

LESSON 21: Completing the ICTB Application

Background: The CC/MSSP/CM at the sending (parent) facility or unit is still responsible for initiating the ICTB transaction

Objective: To practice completing an application for ICTB privileges as a fictitious Provider.

Exercise:

Step 1: Log on to CCQAS as the Provider for whom an ICTB transaction was initiated in Lesson 20: _____.

Step 2: Review the work list to verify the “Task = *Complete Application (Military)*” and “App Type = *Transfer (ICTB)*.” Double-click on the task to open the application form.

Step 3: Review the on-screen instructions for completing the ICTB Application. The ICTB Application will be pre-populated with the current information from the Provider’s credentials record.

Note: The Provider’s ability to enter new credentials information into the ICTB application is limited to updates and additions in the Licensure/Certification/Registration screen.

Step 4: Click on “Practice History Questions” on the Navigation bar. Respond to each question. Enter *Yes* for one of the questions, and click on the notes icon () to enter explanatory text. Click <Save> at the top of the screen.

Step 5: Click on “Health Status Questions” on the Navigation bar. Respond to each question. Enter *Yes* for one of the questions, and click on the notes icon () to enter explanatory text. Click <Save> at the top of the screen.

Step 6: Click on “References” on the Navigation bar. For the first reference listed, click “Update” from the hidden menu of actions and set **Current** = *Yes*. Click <Save>. Repeat this process to make current each of the references listed.

Step 7: Click on “Privileges” on the Navigation bar. The previously requested privileges will be displayed. The same privileges should be requested for the ICTB duty when all appropriate privileges have been requested. Click <Save>.

Step 8: Click on “E-Signature” on the Navigation bar. E-sign and submit the application by clicking <I Agree>. A caution message to review the application will be returned. Click <OK>. A confirmation message will be returned. Click <OK>. The work list will refresh and no open tasks will be displayed.

Step 9: Log off of CCQAS by clicking <Logoff> in the upper right corner of the screen.

Step 10: Log on to CCQAS as the gaining unit CC/MSSP/CM using the userid and password supplied to you: _____.

Step 11: Review the work list to verify the “Task = *Application Ready for Review*” and “App Type = *Transfer (ICTB)*.” Double-click on the task to open the application form. Take responsibility for processing the application by clicking <Yes>. Review all tabs of the application form. When finished, click <Close>.

Step 12: Log off of CCQAS by clicking <Logoff> in the upper right corner of the screen.

END OF LESSON