



## Participation Agreement Form

### School Information

School Name:\* \_\_\_\_\_

My school's nursing programs are accredited by:\*

- Commission on Collegiate Nursing Education (CCNE)
- Accreditation Commission for Education in Nursing (ACEN)
- Commission on Nursing Education Accreditation (CNEA)
- Council on Accreditation of Nurse Anesthesia Educational Programs
- Accreditation Commission for Midwifery Education
- None of the above, currently my institution's nursing programs are a "new applicant" or seeking accreditation from one of the agencies above

### Contact Information

#### **Primary Contact**

*This person will be designated as the main administrator of NursingCAS and WebAdMIT for your institution and will receive all crucial communication. Note: You can update your primary point of contact at any time.*

Primary Contact Name:\*

Primary Contact Email:\*

\_\_\_\_\_

\_\_\_\_\_

Primary Contact Title:\*

Primary Contact Phone:\*

\_\_\_\_\_

\_\_\_\_\_

#### **Secondary Contact**

*This person will be designated as the back-up point of contact.*

Secondary Contact Name:\*

Secondary Contact Email:\*

\_\_\_\_\_

\_\_\_\_\_

Secondary Contact Title:\*

Secondary Contact Phone:\*

\_\_\_\_\_

\_\_\_\_\_

## Program Information

NursingCAS programs are categorized on the application as undergraduate or graduate level. Please indicate below if your school plans to post undergraduate, graduate or both undergraduate and graduate nursing program(s) on NursingCAS. If you aren't sure what a program might be categorized as please refer to the [Glossary of Nursing Degrees](#) for guidance.

1. Undergraduate Programs\*

Yes  No

If Yes, please indicate the number of expected applications to be processed via NursingCAS for undergraduate level programs.

\_\_\_\_\_

2. Graduate Programs\*

Yes  No

If Yes, please indicate the number of expected applications to be processed via NursingCAS for graduate level programs.

\_\_\_\_\_

3. From the menu below, please select which program type(s) you plan to process applications for via NursingCAS. \*Select all that apply. Note: selections are used for initial on-boarding, and you have the ability to modify which programs you plan to post prior to going live.

- |   |   |
|---|---|
| <input type="checkbox"/> Doctoral               | <input type="checkbox"/> Non-Degree       |
| <input type="checkbox"/> Master's               | <input type="checkbox"/> Certificate      |
| <input type="checkbox"/> Bachelor's             | <input type="checkbox"/> LPN/LVN          |
| <input type="checkbox"/> 2 <sup>nd</sup> Degree | <input type="checkbox"/> All of the Above |
| <input type="checkbox"/> Associate              |   |

4. When do you want to begin processing applications via NursingCAS for program(s) selected above. Select the earliest month.\*

- |                                   |                                 |                                    |
|-----------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> January  | <input type="checkbox"/> May    | <input type="checkbox"/> September |
| <input type="checkbox"/> February | <input type="checkbox"/> June   | <input type="checkbox"/> October   |
| <input type="checkbox"/> March    | <input type="checkbox"/> July   | <input type="checkbox"/> November  |
| <input type="checkbox"/> April    | <input type="checkbox"/> August | <input type="checkbox"/> December  |

5. What software system(s) does your school use? Below are examples of student information systems, document imaging systems, CRM systems, etc. Check all that apply.\*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Admissions Pros             | <input type="checkbox"/> FireEngineRed                  | <input type="checkbox"/> Radius by CampusManagement |
| <input type="checkbox"/> AMP (Zap Solutions)         | <input type="checkbox"/> Goldmine                       | <input type="checkbox"/> Salesforce                 |
| <input type="checkbox"/> Banner by Ellucian          | <input type="checkbox"/> Hobsons                        | <input type="checkbox"/> SAP                        |
| <input type="checkbox"/> CampusNexus                 | <input type="checkbox"/> Homegrown                      | <input type="checkbox"/> Slate                      |
| <input type="checkbox"/> CampusVue                   | <input type="checkbox"/> ImageNow (Perceptive now       | <input type="checkbox"/> Spectrum EMP               |
| <input type="checkbox"/> Colleague by Ellucian       | Lexmark)  | <input type="checkbox"/> Symplicity (Ascend)        |
| <input type="checkbox"/> CollegeNet                  | <input type="checkbox"/> Integrated Student Information | <input type="checkbox"/> Talisma                    |
| <input type="checkbox"/> Collegix                    | System (ISIS)   | <input type="checkbox"/> TargetX                    |
| <input type="checkbox"/> Common Application          | <input type="checkbox"/> Jenzabar                       | <input type="checkbox"/> Unit4                      |
| <input type="checkbox"/> DocuShare                   | <input type="checkbox"/> Laserfiche                     | <input type="checkbox"/> VZ Apply (Visual Zen)      |
| <input type="checkbox"/> DocuXplorer                 | <input type="checkbox"/> Microsoft Access               | <input type="checkbox"/> Workday                    |
| <input type="checkbox"/> Ellucian (Formerly Datatel) | <input type="checkbox"/> Microsoft Dynamics CRM         | <input type="checkbox"/> Unknown                    |
| <input type="checkbox"/> EMAS Pro                    | <input type="checkbox"/> OnBase                         | <input type="checkbox"/> Other (please indicate)    |
| <input type="checkbox"/> Embark                      | <input type="checkbox"/> Oracle                         | _____   |
| <input type="checkbox"/> Empower                     | <input type="checkbox"/> PeopleSoft                     |   |
| <input type="checkbox"/> Axiom                       | <input type="checkbox"/> PowerCampus by Ellucian        |   |

6. Will it be necessary to electronically import any of the applicant data and/or supporting documents from NursingCAS into your internal software system(s)? *NursingCAS has an export tool and an API feature.\**

- Yes       No       Unsure

### **Usage Information**

1. What are your goals in joining NursingCAS?\*

2. Will applicants be required to complete another application to the school in addition to the NursingCAS application (a two-step application process) to be considered for admission? *NursingCAS refers to these types of applications as "supplemental" applications. You should select Yes if for example the applicant will be required to apply for general admission to the college or university via a central admissions office.\**

- Yes       No       Unsure

3. If Yes, why do you use an additional method?

- Applicants are required to apply to the university/school for general admission in addition to the nursing program
- Applicants are required to apply through a state university system application to be considered for general admission to the university or college in addition to the nursing program
- The NursingCAS application does not collect all the information my program needs
- In order to capture the supplemental/school specific fee
- Other

4. If Other, please explain.

5. Will you charge a school-specific (supplemental) application fee in addition to the NursingCAS fee? *Note, NursingCAS does NOT process supplemental fees on behalf of the school.\**

- Yes       No       Unsure

6. If Yes, please input the dollar amount of your supplemental application fee?  
\$ \_\_\_\_\_

**Additional Information**

1. Are any of the following test(s) required for admission to the program(s) you plan to post on NursingCAS? *Select all that apply. If your program needs to collect GRE codes, we will need to work with you to get a designated code set-up.\**

- |                                     |                                 |                                |
|-------------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> ACCUPLACER | <input type="checkbox"/> KAPLAN | <input type="checkbox"/> TEAS  |
| <input type="checkbox"/> ACT        | <input type="checkbox"/> MAT    | <input type="checkbox"/> TOEFL |
| <input type="checkbox"/> GRE        | <input type="checkbox"/> NLN    | <input type="checkbox"/> Other |
| <input type="checkbox"/> HESI       | <input type="checkbox"/> SAT    |                                |

If Other, please indicate what test(s) are required for admission: \_\_\_\_\_

2. Do you need to collect Social Security Numbers from applicants via NursingCAS? *If your program requires SSNs, you will need to have or obtain PGP software in order to access encrypted data. We can provide additional details if needed.\**

- Yes       No       Unsure

3. Are you interested in using the CertifiedBackground Check integration with NursingCAS? *This is an optional add-on service that requires set-up.\**

- Yes       No       Unsure

4. How did you learn about NursingCAS? *Select all that apply.*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> AACN's website | <input type="checkbox"/> Newsletter      | <input type="checkbox"/> Student                 |
| <input type="checkbox"/> Conference     | <input type="checkbox"/> Colleague       | <input type="checkbox"/> News                    |
| <input type="checkbox"/> Site visit     | <input type="checkbox"/> Dean            | <input type="checkbox"/> Open House              |
| <input type="checkbox"/> Presentation   | <input type="checkbox"/> Use another CAS | <input type="checkbox"/> Open House              |
| <input type="checkbox"/> Webinar        | <input type="checkbox"/> Referral        | <input type="checkbox"/> Other (please indicate) |
| <input type="checkbox"/> Email          | <input type="checkbox"/> Applicant       | _____  |

## **Agreement**

### **Participation Agreement:\***

I understand that by submitting this form I am committing to have applicants apply through NursingCAS to my school's nursing program(s). I have read and I am agreeing to the terms outlined in the [Participation Agreement](#). The NursingCAS staff reserves the right to deactivate your listing on the application, restrict your access to the system, and withdraw your school from participation should we find that you are in violation of the Usage Policy or the NursingCAS Exclusivity Requirement.

I understand

### **Usage Policy:\***

I understand that by submitting this form I am agreeing to the [NursingCAS Usage Policy](#). Full access to "In Progress" applicant data is viewable to users in WebAdMIT. It is permissible to export the NursingCAS applicant data into your internal university systems for the purpose of recruitment efforts and admissions workflow processes ONLY. NursingCAS prohibits any college or university from making an offer to an applicant before they have submitted their application through NursingCAS. Applicants generated to your program via NursingCAS are required to submit their application via NursingCAS should they wish to be considered for admission. The NursingCAS staff reserves the right to deactivate your listing on the application, restrict your access to the system, and withdraw your school from participation should we find that you are in violation of this usage agreement.

I understand

### **Accreditation Policy:\***

I understand that by submitting this form I confirm that my program(s) are accredited as outlined below. Programs that are eligible to participate are those that grant RN diplomas, 2nd degree, associate, certificate/non-degree, bachelor's, master's, or doctoral degrees in nursing. Programs must have or must be seeking accreditation from the Commission on Collegiate Nursing Education (CCNE), the Accreditation Commission for Education in Nursing (ACEN), or the Commission for Nursing Education Accreditation (CNEA), the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), or the Accreditation Commission for Midwifery Education (ACME). Programs must notify the NursingCAS team of all accreditation status changes within 1 week via [nursingcas@aacnnursing.org](mailto:nursingcas@aacnnursing.org). NursingCAS programs which lose accreditation are responsible for notifying applicants immediately of the status change and refunding NursingCAS fees to applicants. NursingCAS will not be responsible for refunding fees to these applicants. If a program has new applicant status or is currently seeking accreditation from CCNE, ACEN, CNEA, COA, or ACME then AACN will decide whether or not and at what point that program will be eligible to participate in NursingCAS. Participation is open to non-AACN member schools.

I understand

### **Withdrawal Policy:\***

I understand that schools reserve the right to withdraw participation from NursingCAS for any or all program(s) posted on NursingCAS. I understand if my school decides to voluntarily withdraw from NursingCAS, the primary contact from my school must sign and date a [NursingCAS Voluntary Withdrawal Form](#) and complete an exit survey. I understand that NursingCAS, Liaison International, and AACN are not responsible for refunding applicant fees. Schools should refund applicants their applicant fees in this scenario. You will need to notify Taylor Jaczko, AACN's Director of Application Services, at [tjaczko@aacnnursing.org](mailto:tjaczko@aacnnursing.org) of your decision. I understand that schools cannot officially withdraw from NursingCAS until they complete a posted program's application cycle, once the deadline arrives, schools can then deactivate their program listing should they choose to withdraw and will continue to have access to any submitted applications via WebAdMIT, the admissions software for NursingCAS.

I understand

### **Background Questions Policy:\***

I acknowledge that my program is responsible for the content collected within custom questions on the NursingCAS application. I understand it is the responsibility of each school to work with their internal legal counsel annually to determine if/how they should collect applicant background information (or other sensitive information) per individual state laws. I further understand that Liaison International and the American Association of Colleges of Nursing will not be responsible for ensuring the legality of any questions or content added by NursingCAS participating programs. Content within custom questions is the responsibility of each institution. Additional information is available at [2021-2022: Critical Update to Background Questions page](#).

I understand

**NursingCAS Exclusivity Requirement:\***

AACN's NursingCAS Exclusivity Requirement is in effect starting with the 2023-2024 cycle, which launched on August 10, 2023. This policy allows AACN to continue to deliver the robust services and features offered to participating schools through this no-cost platform. As defined, the new exclusivity requirement stipulates that for all programs included in NursingCAS, all initial applications to those programs must be submitted through NursingCAS. Schools may not offer the option to submit an institutional application for the same program-seeking applicants through NursingCAS. However, schools may choose to ask students to submit a second, supplemental application in addition to the NursingCAS application. Additional information is available at [NursingCAS Exclusivity Requirement](#).

I understand

Submitter Contact Name: \_\_\_\_\_

Submitter Contact Title: \_\_\_\_\_

Submitter Contact Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## NursingCAS Participation Agreement Terms

### About

NursingCAS is the Centralized Application Service for accredited nursing programs. NursingCAS is a cloud-based system that provides colleges with a robust admissions platform to efficiently manage data-driven application reviews. This service is administered by the American Association of Colleges of Nursing ([AACN](#)) and information technology partner, [Liaison International](#).

### Eligibility

Programs that are eligible to participate are those that grant RN diplomas, 2<sup>nd</sup> degree, associate, certificate/non-degree, bachelor's, master's, or doctoral degrees in nursing. Programs must have or must be seeking accreditation from the Commission on Collegiate Nursing Education (CCNE), the Accreditation Commission for Education in Nursing (ACEN), the Commission for Nursing Education Accreditation (CNEA), the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), or the Accreditation Commission for Midwifery Education (ACME). Programs must notify the NursingCAS team of all accreditation status changes within 1 week via [nursingcas@aacnnursing.org](mailto:nursingcas@aacnnursing.org). Additionally, NursingCAS programs which lose accreditation are responsible for notifying applicants immediately of the status change and refunding NursingCAS fees to applicants. NursingCAS will not be responsible for refunding fees to these applicants. If a program has new applicant status or is currently seeking accreditation from CCNE, ACEN, CNEA, COA, or ACME then AACN will decide whether or not and at what point that program will be eligible to participate in NursingCAS. Participation is open to non-AACN member schools.

### Cost

There is no cost to schools to participate in NursingCAS and process applications through the service. Applicants are charged a nominal [fee](#) to submit an application via NursingCAS.

### Technical, Security, and Compliance Information

The American Association of Colleges of Nursing (AACN) and Liaison International are committed to maintaining a high level of technical, security, and compliance standards as outlined on the [Technical, Security, and Compliance Overview](#) page. Additional information, including the Data Breach Incident Response Plan, Information Security Policy, and Higher Education Vendor Assessment Tool (HECVAT), can be found in the [Technical Documentation Repository](#). These terms are standardized via the contract for NursingCAS held between AACN and Liaison International and cannot be modified on a case-by-case basis for any institution.

### Participation Agreement

Fees will not be assessed for schools to participate in NursingCAS. However, applicants will pay a nominal fee to use the service. If a school chooses to withdraw from NursingCAS they must follow the procedures outlined below. The NursingCAS staff reserves the right to deactivate your listing on the application, restrict your access to the system, and withdraw your school from participation should we find that you are in violation of the Usage Policy or the NursingCAS Exclusivity Requirement.

**On behalf of my school, I hereby agree to participate in NursingCAS and agree to abide by the NursingCAS policies and procedures. Our school understands that participation requires the following:**

- NursingCAS will allow schools to customize their listing and requirements on a per program basis. The customizable options include **program name, open date, deadline date, term and year of entry, delivery, transcript requirements, transcript entry requirements**, document uploads, custom questions, **background image**, reference requirements, prerequisite coursework requirements, and **descriptive text/instructions**. The bolded items are required to be configured by the school.
- My school is responsible for the content collected within custom questions on the NursingCAS application. It is the responsibility of my school to work with my internal legal counsel annually to determine if/how my program(s) should collect applicant background information (or other sensitive information) per individual state laws. Liaison International and the American Association of Colleges of Nursing will not be responsible for ensuring the legality of any questions or content added by my program(s). Content within custom questions is the responsibility of my institution. Additional information should be reviewed at [2021- 2022: Critical Update to Background Questions](#).
- Once my school configures requirements for a program on NursingCAS and it opens on the application, those configurations (*with the exception of homepage text, banner image, open date, and deadline date*) cannot be edited after it is approved and published.
- Once my school opens up a program to applicants on NursingCAS, my school cannot withdraw from NursingCAS until that program(s) deadline date has been reached.
- Schools can add nursing programs and extend deadlines at will, as long as they fall within the NursingCAS cycle dates.
- Once my school publishes a program live on NursingCAS, any applicant who applies will receive an admissions decision from the school.

- To access applications submitted via NursingCAS to my school's programs, users from my school must log into WebAdMIT, the web-based admissions software for NursingCAS. Schools are responsible for maintaining user access, setting up user rights on WebAdMIT, and monitoring applicant activity.
- The NursingCAS/WebAdMIT staff will provide ongoing training and support to school users as requested via phone, email, and web. The NursingCAS customer service team will provide ongoing support to applicants via phone, email, and chat.
- Applicants must pay the NursingCAS fee in order to submit their application and materials through NursingCAS to be considered by programs they have selected.
- If an applicant initiates an application via NursingCAS, your school is not allowed to direct applicant(s) to apply to your nursing program through an outside application method or tool to use in lieu of NursingCAS.
- My school will submit final decision codes within NursingCAS as requested by AACN for national data trending.
- My school will complete required forms and surveys during the application cycle.
- My school is responsible for alerting NursingCAS staff of program and school closures that impact NursingCAS programs before the closure's effective date. Schools will need to notify AACN of closures at [ncas@aacnnursing.org](mailto:ncas@aacnnursing.org). Schools will be responsible for closing affected programs in WebAdMIT (contact [webadmitsupport@liaisonedu.com](mailto:webadmitsupport@liaisonedu.com) for assistance), and communicating with applicants to discuss next steps and alternatives. NursingCAS, Liaison International, and AACN are not responsible for refunding applicant fees in this scenario.

**Our school understands that participation requires adhering to the following:**

**Usage Policy**

Full access to "In Progress" applicant data is viewable to users in WebAdMIT. It is permissible to export the NursingCAS applicant data into your internal university systems for the purpose of recruitment efforts and admissions workflow processes ONLY. **NursingCAS prohibits any college or university from making an offer to an applicant before they have submitted their application through NursingCAS.** Applicants generated to your program via NursingCAS are required to submit their application via NursingCAS should they wish to be considered for admission. The NursingCAS staff reserves the right to deactivate your listing on the application, restrict your access to the system, and withdraw your school from participation should we find that you are in violation of this usage agreement.

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