

## Provider Course: Sample Registration Confirmation Letter

(Date)

Dear

Welcome to the Neonatal Resuscitation Program (NRP) Provider Course. Your registration is confirmed for

Date

Time

Place

The Provider Course is designed for health care providers whose responsibilities may require them to participate in neonatal resuscitations. This program teaches the knowledge and skills required to resuscitate newborns. While this course does not guarantee proficiency during an actual resuscitation, it lays the foundation that enables participants to continue development of these skills.

You need to read and study the *Textbook of Neonatal Resuscitation, 5th Edition*, prior to the course. Study the lessons carefully. The book contains lesson reviews and Performance Checklists; these can be used to assess your understanding of the material and your ability to perform procedures.

Obtain the 5th edition of the textbook by \_\_\_\_\_ (date) by \_\_\_\_\_ (how to obtain text).

On the day of the course, your NRP instructor will briefly review the Key Points of each chapter and provide a brief practice session for each Performance Checklist. **However, this is an evaluation course and you must prepare ahead of time to pass the written and performance evaluations.** The NRP written evaluation is a closed-book test and may not be taken home. You may retest once on the day of the course. If further retesting is required, you will need to make individual arrangements to test with an NRP instructor on a different day. If you are interested in online evaluation, see the additional note below.

The lessons that are marked with an “X” in the far left column are the lessons you need to study. Most lessons require a written and performance evaluation. All participants must complete Lessons 1 through 4 and Lesson 9 and the Megacode performance. If Lessons 5, 6, or 7 are included in your NRP course, an “X” is placed next to the appropriate lesson and evaluation components.

Lessons	Written Evaluation	Performance Evaluation
_____ Lesson 1: Overview and Principles of Resuscitation	X	
_____ Lesson 2: Initial Steps in Resuscitation	X	X
_____ Lesson 3: Use of Resuscitation Devices for Positive-Pressure Ventilation _____ (learn about self-inflating bag) _____ (learn about flow-inflating bag) _____ (learn about T-piece resuscitator)	X	X
_____ Lesson 4: Chest Compressions	X	X
_____ Lesson 9: Ethics and Care at the End of Life	X	
_____ Lesson 5: Endotracheal Intubation _____ Performing _____ Assisting		
_____ Lesson 6: Medications		
_____ Lesson 7: Special Considerations		
_____ Lesson 8: Resuscitation of Babies Born Preterm		
_____ Megacode		X

An NRP instructor is available by appointment to help you practice with the newborn manikin and resuscitation equipment. Schedule a practice time by leaving a message at \_\_\_\_\_ (phone number). Please plan ahead. Time may not be available if you wait until the day before class to schedule a practice session.

You may practice independently at the NRP practice station anytime. Check out the key from the neonatal intensive care unit charge nurse and go to room \_\_\_\_\_. You may watch *Cases in Neonatal Resuscitation: Translating Knowledge and Skill Into Performance* and practice skills by following the Performance Checklists posted on the wall.

Bring your *Textbook of Neonatal Resuscitation, 5th Edition*, and a pen or pencil to class.

For additional information, please call the number listed below.  
We look forward to seeing you on (date).

Sincerely,

Name \_\_\_\_\_  
NRP Course Coordinator  
Phone: \_\_\_\_\_

## **YOU MAY TAKE THE WRITTEN EVALUATION ONLINE PRIOR TO CLASS DAY**

This is an option for all participants registered for this NRP course.

### **General information**

- There is a fee for online testing (subject to change without notice) and is paid in addition to any other fees required to take this course.
- No continuing credits are available for online evaluation.
- Online evaluation is closed-book and is to be done individually, not with assistance.
- You may take the online evaluation at your convenience on any computer prior to the date of your NRP Course but no sooner than 30 days prior to the course. You must have a passing score on all required lessons by the date of your NRP course. Thirty days after your original testing date, the test becomes invalid. The fee is not refundable.
- The online test is arranged by lesson, just as is the hard-copy test. You may skip questions and come back to them. You may change your answers on any question until you submit the lesson for grading.
- The computer scores each lesson as you submit answers.
- If you do not attain a passing score (85%) for a Lesson, you may retake that section immediately, or on a different day, **within 14 days** of the original testing date. After 14 days, the online testing becomes invalid and you will need to begin again (and pay again).
- You may retake sections ONE time. If you fail a second time, you need to notify your NRP Course Coordinator named in the above letter to make a new plan. Your online test fee is NOT refundable.

### **IF YOU WISH TO PROCEED WITH ONLINE WRITTEN EVALUATION**

- Notify your NRP Course Coordinator of your intention to take the online evaluation. Confirm which lessons of the written evaluation you are required to take, and get the name of the instructor who will assess the performance components of your course.
- After speaking to your NRP Course Coordinator about your intent to take the online evaluation, go to [www.aap.org/nrp](http://www.aap.org/nrp) to access the link to online testing.
- The registration for the evaluation will ask you to name the NRP instructor who has consented to assess your performance evaluation components of the course. This is why we ask you to speak with the Course Coordinator prior to registering for the evaluation online.
- After completing the evaluation, you will receive a Certificate of Completion. **BRING THIS WITH YOU TO THE NRP PROVIDER COURSE** and give it to an instructor. If you do not have your certificate of completion, you will need to take the hard-copy written evaluation again on course day. Your fee for online evaluation will not be refunded.