

AANA Foundation Scholarship Program -  
Program Verification Form Instructions for  
Program Administrators

**DEADLINE: March 1, 2018**

Program Administrators (not their designee) must complete a separate Program Verification Form in the AANA Student Associate Membership Portal for each student member before students can submit their scholarship application online. Please read the following tips and instructions necessary to complete the Program Verification Forms online for your students. Once you complete each Program Verification Form, you will send a system-generated, exclusive submission code to each student through the Membership Portal. Students are allowed to submit their application only after they receive this code and insert it into their scholarship application. Their applications will be accepted through March 1, 2018.

Students may start and continue to work on their application after asking their Program Administrator to complete a Program Verification Form on their behalf. Because students cannot submit their application until their Program Administrator has completed their Program Verification Form, we recommend that you work with your students well before the deadline.

NOTE: If you plan to attend the AANA Assembly of School Faculty meeting from February 15-17, please provide the submission codes to your students before the event. Their applications will be accepted through March 1. The submission deadline will not be extended.

**TIPS:**

1. If you have any issues with login, please contact [websupport@aana.com](mailto:websupport@aana.com).
2. To complete your Program Verification Forms, your student cohorts have already been populated in the Student Associate Membership Portal. If you have questions about your cohorts, please contact Mary Graf, Membership Manager, at [mgraf@aana.com](mailto:mgraf@aana.com).
3. Student applicants must have completed at least six months of nurse anesthesia classes by March 1, 2018 (any Head-Start Plans will not be recognized in that timeline).
4. We recommend using **Internet Explorer\*** (or **Google Chrome only as a second option if you have issues with Internet Explorer**) for best results when completing your Program Verification Forms. You may experience technical difficulties that we cannot rectify if you use other browsers. [Click here](#) to troubleshoot any issues.
5. Tech support is available Monday - Friday, 9 am to 4 pm CT only so we recommend completing your Program Verification Forms well before the deadline.

**INSTRUCTIONS:**

To begin, login to the [AANA Student Associate Membership Portal](#). As a reminder, only Program Administrators will have access to the Program Verification Forms. Please login with your personal AANA.com credentials, not with any link that has been sent from a Membership communication (those are generic links that log the person in as the school related A/P record web user, and not as the individual program administrator). Program Administrators must login as themselves to complete the Program Verification Form.

You will see your pre-populated student cohorts. Click on a cohort's name (i.e., month/year) to start the Program Verification Forms for all student applicants in that cohort.

### Student Cohorts

To manage students in a cohort, please click directly on the cohort name.

Cohort	Enrollment Date	Graduation Date
December 2017	12/7/2017	12/7/2019
December 2017	12/5/2017	12/5/2019
December 2017	12/4/2017	12/4/2019
November 2017	11/30/2017	11/30/2019
August 2017	8/31/2017	12/18/2020
September 2016	9/22/2015	12/13/2019
August 2015	8/31/2015	12/16/2018
May 2014	9/2/2014	12/16/2017
September 2013	9/4/2013	12/17/2016
September 2013	9/3/2013	12/19/2015

Please read “Program Verification Tips” and click Close when finished.

Program Verification Tips



1. Students may start and continue to work on their scholarship application after notifying you that they are applying for a scholarship. Because students cannot submit their applications until you have completed their Program Verification Forms, we recommend that you work with your students well before the deadline of March 1.
2. If you plan to attend the AANA Assembly of School Faculty meeting from February 15-17, 2018, please complete the Program Verification Forms for your students before the event. Applications will be accepted through March 1, and the submission deadline will not be extended.
3. Tech support is available Monday – Friday, 9 am – 4 pm CT only.
4. Additional information about your students will be utilized from the AANA membership database (program start/end date, graduation date, etc.). Your nurse anesthesia program has previously provided this information, and we assume it is accurate.

Close

To complete the Program Verification Forms within the cohort and send the exclusive submission codes to your students through the Portal, please read the instructions below. Please ensure the student's email address has already been provided to AANA. If in doubt, please contact Mary Graf, Membership Manager, at [mgraf@aana.com](mailto:mgraf@aana.com). ***If your students claim they didn't receive the exclusive submission codes after you send them through the Portal, please verify that you completed Step 4 below and the "Sent Code" column is marked "yes." In addition, please have the students check their spam folder for an email from the Foundation (foundation@aana.com).***

Cohort: November 2017  
Expected Graduation Date: 11/30/2019

Program Verification Tips

**Please read these program verification tips before completing the program verification forms.**

Send Scholarship Codes

1. Click a student ID number to complete the required Program Verification Form for that student.
2. After completing a program verification form, the submission code for that student will appear in the far right field below.
3. To send students their exclusive submission codes through the portal, click the checkbox next to AANA ID to specify recipients. To select all students in this list, click the checkbox at the top of the column.
4. Finally, click Send Scholarship Codes to the left. Your students will receive an e-mail from the Foundation with scholarship submission instructions, including the code.

<input type="checkbox"/>	AANAID	Name	E-Mail	Form Completed	Sent Code	Submission Code
<input type="checkbox"/>	130858	Lindsay Bluth	aanatest+501@gmail.com	No	No	Unassigned
<input type="checkbox"/>	130859	William Byers	aanatest+502@gmail.com	No	No	Unassigned
<input type="checkbox"/>	130861	Nancy Wheeler	aanatest+503@gmail.com	No	No	Unassigned

Below is a sample of the Program Verification Form that must be completed for each student applicant. You must confirm that each student's AANA member ID number in the Portal is the same one they provide you. If they do not match, please contact Mary Graf at [mgraf@aana.com](mailto:mgraf@aana.com).

Cohort: August 2017  
Expected Graduation Date: 12/18/2020  
AANA Foundation Program Verification Form

Program Administrators (not their designee) must complete this Program Verification Form for each student before students can submit their application online. Program Administrators will produce a system-generated, exclusive submission code to be used for each completed student form. Program Administrators must send this exclusive submission code to each applicant via the Membership Portal (not their personal or work email addresses). Students are allowed to submit their application only after they receive this code. Applications will be accepted through March 1, 2018. Students must confirm their AANA member number with their Program Administrator.

Student Information

Sample

Student's GPA:

Verify exact GPA based on 4 point scale (i.e., 3.8) as of March 1, 2018.

Number of College/University Credit Hours Completed in the Nurse Anesthesia Program as of March 1, 2018:

Number of Total (Not Just Didactic) College/University Credit Hours to Complete the Entire Nurse Anesthesia Program:

Months completed of nurse anesthesia program by March 1, 2018:

Full-time or part-time student (as of March 1, 2018):

Please save the form to return to the student list in the cohort, and **complete Step 4 to send the scholarship codes** through the Portal.

Questions?

Contact [foundation@aana.com](mailto:foundation@aana.com).

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