

Employer Notification System Guidelines and Registration Information

Congratulations on selecting the Employer Notification System (ENS) as part of your nurse licensure credentialing and verification process. ENS provides public protection while minimizing your risks as an employer of nursing professionals. The Employer Notification System is an annual subscription service for license/listing verification and notification for RN's, LPN's, and NA II's. Also includes Nurse Practitioner, CRNA, Midwife, CNS (APRN). ENS's features such as configurable notifications will ensure that you and your employees are contacted at renewal time or in the event of status change or disciplinary actions.

Registration Information:

Employer must complete an online registration to subscribe to ENS services. For purposes of ENS, a subscriber is defined as a single physical location. Health care systems and organizations with multiple satellite offices and facilities must enroll each physical location individually.

Registration takes 3-5 minutes and requires a valid MasterCard, Visa or electronic check for secure online payment processing. If paying by electronic check, please allow 3-5 banking days for the electronic check to clear your bank account.

Registration is located on the NC Board of Nursing Home page at www.ncbon.com.

Registration process:

- 1. Review the 'Terms of Use Agreement' and 'ENS Guidelines and Registration' (click the links on the right side of the registration page to download). After reviewing both documents, check the box 'I have reviewed the Terms of Use Agreement and the ENS Guidelines and Registration'.**
- 2. Enter the registration information. Required fields are marked with a blue and white arrow icon.**
- 3. Select the range for the number of licensees you will be tracking over the coming year. (You will be able to upgrade your tracking tier at a later time, if necessary). Then click on "Add to Cart".**
- 4. If you would like to have your licensees imported into the system, click on "Add to Cart" Data Import and Cleansing. Data Import/Cleansing will be billed at \$75 per hour once the import is completed.**

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5. After selecting Continue, the payment screen will be shown. Once payment information has been entered and you check the box 'I Agree to the Terms and Conditions and have carefully reviewed the ENS Guidelines and Registration Information', select Charge this Card or Process Payment. Payment confirmation and a printable receipt will be shown.
6. Complete detailed User Documentation will be emailed to you within five (5) business days but you may begin the setup process once you complete registration.
 - a. Update your user information by selecting *My Profile* in the main menu under *Users*.
 - b. Enter department information by selecting *Manage Departments* in the main menu under *Account*.
 - c. Add other users to your account by selecting *Add User* in the main menu under *Users*.

NC Board of Nursing IT Department will contact you if you request data import/cleansing service.

Subscriber Responsibilities:

In order for the ENS to provide accurate and timely information, the tracking list must be accurate and complete for all of the nurses and NA II's employed by your facility. It is the responsibility of the Subscriber to maintain the accuracy and completeness of the tracking list for your facility.

Nurses practicing in North Carolina on another compact state license can also be tracked but is the responsibility of the subscriber to keep the information on the Compact State licensee up to date. The NC Board of Nursing is not responsible for any information for another compact state licensee.

General System Information:

ENS will be unavailable every night between midnight and 3:00 am. The NC Board of Nursing also reserves the rights to schedule other system outages and will make every effort to notify the Subscriber at least one (1) hour before the outage.

NCBON Contact Information:

919-782-3211

Lonzell Fogle ext. 246 lfogle@ncbon.com

Roger Burns ext. 231 rburns@ncbon.com