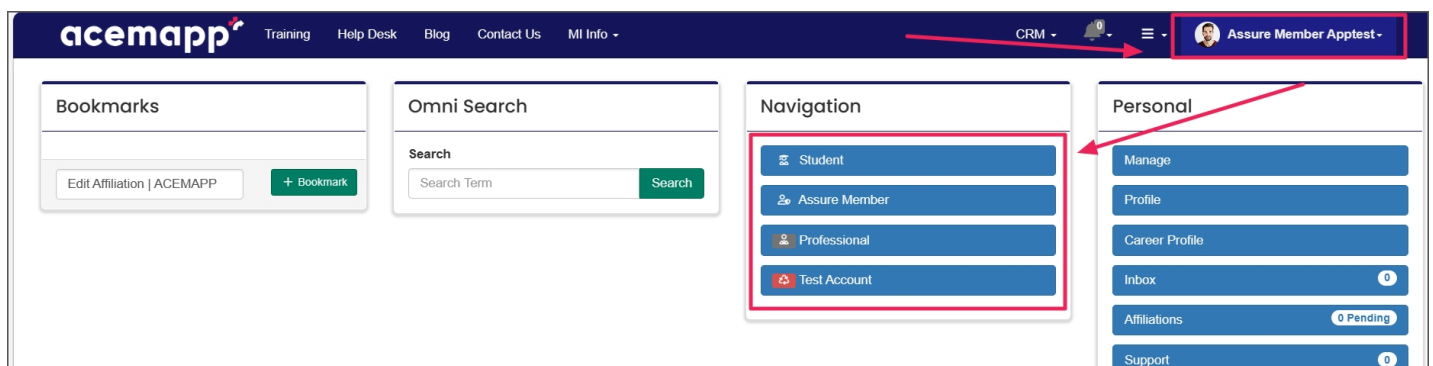


Tiered requirements allow for different options to complete the overall requirement. These options, or "tiers," are determined by the organization for which the requirement is set up. Be sure to read the Requirement Description that includes Instructions on how to complete each tiered requirement.

Step 1:

To navigate to your appropriate home page. Click on your **"Name"**, then from your **Navigation** table, select the member type you want to view.

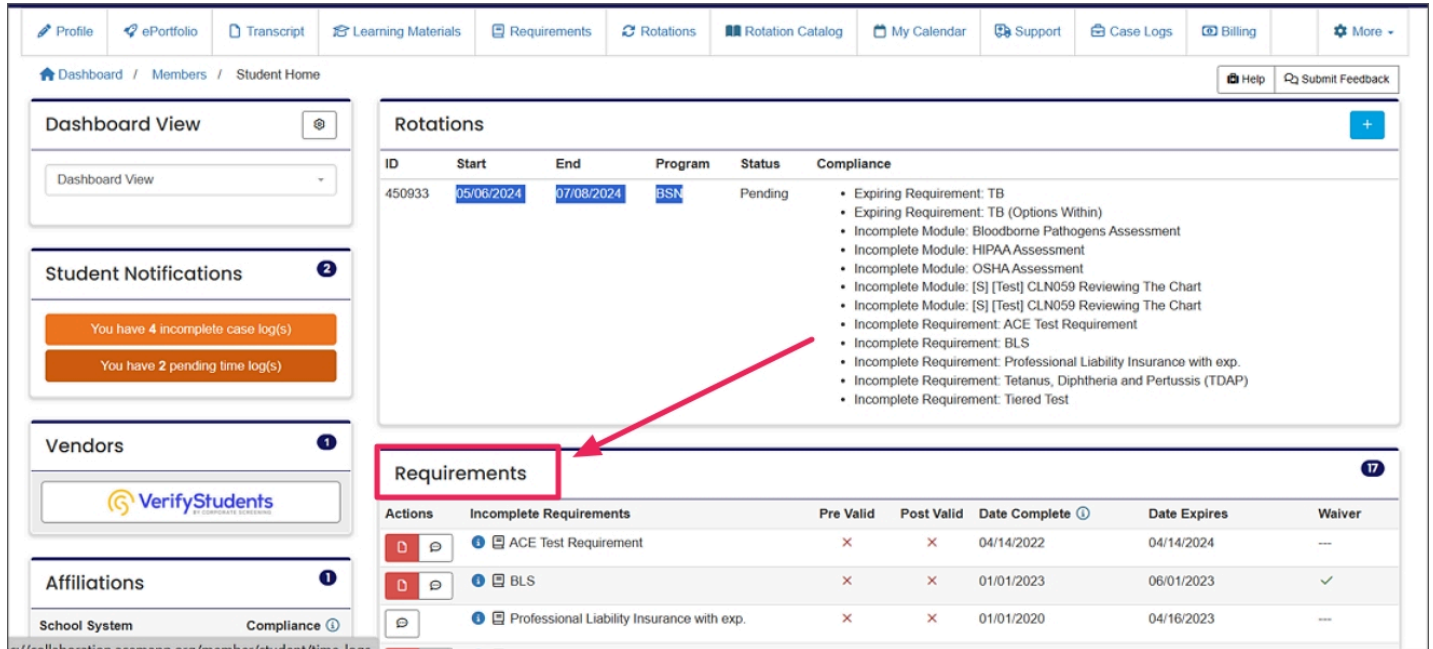
IMPORTANT: (Assure Members should upload requirements to their Assure Member Home page.)















The screenshot displays the ACEMAPP user interface. At the top, a dark blue navigation bar contains the ACEMAPP logo and links for Training, Help Desk, Blog, Contact Us, and MI Info. On the right side of the navigation bar, there are links for CRM, a notification bell, and a user profile dropdown menu labeled "Assure Member Apptest". A red box highlights the user profile dropdown, and a red arrow points from it to the "Personal" section of the main content area. The main content area is divided into four columns: Bookmarks, Omni Search, Navigation, and Personal. The "Navigation" column contains a list of member types: Student, Assure Member, Professional, and Test Account. A red box highlights this list, and a red arrow points from it to the "Assure Member" option in the "Personal" section. The "Personal" section contains links for Manage, Profile, Career Profile, Inbox (0), Affiliations (0 Pending), and Support (0).

Step 2:

From your Home page, locate the tiered requirement in the **Requirements** section.

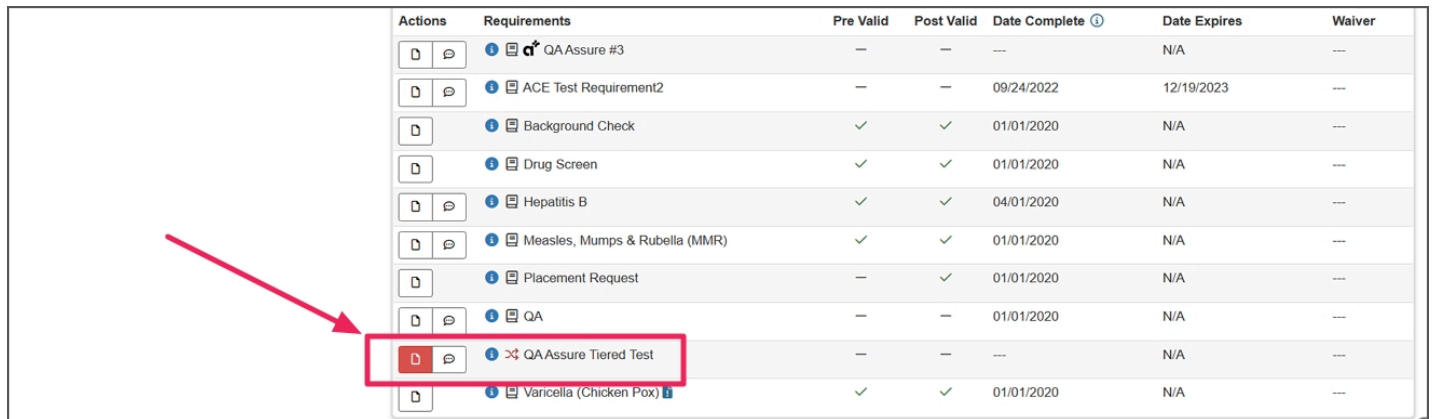


The screenshot shows a dashboard with a top navigation bar containing links for Profile, ePortfolio, Transcript, Learning Materials, Requirements, Rotations, Rotation Catalog, My Calendar, Support, Case Logs, Billing, and More. The main content area is divided into several sections: Dashboard View, Student Notifications (with 2 notifications), Vendors (with 1 vendor), and Affiliations (with 1 affiliation). The Requirements section is highlighted with a red box and a red arrow pointing to it from the left sidebar. The Requirements section displays a table of requirements with columns for Actions, Incomplete Requirements, Pre Valid, Post Valid, Date Complete, Date Expires, and Waiver.





































Actions	Incomplete Requirements	Pre Valid	Post Valid	Date Complete	Date Expires	Waiver
 	  ACE Test Requirement	×	×	04/14/2022	04/14/2024	---
 	  BLS	×	×	01/01/2023	06/01/2023	✓
 	  Professional Liability Insurance with exp.	×	×	01/01/2020	04/16/2023	---

Step 3:

The crossed arrows identify tiered requirements next to the requirement name. Click the **"Manage Requirement"** button.



The screenshot shows a table of requirements with columns for Actions, Requirements, Pre Valid, Post Valid, Date Complete, Date Expires, and Waiver. A red arrow points to the 'QA Assure Tiered Test' requirement, which has crossed arrows next to its name.

Actions	Requirements	Pre Valid	Post Valid	Date Complete	Date Expires	Waiver
 	  QA Assure #3	---	---	---	N/A	---
 	  ACE Test Requirement2	---	---	09/24/2022	12/19/2023	---
	  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	---
 	  QA	---	---	01/01/2020	N/A	---
 	  QA Assure Tiered Test	---	---	---	N/A	---
	  Varicella (Chicken Pox)	✓	✓	01/01/2020	N/A	---

Step 4:

You must read the **Requirement Description** to know which **Group** to upload your documents to meet the overall requirement. There is a requirement description for the overall requirement and a description for each selected tier.

Profile | ePortfolio | Transcript | Learning Materials | Requirements | Rotations | Rotation Catalog | My Calendar | Support | Case Logs | Billing | More -

Dashboard / Members / Student Home / Requirements / Member Requirement Documents / Tiered Requirement: TB (Options Within) | Add Intro JS | Add KB Article | Submit Feedback

Navigation | Historical Documents

Requirement Information

Group 1
Level 1: QuantIFERON TB Gold

Group 2
Level 1: Chest X Ray

Group 3
Level 1: 2 PPDs (last year's and within last 3

Group 4
Level 1: T-SPOT (TB Test) - Negative Result

Requirement Information

Tiered Requirement Name
TB (Options Within)

Requirement Description
You can meet this requirement in one of several ways, please provide documentation of:
- A negative Quantiferon Gold
OR
- A PPD from the last 3 months AND a PPD from last year
OR
A T-spot
You may upload your chest x-ray here, but it will not clear you of your TB requirement.
To begin, select a requirement group under "Navigation"

Step 5:

Choose one **Group** and upload the required documents to each **Level** of that selected **Group** only.

NOTE: All levels within a group **MUST** be completed to show overall compliance with the requirement.

Profile | ePortfolio | Transcript | Learning Materials | Requirements | Rotations | Rotation Catalog | My Calendar | Support | Case Logs | Billing | More -

Dashboard / Members / Student Home / Requirements / Member Requirement Documents / Tiered Requirement: TB (Options Within) | Add Intro JS | Add KB Article | Submit Feedback

Navigation | Historical Documents

Requirement Information

Group 1
Level 1: QuantIFERON TB Gold

Group 2
Level 1: Chest X Ray

Group 3
Level 1: 2 PPDs (last year's and within last 3

Group 4
Level 1: T-SPOT (TB Test) - Negative Result

Requirement Information

Tiered Requirement Name
TB (Options Within)

Requirement Description
You can meet this requirement in one of several ways, please provide documentation of:
- A negative Quantiferon Gold
OR
- A PPD from the last 3 months AND a PPD from last year
OR
A T-spot
You may upload your chest x-ray here, but it will not clear you of your TB requirement.
To begin, select a requirement group under "Navigation"

Step 6:

Complete the required fields to upload.

- Enter the **Completion Date** for the requirement.
 - **The Completion Date refers to the date the immunization was received, not the date the document is being uploaded.**
- Click **"Browse"** to select your document from your computer. **All uploaded documents must be PDF or image file types (JPEG, PNG, GIF, BMP) and less than 20 MB in size.**
- Click the second **"Browse"** button under **"Additional files"** to upload additional files.
- Members can use previously uploaded documentation by clicking the **"View Previous Uploads"** button.
- Click **"Submit"** once you have uploaded your document.

NOTE: If your document is uploaded correctly, the status will reflect it as pending. Your requirement is **incomplete** until it's approved.

Level 1: QuantIFERON TB Gold

Group 2

Level 1: Chest X Ray

Group 3

Level 1: 2 PPDs (last year's and within last 3 months)

Group 4

Level 1: T-SPOT (TB Test) - Negative Result

-APPD from the last 3 months AND a PPD from last year
OR
A T-spot
You may upload your chest x-ray here, but it will not clear you of your TB requirement.

QuantIFERON TB Gold

* = required

Requirement Date Complete	Requirement Date Expires	Pre-Req Valid	Post-Req Valid
05/18/2020	05/18/2024		

Enter a completion date *

Upload new documents

Select a file (PDF and Image only)

Additional files (PDF and Image only. hold control to select multiple)

OR use a previous upload

Notes

Current Documents

Action	Document(s)	Completion Date	Upload Date	Status	Notes
<input type="button" value="x"/>	immunizationtemplate.png	09/18/2023	09/22/2023 9:54am	Pending	

