this value will default to No.	
T	**Outcome Based CE Credit - OB-CE® Credit Level 3**	Yes <blank>	No	Yes, if applicable	Yes, if applicable	If left blank this value will default to No.	
U	**Outcome Based CE Credit - OB-CE® Credit Level 4**	Yes <blank>	No	Yes, if applicable	Yes, if applicable	If left blank this value will default to No.	
V	**Outcome Based CE Credit - OB-CE® Credit Level 5**	Yes <blank>	No	Yes, if applicable	Yes, if applicable	If left blank this value will default to No.	

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
W	**Activity Description - Optional**	Text	No	No	No	2,500 characters maximum, description is optional.	Evidence-based practice (EBP) is foundational to nursing and can improve patient outcomes. It uses a process of shared decision-making that incorporates the best available evidence, clinical expertise, and patient preferences and values. Nurses and other healthcare providers at the point of care are in an ideal position to ask and answer clinically relevant questions to promote quality, safety, and best-possible outcomes.
X	**Activity URL - Optional**	Web Address starting with http:// or https://	No	No	No	Optional.	https://www.nursingworld.org/ana/
Y	**Who Can Register? - Optional**	Open to all Limited	No	No	No	Must select from a pre-defined dropdown list.	Limited
Z	**Fees for Learners? - Optional**	Yes No, it's free Variable	No	No	No	Must select from a pre-defined dropdown list.	No, it's free
AA	**Providership**	Direct Joint	No	No	No	Must select from a pre-defined dropdown list.	Joint
AB	**Joint Provider Name**	Text	No	Yes, if applicable	Yes, if applicable	If you entered **Joint** in Providership then enter the name(s) of the joint providers in this field. Separate the name of each organization with a semicolon. If you entered **Direct** in Providership then leave this field blank.	Joint Provider A; Joint Provider B

NOTE: The Measured Outcomes columns are hidden in the Excel Template. Please refer to **Appendix A** *for more detail.*

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
AC	Measured Outcomes - Learner Competence	Yes No	No	No	No	Identifying an outcome is optional. (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**)	Yes
AD	Learner Competence Measurement - Objective	Yes No	No	No	No	Measurements are optional.	Yes
AE	Learner Competence Measurement - Subjective	Yes No	No	No	No	Measurements are optional.	No
AF	Measured Outcomes - Learner Performance	Yes No	No	No	No	Identifying an outcome is optional. (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**)	No
AG	Learner Performance Measurement - Objective	Yes No	No	No	No	Measurements are optional.	No
AH	Learner Performance Measurement - Subjective	Yes No	No	No	No	Measurements are optional.	No
AI	Measured Outcomes - Patient Health	Yes No	No	No	No	Identifying an outcome is optional. (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**)	Yes
AJ	Patient Health Measurement - Objective	Yes No	No	No	No	Measurements are optional.	No
AK	Patient Health Measurement - Subjective	Yes No	No	No	No	Measurements are optional.	Yes
AL	Measured Outcomes - Community/Population Health	Yes No	No	No	No	Identifying an outcome is optional. (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**)	No

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
AM	Community/Population Health Measurement - Objective	Yes No	No	No	No	Measurements are optional.	No
AN	Community/Population Health Measurement - Subjective	Yes No	No	No	No	Measurements are optional.	No
AO	Measured Outcomes - Learner Knowledge	Yes No	No	No	No	Learner Knowledge is optional. This field does not count towards the selected outcome requirement.	Yes
AP	Learner Knowledge Measurement - Objective	Yes No	No	No	No	Measurements are optional.	Yes
AQ	Learner Knowledge Measurement - Subjective	Yes No	No	No	No	Measurements are optional.	Yes
AR	Commercial Support Received?	Yes No	No	No	Yes	This field is required to Close an Activity but does not need to be added to Save it as Active.	Yes
The following three columns (AS, AT, & AU) can be repeated to indicate multiple commercial support sources							
AS	Commercial Support Type	Monetary In-kind	No	No	Yes, if the activity received commercial support	If you entered **Yes** in Commercial Support Received, then the source should be reported. If you entered **No** in Commercial Support Received, leave this field blank.	Monetary
AT	Commercial Support Source	Commercial support sources can be found in Appendix C	No	No	Yes, if the activity received commercial support	If you entered **Yes** in Commercial Support Received, then the source should be reported. If you entered **No** in Commercial Support Received, leave this field blank.	Abbott (Any Division)

| Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
AU	**Amount Received**	US dollar amount (00.00)	No	No	Yes, if the support type is monetary	If you entered **Yes** in Commercial Support Received and **Monetary** in Commercial Support Type, this field should be completed. If you entered **Yes** in Commercial Support Received and **In-kind** in Commercial Support Type, leave this field blank. If you entered **No** in Commercial Support Received, leave this field blank.	1000.00
AV	**Total Learners - Registered Nurse (RN)**	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past. The number of **Registered Nurses (RN)** that number of learners that were awarded contact hours or OBCE credit.	5
AW	**Total Learners - Advanced Practice Registered Nurse (APRN)**	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past. The number of **Advanced Practice Registered Nurses (APRN)** that number of learners that were awarded contact hours or OBCE credit..	10
AX	**Total Learners – Other Learners**	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past. Other Learners are attendees other than RN's or APRN's.	0
AY	**Close Activity?**	Yes <blank>	No	No	Yes	An activity can only be closed once all required data fields are completed and the end date for the activity is in the past.	No

Appendix A – Productive Guidance

Copy & Paste:
When copying and pasting a value in a cell in this template, a very good habit to create is to always "Paste Special" then select "Values"
This can also be performed via CTRL-SHIFT-V.

This spreadsheet has formulas and rules underneath the covers that help enter valid data. Although these features will not completely prevent errors from being submitted, it will keep the data as clean as possible *before* it is submitted to NARS. Paste Special + Values keeps these features in place.
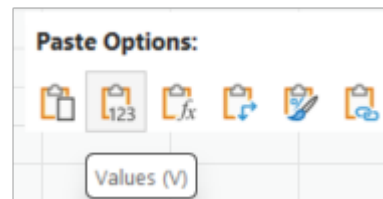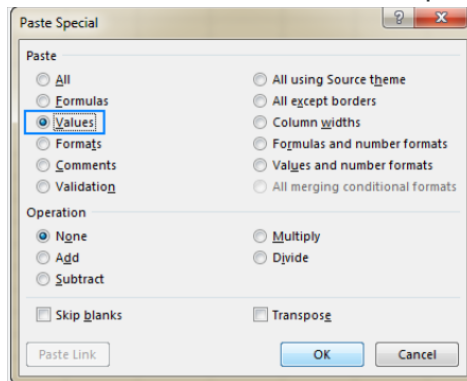
Rows:

ACTION	NOTES
Do not update or delete any of the text in Row 1 and Row 2.	These are instructions and headers and must remain as is. (Our gremlins will know if you update this data.)
It is ok to copy a row, please verify each cell after the copy is complete.	It is critical that the rules for each cell be maintained.
Limit the number of activity data rows to **500**.	

NARS Excel Template - Activity

Columns:

ACTION	NOTES
Do not delete any of the columns in this template.	
Do not move or change the order of the columns.	Only Columns AS through AU can be repeated if there are multiple sources for commercial support. Please see details below.
It is ok to hide a column.	If there is data in any of the cells that are hidden, it will process. Columns AC through AQ are automatically hidden. These are for Measured Outcomes. These fields are not required. They are also most often not applicable, thus the reason to default them to hidden.

Columns for Commercial Support sources (AS through AU) can be copied and repeated within the file if there are multiple sources. NO other columns can be repeated.

	Repeat these three columns as a group for each source of commercial support			Repeat these three columns as a group for each source of commercial support		
Commercial Support Received?	Commercial Support Type	Commercial Support Source	Amount Received	Commercial Support Type	Commercial Support Source	Amount Received
Yes	Monetary	Biogen	2500			
Yes	In-kind	Amgen, Inc.	1200	Monetary	Alcon (Any division)	1200
No						

If a set of columns is added for the second support source, they will become AV-AX; a third source would be AY-BA. All subsequent columns would then move out.

AS	AT	AU	AV	AW	AX	AY	AZ	BA
Repeat these three columns as a group for each source of commercial support			Repeat these three columns as a group for each source of commercial support			Repeat these three columns as a group for each source of commercial support		
	Commercial Support Source	Amount Received		Commercial Support Source	Amount Received		Commercial Support Source	Amount Received
Monetary	Biogen	15000	In-kind	Bayer (Any division)	2	Monetary	Siemans (Any division)	1565
In-kind	GE Healthcare		In-kind	Bayer (Any division)		Monetary	Siemans (Any division)	

Appendix B.1 – List of Country Codes

Country	Code	Country	Code	Country	Code	Country	Code
Afghanistan	AFG	Djibouti	DJI	Latvia	LVA	Saint Martin (French part)	MAF
Åland Islands	ALA	Dominica	DMA	Lebanon	LBN	Saint Pierre and Miquelon	SPM
Albania	ALB	Dominican Republic	DOM	Lesotho	LSO	Saint Vincent and the Grenadines	VCT
Algeria	DZA	Ecuador	ECU	Liberia	LBR	Samoa	WSM
Andorra	AND	Egypt	EGY	Libya	LBY	San Marino	SMR
Angola	AGO	El Salvador	SLV	Liechtenstein	LIE	Sao Tome and Principe	STP
Anguilla	AIA	Equatorial Guinea	GNQ	Lithuania	LTU	Saudi Arabia	SAU
Antarctica	ATA	Eritrea	ERI	Luxembourg	LUX	Senegal	SEN
Antigua and Barbuda	ATG	Estonia	EST	Macao	MAC	Serbia	SRB
Argentina	ARG	Eswatini	SWZ	Madagascar	MDG	Seychelles	SYC
Armenia	ARM	Ethiopia	ETH	Malawi	MWI	Sierra Leone	SLE
Aruba	ABW	Falkland Islands [Malvinas]	FLK	Malaysia	MYS	Singapore	SGP
Australia	AUS	Faroe Islands	FRO	Maldives	MDV	Sint Maarten (Dutch part)	SXM
Austria	AUT	Fiji	FJI	Mali	MLI	Sint Maarten (Dutch side)	SXM
Azerbaijan	AZE	Finland	FIN	Malta	MLT	Slovakia	SVK
Bahamas	BHS	France	FRA	Martinique	MTQ	Slovenia	SVN
Bahrain	BHR	French Guiana	GUF	Mauritania	MRT	Solomon Islands	SLB
Bangladesh	BGD	French Polynesia	PYF	Mauritius	MUS	Somalia	SOM
Barbados	BRB	French Southern Territories	ATF	Mayotte	MYT	South Africa	ZAF
Belarus	BLR	Gabon	GAB	Mexico	MEX	South Georgia and the South Sandwich Islands	SGS
Belgium	BEL	Gambia	GMB	Moldova (the Republic of)	MDA	South Sudan	SSD
Belize	BLZ	Georgia	GEO	Monaco	MCO	Spain	ESP

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Country	Code	Country	Code	Country	Code	Country	Code
Benin	BEN	Germany	DEU	Mongolia	MNG	Sri Lanka	LKA
Bermuda	BMU	Ghana	GHA	Montenegro	MNE	Sudan	SDN
Bhutan	BTN	Gibraltar	GIB	Montserrat	MSR	Suriname	SUR
Bolivia (Plurinational State of)	BOL	Greece	GRC	Morocco	MAR	Svalbard and Jan Mayen	SJM
Bonaire, Sint Eustatius and Saba	BES	Greenland	GRL	Mozambique	MOZ	Sweden	SWE
Bosnia and Herzegovina	BIH	Grenada	GRD	Myanmar	MMR	Switzerland	CHE
Botswana	BWA	Guadeloupe	GLP	Namibia	NAM	Syrian Arab Republic	SYR
Bouvet Island	BVT	Guatemala	GTM	Nauru	NRU	Taiwan	TWN
Brazil	BRA	Guernsey	GGY	Nepal	NPL	Tajikistan	TJK
British Indian Ocean Territory	IOT	Guinea	GIN	Netherlands (Kingdom of the)	NLD	Tanzania, the United Republic of	TZA
Brunei Darussalam	BRN	Guinea-Bissau	GNB	New Caledonia	NCL	Thailand	THA
Bulgaria	BGR	Guyana	GUY	New Zealand	NZL	Timor-Leste	TLS
Burkina Faso	BFA	Haiti	HTI	Nicaragua	NIC	Togo	TGO
Burundi	BDI	Heard Island and McDonald Islands	HMD	Niger	NER	Tokelau	TKL
Cabo Verde	CPV	Holy See	VAT	Nigeria	NGA	Tonga	TON
Cambodia	KHM	Honduras	HND	Niue	NIU	Trinidad and Tobago	TTO
Cameroon	CMR	Hong Kong	HKG	Norfolk Island	NFK	Tunisia	TUN
Canada	CAN	Hungary	HUN	North Macedonia	MKD	Türkiye	TUR
Cayman Islands	CYM	Iceland	ISL	Norway	NOR	Turkmenistan	TKM
Central African Republic	CAF	India	IND	Oman	OMN	Turks and Caicos Islands	TCA
Chad	TCD	Indonesia	IDN	Pakistan	PAK	Tuvalu	TUV
Chile	CHL	Iran (Islamic Republic of)	IRN	Palestine, State of	PSE	Uganda	UGA
China	CHN	Iraq	IRQ	Panama	PAN	Ukraine	UKR
Christmas Island	CXR	Ireland	IRL	Papua New Guinea	PNG	United Arab Emirates	ARE
Cocos (Keeling) Islands	CCK	Isle of Man	IMN	Paraguay	PRY	United Kingdom of Great Britain and Northern Ireland	GBR

Country	Code	Country	Code	Country	Code	Country	Code
Colombia	COL	Israel	ISR	Peru	PER	United States Minor Outlying Islands	UMI
Comoros	COM	Italy	ITA	Philippines	PHL	United States of America	USA
Congo	COG	Jamaica	JAM	Pitcairn	PCN	Uruguay	URY
Congo (the Democratic Republic of the)	COD	Japan	JPN	Poland	POL	Uzbekistan	UZB
Cook Islands	COK	Jersey	JEY	Portugal	PRT	Vanuatu	VUT
Costa Rica	CRI	Jordan	JOR	Qatar	QAT	Venezuela (Bolivarian Republic of)	VEN
Côte d'Ivoire	CIV	Kazakhstan	KAZ	Réunion	REU	Viet Nam	VNM
Croatia	HRV	Kenya	KEN	Romania	ROU	Virgin Islands (British)	VGB
Cuba	CUB	Kiribati	KIR	Russian Federation	RUS	Wallis and Futuna	WLF
Curacao	CUW	Korea (the Democratic People's Republic of)	PRK	Rwanda	RWA	Western Sahara	ESH
Curaçao	CUW	Korea (the Republic of)	KOR	Saint Barthélemy	BLM	Yemen	YEM
Cyprus	CYP	Kuwait	KWT	Saint Helena, Ascension and Tristan da Cunha	SHN	Zambia	ZMB
Czechia	CZE	Kyrgyzstan	KGZ	Saint Kitts and Nevis	KNA	Zimbabwe	ZWE
Denmark	DNK	Lao People's Democratic Republic	LAO	Saint Lucia	LCA		

Appendix C – U.S. States / Territories / Regions

State/Territory	Code	State/Territory	Code	State/Territory	Code	State/Territory	Code
Alabama	AL	Idaho	ID	Montana	MT	Puerto Rico	PR
Alaska	AK	Illinois	IL	Nebraska	NE	Rhode Island	RI
American Samoa	AS	Indiana	IN	Nevada	NV	South Carolina	SC
Arizona	AZ	Iowa	IA	New Hampshire	NH	South Dakota	SD
Arkansas	AR	Kansas	KS	New Jersey	NJ	Tennessee	TN
California	CA	Kentucky	KY	New Mexico	NM	Texas	TX
Colorado	CO	Louisiana	LA	New York	NY	U.S. Virgin Islands	VI
Connecticut	CT	Maine	ME	North Carolina	NC	Utah	UT
Delaware	DE	Marshall Islands	MH	North Dakota	ND	Vermont	VT
District of Columbia	DC	Maryland	MD	Northern Mariana Islands	MP	Virginia	VA
Federated States of Micronesia	FM	Massachusetts	MA	Ohio	OH	Washington	WA
Florida	FL	Michigan	MI	Oklahoma	OK	West Virginia	WV
Georgia	GA	Minnesota	MN	Oregon	OR	Wisconsin	WI
Guam	GU	Mississippi	MS	Palau	PW	Wyoming	WY
Hawaii	HI	Missouri	MO	Pennsylvania	PA		

Appendix D – Commercial Support Sources

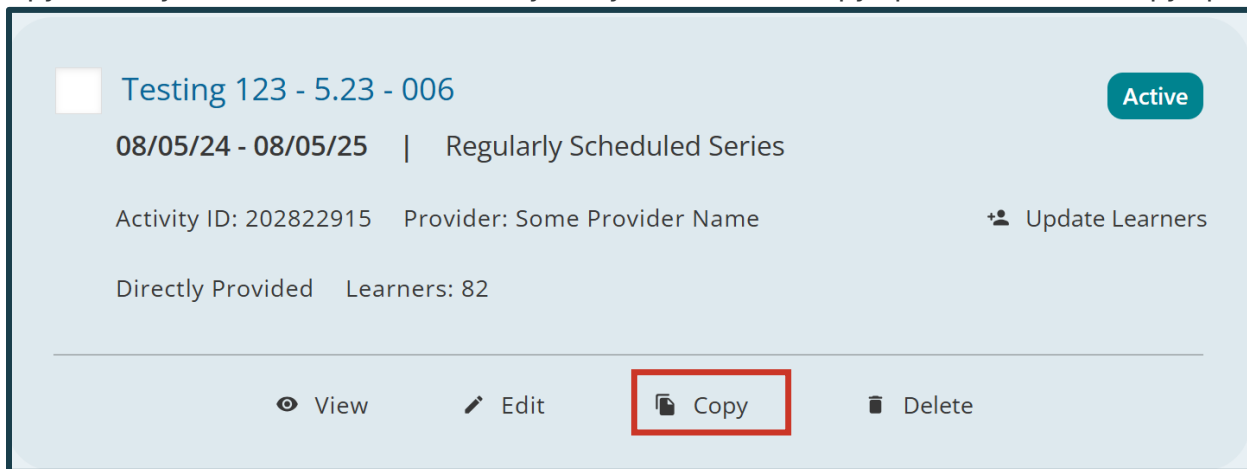| Commercial Support Source	Commercial Support Source	Commercial Support Source	Commercial Support Source
Abbott (Any division)	ConMed	Jazz Pharmaceuticals, Inc.	Roche (Any division)
AbbVie (Any division)	Cook Medical, Inc.	Johnson & Johnson	Salix Pharmaceuticals, Inc.
AbioMed	CooperSurgical, Inc.	Karl Storz Endoscopy	Sanofi S.A.
Actelion Pharmaceuticals	CSL Behring, LLC	Kowa Pharmaceuticals	Seattle Genetics
Alcon (Any division)	Daiichi Sankyo, Inc.	Lilly (Any division)	Shire Pharmaceuticals
Allergan (Any division)	DePuy (Any division)	Lundbeck, Inc.	Siemans (Any division)
Amarin Pharmaceuticals, Inc.	Edwards Lifesciences Corporation	Mallinckrodt Pharmaceuticals	Smith & Nephew (Any division)
Amgen, Inc.	Eisai, Inc.	Mead Johnson Nutrition Company	SonoSite
Arthrex	Ethicon (Any division)	Medtronic (Any division)	St. Jude Medical, Inc.
Astellas (Any division)	Exelixis	Merck (Any division)	Stryker (Any division)
AstraZeneca (Any division)	Fujifilm (Any division)	Merz (Any division)	Sunovion Pharmaceuticals, Inc.
Bard Peripheral Vascular, Inc.	Galderma (Any division)	Millennium Pharmaceuticals, Inc.	Taiho Pharmaceutical
Bausch & Lomb (Any division)	GE Healthcare	Mindray	Takeda Pharmaceuticals (Any division)
Baxter International, Inc.	Genentech (Any division)	Myriad (Any division)	Teleflex Medical
Bayer (Any division)	Genomic Health, Inc.	Novartis Corporation Pharmaceuticals	Terumo (Any division)
Biogen	Genzyme Corporation	Novo Nordisk (Any division)	Tesaro
Biosense Webster, Inc.	Gilead Sciences, Inc.	Novocure	Teva Pharmaceutical Industries
BIOTRONIK, Inc.	Globus Medical, Inc.	NuVasive	UCB
Boehringer Ingelheim Pharmaceuticals, Inc.	Grifols	Olympus Corporation	United Therapeutics
Boston Scientific Corporation	Hitachi (Any division)	Otsuka America Pharmaceutical, Inc.	Valeant Pharmaceuticals (Any division)
Bristol-Myers Squibb Company	Hologic, Inc.	Pfizer (Any division)	Vertex Pharmaceuticals
BTG International, Inc.	Incyte Corporation	Philips (Any division)	ViiV Healthcare
Celgene Corporation	Integra LifeSciences Corporation	Prometheus Laboratories, Inc.	W. L. Gore & Associates, Inc.
Chiesi	Ipsen	Regeneron Pharmaceuticals, Inc.	Zimmer (Any division)
Clovis Oncology	Janssen (Any division)	REMS Program Companies (RPC)	Zoll (Any division)

Appendix D – Resolving Error Codes

Error Message	Cause	Resolution
458: Line 11, Field 3: ANCC Activity ID is invalid/does not exist	Attempting to perform an action, update or delete, for an activity that does not exist.	Verify the ANCC Activity ID.
483: This activity cannot be closed. Activities must have all required fields completed and an end date in the past to be closed.	This can be caused by multiple problems. Check to make sure there is a value in Column AT for "Commercial Support Received?". This field is required to close an activity.	Verify all required fields (reference the field table) have values. Verify end date of the activity is in the past.
476: Line 33, An activity matching this ID already exists. Existing activities may not use the 'Add' record action.	The template was attempting to add an activity that already exists in NARS. One of the matching criteria is Internal ID.	If attempting to create a new Activity, change the Internal ID and Activity Name to be unique. If attempting to Update the existing Activity, change the Record Action from Add to Update.

Appendix E – Using the Copy Activity Function in NARS
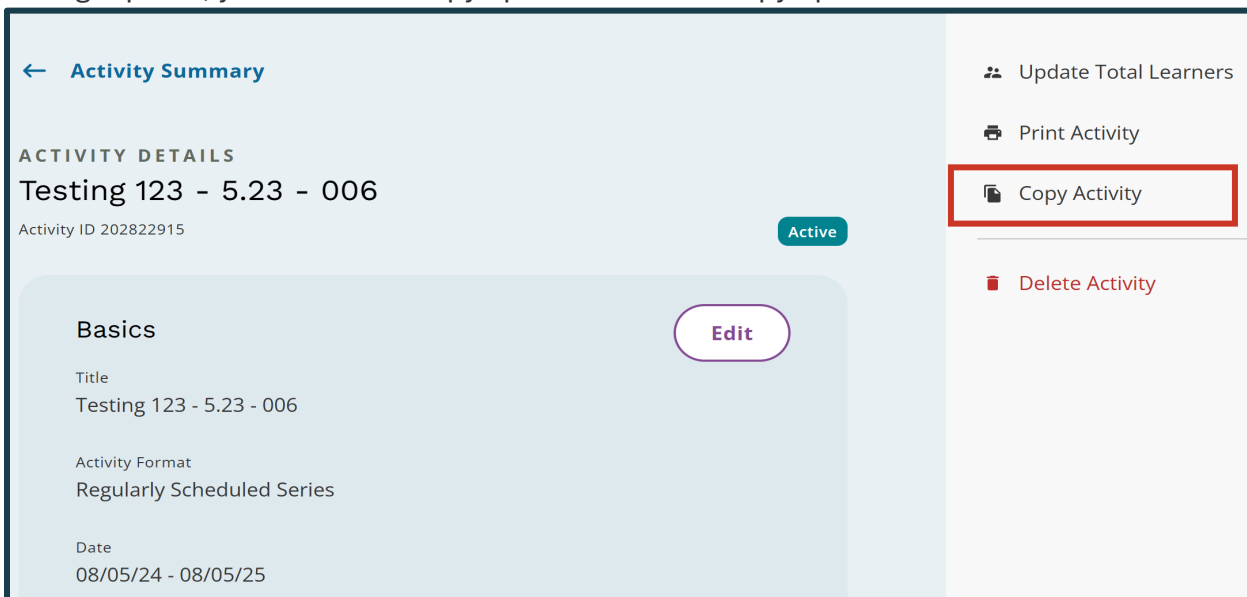
How do I copy an activity?

There are two ways to copy an activity. From your activity summary, find the activity you would like to copy. Hover your mouse over the activity and you will see a Copy option. Click the Copy option.

The second way to copy an activity is from the activity detail view of the activity you want to copy. On the right panel, you will see a Copy option. Click the Copy option.

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Regardless of how you started the Copy process, you should get a pop up asking you to confirm that you want to copy the activity. Select the Yes, Copy button.
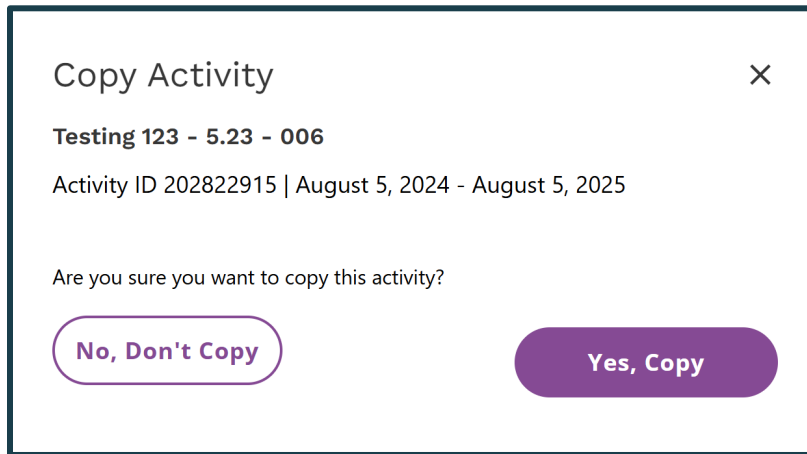
You will then be taken into the Add Activity flow. From here you can edit the fields that were copied and enter data for any fields that were not copied. Be sure to continue through all steps of the process.
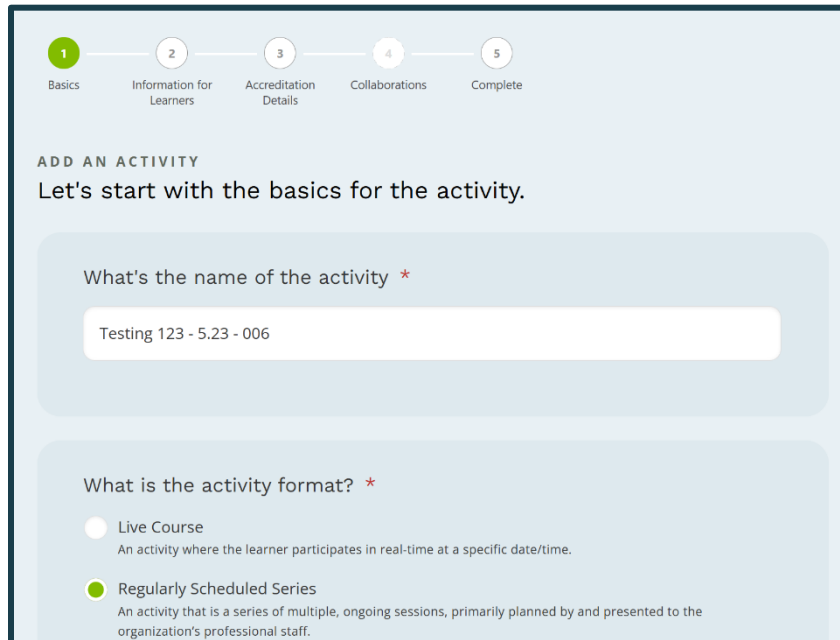
Which activities can be copied?

Any existing activity can be copied – draft, active, ready to close, or closed.

Which fields get copied into the new activity?

Step one in the manual add activity flow:
* Title – copied
* Format - copied
* Delivery method/where does activity take place - copied
* Start date – not copied
* End date - not copied
* Location details for in person activities - not copied

Step two in the manual add activity flow:
* Credit selection and amount - copied
* Description - copied (optional field)
* Who can register - copied (optional field)
* Is there a fee - copied (optional field)
* Activity URL - copied (optional field)
* REMS Registration Yes/No - copied
* REMS Registration Program selections - copied

Step three in the manual add activity flow:
* Internal ID - not copied
* Providership - copied
* Joint provider name(s) - copied
* Outcome measures - copied
* Commercial support Y/N - copied
* Commercial support type(s) monetary and/or in-kind - copied
* Commercial support source(s) - copied
* Commercial support monetary amount - not copied

REMS step in the manual activity add process (if original activity was registered for REMS):
* RPC/REMS ID - not copied
* REMS attestation - not copied

Data that is not part of the manual add activity process:
* Learner counts - not copied