NARS Excel Template - Activity

Contents

Introduction

This document provides a step-by-step guide for users to effectively organize data in an Excel template for seamless uploading into ANCC's Nursing Activity Reporting System (NARS).

There is a batch upload function available in NARS that offers providers the ability to add, update or delete multiple activity records at one time.

NOTE: NARS supports REMS, but this template does not. REMS must be manually added to NARS or submitted via a Web Form or XML/Web Services, not Excel.

SUMMARY OF THE STEPS REQUIRED

1. **Excel Template Setup:** Begin by opening the provided Excel template. It will have predefined columns corresponding to the data fields in NARS.

2. **Data Organization:** Input your data into the appropriate columns of the Excel template. Ensure that the data is correctly structured and aligned according to NARS requirements.

3. **Data Validation:** Double-check the accuracy and completeness of the data entered in the Excel template to avoid errors during the upload process.

4. **Save the Excel File:** Once the data is entered, save the Excel file. It is recommended that you come up with a naming strategy. Each file should have a different name, or a warning message will appear.

Getting help with NARS: If you can't find what you're looking for in these instructions, you can submit your questions to ANCC at NARS@ana.org.
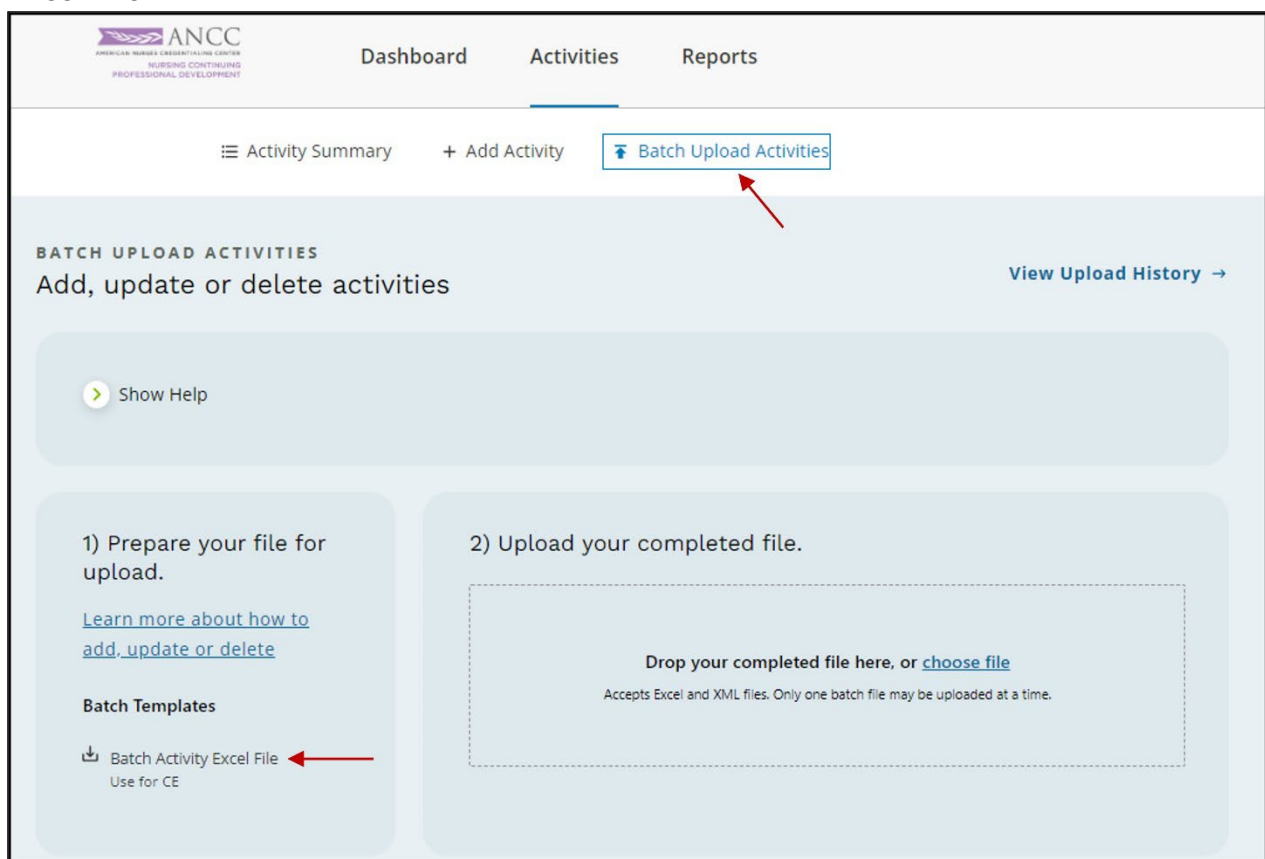
Change Log

Date Changed	Version	Description of Change
05/08/2024	0.1	First draft
06/07/2024	0.2	Added Appendix A, renumbered existing Appendices, added notes for color-coding and updated description of ANCC Contact Hours rounding.
07/30/2024	0.3	Identified fields required for different Activity statuses: 1. To Save Activity as **Draft** 2. To Save Activity as **Active** 3. To **Close** Activity Added step-by-step instructions for uploading the template into NARS and how to tell if NARS accepted or rejected the records submitted. Added examples of error codes to help resolve the rejections.

How to use the Excel template

- The Excel template for activities displays two heading rows with general instructions followed by sample data rows. After reviewing the sample data, be sure to remove these sample activities from your file prior to uploading. **Do not remove the two column headers.** Limit the number of rows of data to 500 rows maximum.

- One row is needed per activity, and all data on the same row must relate to the same activity. The template has cell validation and conditional formatting to help guide your data entry.

- Columns are in a particular order and, for the most part, should not be updated. Details in Appendix A for the single exception.

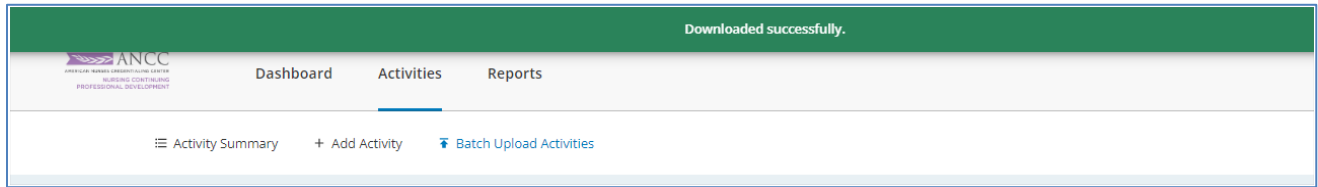1. **Download the template**

   Download the relevant Excel activity file from the NARS application. Log into NARS. Select the Activities tab and click the "Batch Upload Activities" option. Click the template for **Batch Activity Excel File**.

A message will display to indicate a successful download of the template:

Downloaded successfully.

Dashboard   Activities   Reports

≡ Activity Summary   + Add Activity   ⬆ Batch Upload Activities

2. **Add data to the template**

Add up to 500 rows of activity data.
Reminder: Be sure to remove the two example Activity rows before uploading the file.

3. **Upload the template**

Drag and drop or choose your Excel file to upload into NARS.

2) Upload your completed file.

Drop your completed file here, or choose file

Accepts Excel and XML files. Only one batch file may be uploaded at a time.
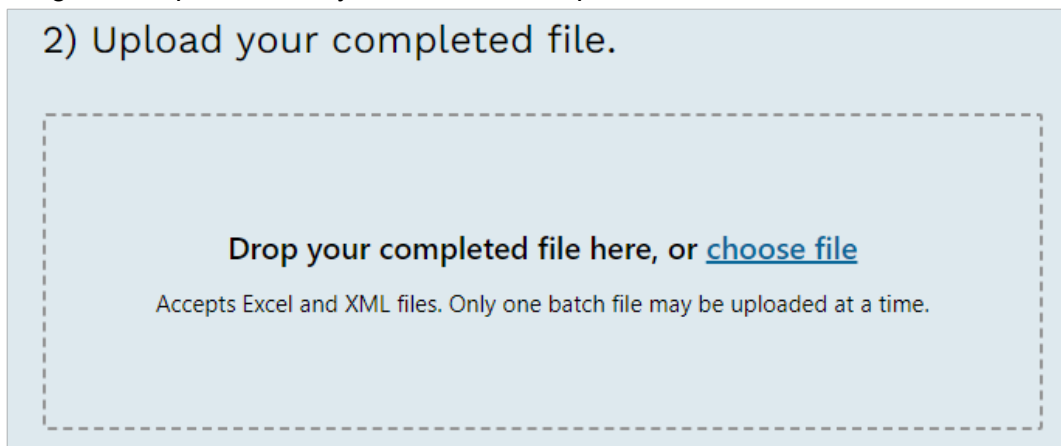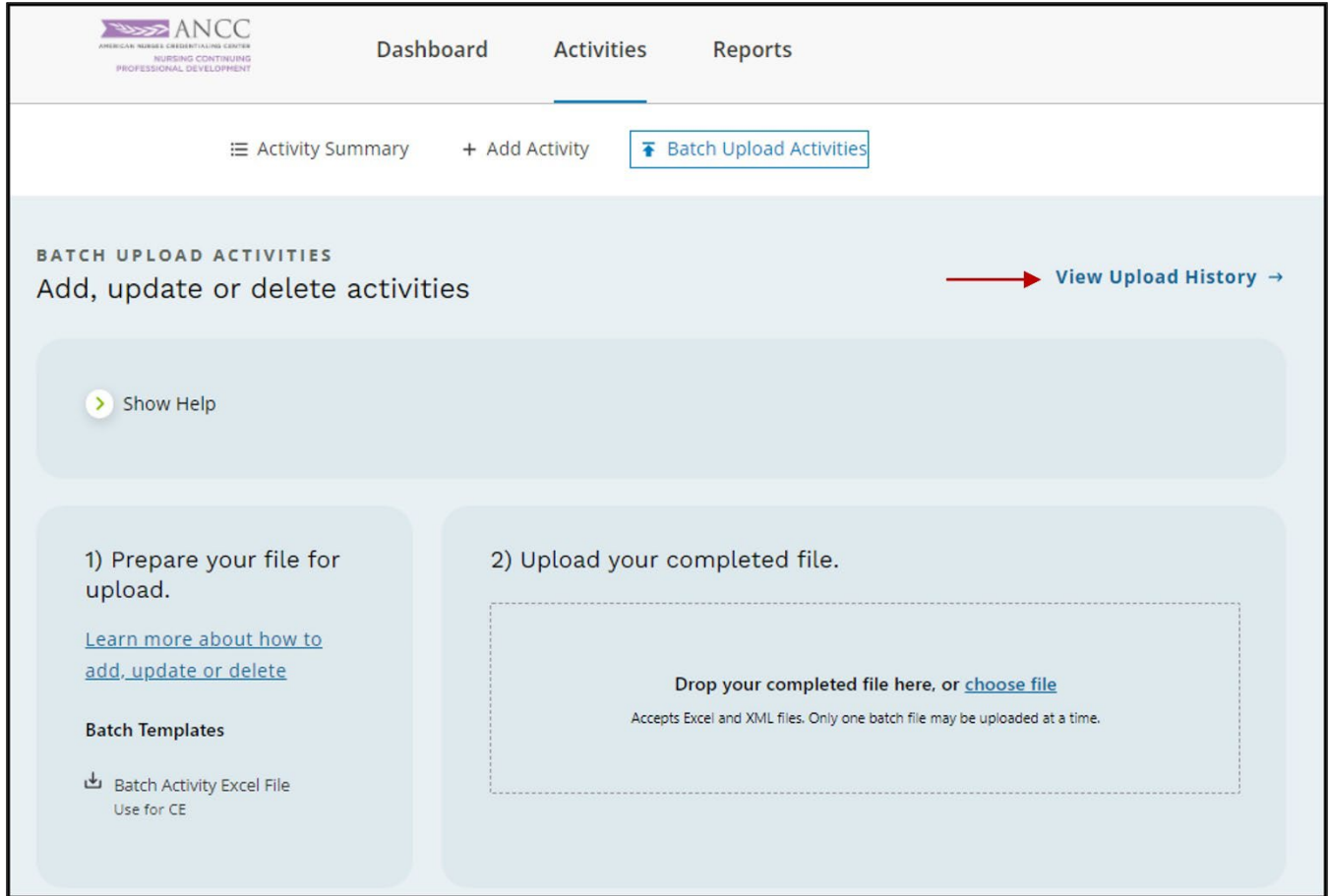
There is a message to indicate successful upload of file:

Your file has been uploaded and may take a while to process. You can check on the progress using the batch history button.
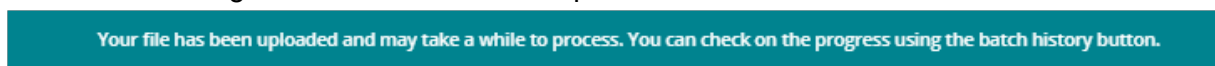
4. Verify the results

Click on View Upload History to see the file's processing status:

Upload History:

A single Excel file can have multiple outcomes:

If there are rejected activity records, download the file to view and edit any errors within the file directly. The rejection reason is added to the last column in the file. This edited file can then be uploaded again to address any activities that were not added, updated or deleted properly the first time.
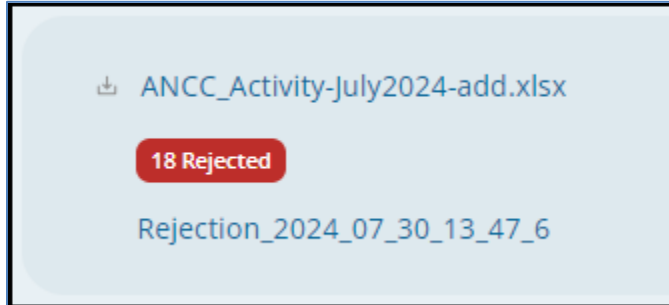
An email is generated to confirm the file has been processed. It contains a link to see the results:
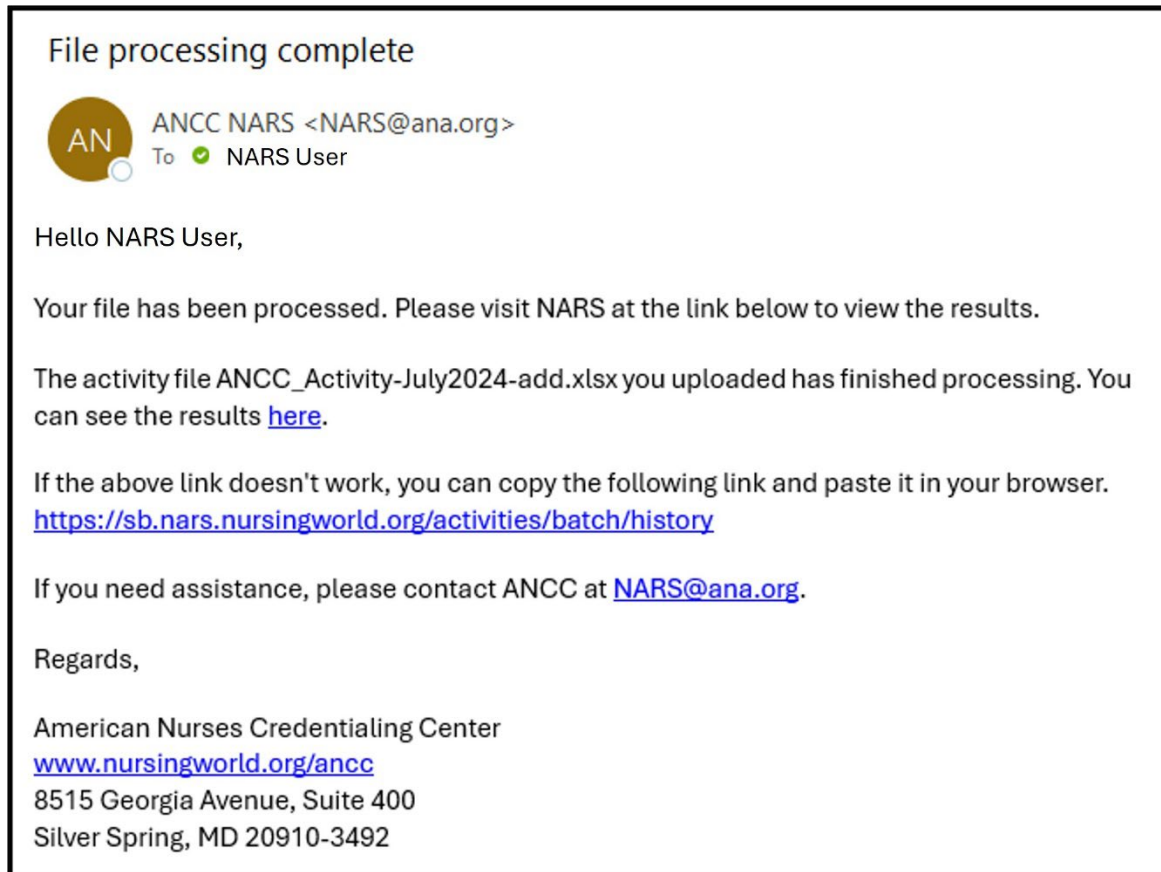
Activity Status

Draft: The activity has enough information to save a record in NARS. In this batch method, System, Record Action, Internal ID, Activity Title, Activity Format, Activity Start Date, and Activity End Date are required to initially save an activity record. More information can be added as necessary with subsequent Update actions.

Active: Any column with Yes indicated in the values table is required to achieve this status.

Ready to Close: An active activity with an end date that has passed. Once an activity is ready to close and all fields required to close the activity are completed, this activity can be marked as closed.

Closed: Once an activity is marked as closed no additional updates can be made. A provider can re-open a closed activity up to 30 days after it has been marked as closed in the NARS interface if edits need to be made.

Excel File Format Fields

The template includes a color-coding scheme. The meaning of each color is as follows:

COLOR	MEANING
	If the cell is empty, then it is not required. If there is data in the cell, it is ok to submit.
	Column Title. **DO NOT UPDATE**.
	Data is required for this cell.
	Data not required.
	An error has occurred. These should be resolved before attempting to submit the spreadsheet to reduce rejections.

Here is an example of invalid data:

In this example, a Record Action is required. The value must be selected from the dropdown list:

In this example, the Delivery Method cells are color-coded based on the response for Activity Format:

For additional guidance, please refer to Appendix A.

NARS Excel Template - Activity

The following table includes details for each of the columns in the template:

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
A	**System**	NARS	Yes	Yes	Yes	Select NARS from the dropdown in the cell.	NARS
B	**Record Action**	Add Update* Delete	Yes	Yes	Yes	Required. **Adding** an activity must have a unique combination of **Internal ID (D)**, **Activity Format (F)**, **Start Date (K)**, and **End Date (L)** **Updating** an activity can use either the ANCC ID **(C)** or a combination of the **Internal ID (D), Activity Format (F), Activity Start Date (K), and Activity End Date (L)** to identify an existing record to edit. *When updating a record, you must enter ALL the fields, not just the ones being updated. If you only include the fields being updated, no error will be thrown, but existing data in those fields will be replaced with the empty value, effectively deleting it.* **Deleting** an activity can use either the **ANCC ID (C)** or a combination of the **Internal ID (D), Activity Format (F), Activity Start Date (K), and Activity End Date (L)** to identify an existing record to remove.	Add
C	**ANCC Activity ID**	9-digit assigned Number	No	Yes	Yes	ANCC Activity ID is a unique, automatically generated number from NARS once the activity is initially added. ***NOTE: This field should be left blank when a new activity record is being added***.	201012345
D	**Internal ID**	Text	Yes	Yes	Yes	This is specific to your organization. Each activity should be assigned a unique id. ***NOTE: Cannot be the organization's 7-digit organization ID***	RSS20-21
E	**Activity Title**	Text	Yes	Yes	Yes	Required. Freeform text.	Administering CPR

NARS Excel Template - Activity

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
F	Activity Format	Live Course Enduring Material Regularly Scheduled Series Journal-based CE Performance/Quality Improvement Committee Learning Manuscript Review Test-Item Writing Learning from Teaching Internet Searching and Learning Other/Blended Learning	Yes	Yes	Yes	Must select from a pre-defined dropdown list.	Live Course
G	Delivery Method – In-Person	Yes No	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series**. Otherwise leave blank.	Yes
H	Delivery Method – Livestreamed	Yes No	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series**. Otherwise leave blank.	Yes
I	Delivery Method – Online	Yes No	No	Yes, if applicable	Yes, if applicable	Only complete for **Enduring Material**. Otherwise leave blank.	No
J	Delivery Method – Print/Other	Yes No	No	Yes, if applicable	Yes, if applicable	Only complete for **Enduring Material**. Otherwise leave blank.	No
K	Activity Start Date	MM/DD/YYYY	Yes	Yes	Yes	Required. The date that the activity is available to learners. For an enduring material, the start date is the date of the original release of the most recently reviewed version.	01/01/2024
L	Activity End Date	MM/DD/YYYY	Yes	Yes	Yes	Required. The end date of the activity. All activities other than Enduring Materials and Journal-based CE have a maximum length of one year.	12/31/2024
M	Location – Country	Valid 3-letter country code. See Appendix B for a list of country codes.	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person**. Otherwise leave blank.	USA

Col.	Field Name	Valid Values/ Format	Data is Required in Field:				
			To Save Activity as Draft	To Save Activity as Active	To Close Activity	Comments	Example Data
N	Location - City	Text	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person**. Otherwise leave blank.	Chicago
O	Location - State	Valid USPS two-letter U.S. abbreviation. See Appendix C for a list of state/territory codes.	No	Yes, if applicable	Yes, if applicable	Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person** and a **Country** of **USA**. Otherwise leave blank.	IL
P	Location – Zip Code	Text	No	No	No	Optional. Only complete for **Live Course** or **Regularly Scheduled Series** with a delivery method of **In-Person**. Otherwise leave blank.	60601
ANCC Credit Rules		At least one type of credit must be selected. It can be either ANCC Contact Hours OR OB-CE®, OR both. Also, for OB-CE®, it can be 1-5 levels.					
Q	ANCC Contact Hours	Decimal (00.00)	No	Yes, if applicable	Yes, if applicable	Point value must be in 0.01 increments	12.09
R	Outcomes Based CE Credit - OB-CE® Credit Level 1	Yes \<blank>	No	Yes, if applicable	Yes, if applicable	If left blank this value will default to No.	
S	Outcomes Based CE Credit - OB-CE® Credit Level 2	Yes \<blank>	No	Yes, if applicable	Yes, if applicable	If left blank this value will default to No.	
T	Outcomes Based CE Credit - OB-CE® Credit Level 3	Yes \<blank>	No	Yes, if applicable	Yes, if applicable	If left blank this value will default to No.	
U	Outcomes Based CE Credit - OB-CE® Credit Level 4	Yes \<blank>	No	Yes, if applicable	Yes, if applicable	If left blank this value will default to No.	
V	Outcomes Based CE Credit - OB-CE® Credit Level 5	Yes \<blank>	No	Yes, if applicable	Yes, if applicable	If left blank this value will default to No.	

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Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
W	Activity Description	Text	No	No	No	2,500 characters maximum, description is optional.	Evidence-based practice (EBP) is foundational to nursing and can improve patient outcomes. It uses a process of shared decision-making that incorporates the best available evidence, clinical expertise, and patient preferences and values. Nurses and other healthcare providers at the point of care are in an ideal position to ask and answer clinically relevant questions to promote quality, safety, and best-possible outcomes.
X	Activity URL	Web Address starting with http:// or https://	No	No	No	Optional.	https://www.nursingworld.org/ana/
Y	Who Can Register?	Open to all Limited	No	No	No	Must select from a pre-defined dropdown list.	Limited
Z	Fees for Learners?	Yes No, it's free Variable	No	No	No	Must select from a pre-defined dropdown list.	No, it's free
AA	Providership	Direct Joint	No	No	No	Must select from a pre-defined dropdown list.	Joint
AB	Joint Provider Name	Text	No	Yes, if applicable	Yes, if applicable	If you entered **Joint** in Providership then enter the name(s) of the joint providers in this field. Separate the name of each organization with a semicolon. If you entered **Direct** in Providership then leave this field blank.	Joint Provider A; Joint Provider B
NOTE: The Measured Outcomes columns are hidden in the Excel Template. Please refer to Appendix A for more detail.							

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
AC	Measured Outcomes - Learner Competence	Yes No	No	No	No	Identifying an outcome is optional. (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**)	Yes
AD	Learner Competence Measurement - Objective	Yes No	No	No	No	Measurements are optional.	Yes
AE	Learner Competence Measurement - Subjective	Yes No	No	No	No	Measurements are optional.	No
AF	Measured Outcomes - Learner Performance	Yes No	No	No	No	Identifying an outcome is optional. (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**)	No
AG	Learner Performance Measurement - Objective	Yes No	No	No	No	Measurements are optional.	No
AH	Learner Performance Measurement - Subjective	Yes No	No	No	No	Measurements are optional.	No
AI	Measured Outcomes - Patient Health	Yes No	No	No	No	Identifying an outcome is optional. (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**)	Yes
AJ	Patient Health Measurement - Objective	Yes No	No	No	No	Measurements are optional.	No
AK	Patient Health Measurement - Subjective	Yes No	No	No	No	Measurements are optional.	Yes
AL	Measured Outcomes - Community/Population Health	Yes No	No	No	No	Identifying an outcome is optional. (**Learner Competence**, **Learner Performance**, **Patient Health**, or **Community/Population Health**)	No

Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			To Save Activity as Draft	To Save Activity as Active	To Close Activity		
AM	Community/Population Health Measurement - Objective	Yes No	No	No	No	Measurements are optional.	No
AN	Community/Population Health Measurement - Subjective	Yes No	No	No	No	Measurements are optional.	No
AO	Measured Outcomes - Learner Knowledge	Yes No	No	No	No	Learner Knowledge is optional. This field does not count towards the selected outcome requirement.	Yes
AP	Learner Knowledge Measurement - Objective	Yes No	No	No	No	Measurements are optional.	Yes
AQ	Learner Knowledge Measurement - Subjective	Yes No	No	No	No	Measurements are optional.	Yes
AR	Commercial Support Received?	Yes No	No	No	Yes	This field is required to Close an Activity but does not need to be added to Save it as Active.	Yes
The following three columns (AS, AT, & AU) can be repeated to indicate multiple commercial support sources							
AS	Commercial Support Type	Monetary In-kind	No	No	Yes, if the activity received commercial support	If you entered **Yes** in Commercial Support Received, then the source should be reported. If you entered **No** in Commercial Support Received, leave this field blank.	Monetary
AT	Commercial Support Source	Commercial support sources can be found in Appendix C	No	No	Yes, if the activity received commercial support	If you entered **Yes** in Commercial Support Received, then the source should be reported. If you entered **No** in Commercial Support Received, leave this field blank.	Abbott (Any Division)

Col.	Field Name	Valid Values/ Format	Data is Required in Field:				
			To Save Activity as Draft	To Save Activity as Active	To Close Activity	Comments	Example Data
AU	**Amount Received**	US dollar amount (00.00)	No	No	Yes, if the support type is monetary	If you entered **Yes** in Commercial Support Received and **Monetary** in Commercial Support Type, this field should be completed. If you entered **Yes** in Commercial Support Received and **In-kind** in Commercial Support Type, leave this field blank. If you entered **No** in Commercial Support Received, leave this field blank.	1000.00
AV	**Total Learners - Registered Nurse (RN)**	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past. The number of **Registered Nurses (RN)** that participated in the activity.	5
AW	**Total Learners - Advanced Practice Registered Nurse (APRN)**	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past. The number of **Advanced Practice Registered Nurses (APRN)** that participated in the activity.	10
AX	**Total Learners – Other Learners**	Number	No	No	Yes	Can only add learner totals to activities that have a start date in the past. Other Learners are attendees other than RN's or APRN's.	0
AY	**Close Activity?**	Yes <blank>	No	No	Yes	An activity can only be closed once all required data fields are completed and the end date for the activity is in the past.	No

Appendix A – Productive Guidance

Copy & Paste:

When copying and pasting a value in a cell in this template, a very good habit to create is to always
"Paste Special" then select "Values"
This can also be performed via CTRL-SHIFT-V.

This spreadsheet has formulas and rules underneath the covers that help enter valid data. Although these features will not completely prevent errors from being submitted, it will keep the data as clean as possible *before* it is submitted to NARS. Paste Special + Values keeps these features in place.
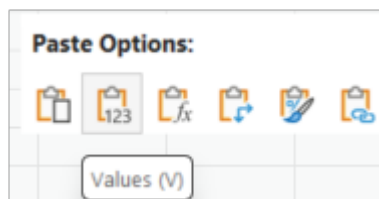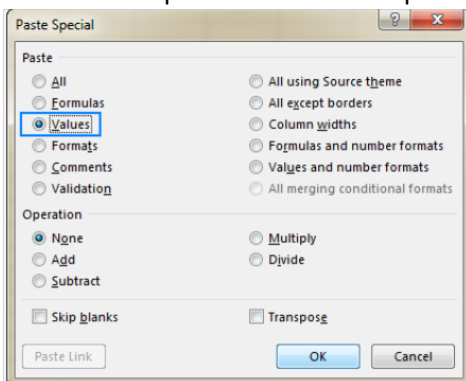
Rows:

ACTION	NOTES
Do not update or delete any of the text in Row 1 and Row 2.	These are instructions and headers and must remain as is. (Our gremlins will know if you update this data.)
It is ok to copy a row, please verify each cell after the copy is complete.	It is critical that the rules for each cell be maintained.
Limit the number of activity data rows to **500**.	

Columns:

ACTION	NOTES
Do not delete any of the columns in this template.	
Do not move or change the order of the columns.	Only Columns AS through AU can be repeated if there are multiple sources for commercial support. Please see details below.
It is ok to hide a column.	If there is data in any of the cells that are hidden, it will process. Columns AC through AQ are automatically hidden. These are for Measured Outcomes. These fields are not required. They are also most often not applicable, thus the reason to default them to hidden.

Columns for Commercial Support sources (AS through AU) can be copied and repeated within the file if there are multiple sources. NO other columns can be repeated.

	Repeat these three columns as a group for each source of commercial support			Repeat these three columns as a group for each source of commercial support		
Commercial Support Received?	Commercial Support Type	Commercial Support Source	Amount Received	Commercial Support Type	Commercial Support Source	Amount Received
Yes	Monetary	Biogen	2500			
Yes	In-kind	Amgen, Inc.	1200	Monetary	Alcon (Any division)	1200
No						

If a set of columns is added for the second support source, they will become AV-AX; a third source would be AY-BA. All subsequent columns would then move out.

AS	AT	AU	AV	AW	AX	AY	AZ	BA
Repeat these three columns as a group for each source of commercial support			Repeat these three columns as a group for each source of commercial support			Repeat these three columns as a group for each source of commercial support		
	Commercial Support Source	Amount Received		Commercial Support Source	Amount Received		Commercial Support Source	Amount Received
Monetary	Biogen	15000	In-kind	Bayer (Any division)	2	Monetary	Siemans (Any division)	1565
In-kind	GE Healthcare		In-kind	Bayer (Any division)		Monetary	Siemans (Any division)	

Appendix B.1 – List of Country Codes

Country	Code	Country	Code	Country	Code	Country	Code
Afghanistan	AFG	Djibouti	DJI	Latvia	LVA	Saint Martin (French part)	MAF
Åland Islands	ALA	Dominica	DMA	Lebanon	LBN	Saint Pierre and Miquelon	SPM
Albania	ALB	Dominican Republic	DOM	Lesotho	LSO	Saint Vincent and the Grenadines	VCT
Algeria	DZA	Ecuador	ECU	Liberia	LBR	Samoa	WSM
Andorra	AND	Egypt	EGY	Libya	LBY	San Marino	SMR
Angola	AGO	El Salvador	SLV	Liechtenstein	LIE	Sao Tome and Principe	STP
Anguilla	AIA	Equatorial Guinea	GNQ	Lithuania	LTU	Saudi Arabia	SAU
Antarctica	ATA	Eritrea	ERI	Luxembourg	LUX	Senegal	SEN
Antigua and Barbuda	ATG	Estonia	EST	Macao	MAC	Serbia	SRB
Argentina	ARG	Eswatini	SWZ	Madagascar	MDG	Seychelles	SYC
Armenia	ARM	Ethiopia	ETH	Malawi	MWI	Sierra Leone	SLE
Aruba	ABW	Falkland Islands [Malvinas]	FLK	Malaysia	MYS	Singapore	SGP
Australia	AUS	Faroe Islands	FRO	Maldives	MDV	Sint Maarten (Dutch part)	SXM
Austria	AUT	Fiji	FJI	Mali	MLI	Sint Maarten (Dutch side)	SXM
Azerbaijan	AZE	Finland	FIN	Malta	MLT	Slovakia	SVK
Bahamas	BHS	France	FRA	Martinique	MTQ	Slovenia	SVN
Bahrain	BHR	French Guiana	GUF	Mauritania	MRT	Solomon Islands	SLB
Bangladesh	BGD	French Polynesia	PYF	Mauritius	MUS	Somalia	SOM
Barbados	BRB	French Southern Territories	ATF	Mayotte	MYT	South Africa	ZAF
Belarus	BLR	Gabon	GAB	Mexico	MEX	South Georgia and the South Sandwich Islands	SGS
Belgium	BEL	Gambia	GMB	Moldova (the Republic of)	MDA	South Sudan	SSD
Belize	BLZ	Georgia	GEO	Monaco	MCO	Spain	ESP
Benin	BEN	Germany	DEU	Mongolia	MNG	Sri Lanka	LKA

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Country	Code	Country	Code	Country	Code	Country	Code
Bermuda	BMU	Ghana	GHA	Montenegro	MNE	Sudan	SDN
Bhutan	BTN	Gibraltar	GIB	Montserrat	MSR	Suriname	SUR
Bolivia (Plurinational State of)	BOL	Greece	GRC	Morocco	MAR	Svalbard and Jan Mayen	SJM
Bonaire, Sint Eustatius and Saba	BES	Greenland	GRL	Mozambique	MOZ	Sweden	SWE
Bosnia and Herzegovina	BIH	Grenada	GRD	Myanmar	MMR	Switzerland	CHE
Botswana	BWA	Guadeloupe	GLP	Namibia	NAM	Syrian Arab Republic	SYR
Bouvet Island	BVT	Guatemala	GTM	Nauru	NRU	Taiwan	TWN
Brazil	BRA	Guernsey	GGY	Nepal	NPL	Tajikistan	TJK
British Indian Ocean Territory	IOT	Guinea	GIN	Netherlands (Kingdom of the)	NLD	Tanzania, the United Republic of	TZA
Brunei Darussalam	BRN	Guinea-Bissau	GNB	New Caledonia	NCL	Thailand	THA
Bulgaria	BGR	Guyana	GUY	New Zealand	NZL	Timor-Leste	TLS
Burkina Faso	BFA	Haiti	HTI	Nicaragua	NIC	Togo	TGO
Burundi	BDI	Heard Island and McDonald Islands	HMD	Niger	NER	Tokelau	TKL
Cabo Verde	CPV	Holy See	VAT	Nigeria	NGA	Tonga	TON
Cambodia	KHM	Honduras	HND	Niue	NIU	Trinidad and Tobago	TTO
Cameroon	CMR	Hong Kong	HKG	Norfolk Island	NFK	Tunisia	TUN
Canada	CAN	Hungary	HUN	North Macedonia	MKD	Türkiye	TUR
Cayman Islands	CYM	Iceland	ISL	Norway	NOR	Turkmenistan	TKM
Central African Republic	CAF	India	IND	Oman	OMN	Turks and Caicos Islands	TCA
Chad	TCD	Indonesia	IDN	Pakistan	PAK	Tuvalu	TUV
Chile	CHL	Iran (Islamic Republic of)	IRN	Palestine, State of	PSE	Uganda	UGA
China	CHN	Iraq	IRQ	Panama	PAN	Ukraine	UKR
Christmas Island	CXR	Ireland	IRL	Papua New Guinea	PNG	United Arab Emirates	ARE

Country	Code	Country	Code	Country	Code	Country	Code
Cocos (Keeling) Islands	CCK	Isle of Man	IMN	Paraguay	PRY	United Kingdom of Great Britain and Northern Ireland	GBR
Colombia	COL	Israel	ISR	Peru	PER	United States Minor Outlying Islands	UMI
Comoros	COM	Italy	ITA	Philippines	PHL	United States of America	USA
Congo	COG	Jamaica	JAM	Pitcairn	PCN	Uruguay	URY
Congo (the Democratic Republic of the)	COD	Japan	JPN	Poland	POL	Uzbekistan	UZB
Cook Islands	COK	Jersey	JEY	Portugal	PRT	Vanuatu	VUT
Costa Rica	CRI	Jordan	JOR	Qatar	QAT	Venezuela (Bolivarian Republic of)	VEN
Côte d'Ivoire	CIV	Kazakhstan	KAZ	Réunion	REU	Viet Nam	VNM
Croatia	HRV	Kenya	KEN	Romania	ROU	Virgin Islands (British)	VGB
Cuba	CUB	Kiribati	KIR	Russian Federation	RUS	Wallis and Futuna	WLF
Curacao	CUW	Korea (the Democratic People's Republic of)	PRK	Rwanda	RWA	Western Sahara	ESH
Curaçao	CUW	Korea (the Republic of)	KOR	Saint Barthélemy	BLM	Yemen	YEM
Cyprus	CYP	Kuwait	KWT	Saint Helena, Ascension and Tristan da Cunha	SHN	Zambia	ZMB
Czechia	CZE	Kyrgyzstan	KGZ	Saint Kitts and Nevis	KNA	Zimbabwe	ZWE
Denmark	DNK	Lao People's Democratic Republic	LAO	Saint Lucia	LCA		

Appendix C – U.S. States / Territories / Regions

State/Territory	Code	State/Territory	Code	State/Territory	Code	State/Territory	Code
Alabama	AL	Idaho	ID	Montana	MT	Puerto Rico	PR
Alaska	AK	Illinois	IL	Nebraska	NE	Rhode Island	RI
American Samoa	AS	Indiana	IN	Nevada	NV	South Carolina	SC
Arizona	AZ	Iowa	IA	New Hampshire	NH	South Dakota	SD
Arkansas	AR	Kansas	KS	New Jersey	NJ	Tennessee	TN
California	CA	Kentucky	KY	New Mexico	NM	Texas	TX
Colorado	CO	Louisiana	LA	New York	NY	U.S. Virgin Islands	VI
Connecticut	CT	Maine	ME	North Carolina	NC	Utah	UT
Delaware	DE	Marshall Islands	MH	North Dakota	ND	Vermont	VT
District of Columbia	DC	Maryland	MD	Northern Mariana Islands	MP	Virginia	VA
Federated States of Micronesia	FM	Massachusetts	MA	Ohio	OH	Washington	WA
Florida	FL	Michigan	MI	Oklahoma	OK	West Virginia	WV
Georgia	GA	Minnesota	MN	Oregon	OR	Wisconsin	WI
Guam	GU	Mississippi	MS	Palau	PW	Wyoming	WY
Hawaii	HI	Missouri	MO	Pennsylvania	PA		

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Appendix D – Commercial Support Sources

Commercial Support Source	Commercial Support Source	Commercial Support Source	Commercial Support Source
Abbott (Any division)	ConMed	Jazz Pharmaceuticals, Inc.	Roche (Any division)
AbbVie (Any division)	Cook Medical, Inc.	Johnson & Johnson	Salix Pharmaceuticals, Inc.
AbioMed	CooperSurgical, Inc.	Karl Storz Endoscopy	Sanofi S.A.
Actelion Pharmaceuticals	CSL Behring, LLC	Kowa Pharmaceuticals	Seattle Genetics
Alcon (Any division)	Daiichi Sankyo, Inc.	Lilly (Any division)	Shire Pharmaceuticals
Allergan (Any division)	DePuy (Any division)	Lundbeck, Inc.	Siemans (Any division)
Amarin Pharmaceuticals, Inc.	Edwards Lifesciences Corporation	Mallinckrodt Pharmaceuticals	Smith & Nephew (Any division)
Amgen, Inc.	Eisai, Inc.	Mead Johnson Nutrition Company	SonoSite
Arthrex	Ethicon (Any division)	Medtronic (Any division)	St. Jude Medical, Inc.
Astellas (Any division)	Exelixis	Merck (Any division)	Stryker (Any division)
AstraZeneca (Any division)	Fujifilm (Any division)	Merz (Any division)	Sunovion Pharmaceuticals, Inc.
Bard Peripheral Vascular, Inc.	Galderma (Any division)	Millennium Pharmaceuticals, Inc.	Taiho Pharmaceutical
Bausch & Lomb (Any division)	GE Healthcare	Mindray	Takeda Pharmaceuticals (Any division)
Baxter International, Inc.	Genentech (Any division)	Myriad (Any division)	Teleflex Medical
Bayer (Any division)	Genomic Health, Inc.	Novartis Corporation Pharmaceuticals	Terumo (Any division)
Biogen	Genzyme Corporation	Novo Nordisk (Any division)	Tesaro
Biosense Webster, Inc.	Gilead Sciences, Inc.	Novocure	Teva Pharmaceutical Industries
BIOTRONIK, Inc.	Globus Medical, Inc.	NuVasive	UCB
Boehringer Ingelheim Pharmaceuticals, Inc.	Grifols	Olympus Corporation	United Therapeutics
Boston Scientific Corporation	Hitachi (Any division)	Otsuka America Pharmaceutical, Inc.	Valeant Pharmaceuticals (Any division)
Bristol-Myers Squibb Company	Hologic, Inc.	Pfizer (Any division)	Vertex Pharmaceuticals
BTG International, Inc.	Incyte Corporation	Philips (Any division)	ViiV Healthcare
Celgene Corporation	Integra LifeSciences Corporation	Prometheus Laboratories, Inc.	W. L. Gore & Associates, Inc.
Chiesi	Ipsen	Regeneron Pharmaceuticals, Inc.	Zimmer (Any division)
Clovis Oncology	Janssen (Any division)	REMS Program Companies (RPC)	Zoll (Any division)

Appendix D – Resolving Error Codes

Error Message	Cause	Resolution
458: Line 11, Field 3: ANCC Activity ID is invalid/does not exist	Attempting to perform an action, update or delete, for an activity that does not exist.	Verify the ACCME Activity ID.
483: This activity cannot be closed. Activities must have all required fields completed and an end date in the past to be closed.	This can be caused by multiple problems. Check to make sure there is a value in Column AT for "Commercial Support Received?". This field is required to close an activity?	Verify all required fields (reference the field table) have values. Verify end date of the activity is in the past.
476: Line 33, An activity matching this ID already exists. Existing activities may not use the 'Add' record action.	The template was attempting to add an activity that already exists in NARS. One of the matching criteria is Internal ID.	If attempting to create a new Activity, change the Internal ID and Activity Name to be unique. If attempting to Update the existing Activity, change the Record Action from Add to Update.