



2010 CANDIDATE GUIDE

LOW RISK NEONATAL NURSING

*Congratulations on taking the next step in your career
– earning your RNC-LRN credential!*

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IT IS IMPORTANT TO READ THE INFORMATION IN THIS GUIDE. IT WILL ANSWER YOUR QUESTIONS AND WILL EXPLAIN ALL POLICIES TO WHICH YOU WILL BE SUBJECT.

***NCC is accredited by
the National Commission
for Certifying Agencies***

ABOUT THIS GUIDE

This guide provides general information about the NCC examination process. There are different rules and policies based on how you are taking the exam: computer testing with AMP, NCC annual paper and pencil testing, testing with PEC courses or contracted by your institution through the ICP program. Please make sure you review the pertinent information for the appropriate exam administration option. It includes specific information about the further communication you will have with NCC before you take the examination, the policies of the examination program, and the procedures to be followed on the day you take the examination. In addition, this guide provides information that will help you prepare for the examination including sample questions to familiarize you with question format, competency statements and examination content outline. A bibliography is also provided for your review. It is recommended that you familiarize yourself with the information in this guide. It should answer your questions about the NCC examination process. If you have other questions, please feel free to contact NCC at 312-951-0207 or visit the NCC website at www.nccwebsite.org.

NCC'S PHILOSOPHY OF TESTING

Certification is an evaluative process that provides the opportunity for nurses in the obstetric, gynecologic and/or neonatal specialty to demonstrate publicly what they know and to be recognized for the special knowledge they possess. The NCC certification credential carries no licensing authority. The ability to practice as a nurse is regulated by the state boards of nursing and while certification may be required in some states for advanced practice roles, NCC has no regulatory power to require states to recognize NCC certification for this purpose. Practice and educational standards are reflected in the certification process, but the responsibility for development of such standards rests with the professional nursing specialty organizations and the nursing educational community. NCC encourages individual nurses to seek out information about how certification relates to state licensure requirements, program accreditation of the educational institutions attended, the educational and practice standards of national nursing specialty organizations, and employment expectations in the community.

COMPUTER TESTING WITH AMP

KEY POINTS

Schedule your test as soon as possible with AMP either by phone on their website – see eligibility letter for details.

Remember to bring **two forms of ID** with you, one must be with a picture and both must be current. You will not be allowed admittance without proper ID.

You must arrive at least 15 minutes prior to your scheduled appointment time. **AN APPLICANT WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED** and will forfeit all fees.

Preliminary results are given at the site but your **official (verified) results will come to you in the mail** within 21 days of testing. You are **NOT** certified until you receive your official letter.

Verification of certification to third parties can only be done via our **online system on the NCC website**. Your information will not be on the system until you receive your official letter in the mail. Cost is \$30.

SCHEDULING TO TAKE YOUR EXAM

It is your responsibility to schedule when you wish to take the examination. You have **90 days to schedule and to take** your examination. The specific starting and ending days are provided in your eligibility letter. It is recommended that you schedule your appointment as soon as possible. **Space availability at any specific test center cannot be guaranteed.** If you schedule later than the first month of your testing window and space is not available in your assigned window, you will have to file an extension and pay all applicable fees.

You can schedule your examination at one of Applied Measurement Professional (AMP) test centers via **telephone** or via the **web**. Refer to your eligibility letter for the specific telephone number and web site address. A candidate can reschedule a testing date **ONCE** at no charge. You must select a reschedule date when you call to cancel your original test date and that date must be within your assigned 90 day window for testing. Subsequent reschedules require payment of a \$100 fee. Any rescheduling must take place at least 4 days prior to the original scheduled test date.

The examination is administered by appointment only. Walk in candidates cannot be accommodated. Examinations may be scheduled **Monday-Saturday only** and are available on a first come, first served basis. Therefore, you are encouraged to schedule your appointment as soon as possible. Examinations are scheduled at **9 am or 1:30 pm, Monday-Saturday**.

A list of AMP test sites is provided in this guide and at www.GOAMP.com. AMP Assessment Centers are located in selected H & R Block offices. When you call or visit the web to schedule your appointment, the specific address will be provided, and directions to all AMP sites are available on the AMP web site. **Sites are subject to change.** AMP personnel will be able to advise you about the availability of test centers.

All AMP test centers are **closed** on the following days:

New Year's Day	Columbus Day
Martin Luther King Day	Thanksgiving (& the following Friday)
Presidents' Day	Christmas Eve
Good Friday	Christmas Day
Memorial Day	The week between Christmas Day and New Year's Day
Independence Day (July 4)	
Labor Day	

COMPUTER TESTING WITH AMP

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

How to Determine if a Test Center is Closed Due to Weather Conditions

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the test center. If power to a testing center is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination.

Candidates may contact AMP's at the same number they called to schedule their appointment or visit the AMP website at www.goamp.com to determine weather related test site closures. Such information is located on the AMP website homepage. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a test center, all scheduled candidates will receive notification regarding a rescheduled examination date or reapplication procedures.

THE DAY OF THE EXAM – ARRIVAL & ADMISSION

When you arrive at an AMP test center (located in H & R Block offices), look for the signs indicating AMP Assessment Center Check-in. You must check in with the test supervisor.

To gain admission to the Assessment Center, a candidate needs to present **two forms of identification**, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will also be required to sign a roster for verification of identity.

Acceptable forms of photo identification include: a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable. Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the Assessment Center. **YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE TEST CENTER.**

Bring the copy of your eligibility letter with you.

You must arrive at least 15 minutes prior to your scheduled appointment time. **AN APPLICANT WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED** and will forfeit all fees.

If you have any problem during your test session, you should alert the proctor. This could be related to computer function, environment or any other issue.

While every effort is made to provide a comfortable environment, individual temperature responses or facility management beyond the proctor's control can make the site too hot or too cold for your individual taste. Please bring a sweater or jacket that you can remove or put on as needed.

COMPUTER TESTING WITH AMP

PREPARING FOR THE EXAM

After your identification has been confirmed, you will be directed to a testing carrel. The computer will be turned on and will be ready to be used. You will be prompted on-screen to enter your NCC assigned ID number. Your photograph will be taken, and it will remain on-screen throughout your testing session. This photograph will also print on your pass/fail report.

SECURITY

NCC and AMP adhere to test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

PRACTICE TEST

Prior to attempting the examination, you will be given the opportunity to practice taking a test on the computer. The time you use for this practice test is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination. If you have any questions about how the computer testing works, please ask your proctor.

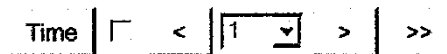
TAKING THE EXAM BY COMPUTER – WHAT TO EXPECT

TIMED EXAMINATION

Following the practice test, you will begin the actual examination. Before beginning, instructions for taking the examination are provided on-screen.

Three (3) hours are allotted to complete the examination.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time limit. You may click on the “Time” button in the lower right portion of the screen or select the TIME key to monitor your time. A digital clock indicating the time remaining for you to complete the examination will appear. The time feature may also be turned off during the examination. Only one test item is presented at a time. The item number appears in the lower right portion of the screen. The entire test item appears on-screen (i.e., stem and three options labeled A, B, and C). **Indicate your choice by either entering the letter of the option you think is correct (A, B, or C) or clicking on the option using the mouse.** To change your answer, enter a different option by pressing the A, B, or C key or by clicking on the option using the mouse. You may change your answers as many times as you wish during the testing time limit.



To move to the next item, click on the forward arrow (>) in the lower right portion of the screen (see diagram above) or select the NEXT key. This action will move you forward through the examination item by item. If you wish to review any item or items, click the backward arrow (<) or use the left arrow key to move backward through the examination.

A test item may be left unanswered for return later in the testing session. Items may also be bookmarked (flagged) for later review by clicking in the blank square to the right of the Time button. Click on the double arrow (>>) or select the NEXT key to advance to the next unanswered or bookmarked item on the examination. To identify all unanswered and bookmarked items, repeatedly click on the double arrow (>>) or press the NEXT key. When the examination is completed, the number of test items answered is reported. If not all items have been answered and there is time remaining, return to the examination and answer those items. **Be sure to provide an answer for each test item before ending the examination. There is no penalty for guessing.**

Online comments may be provided for any item by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. **Comments will be reviewed, but individual responses will not be provided. NOTE: the time to make comments will be counted toward the test time, and no comments are acceptable as answers.**

COMPUTER TESTING WITH AMP

FORFEITURE OF FEES

All fees will be forfeited by the candidate for any of the following:

- Failure to follow any AMP rules
- Failure to appear at the test center (no-show) without requesting an extension or a deferral within the allotted time period
- Failure to call for an appointment within the 90 day window
- Arrival too late at the test center
- Refusal of entry because of failure to have proper ID or to meet any required rule
- Dismissal from the test center for being disruptive or otherwise disorderly to other test candidates, test center personnel or others at the test center

VIOLATION OF ANY OF THE ABOVE PROVISIONS RESULTS IN DISMISSAL FROM THE TESTING SESSION. THE CANDIDATE'S RESULTS ON THE EXAMINATION ARE VOIDED AND EXAMINATION FEES ARE NOT REFUNDED.

RULES OF COMPUTER TESTING

Report to your designated Assessment Center location on the day of the examination at the time you were instructed when your appointment was scheduled. **Candidates arriving more than 15 minutes late will not be admitted.**

No books, papers, dictionaries, other reference materials or personal items (e.g., purses, briefcases, coats) may be taken into the Assessment Center; you must leave all personal items at home or in your automobile. AMP will not be responsible for loss of or damage to personal items.

You will be provided with scratch paper to use during the examination which must be returned to the supervisor at the completion of testing, or you will not receive a pass/fail report. **No documents or notes of any kind may be removed from the examination room.** All computer screens, questions, paper and written materials are the property of NCC and AMP and may not be reproduced in any form.

No questions concerning the **content** of the examination may be asked during the test.

Eating, drinking or smoking will not be permitted in the Assessment Center.

You may take a break whenever you wish, but you will **not** be allowed additional time to make up for time lost during breaks.

The supervisor may **dismiss a candidate from the examination** for any of the following reasons:

- the candidate's admission to the examination is unauthorized
- the candidate creates a disturbance, is abusive, or otherwise uncooperative
- the candidate gives or receives help or is suspected of doing so
- the candidate attempts to record test questions or to make notes

No electronic devices other than approved calculators are permitted in the Assessment Center, **including telephones, signaling devices such as pagers and alarms and photographic or duplicating devices.** In addition, personal digital assistants (PDAs) and other hand-held computers are prohibited.

NCC allows candidates to bring a battery-operated noiseless, non-programmable calculator to the test site.

COMPUTER TESTING WITH AMP

RESULTS NOTIFICATION

After completing the exam or once the allotted time has expired, candidates are asked to complete a short evaluation of their testing experience. Then candidates are instructed to report to the testing supervisor to receive their pass/fail report.

The pass/fail report received at the test site will indicate pass or fail status only and **will be unofficial until you receive official written notice** from NCC. This process allows NCC to verify the accuracy of all test results.

Your official notice will be sent within 21 business days of your test date **via US first class mail**. Pass/fail status will not be reported over the telephone, the NCC website, by electronic mail, express mail or by fax. **There are no exceptions to this policy.**

Your official notice will confirm your PASS or FAIL status. Additional reporting regarding areas of strength and weakness in the various examination content areas will be included.

Third party notification of pass/fail status will not be released without authorization from the candidate. A \$30 fee is required for any third party notification or issuance of duplicate pass/fail reports. Such verifications will not be issued until written confirmation of pass/fail is made by NCC and the candidate is so notified.

Verification requests can only be made via the online verification system on the NCC website.

NCC no longer issues verifications via mail or fax.

WHAT HAPPENS IF YOU CAN'T TAKE THE EXAM?

EXTENSION POLICY AND FEES

Any candidate can be granted one (1) extension for the next consecutive 90 day window after the extension request is received (**NOT following the last day of the original testing window**) and provided that all the following apply:

- request is made in writing with a non-refundable extension fee of \$100 and postmarked before the final day of the assigned testing window;
- candidate's window of testing time has not expired;
- candidate has not made an appointment with AMP to take the examination or if an appointment has been made, it was cancelled no later than four business days prior to the scheduled testing

Candidates who are approved to extend their 90 day window will not be allowed subsequently to withdraw or request a deferral from the examination process.

DEFERRAL POLICY AND FEES

Candidates who are unable to participate in the examination for which they are scheduled and who are beyond the time frame for rescheduling or cancellation of the appointment may request an additional 90 day window of time to take the examination. The request must be in writing. **This deferral is available on a one time only basis and must be approved by NCC. Candidates who have requested an extension cannot withdraw and are not eligible for a deferral.**

Deferral candidates must submit a new application and any appropriate documentation and an additional nonrefundable \$125 fee. Eligibility must be re-established. Candidates who request a deferral are not eligible for any refund. **Deferral requests must be received within 30 days from the last day of the original 90 day window.** Deferral candidates will be assigned to the next available 90 day window for testing following receipt of the deferral request.

WITHDRAWING CANDIDATES

Only the applicant/candidate can withdraw from the examination process. Withdrawing candidates will receive a refund of \$135. All withdrawal requests must be made in writing, signed and dated and sent to NCC provided that all the following apply:

- the candidate has not made an appointment to take the exam at an AMP center, or
- if the candidate has made an appointment with AMP, it must be cancelled no later than four days prior to the scheduled testing.

The request must be postmarked no later than one month prior to the end of the candidate's 90 day test window. For example, if the test window concludes on September 20, 2010, the last day for a withdrawal request to be accepted would be August 20, 2010.

SUBSTITUTIONS

New candidate substitutions **CANNOT BE MADE** for ineligible, withdrawn or extension/deferral candidates

NO REFUND WILL BE CONSIDERED AFTER THE CANDIDATE HAS TAKEN AN EXAMINATION.

COMPUTER TESTING WITH AMP

COMPUTER TEST CENTERS

The AMP test centers are located in H & R Block Centers and are listed below. Sites are subject to change. Go to www.GoAMP.com for the most current list.

Alabama

Birmingham
Huntsville
Mobile
Montgomery

Alaska

Anchorage

Arkansas

Fayetteville
Little Rock

Arizona

Phoenix
Tucson

California

Chino
Fresno
Irvine
Los Angeles
(Glendale)
Los Angeles
(Stanton)
Sacramento
San Diego
San Francisco
San Jose
Santa Maria

Colorado

Denver
Grand Junction

Connecticut

South Windsor
West Haven

DC

Washington

Delaware

Wilmington

Florida

Jacksonville
Miami
Orlando
Sarasota
Tallahassee
West Palm Beach

Georgia

Atlanta (Decatur)
Atlanta (Roswell)
Macon
Savannah

Hawaii

Honolulu

Idaho

Boise

Illinois

Buffalo Grove
Carbondale
Chicago
Franklin Park
Glen Ellyn
Libertyville
Matteson
Naperville
Rockford
Roselle
Springfield
Urbana

Indiana

Evansville
Fort Wayne
Indianapolis
Mishawaka

Iowa

Davenport
Des Moines

Kansas

Kansas City
Wichita

Kentucky

Lexington
Louisville

Louisiana

Baton Rouge
New Orleans
Shreveport

Maine

Portland

Maryland

Baltimore

Massachusetts

Boston
(Dorchester)
Holyoke

Michigan

Detroit
Flint
Grand Rapids

Minnesota

Duluth
Minneapolis

Mississippi

Jackson

Missouri

Jefferson City
Kansas City
Springfield
St. Louis

Montana

Billings
Missoula

Nebraska

Lincoln
North Platte
Omaha
Scottsbluff

Nevada

Las Vegas
Reno

New Hampshire

Concord
Manchester
Nashua
Portsmouth

New Jersey

Robbinsville
Wayne

New Mexico

Albuquerque

New York

Albany
Buffalo
Long Island
New York
Rochester
Utica
White Plains

North Carolina

Charlotte
Raleigh

North Dakota

Bismarck
Fargo

Ohio

Cincinnati
Cleveland
Columbus
Toledo

Oklahoma

Oklahoma City
Tulsa

Oregon

Bend
Eugene
Medford
Portland
Salem

Pennsylvania

Harrisburg
Philadelphia
Pittsburgh
Wyoming

Rhode Island

Providence

South Carolina

Columbia
Georgetown
Spartanburg

South Dakota

Rapid City
Sioux Falls

Tennessee

Chattanooga
Johnson City
Knoxville
Memphis
Nashville

Texas

Austin
Dallas
El Paso
Fort Worth
Houston
Lubbock
McAllen
San Antonio
Wichita Falls

Utah

Salt Lake City

Vermont

Burlington

Virginia

Norfolk
Richmond
Roanoke

Washington

Seattle (Bellevue)
Spokane

West Virginia

Charleston

Wisconsin

Green Bay
Milwaukee

Wyoming

Casper
Cheyenne

ANNUAL PAPER & PENCIL TEST

SEPTEMBER 24, 2010

PREPARING FOR EXAM DAY

ADMISSION TICKET

You will receive your admission ticket approximately two weeks prior to examination day. Your ticket will list your name, address, your NCC assigned ID number, the examination you are taking and the schedule for exam day. You should review the ticket as soon as you receive it to verify that the information on it is correct.

CANDIDATE BULLETIN

With your admission ticket, you will also receive a Candidate Bulletin which will give you specific information about reporting to your test site.

If your name or address changes from the time you receive your notice of eligibility and the day of the examination, please notify the NCC office as soon as possible. We will reissue your admission ticket with the correct information if time permits and update your NCC file.

THE DAY OF THE ANNUAL PAPER & PENCIL EXAM

ADMISSION TO THE TEST SITE

- Only the candidate who has applied for and been found eligible to take the examination will be admitted to the test site.
- Candidates will be required to show their admission ticket and a photo ID.
- Examination procedures will begin at 9:00 a.m. local time on the testing date. Candidates must report to the test site by 8:30 a.m. for check-in.
- Three hours are allotted for the examination. Please be advised that a candidate may take only one examination per test administration date. The exam is specified in the eligibility letter and on the admission ticket.
- All NCC certification examinations are administered from 9:00 a.m. to 12:00 noon.
- NCC allows candidates to bring a battery-operated noiseless, non-programmable calculator to the test site.
- On the day of the examination, an NCC representative will be available to assist you with any problem from **7 a.m. to 4:00 p.m.** Central Time. Call (312) 951-0207.

LOST ADMISSION TICKETS

If you misplace your ticket, report to the test site at the scheduled exam time. **Make sure you bring a photo ID with your name and signature.** You will be asked to submit an affidavit of identification that will be submitted to NCC.

PROCTOR RESPONSIBILITIES

The proctor at your test site has three primary functions:

- maintaining security of the examination,
- providing an orderly processing of candidate credentials for admittance to the examination, and
- facilitating an optimal testing environment for candidates.

Proctors are there to help you. If during the examination, there is an environmental problem, please let the proctor know. S/he cannot help you if the problem is not identified. Proctors cannot assist you with interpretation of examination content.

While every effort is made to provide a comfortable environment, individual temperature responses or facility management beyond the proctor's control can make the site too hot or too cold for your individual taste. Please bring a sweater or jacket that you can remove or put on as needed.

ANNUAL PAPER & PENCIL TEST

SEPTEMBER 24, 2010

RESULTS NOTIFICATION

SCORE REPORT

Your test results will be mailed within 4-6 weeks following test administration.

Test results will be sent by U.S. first class mail only. No test results will be given over the telephone, faxed, express mailed, or e-mailed. **There are no exceptions to this policy.**

Your test results will give your PASS or FAIL status. Additional reporting regarding areas of strength and weakness in the various examination content areas will be included.

Third party notification of status will not be released without authorization from the certified nurse (RNC-LRN). A \$30 fee is required for any third party notification or issuance of duplicates of test results reports. **Verification requests can only be submitted after official written results have been received in the mail.** Verification requests can only be made via the online verification system on the NCC website. NCC no longer issues verifications via the mail or fax.

ANSWER SHEET REVIEW

All answer sheets are scored electronically.

If you believe there might be a discrepancy in your results, you may request a review of your answer sheet for a fee of \$25. You must make this request in writing no later than a postmark date of December 27, 2010. Please include your name, address, NCC ID number, the name of the examination you took, your test site, and the fee. Send your request to NCC, P.O. Box 11082, Chicago, IL 60611-0082. You will be notified of the results by mail. Requests received after that time will not be honored.

WHAT HAPPENS IF YOU CAN'T TAKE THE EXAM?

WITHDRAWING FROM THE EXAMINATION PROCESS

- Only the applicant/candidate may request to be withdrawn from the examination process. All such requests must be made in writing by a postmark date of **August 20, 2010**
- Withdrawal candidates will receive a \$110 refund.
- Withdrawal fees will be issued AFTER the test administration date.
- No refund requests will be considered after a postmark date of **August 20, 2010** for any reason. Please mail your request for withdrawal to NCC, P.O. Box 11082, Chicago, IL 60611-0082.

CARRYOVER FEES

All carryover candidates must submit a new application and documentation and meet current eligibility criteria. Carryovers are to computer testing only.

- If, due to illness or other unforeseen circumstances on the day of the examination, you are unable to report to your test site, you may be able to carryover your examination fee to computer testing.
- The carryover request must be received no later than a postmark date of **November 12, 2010** for those who failed to appear to take test as scheduled.
- A \$125 non-refundable fee must be submitted with the request, along with a new application and documentation by mail. Then current eligibility criteria must be met.
- The applicant will be given the next available 90-day window after determination of eligibility to take the exam.
- **This is a one-time only option.**
- Candidates who carryover to a subsequent test administration are not eligible for any refund.
- Substituting new candidates for those who carryover or withdraw will not be allowed.

IF YOU CAN'T GET TO THE TEST SITE ON THE DAY OF THE EXAM DUE TO UNFORESEEN CIRCUMSTANCES, YOU MAY BE ABLE TO CARRY OVER YOUR FEES. YOU MUST REQUEST A CARRYOVER IN WRITING BY NOVEMBER 12, 2010. THERE IS A FEE TO DO THIS, AS NOTED ABOVE AND YOU MUST RE-ESTABLISH ELIGIBILITY BY SENDING A NEW, COMPLETE APPLICATION AND DOCUMENTATION BY MAIL.

PEC TESTING

PEC INTRODUCTION

PEC testing is administered through special arrangements with certain NCC. All aspects of NCC quality and integrity of exam administration are maintained but certain special rules do apply (see the following) in addition to the usual NCC rules. For specific questions regarding these exams, contact Betty Sobala at

Bsobala@nccnet.org

NOTE:
THIS IS NOT THE
ANNUAL PAPER & PENCIL
TEST OF
SEPTEMBER 24, 2010

IF YOU LOSE YOUR ELIGIBILITY LETTER, BRING YOUR PHOTO ID TO THE TEST SITE AT YOUR SCHEDULE EXAM TIME.

All applications for PEC testing must be obtained at the PEC website.

SPECIAL RULES FOR PROFESSIONAL EDUCATION CENTER (PEC)

REFUNDS:

No refund will be issued for any reason. A candidate who signs up for the NCC exam and does not successfully complete the PEC course, fails to take the exam after signing up for the exam, fails to appear at the site, or fails to take the exam for any other reason will not be entitled to a refund.

WITHDRAWAL:

Once the candidate is determined eligible for the exam, withdrawal from the process will not be allowed. No application may be transferred to another person or to another test date.

UNSUCCESSFUL CANDIDATES:

A candidate who sits for the examination and does not receive a passing score is not eligible for any refund nor for any credit on any later NCC exam.

REGISTRATION:

All applicants must complete an application and send it along with the stated payment on the application to NCC. The application must be received by the stated deadline date. All applicants must be approved by NCC to sit for the exam. PEC has no authority to accept or to allow any applicant to take the NCC exam. Incomplete applications or those postmarked after the deadline for the NCC exam will be returned.

INCOMPLETE APPLICATIONS:

Incomplete applications are those missing any requested information or documentation, contain wrong or have no fees, do not contain original signatures or for any other reason resulting in an inability to determine applicant eligibility status. Such applications, if re-filed, are subject to a \$25 re-processing fee, but all documents and fees must be reconciled in full no later than 21 days prior to the exam. INELIGIBLE APPLICANTS are subject to a \$50 non-refundable fee.

PAYMENT:

All applications must include full payment. If a check is returned for NSF, stop payment or any other reason or if a credit card charge is disputed, the applicant will no longer be eligible to take the exam at the PEC site if payment is not fully reconciled in full no later than 21 days prior to the exam. Any returned check is subject to a \$25 fee and it must be submitted when the application is resubmitted.

TEST RESULTS:

NCC shall provide final test results reports to individual candidates within 6 weeks of receipt of the answer sheets. All communications regarding the exam must be to NCC at the email provided to you by PEC on the exam application.

ICP TESTING

ICP INTRODUCTION

ICP testing is administered through special arrangements with NCC. All aspects of NCC quality and integrity of exam administration are maintained but certain special rules do apply (see the following) in addition to the usual NCC rules. For specific questions regarding these exams contact your local test coordinator.

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IF YOU LOSE YOUR ELIGIBILITY LETTER, BRING YOUR PHOTO ID TO THE TEST SITE AT YOUR SCHEDULE EXAM TIME.

SPECIAL RULES FOR INSTITUTIONAL CERTIFICATION PLAN (ICP)

REFUNDS:

No refund will be issued for any reason. A candidate who does not successfully complete the program and has submitted his/her application and fees will not be entitled to a refund.

WITHDRAWAL:

Once the candidate is determined eligible, withdrawal from the process will not be allowed.

CARRYOVER:

A candidate who fails to appear to take the examination will not be eligible to participate in the carryover process.

UNSUCCESSFUL CANDIDATES:

A candidate who sits for the examination and does not receive a passing score is not eligible for any refund.

REGISTRATION:

All applications must be given to the Coordinator by the stated deadline to be considered – see your Coordinator for the deadline date. Applications received after that time will be returned.

PAYMENT:

All applications must include full payment. If a check is returned for NSF, stop payment or any other reason or if a credit card charge is disputed, the candidate will no longer be eligible to take the exam at the Institution Test Site. Any returned check is subject to a \$25 fee and it must be submitted when the application is resubmitted.

TEST RESULTS:

NCC shall provide final test results reports to individual candidates within 6 weeks of receipt of the answer sheets. All communications regarding the exam must be to the Coordinator of the exam. Do not contact NCC for any reason concerning the exam.

TERMS OF CERTIFICATION AND CERTIFICATION MAINTENANCE

WHEN YOU PASS THE EXAM

CREDENTIAL

Your NCC certification status entitles you to use the credential RNC-LRN (Registered Nurse Low Risk Neonatal Nursing).

TERMS OF CERTIFICATION

NCC certification is awarded for a period of three years.

For those taking the exam via computer, the effective date for certification is the date on the official test results report you receive from NCC.

For those taking the exam in paper & pencil format, the effective certification date is the date on the official NCC letter that tells you that you have successfully completed the certification process.

**NO CONTINUING
EDUCATION IS ISSUED FOR
TAKING THE
LOW RISK NEONATAL
NURSING EXAM.**

MAINTAINING YOUR CERTIFICATION

- NCC certification must be maintained on an ongoing basis every three years.
- Certification that is not maintained will expire and can be regained only through re-examination.
- The NCC certification maintenance program provides two options for continuing your certification status:
 - obtaining 45 hours of continuing education credit, or
 - successfully retaking the examination.
- Continuing education credit to be used for certification maintenance must be earned between the date of your notification of certification and the date your maintenance is due.
- If using re-examination for maintenance, you must take and successfully pass the examination prior to your expiration date.
- The maintenance process includes filing a maintenance application prior to your maintenance due date with appropriate fees and requested documentation. All CE must be in the area of your certification specialty. Participation in NCC self assessment program for earning CE does NOT automatically maintain your certification. You must file a maintenance application and pay a maintenance fee in addition to any CE fees.

You may apply for maintenance as soon as you have obtained the required 45 contact hours of continuing education credit—***you do not need to wait until your maintenance deadline to apply***. Maintenance will be due no later than the last day of the quarter in which you were notified of your certification (not the date on which you took the examination). Please refer to the following for guidance:

Date of Notification of Certification	Certification Maintenance Due Dates
<i>January-March 2010</i>	<i>March 31, 2013</i>
<i>April-June 2010</i>	<i>June 30, 2013</i>
<i>July-September 2010</i>	<i>September 30, 2013</i>
<i>October-December 2010</i>	<i>December 31, 2013</i>

More information about the certification maintenance program—including a downloadable maintenance application—is available from the NCC website www.nccwebsite.org.

TERMS OF CERTIFICATION AND CERTIFICATION MAINTENANCE

CONTINUING COMPETENCY INITIATIVE

A new continuing competency initiative will become part of NCC's certification maintenance program beginning in June 2010.

Focused on providing tools to the certified nurse and nurse practitioner to assess continuing education needs through a specialty assessment evaluation, the new program will be implemented in two stages.

Stage 1 will require everyone to take a 125 question specialty assessment evaluation at the NCC website beginning in June 2010 through December 31, 2013, that will provide content feedback information to you on your certification specialty knowledge competencies. There is no pass/fail. This is for feedback purposes only and to familiarize you with the assessment process which will be integral to the maintenance process in 2014.

In **Stage 2**, beginning 2014, the results of the specialty assessment evaluation will drive what CE is needed for certification maintenance which in most cases will decrease your CE requirements.

The program will be applicable only to NCC certified nurses and nurse practitioners. For those holding credentials no longer offered by NCC or who hold a certificate of added qualification, the new requirements will not apply. Download the Continuing Competency Initiative Brochure for full details by clicking the link below:

http://www.nccwebsite.org/resources/docs/final_ncc_continuing_competency_web.pdf

**VISIT THE NCC WEBSITE
AND DOWNLOAD YOUR
CONTINUING COMPETENCY
INITIATIVE BROCHURE FOR
COMPLETE DETAILS!**

FEES AND GENERAL POLICIES

FEES

RETURNED CHECK FEE

A **\$25 fee** will be assessed to any applicant whose check is returned to NCC for insufficient funds, stop payment or any other reason. Remittance of fees thereafter must be in the form of a money order or certified cashier's check.

CREDIT CARD CHARGEBACK

If an applicant's credit card company issues a notice of retrieval or a chargeback in response to the cardholder's dispute of the credit card charge, the applicant will be required to submit to NCC a certified check or money order to cover the original cost plus an **administrative fee of \$25**.

THIRD PARTY PAYMENTS

Applicant fees paid by third parties will be reimbursed to the third party in the event the applicant is determined ineligible or withdraws within the specified time. Reimbursement will be in accordance with stated refund policies.

Certification will be revoked or withheld if a returned check or a chargeback request on a credit card payment results in loss of income to NCC and the monies are not recovered in an alternate payment. Fees received at any time will first be applied to any unpaid prior certification/special fees.

GENERAL POLICIES

UNSUCCESSFUL CANDIDATES

Candidates who do not pass the examination are not eligible for any refund.

EXAM CATEGORY CHANGES

Requests to change examination category must be received in writing no later than a postmark date of **August 6, 2010** for those taking the exam by paper and pencil. A \$30 fee is assessed for any exam category changes and must be remitted with the request. Checks should be made payable to NCC. Candidates taking the test by computer must request the change prior to making an appointment to take the test. Eligibility must be re-established for the new examination category, and additional documentation and fees may be required. The time to consider eligibility for the new category will count toward the original 90 day window assigned to take the examination. Examinees must take the examination for which they have been determined eligible. No changes will be permitted on examination day. If a candidate knowingly or unknowingly takes an examination other than the one she/he was found eligible to take, the examination will not be scored. No refunds will be allowed, and all fee policies will apply if the candidate reapplies for an examination.

RETENTION OF ANSWER SHEETS AND EXAMINATION BOOKLETS

All answer sheets are kept for one year from the date of the examination. Examination booklets used by the candidates are kept for six months from the date of the examination. Computer answer strings are kept for at least one year from the date of the examination.

RETEST POLICY

You may retake the examination if you do not pass. You must reapply, submit all applicable fees and documentation, and re-establish eligibility according to the appropriate deadlines. There is no limit to the number of times you may retake the examination, however candidates must wait at least **90 days before making application to retake the examination** by computer or paper and pencil. All submission deadlines for application for paper and pencil testing must be met. No accommodation will be given to those who are retesting via paper and pencil mode if they cannot meet application deadline because of the 90 day wait rule. The **maximum number of times a candidate can take the same NCC test in a calendar year is two**.

AMERICANS WITH DISABILITIES ACT

Special testing accommodations will be provided pursuant to the Americans with Disabilities Act. Contact the NCC office for further information before submitting your application.

FEES AND GENERAL POLICIES

VERIFICATION OF CERTIFICATION

Third party notification of status will not be released without authorization from the RNC. A \$30 fee is required for any third party notification or issuance of duplicates of test results reports. Verification requests can only be submitted after official written results have been received in the mail. Verification requests can only be made via the online verification system on the NCC website. NCC no longer issues verifications via the mail or fax.

**POLICIES ARE SUBJECT
TO CHANGE
WITHOUT NOTICE.**

GENERAL POLICIES (CONTINUED)

REVIEW COURSES AND MATERIALS

NCC does not offer or sponsor review courses or review materials for its certification examinations. Examination candidates should review any purported course of study as being independent of NCC. You should carefully examine the merits of any individual exam preparation offering before you participate.

TEST DISCLOSURE

NCC does not make test questions available for review. Because test questions may be used for more than one examination administration, distributing this information would compromise the security of the test questions and would increase the cost of certification if the questions had to be replaced each year.

APPEALS PROCEDURE

Any request to waive any policy of the NCC Board of Directors relative to eligibility, administration, examination content issues, or certification maintenance must be received in writing within 60 days of the dispute. The correspondence should contain a detailed account as to why the NCC policy should be waived or the candidate's status should be changed. Such requests are referred to the NCC Policy Review Committee of the Board of Directors. All decisions will be provided in writing. Cases not resolved by the Policy Review Committee will be referred to the full Board of Directors.

NONDISCRIMINATION

It is the policy of NCC that no individual shall be excluded from the opportunity to participate in the NCC examination program on the basis of race, national origin, religion, sex, age, or disability.

REVOCAION

Your certification may be revoked for falsifying any information submitted relative to eligibility to take the certification examination or for maintaining certification, if you lose your license to practice nursing, or if you fail to pay designated certification or maintenance fees.

ANSWER SHEET REVIEW OF PAPER AND PENCIL EXAMINATIONS

All answer sheets are scored electronically. If you believe there might be a discrepancy in your results, you may request a review of your answer sheet for a fee of \$25. Please include your name, address, NCC ID number, the name of the examination you took, your test site, and the fee. Send your request to NCC, P.O. Box 11082, Chicago, IL 60611-0082. You will be notified of the results by mail.

ABOUT THE EXAM

CONTENT TEAMS

Content team members are experienced practitioners and are appointed on an annual basis by the NCC President. Content teams are solicited from the RNC (Registered Nurse Certified) population, NCC item writer workshop participants and from experts in the field. To see the current membership composition of the Content Team responsible for the low risk neonatal nursing examination, please visit the NCC website under the section on NCC Leadership.

EXAMINATION CONTENT DEVELOPMENT

The development of NCC credentialing involves many individuals and involves a meticulous process of review. There are three major groups that contribute to the test development process:

ITEM WRITERS:

RNCs and others identified with special expertise have the responsibility of drafting test items per designated assignment for review by the content team and expert reviewers. Item writers are solicited from the RNC population and through recommendations.

REVIEWERS:

Reviewers are RNCs or other designated experts who assist the content teams in review of test items developed by the item writers. Reviewers are responsible for reviewing items for content relevance and confirming that references cited for the questions support the items as written.

CONTENT TEAM MEMBERS:

Content team members are RNCs or other identified experts who:

- develop and update the test outline and competency statements
- review test items developed by item writers
- set the pass/fail standard
- review item statistics from exam administrations and pretest examinations
- approve the exam forms to be administered
- review item banks
- undertake content validation studies

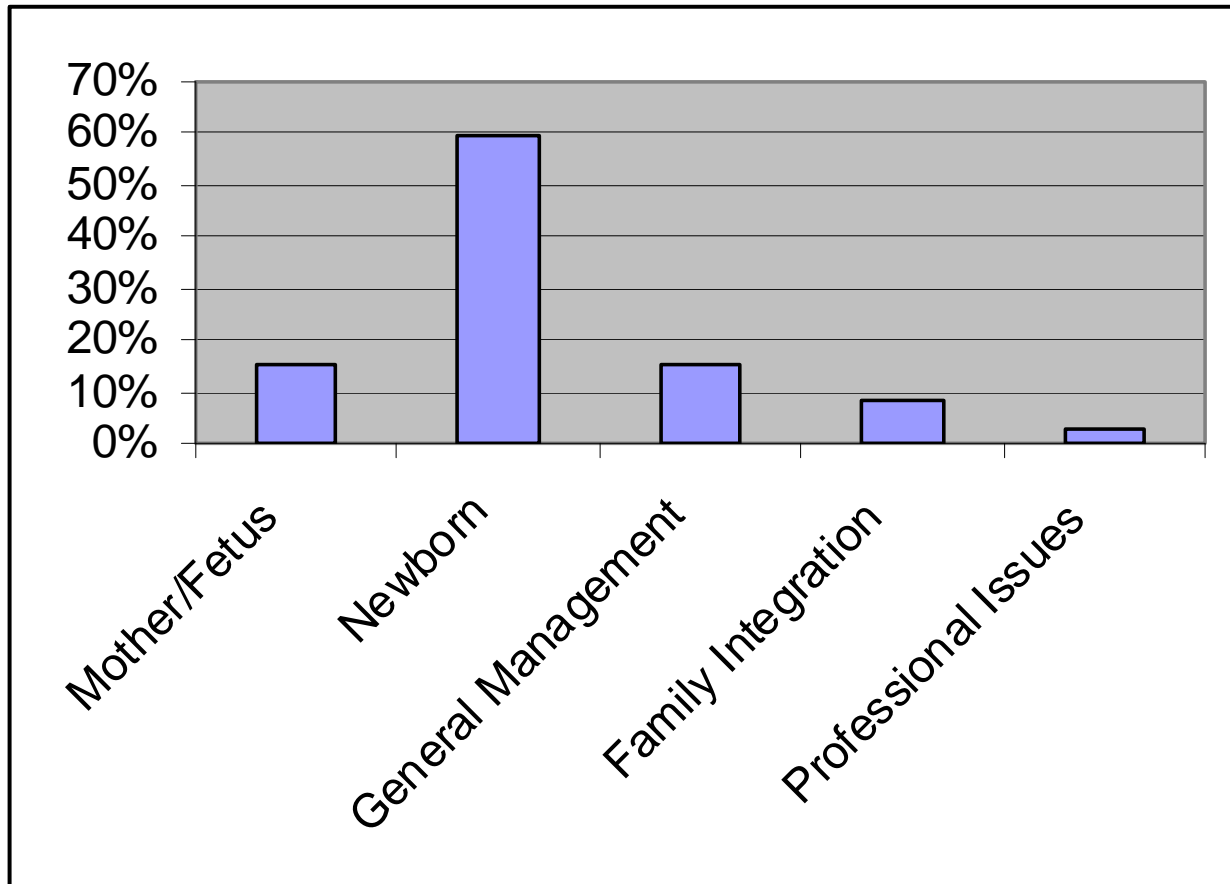
EXAM FORMAT

The Low Risk Neonatal Nursing examination can consist of up to 175 test questions. 150 are counted for scoring and the remainder are embedded in the exam as pretest items. The pretest items do not count toward the examinee's final results.

- There is one question format used for all NCC examinations.
- Each question has a premise (stem) and three alternative answers.
- The answer options are alphabetized by the first word in each answer option to randomize the answers.
- Computer tests are delivered in a different random order for each candidate.
- Questions will test both basic knowledge and application of knowledge.
- Questions that contain laboratory data will show results in conventional units of measure with international units in parentheses.
- Drugs are listed in both generic and trade names where appropriate.

EXAMINATION CONTENT

CONDENSED EXAM OUTLINE



The above chart shows the percentage distribution of questions on the Low Risk Neonatal Nursing exam across the major content categories covered on the examination. The major focus of the examination is the Newborn Assessment and Management section and this area has the most emphasis. Lesser emphasis is on Mother/Fetus and General Management and Family Integration and Professional having the least number of questions assigned to these content categories.

EXAMINATION CONTENT

CONDENSED EXAM OUTLINE

CONDENSED EXAM OUTLINE

This is an outline of topics and areas which may be included in the Low Risk Neonatal Nursing examination. It should be noted that the emphasis of the examination is on the newborn (birth to one month) and family components.

Content of the examination will cover assessment of all body systems and knowledge of normal and deviations from normal.

10.00 Mother/Fetus (10-15%)

10.01 Assessment and Evaluation of Intrauterine Environment

10.02 Maternal Factors and Complications Affecting the Fetus/Neonate

11.00 Newborn (50-60%)

Focus of the newborn section will be on physical examination techniques, procedures and findings, as well as assessment and management of normal and abnormal findings and identification of potential complications.

11.01 General Physiologic Assessment

- a. Gestational Age
- b. Clinical Laboratory & Diagnostic Data
- c. Thermoregulation
- d. Behavioral/Developmental

11.02 Physical Assessment and Management of Complications

- a. Systems
 1. Cardiac
 2. Respiratory
 3. Gastrointestinal
 4. Integumentary
 5. Musculoskeletal
 6. Head, Ears, Eyes, Nose and Throat
 7. Hematopoietic
 8. Neurological
 9. Immune System
 10. Endocrine/Metabolic
 11. Genitourinary
- b. Genetic Disorders
- c. Hyperbilirubinemia
- d. Perinatal Substance Abuse

12.00 General Management (10-20%)

12.01 Resuscitation & Stabilization

12.02 Neonatal Nutrition, Feeding and Lactation

12.03 Pharmacology

13.00 Family Integration (<10%)

13.01 Role Adaptation

13.02 Discharge Planning/Home Care

14.00 Professional Issues (<5%)

14.01 Research

14.02 Legal/Ethical Issues

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

MOTHER - FETUS

FACTORS AFFECTING THE FETUS AND NEWBORN (ANTEPARTUM, INTRAPARTUM & POSTPARTUM)

ASSOCIATED COMPETENCIES

- Demonstrate knowledge of maternal, fetal, and neonatal anatomy, physiology, pharmacology and nutrition
- Identify antepartal, intrapartal and postpartal risk factors related to the mother, fetus and neonate

ASSESSMENT & EVALUATION OF INTRAUTERINE ENVIRONMENT

Fetal Anatomy and Physiology

Fetal Assessment

Lung maturation studies

Nonstress testing

Biophysical profile

Alpha-fetoprotein/triple screening

Cord gases

MATERNAL FACTORS AND COMPLICATIONS AFFECTING THE FETUS/NEONATE

Medical Conditions

- Maternal age
- Chronic hypertension
- Diabetes
- Blood disorders
- Infectious diseases

Pregnancy Related

- Gestational hypertension/eclampsia/HELLP syndrome
- Amniotic fluid disorders
- Polyhydramnios
- Oligohydramnios
- Maternal hemorrhage
- Placental abruption
- Placenta previa
- Multiple gestations
- Postdatism

Complications of Labor

- Use of anesthesia and analgesia
- Abnormal labor patterns
- Abnormal fetal heart rate patterns
- Operative birth

Life-style and Environmental Conditions

- Substance use
- Teratogen exposure
- Medication use

STUDY RESOURCES

- Kenner, et al., Comprehensive Neonatal Nursing, W.B. Saunders, Philadelphia, 2007.
- Ladewig, et al., Contemporary Maternal-Newborn Nursing Care, Prentice Hall, Upper Saddle River, NJ, 2006.
- Olds, et al., Low Risk Neonatal Nursing and Women's Health Care, Pearson Prentice Hall, Upper Saddle River, NJ, 2008.
- Simpson, et al., Perinatal Nursing, LWW, Philadelphia, 2008.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

NEWBORN

Focus of the newborn section will be on physical examination techniques, procedures and findings, as well as assessment and management of normal and abnormal findings and identification of potential complications

ASSOCIATED COMPETENCIES

- Demonstrate knowledge of maternal, fetal, and neonatal anatomy, physiology, pharmacology and nutrition
- Systematically assess the neonate, the family and their environment
- Interpret assessment data to determine health status of the mother, fetus and neonate
- Develop, implement and evaluate an individualized plan of care to facilitate the neonate's adaptation to extrauterine life and to promote the health of the neonate
- Apply knowledge of general concepts of care that determine and promote the health of the postpartal family in the hospital, in ambulatory settings and in the home environment
- Educate families about the biophysical, psychosocial and environmental needs of the neonate

GENERAL PHYSIOLOGIC ASSESSMENT

Gestational Age

Physical Characteristics,
Etiologies and/or Risks and
Complications of
Preterm
Term
Post-term
AGA
SGA
LGA
Intrauterine growth restriction
Symmetrical
Asymmetrical

CLINICAL LABORATORY TESTS (INTERPRETATION OF VALUES, METHODS AND TECHNIQUES)

Blood
Glucose
Complete blood count with
differential
Cultures
Rh (Coombs)
Blood gases
Bilirubin
Electrolytes
Metabolic screening
Urine
Stool

THERMOREGULATION

Mechanisms of Thermoregulation

Heat production
Temperature maintenance

Complications

Temperature assessment and interpretation

Equipment (e.g. infant warmers,
incubators, servocontrol)

Mechanisms of Heat Loss

Insensible water loss
Evaporation
Conduction
Convection
Radiation

Behavioral/Developmental

Sensory Capabilities
Motor organization
Neonatal States

PHYSICAL ASSESSMENT AND MANAGEMENT OF COMPLICATIONS (BY SYSTEM)

Cardiac

Basic physiology and anatomy
Adaptation to extrauterine life
Physical Assessment

Heart rate and sounds
Point of maximal intensity
Blood pressure
Peripheral pulses
Perfusion
Color

Pulmonary vascular resistance

Complications/Variations
Congenital heart disease
Patent ductus arteriosus
Coarctation of the aorta
Congestive heart failure
Septal defects
Tetralogy of Fallot
Transposition of the great
vessels

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

RESPIRATORY

Basic physiology and anatomy

Adaptation to extrauterine life

Physical Assessment

Respiratory rate and breath sounds
Respiratory patterns
Thorax and Chest
Complications/Variations
Air leaks
Pneumothorax
Pneumomediastinum
Pneumonia
Respiratory distress syndrome
Transient tachypnea of the newborn
Persistent pulmonary hypertension
Meconium aspiration syndrome
Diaphragmatic hernia

Oxygen administration /monitoring

Pulse oximetry
Cardiorespiratory monitoring

GASTROINTESTINAL

Basic physiology and anatomy

Physical Assessment

Abdominal examination findings
Stooling patterns

Complications/Variations

Diastasis of recti muscles
Duodenal atresia
Bowel obstruction
Esophageal atresia/tracheoesophageal fistula
Imperforate anus
Omphalocele/gastroschisis
Umbilical hernia
Meconium ileus

INTEGUMENTARY

Basic Physiology and Anatomy

Characteristics of normal neonatal skin

Physiologic bases for general skin care

Physical Assessment

Variations

Erythema toxicum
Milia
Mongolian spots (hyperpigmented skin)
Hemangiomas/birth marks
Petechiae
Cafe au lait spots
Other skin lesions, e.g. pustules, vesicles
Umbilical cord

MUSCULOSKELETAL

Physical Examination

Complications

Congenital hip dislocation
Metatarsus adductus
Polydactyly and syndactyly
Torticollis
Talipes equinovarus
Fracture

HEAD, EARS, EYES, NOSE AND NECK

Physical Assessment

Fontanelles and cranial sutures
Neck appearance
Ear appearance, shape and placement
Hearing
Nasal patency
Symmetry of the mouth
Evaluation of pigmentation and movement
Evaluation of cornea
Complications/Variations
Skull/neck variations & abnormalities
Molding
Cephalhematoma
Caput succedaneum
Craniosynostosis
Craniotabes
Cystic hygroma

Variations & abnormalities

Conjunctivitis
Cataracts
Cleft lip and palate
Epstein's pearls
Natal teeth
Choanal atresia

HEMATOPOIETIC

Basic physiology

Complications

Anemia (Physiologic and non-physiologic)
Bleeding disorders
Rh disease and ABO incompatibility
Polycythemia/hyperviscosity

NEUROLOGICAL

Basic physiology

Motor function

Physical Assessment

Reflexes
Moro
Rooting and sucking
Palmar grasp
Plantar grasp
Stepping
Babinski
Tonic neck
Anal wink reflex

Techniques

Pull to sit
Truncal tone assessment

Complications/Variations

Seizures
Jitteriness
Intracranial hemorrhage
Brachial plexus injuries
Neural tube defects

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

IMMUNE SYSTEM

Basic physiology

Antibody function

IgA
IgG
IgM

Infection Control

Handwashing
Visitation
Standards precautions

Complications/Variations

Neonatal sepsis
Septic shock
Viral infections
Cytomegalovirus
Rubella
Hepatitis B
Varicella
Toxoplasmosis
Bacterial infections
Group B streptococcus
Staphylococcus
E. coli
Fungal infections
Sexually Transmitted infections
AIDS/HIV
Gonorrhea
Chlamydia
Syphilis
Herpes
Human papilloma virus

ENDOCRINE/METABOLIC

Basic physiology

Newborn screening

Complications

Hypoglycemia
Infant of a diabetic mother

GENITOURINARY

Basic physiology

Physical Assessment

Complications

Hypospadias
Undescended testes
Testicular abnormalities
Hydrocele
Inguinal hernia
Vaginal discharge/abnormalities
Renal abnormalities
Circumcision
Postoperative care

GENETIC DISORDERS

Patterns of Inheritance

Complications

Common chromosomal
abnormalities (trisomy 21, 18
& 13)
Birth defects/congenital
anomalies

HYPERBILIRUBINEMIA

Basic physiology

Complications

Jaundice
 Physiologic jaundice
 Pathologic jaundice
 Breast feeding and jaundice
Kernicterus
Phototherapy

PERINATAL SUBSTANCE ABUSE

Complications of Substance

Exposure in Utero

Alcohol
Heroin
Methadone
Cocaine
Nicotine
Prescription drug abuse

STUDY RESOURCES

- Blackburn, et al. Maternal, Fetal and Neonatal Physiology, W. B. Saunders, Philadelphia, 2007.
- Davies, et al., Examination of the Newborn and Neonatal A Multidimensional Approach, Churchill Livingstone, London, 2009.
- Kenner, et al., Comprehensive Neonatal Nursing, W.B. Saunders, Philadelphia, 2007.
- Ladewig, et al., Contemporary Maternal-Newborn Nursing Care, Prentice Hall, Upper Saddle River, NJ, 2006.
- Olds, et al., Low Risk Neonatal Nursing and Women's Health Care, Pearson Prentice Hall, Upper Saddle River, NJ, 2008.
- Simpson, et al., Perinatal Nursing, LWW, Philadelphia, 2008.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

GENERAL MANAGEMENT

ASSOCIATED COMPETENCIES

- Demonstrate knowledge of maternal, fetal, and neonatal anatomy, physiology, pharmacology and nutrition
- Systematically assess the neonate, the family and their environment
- Interpret assessment data to determine health status of the mother, fetus and neonate
- Develop, implement and evaluate an individualized plan of care to facilitate the neonate's adaptation to extrauterine life and to promote the health of the neonate

GENERAL MANAGEMENT

Resuscitation and Stabilization

- General assessment of status and need for resuscitation
- Management of resuscitation
 - Airway
 - Breathing
 - Circulation
- Drug Therapy
- Evaluation of effectiveness of interventions
- Apgar scores

Neonatal Nutrition, Feeding and Lactation

- Growth patterns (Growth curves)
- Fluid/Calorie requirements
- Lactation**
 - Anatomy and physiology of lactation
 - Composition of breast milk
 - Maternal nutritional needs
 - Normal breastfeeding process
 - Positioning
 - Latch On
 - Suck/swallow/sequence
 - Timing (frequency and duration)
 - Feeding cues
 - Contraindications to breastfeeding

Maternal Complications

- Latch on problems
- Nipple problems
- Breast engorgement
- Insufficient milk supply
- Therapeutic medications
- Infection/Mastitis
- Maternal illness
- Perinatal substance abuse
- Maternal/newborn separation

Newborn complications

- Hyperbilirubinemia

- Hypoglycemia
- Multiple births
- Prematurity

Patient Education

- Breast/nipple care
- Use of supplementary/complementary feedings
- Use of breastfeeding devices
- Expressing and storing breast milk

Complications/ Contraindications

- Mastitis/yeast infection
- Nipple soreness
- Breast engorgement
- Medications effects
- Breast reduction/ augmentation
- Insufficient milk supply

Formula feeding

- Composition of formula
- Techniques
- Special needs (e.g. cleft palate, PKU)

PHARMACOLOGY

Principles of administration

- Dosage
- Route

Common drugs used in neonates

- Vitamin K
- Antibiotics
- Eye prophylaxis
- HBIG/hepatitis B vaccine
- Zidovudine
- Vaccines
- GI motility drugs

PAIN ASSESSMENT AND MANAGEMENT

Signs and symptoms

Nonpharmacological interventions

Pharmacological interventions

STUDY RESOURCES

- Blackburn, et al. Maternal, Fetal and Neonatal Physiology, W. B. Saunders, Philadelphia, 2007.
- Briggs, Drugs in Pregnancy and Lactation: A Reference Guide to Fetal and Neonatal Risk (Solution), LWW, 2008.
- Cunningham, et al., Williams Obstetrics, McGraw-Hill, New York, 2005.
- Kenner, et al., Comprehensive Neonatal Nursing, W.B. Saunders, Philadelphia, 2007.
- Lawrence, et al., Breastfeeding: A Guide for the Medical Profession, Elsevier Mosby, St. Louis, 2005.
- Ladewig, et al., Contemporary Maternal-Newborn Nursing Care, Prentice Hall, Upper Saddle River, NJ, 2006.
- Olds, et al., Low Risk Neonatal Nursing and Women's Health Care, Pearson Prentice Hall, Upper Saddle River, NJ, 2008.
- Simpson, et al., Perinatal Nursing, LWW, Philadelphia, 2008.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

FAMILY INTEGRATION

ASSOCIATED COMPETENCIES

- Demonstrate knowledge of factors that influence the integration of the neonate into the family and community
- Apply knowledge of general concepts of care that determine and promote the health of the postpartal family in the hospital, in ambulatory settings and in the home environment
- Educate families about the biophysical, psychosocial and environmental needs of the neonate

FAMILY INTEGRATION

Role Adaptation
Parent-infant interaction - normal characteristics
Family response to stress and crisis
Sibling responses and interventions
Grieving process
Adoption

DISCHARGE PLANNING/HOME CARE (HOSPITAL, AMBULATORY SETTINGS, HOME)

Follow up Care

Apnea monitoring
Oxygen therapy

Parent education

Hygiene
Cord care
Circumcision
Bathing
Genital care
Feeding/elimination
Immunizations
Assessment of problems
Fever
Diarrhea
Dehydration
Jaundice
Safety Issues

STUDY RESOURCES

- Blackburn, Maternal, Fetal and Neonatal Physiology, A Clinical Perspective, W. B. Saunders, Philadelphia, 2007.
- Kenner, et al., Comprehensive Neonatal Nursing, Elsevier Saunders, St. Louis, 2007.
- Merenstein, et al., Handbook of Neonatal Intensive Care, Mosby, St. Louis, 2006.
- Nugent, et al., Understanding Newborn Behaviors & Early Behavioral Observations (Nbo) System Handbook, Brookline Publishing, 2007.
- Olds, et al., Low Risk Neonatal Nursing and Women's Health Care, Pearson Prentice Hall, Upper Saddle River, NJ, 2008.
- Simpson, et al., Perinatal Nursing, LWW, Philadelphia, 2008.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

PROFESSIONAL ISSUES

ASSOCIATED COMPETENCIES

- Demonstrate knowledge of professional issues relative to maternal/neonatal

Research

Steps of the research process

Terminology

Reliability

Validity

Randomization

Sampling

Using Research Findings

Significance (Generalization and

Replication)

Incorporation into practice

Legal/Ethical Issues

Informed consent

Legal liability in providing
medical/nursing care

Coworker incompetence

Expert witness

Advocacy

Beneficence vs. nonmaleficence

Autonomy

Utilitarianism

Standard of care

STUDY RESOURCES

- Olds, et al., Low Risk Neonatal Nursing Pearson Prentice Hall, Upper Saddle River, NJ, 2008.
- Simpson, et al., Perinatal Nursing, LWW, Philadelphia, 2008.

SAMPLE QUESTIONS

LOW RISK NEONATAL NURSING SAMPLE QUESTIONS

Listed below are sample questions to acquaint you with the test question format. These questions do not reflect the scope or the difficulty level of the questions on the actual examination. The reference from which each question is derived is also cited. However, other references might substantiate a different answer, and the answer shown here might be substantiated by other references. The rigorous review to which actual test questions are subject is not applied to these sample questions. The focus that should be attended to in reviewing these items is format, not content..

1. A two day old neonate has been experiencing diarrhea for the last 24 hours. The neonate is irritable and tremors have recently developed. Feeding is poor. There are no other signs or symptoms except for episodes of sneezing. This neonate should be further evaluated for
- A. heroin withdrawal
 - B. hypoglycemia
 - C. viral infection

Answer: A

Thureen, et al., *Assessment and Care of the Well Newborn*, Elsevier Mosby, St. Louis, 2005, p. 285

2. A normal finding of male genitalia in the term neonate is
- A. retractable prepuce
 - B. rugated scrotum
 - C. testes in the inguinal canal

Answer: B

Kenner, et al., *Comprehensive Neonatal Care*, Elsevier, Saunders, St. Louis, 2007, p. 179

3. A physiologic change that occurs with the onset of breathing is
- A. decreased pulmonary blood flow
 - B. decreased pulmonary vascular resistance
 - C. reversal of shunt via the patent ductus arteriosus

Answer: B

Blackburn, et al., *Maternal, Fetal & neonatal Physiology*, W.B. Saunders, Philadelphia, 2007, p. 341.

4. The goal of treatment of gastroesophageal reflux in the neonate is to
- A. achieve normal gastric emptying
 - B. decrease lower esophageal sphincter pressure
 - C. increase gastric pH

Answer: A

Martin, et al., *Neonatal Perinatal Medicine*, Elsevier Mosby, Philadelphia, 2006, pp. 1379-11380.

5. Removing a neonate from an incubator for procedures without use of an overhead warmer will result in heat loss by
- A. convection
 - B. evaporation
 - C. radiation

Answer: A

Olds, *Maternal-Newborn Nursing & Women's Health Across the Life Span*, Davidson et al., Pearson, Prentice Hall, 2008, p 804

SCORING & SCORE REPORTS

HOW EXAMS ARE SCORED

NCC examinations are criterion-referenced. This means the passing score is based on a predetermined criterion. This criterion is a statistical ability level established by the Content Team based on evaluation of criticality of content and the test questions' past statistical performance. Questions used to determine pass/fail have proven statistical history that demonstrates the question is appropriate for use to measure an individual's ability level.

There is no set percentage passing level, but pass/fail status is based on achieving a predetermined ability level. Each test item has a difficulty level. The higher the difficulty of an item, the greater the ability score one achieves. Pass/fail is determined based on the number of questions answered correctly, and the pass/fail standard is a predetermined ability criterion. As questions are answered correctly, the examinees build on their ability score and subtract from it when questions are answered incorrectly. When different forms of the examination are used, a process called equating is initiated. This procedure converts all results to a common scale. So someone who takes a slightly more difficult form of the exam will need to answer fewer questions correctly than someone who takes a slightly easier form of the exam.

NCC utilizes the item response theory of psychometrics for the analysis of its examinations. Item response theory (Rasch analysis) is the study of tests and item scores based on assumptions concerning the mathematical relationship between abilities and item responses. This is a commonly used system, and such examinations as the NCLEX and other health related certification examinations utilize this type of psychometric analysis.

Test results reports will identify a pass/fail status and will give feedback on the various content areas of the examination in the form of word descriptors: very weak, weak, average, strong and very strong. No percentage or standard score will be given.

SCORING & SCORE REPORTS

SAMPLE SCORE REPORT

Whether you take the computer or paper and pencil version of the examination, you will receive an official test results report from NCC. Shown below is a sample test result report for a candidate who has passed the examination.

LOW RISK NEONATAL NURSING EXAMINATION

Test Results

NAME DATE

ADDRESS

Pass/Fail: PASS

Exam Content Report

The following provides information regarding your performance on the different content areas tested on the examination.

This report is provided for informational purposes only to assist in identifying your areas of strength and weakness. There is no requirement that a certain number of questions in each content category must be answered correctly to pass the examination. Passing the examination is based on the total number of questions answered correctly on the entire examination.

Content Area & Percentage

Your Results:

Range of Questions Asked:

Mother/Fetus
(10-20%)

WEAK

Newborn
(55-65%)

VERY STRONG

General Management
Family Integration, and
Professional Issues
(15-25%)

AVERAGE

CHANGE REQUEST FORM

REQUESTS FOR CHANGES OR EXTENSIONS

Requests for Changes or Extensions cannot be done online. You **MUST** mail this form to NCC and make sure that you include your check (made payable to NCC), for any fees due.

Please mail to: **NCC**
 PO Box 11082
 Chicago, IL 60611

NAME, ADDRESS OR TEST SITE CHANGES
 I am requesting a change in my name or address (complete information below)

EXTENSIONS
 I am requesting an extension to my 90 day window to take the test via computer - Fee \$100

EXAM CATEGORY CHANGE (\$30 charge)
 I want to change my examination category. (Must be requested by August 6, 2010 for paper/pencil testing candidates) or prior to the time an appointment is made with AMP for a computer test

CARRYOVERS AND DEFERRALS require submission of a new application with applicable fees. Please refer to pages 6 and 9 for information.

NCC ID Number	Exam to Be Taken	
Last Name	First Name	
Address		
City	State	Zip
Phone Number (include area code)		
Email Address		

If applicable- complete the following

Former Name	New Name
Former Address	New Address
Former City/State/Zip	New City/State/Zip
Former Telephone	New Telephone
Former Email	New Email
Former Exam	New Exam

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