# Creating a Tab Delimited File Using the Excel File Template

**It is important to note that it is not possible to upload data directly from an MS Excel file into NARS.** The NARS MS Excel file template is offered as a tool to facilitate entry of activity data in a structured format. Once the data is in Excel, it is then easy to save it as a tab-delimited text file (.txt), which can be uploaded into NARS.

It is not necessary to use the MS Excel file template to create a tab-delimited text file. Other applications and database systems may offer the capability to export data directly into this format, although you may need some technical knowledge of the software that currently stores your data in order to set up this export. For detailed information about the fields required in the tab-delimited file, please refer to Appendix A.

## How to Enter Activities Using the MS Excel File Template

1. Download the Excel Activities file and save a copy to your computer. The file is available for download at <download location>
2. The Excel Activities file displays a heading row followed by sample data rows. After reviewing the sample data, Clear Contents of the sample data rows. In Excel, you can Clear Contents by highlighting the rows, right clicking with the mouse, and then choosing Clear Contents.

*Note: You may also delete these sample data rows, but deleting them will remove the validation on the cells. This validation provides helpful information during manual data entry.*

*If you plan to copy and paste data into the Activities spreadsheet from other sources, or if you plan to use Excel formulas to add data to the Activities spreadsheet, it is recommended that you delete the sample data rows instead of clearing them.*

1. One row is needed per activity. From the rows you cleared in Step Two, copy and paste the rows needed for entering all the activities. This will copy the cell validation into the rows.
2. The example Excel file currently has columns to accommodate details for up to 3 commercial support sources. *Note: If any activity has more than three commercial support sources, then you will need to copy columns 84 through 86 and paste these columns after the last column in the current Excel file, in order to fully capture all commercial support source data.*
3. Enter activity data into this file. There should be one row for each activity, and all data on the same row must relate to the same activity.

A few tips about entering activities in the Excel file:

* + Number values cannot include commas. Currency amounts cannot include $ characters.
  + If you are not reporting an optional field, **do not** delete it from the spreadsheet. The column must appear in the file, even if it is always left empty.
  + Do not re-arrange the order in which the columns appear.

1. Save the file in the Excel format (.xls or .xlsx). This .xls or .xlsx version can be used if further changes are needed to the file.

## How to Create a Tab-Delimited Text File from the Excel File

1. Delete the heading row (first row) in the Excel file that you saved in the previous step.
2. Choose the Save As option and save the Excel file as type Text (Tab delimited) (.txt).

*Note: The Excel file saved in Step 6 is only used for updating the file if changes are needed. The actual file that will be uploaded is the tab-delimited file saved within this step.*

## How to Upload the Tab-Delimited Text File

1. Log into the ANCC Nursing Activity Reporting System (NARS). Click the Activities tab and then click the

**Batch Upload Activities** button.

1. In the pop-up that appears, select the option to upload activities and click the **Continue** button.
2. On the Activity File Upload page, select the Tab Delimited option, find the tab-delimited text file that you want to upload, and select the **Upload & Validate File** button.
3. If there are any errors in the file, a message will display the problems and no activities will be uploaded to the system. To correct the errors, go back to the Excel file saved in Step Six and fix the errors. Then, complete the subsequent steps to save a corrected tab-delimited (.txt) file for upload.
4. If there are no errors in the file, a confirmation message will appear. **Please Note:** To complete the batch upload, click the **Yes, proceed** button.
5. After the activities have been successfully uploaded, a summary message will appear.

# Appendix A – Tab Delimited File Format

* + The tab-delimited text file must be saved and uploaded as a **.txt** file.
  + There must be at least 80 fields present in each activity record. Even if data is not required in a field, the system will expect the field to appear in the record with a blank (**null**) value, and the null value should be separated by tab-delimiters. If you use the Excel template file, leave the cells that do not contain data completely blank (do not enter a zero or a space—enter no character at all). The columns left empty will create the appropriate blank (or null) values automatically when you save the file as a tab-delimited .txt file.

*Note: It is possible for a record to exceed 80 fields if fields 78-80 are repeated for multiple sources of commercial support. See the sample Excel file where fields 78-80 have been repeated twice to accommodate up to 3 sources of commercial support.*

* + When you are reporting details about your activities’ sources of commercial support, and an activity receives commercial support from multiple sources, columns 78-80 must be repeated for each source of commercial support. It is important to include **all** of the columns for **every** source of commercial support, even if they must be left blank because they were not applicable to the support received from that source.
  + When you prepare the Excel file that will be used to create a tab-delimited .txt file for upload to NARS, there are certain characters that should be avoided in the text entries. These characters, known as control codes, impart formatting to text within a cell and can include tabs within cells, carriage returns, and line feeds. When the Excel file is saved in tab-delimited .txt format, these characters will cause the columns and rows in your .txt file to break unexpectedly, and you will receive validation errors when you attempt to upload the file. Control characters should be removed from text in Excel before you create the .txt file for upload.

# Activity Tab Delimited File Upload Instructions List of Tab-Delimited File Format Fields

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Field Name** | **Type/Format** | **Data is Required in Field:** | | **Comments** | **Example Data** |
| **To Open Activity**  **Record** | **To Close Activity**  **Record** |
| 1 | **Template** | Text | Yes | Yes | The text “Template D” must appear in this field for all activities for Reporting Years 2015 to 2016.  Activities for other Reporting Years cannot be included on this version of  the template. | Template D |
| 2 | **ANCC Activity ID** | Number (unique numeric ANCC Activity ID) | No | Yes, every activity must have **either** a Provider Activity ID **or** ANCC Activity ID, but not both. | ANCC Activity ID is assigned by NARS. This field should be blank when a new activity record is being added. | 100000000 |
| 3 | **Provider Activity ID** | Text (unique Provider Activity ID) | Yes |  |  | 8213C |
| 4 | **Reporting Year** | 4-digit year | Yes | Yes | Reporting Year indicates the year in which the activity should be counted for aggregate reporting (Annual Report) purposes.  Rule 1: Activities cannot be added or updated for a Reporting Year if the data for that year has already been attested as complete. Rule 2: Only activities for Reporting Year 2015 can be uploaded using this version of the template.  Rule 3: Existing activities cannot be updated to have a Reporting Year that differs from their current Reporting Year in NARS. Rule 4: Activities cannot be added or updated for a Reporting Year that is more than one year after the current year. | 2015 |

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| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Field Name** | **Type/Format** | **Data is Required in Field:** | | **Comments** | **Example Data** |
| **To Open Activity**  **Record** | **To Close Activity**  **Record** |
| 5 | **Activity Type** | One of the following Activity Type Codes:  C RSS IL EM IEM JN MR TIW CML PI ISL LFT | Yes | Yes | Activity Type Code Key: C  Course  RSS  Regularly Scheduled Series  IL  Internet Live Course  EM  Enduring Material  IEM  Internet Activity Enduring Material  JN Journal-based CME MR  Manuscript Review  TIW  Test Item Writing  CML Committee Learning  PI Performance Improvement  ISL  Internet Searching and Learning LFT Learning from Teaching | C |
| 6 | **Activity Title** | Text | Yes | Yes |  | Administering CPR |
| 7 | **City** | Text | This field is required for the following Activity Types: C  RSS  (See field 5 below for Activity Type code key.) For other  Activity Types this field should be left blank. | This field is required for the following Activity Types:  C RSS  (See field 5 below for Activity Type code key.) For other  Activity Types this field should be left blank. |  |  |
| 8 | **State** | Valid United States Postal Service two- letter US state abbreviation | This field is required for the following Activity Types: C  RSS  (See field 5 below for Activity Type code key) For other | This field is required for the following Activity Types:  C RSS  (See field 5 below for Activity Type code key) | See Appendix C for a list of US territories/regions codes. | IL |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Field Name** | **Type/Format** | **Data is Required in Field:** | | **Comments** | **Example Data** |
| **To Open Activity**  **Record** | **To Close Activity**  **Record** |
|  |  |  | Activity Types this field should be left blank. | For other Activity Types this field should be left blank. |  |  |
| 9 | **Country** | Valid three- letter country code | This field is required for the following Activity Types: C  RSS  For other Activity Types this field should be left blank. | This field is required for the following Activity Types:  C RSS  For other Activity Types this field should be left blank. | See Appendix C for a list of country codes. | USA |
| 10 | **Activity Start Date** | Date in the format of MM/DD/YYYY | Yes | Yes | Enter the start date of the activity. | 01/01/2016 |
| 11 | **Activity End Date** | Date in the format of MM/DD/YYYY | Yes | Yes | Enter the end date of the activity. | 01/31/2016 |
| 12 | **Providership** | Valid entries: Direct  Joint | No | Yes | A directly provided (formerly called “sponsored”) activity is planned, implemented, and evaluated by the accredited provider.  Include co-provided activities (provided by two accredited providers) in this category if you are the accredited provider awarding the credit. In contrast, a jointly provided activity is one that is planned, implemented, and evaluated by the accredited provider and a non-accredited entity. | Joint |
| 13 | **Joint Provider** | Text; Name(s) of Joint Provider(s). Names of multiple Joint Providers should be separated by  semicolons. | No | Yes | If you entered “Joint” in Providership (field 10) then enter the name(s) of the joint providers in this field. Separate the name of each organization with a semicolon.  If you entered “Direct” in Providership (field 10) | County Hospital; State Hospital |

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| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Field Name** | **Type/Format** | **Data is Required in Field:** | | **Comments** | **Example Data** |
| **To Open Activity**  **Record** | **To Close Activity**  **Record** |
|  |  |  |  |  | then leave this field blank. |  |
| 14 | **Target Audience - Nurse** | Valid Entries: Yes  No | No | Yes |  | Yes |
| 15 | **Target Audience – Pharmacist** | Valid Entries: Yes  No | No | No |  | No |
| 16 | **Target Audience – Pharmacy Technician** | Valid Entries: Yes  No | No | No |  | No |
| 17 | **Target Audience – Physician** | Valid Entries: Yes  No | No | No |  | No |
| 18 | **Target Audience – Other** | Valid Entries: Yes  No | No | No |  | No |
| 19 | **Description of Content** | Text (maximum 2500  characters) | No | No | **OPTIONAL:** If available, please insert a copy of the abstract for the activity. Otherwise, you may enter the activity objectives, or describe the content using your own words. | Diet and its impact on both preventing and contributing to adult onset Diabetes. |
| 20 | **Commercial Support Received?** | Valid entries: Yes  No | No | No | Commercial support is financial or in-kind contributions given by a commercial interest that is used to pay all or part of the costs of a CME activity. | Yes |
| 21 | **Designed to change Competence?** | Valid Entries: Yes  No | No | No |  | Yes |
| 22 | **Changes in Competence evaluated?** | Valid Entries: Yes  No | No | No |  | Yes |
| 23 | **Designed to change Performance?** | Valid Entries: Yes  No | No | No |  | Yes |
| 24 | **Changes in Performance evaluated?** | Valid Entries: Yes  No | No | No |  | Yes |
| 25 | **Designed to change Patient Outcomes?** | Valid Entries: Yes  No | No | No |  | Yes |

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| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Field Name** | **Type/Format** | **Data is Required in Field:** | | **Comments** | **Example Data** |
| **To Open Activity**  **Record** | **To Close Activity**  **Record** |
| 26 | **Changes in Patient Outcomes evaluated?** | Valid Entries: Yes  No | No | No |  | Yes |
| 27 | **Hours of Instruction** | Decimal (00.00) | No | Yes | Total hours of educational instruction provided. Ex: If a one-day course lasts 8 hours, then hours of instruction equals | 8.0 |
| 28 | **Number of AMA PRA Category 1 CreditsTM Designated** | Decimal (00.00) | No | No | The maximum number of *AMA-PRA Category 1 Credits™* designated for the activity. This may or may not equal Hours of Instruction. | 5 |
| 29 | **Number of Nursing Credits** | Decimal (00.00) | No | Yes | The maximum number of *Nursing Credits* designated for the activity. This may or may not equal Hours of Instruction. | 5 |
| 30 | **Number of Pharmacy Credits** | Decimal (00.00) | No | No | The maximum number of *Pharmacy Credits* designated for the activity. This may or may not equal Hours of Instruction. | 5 |
| 31 | **Number of Other Credits** | Decimal (00.00) | No | No | The maximum number of *Other Credits* designated for the activity. This may or may not equal Hours of Instruction. | 5 |
| 32 | **Interprofessional Education Collaborative - Values/Ethics for Interprofessional**  **Practice** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 33 | **Interprofessional Education Collaborative – Roles/**  **Responsibilities** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 34 | **Interprofessional Education Collaborative - Interprofessional**  **Communication** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |

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| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Field Name** | **Type/Format** | **Data is Required in Field:** | | **Comments** | **Example Data** |
| **To Open Activity**  **Record** | **To Close Activity**  **Record** |
| 35 | **Interprofessional Education Collaborative - Teams and**  **Teamwork** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 36 | **Institute of Medicine - Provide patient- centered care** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 37 | **Institute of Medicine - Work in interdisciplinary teams** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 38 | **Institute of Medicine - Employ evidence- based practice** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 39 | **Institute of Medicine - Apply quality improvement** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 40 | **Institute of Medicine - Utilize informatics** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 41 | **ABMS/ACGME -**  **Patient Care and Procedural Skills** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 42 | **ABMS/ACGME -**  **Medical Knowledge** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 43 | **ABMS/ACGME -**  **Practice-based Learning and Improvement** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 44 | **ABMS/ACGME -**  **Interpersonal and Communication Skills** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 45 | **ABMS/ACGME -**  **Professionalism** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies  in whose context an activity was developed. | No |

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| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Field Name** | **Type/Format** | **Data is Required in Field:** | | **Comments** | **Example Data** |
| **To Open Activity**  **Record** | **To Close Activity**  **Record** |
| 46 | **ABMS/ACGME -**  **Systems-based Practice** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 47 | **CAPE - Learner** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 48 | **CAPE - Patient- centered care** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 49 | **CAPE - Medication use systems management** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 50 | **CAPE - Health and wellness** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 51 | **CAPE - Population- based care** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 52 | **CAPE - Problem solving** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 53 | **CAPE - Educator** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 54 | **CAPE - Patient advocacy** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 55 | **CAPE -**  **Interprofessional collaboration** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 56 | **CAPE - Culteral sensitivity** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an  activity was developed. | No |

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| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Field Name** | **Type/Format** | **Data is Required in Field:** | | **Comments** | **Example Data** |
| **To Open Activity**  **Record** | **To Close Activity**  **Record** |
|  |  |  |  |  |  |  |
| 57 | **CAPE -**  **Communication** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 58 | **CAPE - Self- awareness** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 59 | **CAPE - Leadership** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 60 | **CAPE - Innovation and entrepreneurship** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 61 | **CAPE -**  **Professionalism** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 62 | **PTCB -**  **Pharmacology for technicians** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 64 | **PTCB - Sterile and non-sterile compounding** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 65 | **PTCB - Medication safety** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 66 | **PTCB - Pharmacy quality assurance** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 67 | **PTCB - Medication order entry and fill process** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies  in whose context an activity was developed. | No |

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| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Field Name** | **Type/Format** | **Data is Required in Field:** | | **Comments** | **Example Data** |
| **To Open Activity**  **Record** | **To Close Activity**  **Record** |
| 68 | **PTCB - Pharmacy inventory management** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 69 | **PTCB - Pharmacy billing and reimbursement** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 70 | **PTCB - Pharmacy information systems usage and application** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 71 | **Other Competencies - Competencies other than those listed were addressed** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 72 | **No Competencies**  **- No Competencies** | Valid Entries: Yes  No | No | No | Use fields 32 to 72 to report the competencies in whose context an activity was developed. | No |
| 73 | **# of Physicians who completed the activity** | Number | No | No | The number MDs and DOs that participated in the activity. | 10 |
| 74 | **# of Nurses who completed the activity** | Number | No | Yes | The number Nurses that participated in the activity | 10 |
| 75 | **# of Pharmacists who completed the activity** | Number | No | No | The number Pharmacists that participated in the activity | 10 |
| 76 | **# of Pharmacy Technicians who completed the activity** | Number | No | No | The number Pharmacy Technicians that participated in the activity | 10 |
| 77 | **# of Other Learners who completed the activity** | Number | No | No | Other Learners (formerly called “Non-physicians”) are attendees other than MDs or DOs, Nurses, Pharmacists, and Pharmacy Technicians. Example - Physician Assistants, and other health professionals. | 10 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Field Name** | **Type/Format** | **Data is Required in Field:** | | **Comments** | **Example Data** |
| **To Open Activity**  **Record** | **To Close Activity**  **Record** |
| 78 | **Commercial Support Source** | Text (name of Support Source) | No | No | If you entered “Yes” in Commercial Support Received field (field 20), then use this filed to identify the source of commercial support.  If you entered “No” in Commercial Support Received field (field 20), please leave this field blank. | Abbott |
| 79 | **Monetary Amount Received**  **(from Commercial Support)** | US dollar amount (00.00) | No | No | If you entered “Yes” in Commercial Support Received (field 20), then use this field to report the US dollar amount: >= 0.00 is a valid entry. Please **do not** use commas or “$” sign.  If you entered “No” in Commercial Support Received field (field 20), please leave this field blank. | 598.00 |
| 80 | **In Kind Support Received?**  **(from Commercial Support)** | Valid Entries: Yes  No | No | No | If you entered “Yes” in Commercial Support Received (field 20), then use this field to report if in kind support was received. | No |

**Appendix B – Activity Updates and Additions**

## Updating an Existing Activity

NARS will update an existing activity record if a matching activity is found in the upload. NARS finds matching activities by:

* 1. ANCC Activity ID ; OR
  2. The combination of the following fields:
     1. Reporting Year\*; AND
     2. Provider Activity ID; AND
     3. Activity Type; AND
     4. Activity Date

*\** The Reporting Year in the file does **not** need to match the year of the Activity Date. The Reporting Year indicates the year in which the activity should be counted for aggregate reporting (Annual Report) purposes**.**

If NARS finds a matching activity, then the existing activity is updated based on the information within the file you are uploading.

## Adding a New Activity

If NARS does not find a matching activity (see previous section), it will add a new activity.

# Appendix C – List of Country Codes

Below is a list of the three-letter country codes for the Country field.

*Note: Please see the US Territories/Regions section for information regarding US territory/region processing.*

|  |  |
| --- | --- |
| **Country** | **Code** |
| Afghanistan | AFG |
| Aland Islands | ALA |
| Albania | ALB |
| Algeria | DZA |
| Andorra | AND |
| Angola | AGO |
| Anguilla | AIA |
| Antigua and Barbuda | ATG |
| Argentina | ARG |
| Armenia | ARM |
| Aruba | ABW |
| Australia | AUS |
| Austria | AUT |
| Azerbaijan | AZE |
| Bahamas | BHS |
| Bahrain | BHR |
| Bangladesh | BGD |
| Barbados | BRB |
| Belarus | BLR |
| Belgium | BEL |
| Belize | BLZ |
| Benin | BEN |
| Bermuda | BMU |
| Bhutan | BTN |
| Bolivia (Plurinational State of) | BOL |
| Bosnia and Herzegovina | BIH |
| Botswana | BWA |
| Brazil | BRA |
| British Virgin Islands | VGB |
| Brunei Darussalam | BRN |
| Bulgaria | BGR |
| Burkina Faso | BFA |
| Burundi | BDI |
| Cambodia | KHM |
| Cameroon | CMR |

|  |  |
| --- | --- |
| **Country** | **Code** |
| Canada | CAN |
| Cape Verde | CPV |
| Cayman Islands | CYM |
| Central African Republic | CAF |
| Chad | TCD |
| Chile | CHL |
| China | CHN |
| Colombia | COL |
| Comoros | COM |
| Congo | COG |
| Cook Islands | COK |
| Costa Rica | CRI |
| Cote d'Ivoire | CIV |
| Croatia | HRV |
| Cuba | CUB |
| Cyprus | CYP |
| Czech Republic | CZE |
| Democratic People's Republic of Korea | PRK |
| Democratic Republic of the Congo | COD |
| Denmark | DNK |
| Djibouti | DJI |
| Dominica | DMA |
| Dominican Republic | DOM |
| Ecuador | ECU |
| Egypt | EGY |
| El Salvador | SLV |
| Equatorial Guinea | GNQ |
| Eritrea | ERI |
| Estonia | EST |
| Ethiopia | ETH |
| Faeroe Islands | FRO |
| Falkland Islands (Malvinas) | FLK |
| Fiji | FJI |
| Finland | FIN |
| France | FRA |
| French Guiana | GUF |
| French Polynesia | PYF |
| Gabon | GAB |
| Gambia | GMB |
| Georgia | GEO |
| Germany | DEU |
| Ghana | GHA |

|  |  |
| --- | --- |
| **Country** | **Code** |
| Gibraltar | GIB |
| Greece | GRC |
| Greenland | GRL |
| Grenada | GRD |
| Guadeloupe | GLP |
| Guatemala | GTM |
| Guernsey | GGY |
| Guinea | GIN |
| Guinea-Bissau | GNB |
| Guyana | GUY |
| Haiti | HTI |
| Holy See | VAT |
| Honduras | HND |
| Hong Kong Special Administrative Region of China | HKG |
| Hungary | HUN |
| Iceland | ISL |
| India | IND |
| Indonesia | IDN |
| Iran (Islamic Republic of) | IRN |
| Iraq | IRQ |
| Ireland | IRL |
| Isle of Man | IMN |
| Israel | ISR |
| Italy | ITA |
| Jamaica | JAM |
| Japan | JPN |
| Jersey | JEY |
| Jordan | JOR |
| Kazakhstan | KAZ |
| Kenya | KEN |
| Kiribati | KIR |
| Kuwait | KWT |
| Kyrgyzstan | KGZ |
| Lao People's Democratic Republic | LAO |
| Latvia | LVA |
| Lebanon | LBN |
| Lesotho | LSO |
| Liberia | LBR |
| Libyan Arab Jamahiriya | LBY |
| Liechtenstein | LIE |
| Lithuania | LTU |
| Luxembourg | LUX |

|  |  |
| --- | --- |
| **Country** | **Code** |
| Macao Special Administrative Region of China | MAC |
| Madagascar | MDG |
| Malawi | MWI |
| Malaysia | MYS |
| Maldives | MDV |
| Mali | MLI |
| Malta | MLT |
| Martinique | MTQ |
| Mauritania | MRT |
| Mauritius | MUS |
| Mayotte | MYT |
| Mexico | MEX |
| Monaco | MCO |
| Mongolia | MNG |
| Montenegro | MNE |
| Montserrat | MSR |
| Morocco | MAR |
| Mozambique | MOZ |
| Myanmar | MMR |
| Namibia | NAM |
| Nauru | NRU |
| Nepal | NPL |
| Netherlands | NLD |
| Netherlands Antilles | ANT |
| New Caledonia | NCL |
| New Zealand | NZL |
| Nicaragua | NIC |
| Niger | NER |
| Nigeria | NGA |
| Niue | NIU |
| Norfolk Island | NFK |
| Norway | NOR |
| Occupied Palestinian Territory | PSE |
| Oman | OMN |
| Pakistan | PAK |
| Panama | PAN |
| Papua New Guinea | PNG |
| Paraguay | PRY |
| Peru | PER |
| Philippines | PHL |
| Pitcairn | PCN |
| Poland | POL |

|  |  |
| --- | --- |
| **Country** | **Code** |
| Portugal | PRT |
| Qatar | QAT |
| Republic of Korea | KOR |
| Republic of Moldova | MDA |
| Réunion | REU |
| Romania | ROU |
| Russian Federation | RUS |
| Rwanda | RWA |
| Saint Helena | SHN |
| Saint Kitts and Nevis | KNA |
| Saint Lucia | LCA |
| Saint Pierre and Miquelon | SPM |
| Saint Vincent and the Grenadines | VCT |
| Saint-Barthélemy | BLM |
| Saint-Martin (French part) | MAF |
| Samoa | WSM |
| San Marino | SMR |
| Sao Tome and Principe | STP |
| Saudi Arabia | SAU |
| Senegal | SEN |
| Serbia | SRB |
| Seychelles | SYC |
| Sierra Leone | SLE |
| Singapore | SGP |
| Slovakia | SVK |
| Slovenia | SVN |
| Solomon Islands | SLB |
| Somalia | SOM |
| South Africa | ZAF |
| Spain | ESP |
| Sri Lanka | LKA |
| Sudan | SDN |
| Suriname | SUR |
| Svalbard and Jan Mayen Islands | SJM |
| Swaziland | SWZ |
| Sweden | SWE |
| Switzerland | CHE |
| Syrian Arab Republic | SYR |
| Tajikistan | TJK |
| Thailand | THA |
| The former Yugoslav Republic of Macedonia | MKD |
| Timor-Leste | TLS |

|  |  |
| --- | --- |
| **Country** | **Code** |
| Togo | TGO |
| Tokelau | TKL |
| Tonga | TON |
| Trinidad and Tobago | TTO |
| Tunisia | TUN |
| Turkey | TUR |
| Turkmenistan | TKM |
| Turks and Caicos Islands | TCA |
| Tuvalu | TUV |
| Uganda | UGA |
| Ukraine | UKR |
| United Arab Emirates | ARE |
| United Kingdom of Great Britain and Northern Ireland | GBR |
| United Republic of Tanzania | TZA |
| United States of America | USA |
| Uruguay | URY |
| Uzbekistan | UZB |
| Vanuatu | VUT |
| Venezuela (Bolivarian Republic of) | VEN |
| Viet Nam | VNM |
| Wallis and Futuna Islands | WLF |
| Western Sahara | ESH |
| Yemen | YEM |
| Zambia | ZMB |
| Zimbabwe | ZWE |

Source: United Nations, April 15, 2009 list. <http://unstats.un.org/unsd/methods/m49/m49alpha.htm>

## US Territories/Regions:

For the following US territories / regions, the country code of USA should be used along with the applicable US State abbreviation in the State field.

|  |  |  |
| --- | --- | --- |
| **Country** | **Country Code** | **U.S State Abbreviation** |
| American Samoa | USA | AS |
| Federated States of Micronesia | USA | FM |
| Guam | USA | GU |
| Marshall Islands | USA | MH |
| Northern Mariana Islands | USA | MP |
| Puerto Rico | USA | PR |
| Palau | USA | PW |
| US Virgin Islands | USA | VI |