



## Frequently Asked Questions About Semester Membership

### How do my students register for membership?

**NASET** will provide clear and simple directions for distribution by you to your students. There is a unique code that is supplied in the instructions that identify any individual as a member of your class for a given course. Each Student Semester Member will create their own unique user name and password. The process is simple and will require that each individual go to the website and enter their individual membership information plus your unique Registration Code. You will not need to collect any information from your students for registration!

### When does membership begin and end?

We use the dates you supply for the beginning and end of a given course semester. Typically we use the start date of the receipt of your "Setup Form", but we will notify you of the activation of a setup by email with instructions for you to distribute to your students.

### Do member's benefits or website access differ for Semester Member?

No, membership benefits and access to all that the **NASET** website offers are the same for Semester Members as all other membership categories. The only exclusion is that Individual membership certificates are not included in Semester Membership, but are available for an additional fee upon request.

### Can my students take the professional development courses on **NASET**?

Yes. Each registered member can take the courses and complete the test for each course. Results of completed tests are maintained on the website and the student/member can print out their certificate of completion for each course test successfully completed (80% correct answer for successful test completion).

### How can I determine what courses have been successfully completed by my students?

In addition to the certificate of completion for each course, **NASET** can provide special access for you to a reporting module. The reporting module is password protected and will only allow you to query for the following:

1. Which students have registered for membership.
2. Which course tests have been successfully completed by each student in your class.
3. How many times each of your students has logged on to **NASET**.

The report generates a CSV file which can easily be opened in Microsoft Excel or other similar programs. **NASET** can also provide this same data in a monthly report upon request.

### How do I start a Free Semester Membership for My Students?

First, you must be a registered Professor Member. Then you can download and or printout the Free Semester Membership Setup Form (or submit a request by email) to the Membership Department. Upon receipt of your form or email, **NASET** will contact you via email about the designated start date along with your unique code for your course and instructions for your students to use for registration as a Semester Member.

### Who can I contact for more information about Free Student Semester Membership.

The **NASET** Membership Department can answer your questions, email or call us at:

**email:** [membership@naset.org](mailto:membership@naset.org)

or

**Telephone:** 800-754-4421 ext 101