

1  **Arkansas State Board of Nursing**

**Affidavit of Graduation (AOG) Portal**  
**Last Revision: October 9, 2019**

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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.

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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.

4  **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.

5  **Creation of AOG Portal Account**

- ❖ Receive a secure link to access site to create account
- ❖ Click link
- ❖ Click Forgot Password
- ❖ Change password

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7  **Creation of AOG Portal Account**

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11  **Creation of AOG Portal Account**

12  **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.

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13  **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.

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14  **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.

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16  **List of Students for AOG**

17  **List of Students for AOG**

18  **AOG Review**

Student Record as Reviewed

19  **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.

20  **AOG Review**

21  **AOG Review**

22  **AOG Review**

23  **AOG Review**

24  **AOG Review**

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**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

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27  **AOG Approval**

Record a Student Record as

Approved

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28  **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

☞

29  **AOG Approval**

30  **AOG Approval**

31  **AOG Approval**

32  **AOG Approval**

33  **AOG Rejection**

Record a Student Record as

Rejected

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34  **AOG Rejection**

35  **AOG Rejection**36  **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.

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37  **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.

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38  **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.

39  **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.

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42  **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.

43  **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.

44  **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.

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45  **New Option for  
Transcript Submission**

AOG Portal Submission

46  **AOG Review**

47  **AOG Review**

48  **AOG Review**

49  **AOG Review**

50  **Availability**

PDF will be posted at [www.arsbn.org](http://www.arsbn.org)

Click on the Education tab

Click on the Program Director & Faculty link

51  **QUESTIONS?**