

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.

3. 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.

4. 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.*

5. 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.

6. 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

7. Delete the heading row (first row) in the Excel file that you saved in the previous step.
8. 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

9. Log into the ANCC Nursing Activity Reporting System (NARS). Click the Activities tab and then click the **Batch Upload Activities** button.
10. In the pop-up that appears, select the option to upload activities and click the **Continue** button.
11. 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.
12. 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.
13. 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.
14. 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.	10000000
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

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

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

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 Credits™ Designated	Decimal (00.00)	No	No	The maximum number of <i>AMA-PRA Category 1 Credits™</i> 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 <i>Nursing Credits</i> 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 <i>Pharmacy Credits</i> 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 <i>Other Credits</i> 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

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

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 - Cultural sensitivity	Valid Entries: Yes No	No	No	Use fields 32 to 72 to report the competencies in whose context an activity was developed.	No

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

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 field 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

1. 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:
 - i. Reporting Year*; AND
 - ii. Provider Activity ID; AND
 - iii. Activity Type; AND
 - iv. 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.

2. 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	LYB
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