

Getting Started with ACEMAPP

Welcome to ACEMAPP! This guide provides you with an overview of how to navigate the ACEMAPP system to help you meet compliance for your upcoming clinical rotations.

Please read through this article to get started, or you may quickly jump to one of the options below:

1. Login
2. Billing
3. Profile
4. Requirements
5. Custom Fields
6. Learning Materials
7. Third-Party Vendors
8. Checking Compliance

Login

You will receive an email from ACEMAPP which will contain a link allowing you to set your password.

To log into your ACEMAPP account, navigate to **acemapp.org** and enter your email address and password. When you log in you will be asked to agree to the FERPA consent, the Honesty Pledge and the Terms and Conditions.

Please also see: Log in to ACEMAPP (<https://acemapp.org/kb/53>)

Billing for Students

Some schools require students to pay the \$50 ACEMAPP membership fee. If your school requires payment, click **"Make Payment"** from your dashboard.

To make a payment for your ACEMAPP membership, please follow the steps outlined in this guide: Membership Period - Student (<https://acemapp.org/kb/150>). Once your membership is paid, you can navigate to your Student Home Page to complete your assigned school and/or clinical site onboarding materials.

If you have problems with processing a credit or debit card, contact PayPal at 1-888-221-1161.

 from the drop-down menu.</p>
 </div>
 <div data-bbox="72 823 647 842" data-label="Text>
 <p>For further assistance, please see: My Profile (<https://acemapp.org/kb/176>)</p>
 </div>
 <div data-bbox="72 852 628 870" data-label="Text>
 <p>After you complete your profile, you will have access to your home page.</p>
 </div>
 <div data-bbox="74 879 922 951" data-label="Complex-Block>

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 <div data-bbox="0 981 40 1000" data-label="Page-Footer>2 of 6</div>
 <div data-bbox="861 981 1000 1000" data-label="Page-Footer>2/21/2022, 3:01 PM</div>

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Requirements

Within ACEMAPP, each school and the clinical site has different requirements. Your school and/or clinical site requirements are found in the **Requirement** table.

Actions	Requirements	Pre Valid	Post Valid	Date Complete	Date Expires	Waiver
	BLS	X	X	01/01/2019	12/31/2020	✓
	TB	X	X	05/18/2020	05/18/2021	---
	TB (Options Within)	X	X	---	N/A	---
	TB (PPD or Blood Test)	X	X	---	N/A	---
Actions	Requirements	Pre Valid	Post Valid	Date Complete	Date Expires	Waiver
	ACE Test Requirement2	---	---	09/24/2020	12/19/2020	---
	Background Check	✓	✓	01/01/2020	N/A	---
	Drug Screen	✓	✓	01/01/2020	N/A	---
	Hepatitis B	✓	✓	04/01/2020	N/A	---
	Measles, Mumps & Rubella (MMR)	✓	✓	01/01/2020	N/A	---
	Placement Request	---	---	01/01/2020	N/A	---
	Professional Liability Insurance with exp.	✓	✓	01/01/2020	06/16/2023	---
	QA	---	---	01/01/2020	N/A	---
	Tetanus, Diphtheria and Pertussis (TDaP)	✓	✓	01/01/2020	12/31/9999	---
	Tiered Test	---	✓	04/14/2020	04/14/2022	---
	Varicella (Chicken Pox)	✓	✓	01/01/2020	N/A	---

Incomplete Requirements:

Requirements that are still outstanding. Upload the document (if available) or submit it to your school coordinator for review. If your requirement is pending, it will show incomplete until it is reviewed and approved by your school, clinical site, or third-party vendor.

Expiring Requirements:

Requirements that expire soon. Upload the document (if available) or submit to your school coordinator for review. You do not have access to resubmit your expiring requirements until **60-days** before the expiration date in ACEMAPP.

Requirements:

Requirements that are completed. Nothing more is needed at this time.

If the school or clinical site allows you to upload, manage, or complete your requirements within your ACEMAPP account, there is a **"Manage Documents"** button next to the requirement. Please also see: [Uploading Your ACEMAPP Requirements \(https://acemapp.org/kb/57\)](https://acemapp.org/kb/57)

Actions	Incomplete Requirements	Pre Valid	Post Valid	Date Complete	Date Expires	Waiver
	BLS	X	X	01/01/2019	12/31/2020	✓
	TB	X	X	05/18/2020	05/18/2021	---
	TB (Options Within)	X	X	---	N/A	---
	TB (PPD or Blood Test)	X	X	---	N/A	---

If there is a **dash** next to the requirement and no **"Manage Documents"** button, then your requirement is managed outside of ACEMAPP. Check to see if you have a Vendor listed and if there are instructions from your school in the Announcement areas on your home page. Please contact your school coordinator for information on how to submit your documents if your school manages these requirements outside of ACEMAPP.

Actions	Incomplete Requirements	Pre Valid	Post Valid	Date Complete	Date Expires	Waiver
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	BLS	x	x	01/01/2019	12/31/2020	✓
	TB	x	x	05/18/2020	05/18/2021	---
	TB (Options Within)	x	x	---	N/A	---
	TB (PPD or Blood Test)	x	x	---	N/A	---
Actions						
Requirements		Pre Valid	Post Valid	Date Complete	Date Expires	Waiver
	ACE Test Requirement2	--	--	09/24/2020	12/19/2020	---
	Background Check	✓	✓	01/01/2020	N/A	---
	Drug Screen	✓	✓	01/01/2020	N/A	---
	Hepatitis B	✓	✓	04/01/2020	N/A	---

Custom Fields

Your clinical site may want to capture specific information from you. This is collected in the **Custom Fields** section of your home screen. They can also be found in your **Profile** after you are assigned to a rotation.

To complete the Custom Fields, click the **"Edit"** pencil and enter the required information and click **"Save"**.

NOTE: Custom Field completion will affect compliance.

Custom Fields					
Actions	Custom Field	Pre Valid	Post Valid	Value	
	Alma Mater	--	--		
	Current Skill	--	--		
	Document #1	--	--		
	Employee?	--	--	No	
	Employer	--	--		
	Grad date	--	✓	09/09/2025	
	Multi-Test	--	--		
	Nickname	--	--		
	Occupation	--	--		
	QA	--	--		
	Spouse Name	--	--		
	Year Graduated	--	--		

Learning Materials

Your school or clinical site may also require that you take a series of courses and assessments to meet compliance.

If required, these items appear in the **"Learning Materials"** table on your home screen, below the **"Requirements"** table.

In ACEMAPP, modules serve to deliver the necessary information to complete the related assessment.

To take a module or assessment, click on the **"View Module"** or **"Take Assessment"** button, and the course or assessment opens.

Once the assessment is successfully completed, the "Take Assessment" button is no longer active, and you see a green check. The expiration date is extended for 1-year.

Please also see: Learning Materials - Students & Faculty (<https://acemapp.org/kb/148>)

Actions	Module/Assessment Name	Pre Valid	Post Valid	Current Attempts	Available Attempts	Date Expires
	Example - ECare Course - Barcode Medication Administration	—	—	Complete	3	09/30/2020
	Example - ECare Course - IVIEW Overview	—	—	0	3	N/A
	Bloodborne Pathogens - Course	—	—	5	∞	N/A
	Bloodborne Pathogens Assessment	✓	✓	Complete	2	05/20/2020
	HIPAA - Course	—	—	1	∞	N/A
	HIPAA Assessment	✓	✓	Complete	2	05/20/2020
	OSHA - Course	—	—	2	∞	N/A
	OSHA Assessment	✗	✗	0	2	10/02/2019

Assessments Expired or Not Taken

Third-Party Vendors

ACEMAPP interfaces with several third-party vendors to simplify the compliance process for you by allowing you to link your ACEMAPP account directly to the associated Vendor to satisfy some of your compliance items. These items may include your Background Check, Drug Screen, BLS, and Immunizations.

If your school or clinical site utilized third-party vendor integration, the associated **Vendor** logo appears in the "Vendors" window on the left side of your home screen.



For directions on each of our partnering vendors, please review the related Help Desk articles below:

- Advantage Students (InfoMart) (<https://acemapp.org/kb/120>)
- Verify Students (by Corporate Screening) & Medicat (Immunitrax) (<https://acemapp.org/kb/50>)
 - Verify Students (by Corporate Screening) (<https://acemapp.org/kb/124>) - [Background Check & Drug Screen only]
 - Medicat (Immunitrax) (<https://acemapp.org/kb/123>) - [Immunizations only]
- Complio (powered by American DataBank) (<https://acemapp.org/kb/119>)

Checking Compliance

The **Affiliations** section on your Home screen will show Compliance. You will need to check the **Compliance Column** for your school and for each rotation you may be assigned to in ACEMAPP.

- A **Green Check** indicates that you have completed everything in ACEMAPP to date.
- A **Red "X"** indicates that you have incomplete items. By clicking on the **Red "X"** you can see exactly

what needs to be completed to show compliance.

NOTE: Pending items are considered incomplete until approved by the school or clinical site.