



NRP® Instructor How-to Guide

Welcome to the new process for Instructor-led Events (courses). This guide details what to do **Before, During, and After** your Instructor-led Events.

Follow the steps below to:

- Login
- Schedule 7th Edition Instructor-led Events
- Register providers for your Instructor-led Events
- Review or change your Instructor Mentor status
- Submit grades and finalize roster

Login to the NRP LMS

- Go to <https://www.healthstream.com/hlc/aap>
- Enter **User ID & Password**
- Click **LOGIN**



For the best experience, we recommend using **Google Chrome** as your web browser. Make sure to check your system configuration before beginning.

See the [NRP Learning Management System \(LMS\) Quick Start Guide](#) for complete details on how to login and set up your Master Account (HealthStream ID).

1 Before

A Schedule 7th Edition Instructor-led Events

All NRP 7th Edition Instructor-led Events (formerly called “courses”) must be registered in advance. Here is how to post your Instructor-led Events in advance of teaching so that learners can enroll.

Step	From This Screen	Do These Actions
A1	Sign In	Enter User ID & Password . Click LOGIN .
A2	Select Affiliation	Select radio button under Administrator . Click PROCEED WITH LOGIN . Then CONTINUE if prompted.
A3	NRP 7th Edition Instructor-led Event Management	Click NRP 7th Edition Instructor-led Events .
A4	My Events	Click Scheduling tab.
A5	Event Calendar	Click ADD EVENT (at bottom left of screen).
A6	Add Event	<p>General</p> <ul style="list-style-type: none"> • Type in the name of your event. • Select the Start & End dates & times. • Check “Cross-Organization” if you want the course to be accessible to all learners in the HealthStream system. <p>Registration</p> <ul style="list-style-type: none"> • Set Minimum & Maximum number of learners. • Select Registration Access. • Set Registration Rules to reflect when you want self-registration to end. <p>Grading</p> <p><i>Note: All NRP courses will be “pass-fail.” You are not able to change this default.</i></p> <p>When finished, click SAVE.</p>
A7	Resources & Personnel	<p>Event Defined Resource</p> <ul style="list-style-type: none"> • Type in location information & any notes you would like to add. <p>Personnel</p> <ul style="list-style-type: none"> • Add the instructors (include yourself & any assisting instructors) in the “Select Personnel” field. To find a specific instructor, you may do the following: <ul style="list-style-type: none"> – Type a few letters of the last name to do a “Quick Search.” – Type in the instructor’s user ID – Click Browse All Personnel to select from a list <p>When finished, click SAVE.</p> <p>You may click the My Events tab to view & make changes to Instructor-led Events that you are scheduled to instruct.</p>

To schedule multiple events, repeat the steps above.

B Register Learners for Your Instructor-led Events

Once you have scheduled your instructor-led event, you may notify providers to register. Registration may be done

✓ Individually (self-registration) ✓ By an administrator at the provider's institution ✓ By the instructor

To register providers for an Instructor-led Event, follow the steps below. *Note: The provider must already be enrolled in the NRP Provider Curriculum and completed Part 1 to begin the 7th Edition NRP Provider Course Part 2.*

Step	From This Screen	Do These Actions
B1	Sign In	Enter User ID & Password . Click LOGIN .
B2	Select Affiliation	Select radio button under Administrator . Click PROCEED WITH LOGIN . Then CONTINUE if prompted.
B3	NRP 7th Edition Instructor-led Event Management	Click NRP 7th Edition Instructor-led Events .
B4	My Events	To add a learner to an Instructor-led Event: <ul style="list-style-type: none"> • Locate the specific event from your list of scheduled Instructor-led Events. • Click Options (to the right of the Event). Choose Manage Event from the drop-down menu.
B5	Event Name	<ul style="list-style-type: none"> • You should see the name of your Event at the top of the screen in the blue bar. • Select Roster (tab on left side). • Locate the Quick Search box to the right of Students. Type in a few letters of the learner's last name. When you find the correct name, click on it once. A green check mark will appear to indicate that you have selected the name. ✓ • The learner's name should now appear in the roster list. • Repeat for additional learners. • Click SAVE when finished.

Communicate with Learners Before the Instructor-led Event

In advance of the Instructor-led Event, communicate with the registered learners. Before the Event, learners should do the following:

1. Study the *Textbook of Neonatal Resuscitation, 7th Edition*.
2. Complete the **NRP Provider Course Part 1**: Provider Exam Section 1 (covers Lessons 1 - 5), Provider Exam Section 2 (covers Lessons 6 - 11), eSim Cases: 2 out of 4 Cases are required, Provider Exam and eSim Evaluation.
3. Print the Certificate of Completion.*

*Learners must bring their Certificate of Completion with them to the Event.

2 During

Each learner must show the Certificate of Completion upon arrival at the Instructor-led Event. This verifies that the provider has completed the required pre-work assignments. Remind learners to complete the **Instructor-led Event Evaluation** in the **7th Edition NRP Provider Course Part 2** to receive their official NRP Provider eCards. They can complete the evaluation after you submit their grades.

3 After

C Submit Grades

After the Instructor-led Event, follow these steps to submit a grade for each learner:

Step	From This Screen	Do These Actions
C1	Sign In	Enter User ID & Password . Click LOGIN .
C2	Select Affiliation	Select radio button under Administrator . Click PROCEED WITH LOGIN . Then CONTINUE if prompted.
C3	NRP 7th Edition Instructor-led Event Management	Click NRP 7th Edition Instructor-led Events .
C4	My Events	To submit grades for an Instructor-led Event <ul style="list-style-type: none"> • Locate the specific event from your list of scheduled Instructor-led Events. • Click Options (to the right of the Event). Choose Manage Event from the drop-down menu.
C5	Event Name	<ul style="list-style-type: none"> • You should see the name of your Event at the top of the screen in the blue bar. • Select Grading (tab on left side). • You should see a roster list of Instructor Candidates and Students who are registered for the Event. • Click on PASS, FAIL, or NO SHOW to the right of each student's name to submit the grade. • Repeat for additional Instructor Candidates and Students. • Click SAVE to continue submitting grades at a later time or FINALIZE AND SUBMIT TO AAP when finished.

Get stuck?
We can help!



NRP

Call: 800-433-9016, selection 4#,
Monday - Friday, 8am - 4:30pm CST

Email: lifesupport@aap.org



Call: 800-521-0574, selection 2,
Monday - Friday, 7am - 7pm CST

Email: nrponline@healthstream.com



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