

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.

AOG Homepage Messages

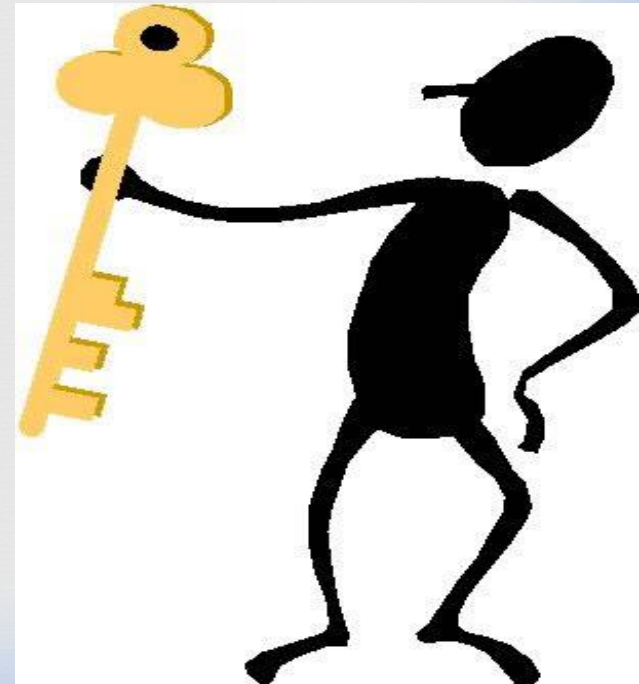


- Each nursing education program completes a Program Verification Authorization Form and submits it to the ASBN to identify the program official that is authorized to verify applicant program completion by accessing the Affidavit of Graduation Portal.
- You will be emailed a verification link to create 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





Arkansas Affidavit of Graduation Portal

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?".

Authorized User Sign In

Email Address (required)

Password (required)

[Forgot your password?](#)

[Sign in using our secure server](#) 

Creation of AOG Portal Account




Authorized User Sign In

Email Address (required)

Password (required)

[Forgot your password?](#)

Sign in using our secure server 

Enter valid email address

Click on Forgot your password?

Creation of AOG Portal Account



Affidavit of Graduation

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 State Board of Nursing

1123 South University, Suite 800 Little Rock, AR 72204-1619

Email: info@arsbn.org

Telephone: (501) 682-0817 Fax: (501) 686-2714

Hours of Operation: Monday through Friday 8:00am to 4:30pm CST

[Privacy Notice](#)

Creation of AOG Portal Account

Arkansas Affidavit of Graduation Portal Password Reset

no-reply@arsbn.boardsofnursing.org

Sent: Wed 7/31/2019 10:11 AM

To: Karen McCumpsey

Retention Policy: Default 2 year move to archive (2 years) Expires: 7/30/2021

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



Affidavit of Graduation

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)

[Reset Password](#)

[Cancel](#)

Creation of AOG Portal Account



Affidavit of Graduation

Arkansas Affidavit of Graduation Portal

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.

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Authorized User Sign In

Email Address (required)

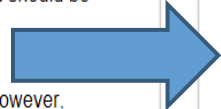
kmccumpsey@arsbn.org

Password (required)

••••••••••

[Forgot your password?](#)

[Sign in using our secure server](#)



AOG Homepage Messages



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.

AOG Homepage Messages



- ∞ 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

School Name : ARKANSAS STATE UNIVERSITY - ADN
[US39409600]
City, State : State University, AR
Last login : 7/18/2019 9:01:26 AM

List of Students for Affidavit of Graduation

Welcome to the Affidavit of Graduation Portal

ARKANSAS STATE UNIVER ▾

- 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 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

[1] Items Ready for approval

Last Name ↑	First Name	Maiden Name	Last 4 of SSN	Date of Birth	Nursing Degree/Credential	Graduation Date	Expected Graduation Date	Review
MCCUMPSEY	KAREN		1688	11/10/1964	Associate Degree-Nursing		08/01/2019	<input type="checkbox"/>

List of Students for AOG

List of Students for Affidavit of Graduation

Welcome to the Affidavit of Graduation Portal

ARKANSAS STATE UNIVER

Go

School Name : ARKANSAS STATE UNIVERSITY - ADN
[US39409600]

City, State : State University, AR

Last login : 7/18/2019 9:01:26 AM

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 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
Program Code
Last Login

Last Name ↑	First Name	Maiden Name	Last 4 of SSN	Date of Birth	Nursing Degree/Credential	Graduation Date	Expected Graduation Date	Review
MCCUMPSEY	KAREN		1688	11/10/1964	Associate Degree-Nursing		08/01/2019	<input type="checkbox"/>

Mark as Review

List of Students for AOG

School Name : ARKANSAS STATE UNIVERSITY - ADN
[US39409600]

List of Students for Affidavit of Graduation

Welcome to the Affidavit of Graduation Portal

ARKANSAS STATE UNIVER

Go

City, State : State University, AR

Last login : 7/18/2019 9:01:26 AM

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 two-step verification process in order to Approve/Reject Affidavit of

Names

de 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

[1] Items Ready for approval

Last Name ↑	First Name	Maiden Name	Last 4 of SSN	Date of Birth	Nursing Degree/Credential	Graduation Date	Expected Graduation Date	Review
MCCUMPSEY	KAREN		1688	11/10/1964	Associate Degree-Nursing		08/01/2019	<input type="checkbox"/>

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

AOG Review



- ❖ 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

School Name : AMBRIA COLLEGE OF NURSING - ADN
City, State : Hoffman Estates, IL
Last login : 3/20/2017 10:54:45 AM

List of Students for Affidavit of Graduation

Welcome to the Affidavit of Graduation Portal

Edit : Authorized users have access to update student information

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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

(0) Items Ready for approval

Last Name ↑	First Name	Maid Name	Last 4 of SSN	Date of Birth	Nursing Degree/Credential	NCSBN ID	Graduation Date	Expected Graduation Date	Review
Paul	Charles						01/20/2017		<input type="checkbox"/>
Richard	Jennifer		9020	12/25/1996	Baccalaureate Degree-Nursing		10/25/2016		<input type="checkbox"/> More ▾
Wily	Taylor	B	0234	03/17/1992	Baccalaureate Degree-Nursing		11/23/2016		<input type="checkbox"/>

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

Mark as Review

AOG Review

Edit student information

Last Name Paul First Name Charles Maiden Name N Last 4 of SSN 3452 NCSBN ID None Available Date of Birth 03/12/1991

Degree Obtained (required)

Baccalaureate Degree-Nursi

Date of Graduation (required)

01/20/2017

Start Date

mm/dd/yyyy

Expected Graduation

mm/dd/yyyy

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

Reviewed

Reject

Approved

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

Reviewed



Reject



Approved



AOG Review

Associate Degree-Nursing

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

No documents found.

With the student record open scroll down to the documents Uploaded Panel. Click on the Upload button.

Upload

Save

Cancel

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

• Mccumpsey, Karen.transcript

Upload

Save

Cancel

Click Reviewed
Click Save

IMPORTANT!
Nothing is retained unless the save button is selected

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

AOG Approval



- ❖ 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

School Name : ARKANSAS STATE UNIVERSITY - ADN
[US39409600]
City, State : State University, AR
Last login : 8/6/2019 8:49:11 AM

List of Students for Affidavit of Graduation

Welcome to the Affidavit of Graduation Portal

ARKANSAS STATE UNIVER

Go

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 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

Click on Ready for Approval

[1] Items Ready for approval

Last Name ↑	First Name	Maiden Name	Last 4 of SSN	Date of Birth	Nursing Degree/Credential	Graduation Date	Expected Graduation Date	Review
GAMPA	ADAM			06/01/1977	Associate Degree-Nursing	08/02/2019		<input type="checkbox"/>
MORRIS	CHRIS		2522	06/17/1980	Associate Degree-Nursing	08/02/2019		<input type="checkbox"/>
TESTL	TESTF		9183	06/04/1996	Associate Degree-Nursing	08/02/2019		<input type="checkbox"/>

Mark as Review

AOG Approval

[Return to Homepage](#)

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

Affidavit of Graduation - Final Approval

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



Last Name ↑	First Name	Maiden Name	Last 4 of SSN	Date of Birth	Nursing Degree/Credential	NCSBN ID	Graduation Date	Expected Graduation Date	<input type="checkbox"/> Approve
Paul	Charles	N	3452	03/12/1991	Baccalaureate Degree-Nursing		01/20/2017		<input type="checkbox"/>

More ▾

- 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

Cancel

AOG Approval

[Return to Home](#)

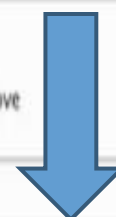
School Name : AMBRIA COLLEGE OF NURSING – ADN
City, State : Hoffman Estates, IL
Last login : 3/20/2017 11:16:49 AM

Affidavit of Graduation – Final Approval

Edit : To edit student information please click on either respective First Name or Last Name

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Last Name ↑	First Name	Maiden Name	Last 4 of SSN	Date of Birth	Nursing Degree/Credential	NCSBN ID	Graduation Date	Expected Graduation Date	<input type="checkbox"/> Approve
Paul	Charles	N	3452	03/12/1991	Baccalaureate Degree-Nursing		01/20/2017		<input checked="" type="checkbox"/>

[More](#) ▾

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[Submit Approval](#)

[Cancel](#)

AOG Approval

[Return to Homepage](#)

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

Affidavit of Graduation - Final Approval

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Last Name ↑	First Name	Maiden Name	Last 4 of SSN	Date of Birth	Nursing Degree/Credential	NCSBN ID	Graduation Date	Expected Graduation Date	<input type="checkbox"/> Approve
Paul	Charles	N	3452	03/12/1991	Baccalaureate Degree-Nursing		01/20/2017		<input checked="" type="checkbox"/>

[More v](#)

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[Submit Approval](#)

[Cancel](#)

AOG Rejection



Record a Student Record as
Rejected

AOG Rejection

School Name : AMBRIA COLLEGE OF NURSING - ADN
City, State : Hoffman Estates, IL
Last login : 3/21/2017 9:24:37 AM

Edit student information

Last Name	Richard	First Name	Jennifer	Maiden Name		Last 4 of SSN	9020	NCSBN ID	None Available	Date of Birth	12/25/1996
Degree Obtained (required)	Baccalaureate Degree-Nursi					Date of Graduation (required)	10/25/2016				
Start Date	mm/dd/yyyy					Expected Graduation	mm/dd/yyyy				

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

A student record must first be marked as reviewed in order to enable the ability to reject the AOG request

Reviewed Reject Approved



AOG Rejection

School Name : AMBRIA COLLEGE OF NURSING - ADN
City, State : Hoffman Estates, IL
Last login : 3/21/2017 9:24:37 AM

Edit student information

Last Name	Richard	First Name	Jennifer	Maiden Name		Last 4 of SSN	9020	NCSBN ID	None Available	Date of Birth	12/25/1996
Degree Obtained (required)	Baccalaureate Degree-Nursi					Date of Graduation (required)	10/25/2016				
Start Date	mm/dd/yyyy					Expected Graduation	mm/dd/yyyy				

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

Affidavit of Graduation Rejected due to student loan debt

Click save
The record has now been rejected

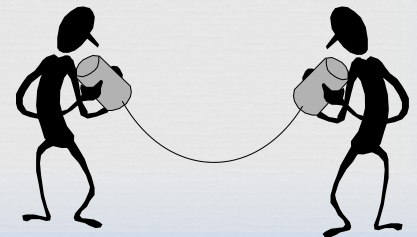
Reviewed	Reject	Approved
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 State Board of Nursing



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Search Site

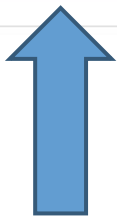
Contact Us

ASBN Update

File a Complaint

Pay Civil Penalty Fines

**ARKANSAS NURSE
PORTAL
HOW-TO VIDEOS**



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

Arkansas State Board of Nursing



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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](#)

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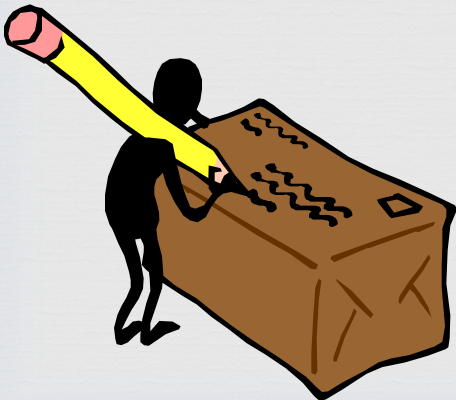


Arkansas State Board of Nursing
University Tower Bldg.
1123 South University
Suite 800
Little Rock, AR 72204-1619

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.



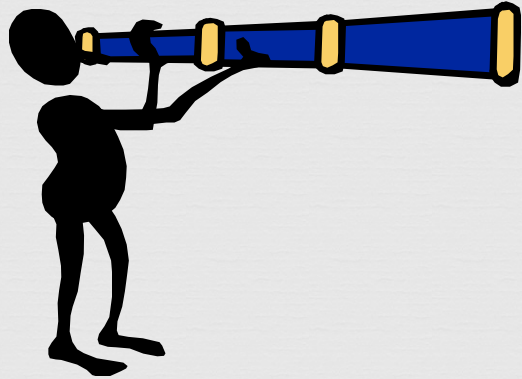
Transcript Requirements: Notes to Remember



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

Associate Degree-Nursing

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

No documents found.

With the student record open scroll down to the documents Uploaded Panel. Click on the Upload button.

Upload

Save

Cancel

AOG Review

Background interface showing "Affidavit of Graduation" and user "Mccumpsey, Karen".

Form fields include "Associate Degree-Nursing", "08/02/2019", and "Graduated".

Text: "Important: all comments will be shared with the Board of N..."

Buttons: "Reject", "Approved", "Save", "Close".

Footer: "Documents Uploaded", "Documents found."

Upload Document [x]



+ Add File You are allowed to upload any type of files.

Save Close

Click on +Add File

AOG Review

Upload Document

File name	Document title	
 Mccumpsey.Karen.transcript.docx Virus scan complete	Mccumpsey.Karen.transcript	 Remove file

[+ Add File](#) You are allowed to upload any type of files.

[Save](#) [Close](#)

Locate transcript and upload
Click Save

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

• Mccumpsey, Karen.transcript

Transcript is uploaded
Click Reviewed
Click Save

Upload

IMPORTANT!

Nothing is retained unless the save button is selected

Save

Cancel

Availability



PDF will be posted at www.arsbn.org

Click on the Education tab

Click on the Program Director & Faculty link

QUESTIONS?

