

ABOM JOURNAL ARTICLE REVIEW RECERTIFICATION PATHWAY (JARRP) NEW USER HANDBOOK

TO LOG IN AND REGISTER FOR THE JOURNAL ARTICLE REVIEW RECERTIFICATION PATHWAY (FIRST TIME)

1. Log in to the ABOM Application Portal at <http://abom.learningbuilder.com/>. (If you have never accessed the ABOM Certification Management System you will need to create a new password. To do this, go to <https://abom.learningbuilder.com/Public/Password/Forgot> and follow the instructions.)
2. After logging in, you will land on the Journal Article Review Recertification Pathway main page. Click the orange button labeled 'Begin JARRP' and follow the instructions to register and pay.
3. Once payment is complete, you will be taken to the Maintenance of Certification Dashboard.
4. At the top of the page, above the blue bar that says Maintenance of Certification Dashboard, you will see the date that your two-year cycle ends and the date that your certification term ends. You will need to earn 12 Journal Article points every two years by the date indicated in this box.

ONCE YOU ARE LOGGED INTO THE SYSTEM

1. When you log in, you will land on the Maintenance of Certification Dashboard page. On this page you can see how many journal articles you have left to complete by looking at the blue bar that says Requirements.
2. When you're ready to look for journal articles, find the green bar that says Journal Article Recertification Pathway. Then **click on the blue button that says View List of Available Articles**.
3. Here you can search for journal articles. You can search by keywords or dates. You can read the abstract describing the article by clicking the plus sign to the left of the article title.
4. Once you have found an article you would like review, **click the blue button that says +Select to add the journal article**.
5. A pop-up window opens with the Article Title, Abstract, Expiration Date, Link to the journal article PDF, and the link to the Journal Article Assessment. Click the link that says "**Click Here to Access Article**" and a PDF of the article opens in a new window. You may print the article and/or save it to your computer.
6. Go back to the original window and **click the orange Begin Assessment button or the blue Finish Later button** to return to the assessment in the future. When you click the Blue Finish Later button, you will return to the Maintenance of Certification Dashboard and see that the article has been added under the green Journal Article Review Recertification Pathway bar. For each article you will also see fields for Completion Date, Status (pass or fail), Exam Attempts Remaining (you may take each assessment twice)
7. Once you have thoroughly reviewed the article, return to the Maintenance of Certification Dashboard, find the article title under the green Journal Article Review Recertification Pathway bar and click the **orange button that says Access Assessment**.
8. A pop-up box will open. **Click the orange Begin Assessment button**.
9. Complete the exam and then **click on Finish Assessment**.
10. You will then be directed to the results page. **Click on the orange Return to Activity button**.
11. You will then be taken back to the activity. If you passed the exam, the rationale will appear for you to review. Scroll to the bottom of the box and **click the orange Submit button** to complete the article sequence and return to the Maintenance of Certification Dashboard.

12. If you did not pass the assessment, **click the blue Finish Later button** to return to the Maintenance of Certification Dashboard. You will have one more opportunity to take the assessment when you are ready.
13. After you have taken the test for the second time, **click the orange Submit button** to complete the article sequence.
14. If you passed the assessment, on the Maintenance of Certification Dashboard you will now see that your number of journal article points has gone up on the status bar and there is a green button that says Submitted next to the article you completed. If you failed twice, you will see that the article has a red button that says Submitted.
15. For articles that you have completed and would like to revisit, **click on the card** next to the Submitted button. You will see additional information about the journal article here, including a link to the article for reference.
16. To select another article, **click on the blue button that says View List of Available Articles.**
17. When you have earned the required number of Journal Article Review points for each two-year cycle, the submit button at the top of the Maintenance of Certification dashboard will turn orange. **Click submit to complete the cycle.** Please note: Once you submit your points for the cycle, you won't be able to register for the next two-year cycle until your start date.