



JANUARY 2018 TCEP MEMORANDUM

TO: Program Coordinators-NATCEP and Program Administrators-TTT
FROM: NATCEP Unit Coordinator
SUBJECT: NATCEP Updates
DATE: January 26, 2018

- **Several programs have yet to request the 2018 Certificate of Completion. Please refer to November 2017 TCEP Memorandum for information on how to obtain your program's new certificate.**

- NATCEP programs are reminded that all student entries must be completed in the EIDC/Gateway system. D&S will no longer enter student data from or for programs. Only candidates that meet the requirements of 3701-18-23(1)(2) will be entered by the D&S staff. All successful students of programs are to be entered in the EIDC/Gateway per 3701-18-06.1. Program students will not be permitted to test if their information is not found in the EIDC/Gateway. Additionally, students with Certificates of Completion but no matching data in the EIDC/Gateway are at risk of being assumed to be presenting false documentation.

- Programs are frequently required to submit supporting documentation to the NATCEP Unit. There are four ways to submit supporting documentation. Please feel free to use whichever one is most convenient for you:

- 1) Attaching files to an email to the NATCEP Unit at Janet.Kennedy@ODH.Ohio.Gov
- 2) Uploading in the EIDC/Gateway
- 3) Per post
- 4) By FAX

- When entering new PCs or PIs in the system please review and update the nursing license expiration date. If a nursing license shows as expired the entry cannot be processed or approved. It will be returned to the submitting program.

- Janet.Kennedy@ODH.Ohio.Gov, 614-752-8285