

# MAINTENANCE

Inpatient Obstetric Nursing | Low Risk Neonatal Nursing | Maternal Newborn Nursing  
Neonatal Intensive Care Nursing | Neonatal Nurse Practitioner | Women's Health Care Nurse Practitioner

Ambulatory Women's Health Care Nursing | High Risk Obstetric Nursing  
Reproductive Endocrinology/Infertility Nursing | Telephone Nursing Practice  
ANA-MCH/NCC Joint Certification Program

COMMITMENT

*innovation*

*quality*

*dedication*

LEADERSHIP

ROLE MODEL

EXCELLENCE EXPERTISE

ADVOCACY

**Maintain your NCC certification**

*Over 30 years of Certification & Recognition*

*Promoting quality health care through credentialing  
and education of health care professionals*

**NCC**

The National Certification Corporation



## CONTINUING COMPETENCY INITIATIVE

The new Professional Development Certification Maintenance Program

**JUNE 2010 - DECEMBER 2013**

Beginning June 2010, the following major changes to the NCC maintenance process will occur. These changes are being initiated to assure that the continuing education options chosen by the certified nurse or nurse practitioner meet individual specific learning needs. These changes will take place in two stages.

The changes in the maintenance program are being made in recognition of the expanding knowledge base needed to function in an increasingly complex health care environment. This approach also brings greater accountability and transparency to the certification maintenance process while providing employers and the public a valid measure of assurance regarding the ongoing competency of nurses certified by NCC.

It also aligns NCC with other professions who have added continuing competency components to their maintenance processes including physicians, pharmacists, physical therapists and nurses in Great Britain, Australia and Canada. Many state boards of nursing are also introducing continuing competency measures for nursing re-licensure.

In Stage 1, beginning in June 2010, the major change to the certification maintenance program will be the addition of specialty assessment evaluation for those individuals who hold a certification currently offered by NCC. For the next three years (through 2013) all NCC certified nurses and NPs will be required to take the specialty assessment evaluation at least once. It won't be binding relative to the amount and nature of continuing education you will need to earn and there is no pass/fail criterion.

### TAKING THE SPECIALTY ASSESSMENT EVALUATION

- All NCC certified nurses will be required to take the specialty assessment evaluation at least once.
- This specialty assessment evaluation will be composed of 125 questions relating to content of the core certification specialty knowledge competencies.
- It won't be binding relative to the amount and nature of continuing education you will need to earn.
- There is no pass/fail criterion.
- The specialty assessment evaluation is designed to provide you feedback on your core certification specialty knowledge competencies.
- You will earn 5 continuing education hours for taking the specialty assessment evaluation that will apply to your 45 hours maintenance specialty hour requirement.

The CE requirements will remain unchanged: 45 hours of continuing education in your certification specialty will continue to be required. This trial period will give you first hand experience with the assessment testing and will serve as a valuable tool as you plan your CE activities for maintenance.

This evaluation is designed to assist you in identifying your core certification knowledge competencies' strengths and weaknesses.

In Stage 2 beginning in 2014, the test's outcome will determine the amount and nature of CE you will need to earn to maintain your certification and there is no pass/fail criterion.

### WHEN TO TAKE THE SPECIALTY ASSESSMENT EVALUATION?

The Evaluation will be available starting in June 2010 on the NCC website. You will be required to take it at least once during the period of June 2010 through December 2013. We encourage you to take as early as possible in your current maintenance cycle. You will earn 5 hours of continuing education for your participation that will be counted toward your 45 hour maintenance requirement. That will decrease your CE requirement to 40 hours in your certification specialty. You will receive a feedback report and specialty index score from 0-10 on each major content area.

**PLEASE NOTE:** During the maintenance cycle beginning with June 1, 2010 and ending December 31, 2013, five of the 45 required hours of CE will be earned by taking the Assessment Test.

### CERTIFICATIONS NOT AFFECTED BY THE CONTINUING COMPETENCY INITIATIVE

- Ambulatory Women's Health Care Nursing
- High Risk Obstetric Nursing
- Reproductive Endocrinology/Infertility Nursing
- Telephone Nursing Practice
- ANA-MCH/NCC Joint Certification



Through the NCC Maintenance Program, you have the opportunity to continue your certification status. Certification must be maintained on an ongoing basis every three years by one of two ways: re-examination or continuing education.

Use Online Submission  
– It's to your advantage

### This catalog should be used for those holding one of the following NCC Certifications:

Specialty areas with current exam offerings:

- Inpatient Obstetric Nursing
- Low Risk Neonatal Nursing
- Maternal Newborn Nursing
- Neonatal Intensive Care Nursing
- Neonatal Nurse Practitioner
- Women's Health Care Nurse Practitioner

Specialty areas that do not have current exam offerings:

- Ambulatory Women's Health Care Nursing
- High Risk Obstetric Nursing
- Reproductive Endocrinology/ Infertility Nursing
- Telephone Nursing Practice
- ANA-MCH/NCC Joint Certification Program

## NEW TO THE MAINTENANCE PROGRAM IN 2010

- All 45 hours of continuing education must be related to your specialty area of certification. (See the section on what constitutes specialty content)
- New online submission features  
You must register or sign in first to initiate the new functions

### NEW ERROR REDUCTION FEATURES

- You can only select from the certifications you hold
- Your contact information is pre-entered if you have registered or signed in
- Online self assessment modules you have successfully completed will be pre-entered\*

### NEW ACCESS FEATURES

- A printable recap of your application will be presented for review and update if needed
- Applications recap can be printed for your records
- Application copies can be accessed from your personal online NCC account 24/7
- Email receipts will be emailed you
- For any online purchase, receipts will be able to generate on demand from your personal account

### NOTICE OF SUCCESSFUL MAINTENANCE

You will receive a written notice in the mail when your certification maintenance has been approved. You can also monitor the status of your application by checking your account on the NCC website to see if your file has been updated. You can download your official documentation of your certification at any time free of charge from your account under your certifications. NCC no longer issues maintenance cards and official certification documentation will reside in your account which is available on demand.

*\*This applies to only those modules ordered on our new website. Online modules ordered from the old NCC website will need to be entered manually as will any hard copy module no matter the order source.*



## MAINTENANCE PROGRAM OVERVIEW

Make sure your information is always up to date. You can check your contact information at any time at the NCC website [www.nccwebsite.org](http://www.nccwebsite.org) under “your account”. You must create a profile or sign in to access this information.

- **All RNCs or certified nurse practitioners** are required to maintain certification every three years either by demonstrating 45 hours of continuing education or through re-examination.
- **All RNCs or certified NPs** must demonstrate current, active, RN or advanced nursing practice licensure as applicable in the U.S. or Canada.
- **All RNCs or certified NPs** must file a maintenance application, pay the applicable fee and list their continuing education activities on the maintenance online or paper application or notify NCC they wish to maintain via reexamination, by completing the appropriate information on the maintenance application.

### APPLICATION SUBMISSION:

**ONLINE:** Go to the NCC website at [www.nccwebsite.org](http://www.nccwebsite.org). You must sign in first or create a profile before you can access the maintenance application. The website is now personalized to your specific information.

**BY MAIL:** Send to NCC, 142 East Ontario, #1700, Chicago, IL 60611

**FAX AND TELEPHONE:** NCC does NOT accept fax applications or take application information over the phone. NCC is not responsible for lost, damaged or misdirected mail or failed online submission attempts.

### NOTICES TO RNCs AND CERTIFIED NURSE PRACTITIONERS OF WHEN THEIR MAINTENANCE IS DUE

NCC makes every effort to apprise individuals that their certification maintenance is coming due. NCC does this out of courtesy not as a matter of obligation. It is up to the individual certified to know when it is time to maintain. During the course of the year prior to the maintenance due date and based on information submitted by the certified individual, NCC in many ways makes an effort to contact those affected: via postcard, automated phone message and/or email.

### APPLICATION RECEIPT NOTIFICATION

You will receive automatic acknowledgement of your application if you maintain online. If you wish to receive a notification that your application has been received by mail (not approved) by NCC, include a postage paid postcard and mail with your application. This will be sent back to you when your application is opened for processing. **NCC will NOT confirm application receipt by phone, fax or email.**

### APPLICATION PROCESSING TIME

**It can take up to four weeks to process an application. It may take longer the closer you remit your application to your maintenance due date.** You are not required to wait until your due date to remit your application. You can send it in as soon as you are ready to maintain your RNC or certified NP credential. Online submissions generally have faster processing times.



## CONTINUING EDUCATION MAINTENANCE

### HOW & WHEN

**Submit your application** online at the NCC website [www.nccwebsite.org](http://www.nccwebsite.org) or by mail. Your application must be postmarked or submitted online no later than your maintenance due date. 2010 maintenance due dates will be one of the following:

- March 31
- June 30
- September 30
- December 31

If you are submitting your application online, you have until 12 Midnight in your time zone of your maintenance due date to submit the application online. Go to [www.nccwebsite.org](http://www.nccwebsite.org) and sign in or create a profile if you haven't already.

List continuing education activities on the online application, or on the back of the application in this catalog. All CE must be coded to specialty provided on data entry page or the back of the paper application.

*This is required. Even if you are using NCC self assessment module(s) to maintain, you must list your continuing education activities. This application becomes part of your RNC or certified NP record and must reflect your compliance with maintenance requirements. Online application, online modules are automatically listed (hard copy module must be entered whether online or paper applications are used.)*

You do not need to provide copies of your continuing education certificates. The exception is for those using the NCC Self Assessment Program and are MAILING their certification application to NCC in order to qualify for the fee discount. In that case you must provide copies of the continuing education certificates received for the NCC Self Assessment Modules only. If you are using other continuing education credit to maintain in addition to the NCC self assessment modules, you do NOT have to include those continuing education certificates. An additional advantage to online submission is that certificate inclusion of NCC self assessment modules is not required.

*Submission of the self assessment module certificates are required to qualify you for the discount for participating in the Self Assessment Program. Online submissions are exempt from submitting these CE certificate copies as the discount process is automated online. These certificates are*

*NOT maintained as part of your RNC or certified NP record so you must also list the module(s) successfully taken on the application. Applications submitted with discount fees but no NCC self assessment certificates will be considered incomplete and subject to the \$10 reprocessing fee.*

Record the number of specialty and total hours. You must document at least 45 hours of continuing education credit in your certification specialty area that is accredited by entities recognized by NCC.

To determine what is specialty content – see page 9. For information on what is acceptable continuing education credit, see page 6. You must also code each continuing education activity to a specialty content designation. See page 10.

### RE-EXAMINATION MAINTENANCE

**You can ONLY maintain by re-examination if NCC offers a current exam in your specialty area.**

**All those maintaining by re-examination must meet current examination eligibility criteria.**

**You must successfully pass the examination PRIOR to your current maintenance due date and during your current period of certification.**

- Complete the first page of the application on page 21.
- Check the box for the re-examination option.
- Submit or send in your application without fee. (You can't submit online)

- ✓ Upon receipt, you will be sent a specially marked examination application to complete.
- ✓ You need to return the examination application, documentation and stated fee.
- ✓ Both computer and paper/pencil tests are available. Paper and pencil testing is available for groups of a minimum of 6 individuals only.
- ✓ You must meet current examination eligibility requirements. These requirements may be different from when you were originally certified.



## FEES

### CONTINUING EDUCATION MAINTENANCE

**For maintaining by continuing education**, the maintenance fee is \$100 for online applications and \$115 for application submitted by mail.

Discounts are afforded to those who use NCC Self Assessment hard copy or online modules to maintain their certification or have earned continuing education credit through participation in the NCC pretest examination program.

NCC self assessment modules can earn 5, 10 or 15 hours of continuing education credit. Pretest participation earns 15 hours of continuing education credit.

- If you have earned **15 hours of continuing education** through any of the above programs, the fee is **\$70**
- If you have earned **30 hours of continuing education** through any of the above programs, the fee is **\$60**
- If you have earned **45 hours of continuing education** through any of the above programs, the fee is **\$50**

**Include \$15.00 mail-in fee if you are submitting your application by mail.**

The maximum number of continuing education credits that can be earned through these programs that can be applied for a discount is 45 hours of continuing education and a maximum discount of \$50. **Any combination of hard copy, online self assessment modules or pretest examinations can be used to achieve the number of continuing education hours to qualify for a discount.** For example, if one 15 hour hard copy self assessment module and three 5 hour online modules are successfully completed, the fee would be \$60. Only NCC self assessment modules qualifies for the fee discounts as noted.

### RE-EXAMINATION MAINTENANCE

**The maintenance fee** for those maintaining by re-examination is the current examination registration fee of \$250 (for paper/pencil testing) or \$300 for computer testing. Visit the NCC website regarding test site availability and dates for testing. (Fees are subject to change without notice.)

### INCOMPLETE APPLICATIONS

**Incomplete applications are defined as those:**

- missing required information
- containing incorrect or no fees
- resulting in returned checks (i.e. NSF or stop payments, etc.)
- resulting in declined or non-authorization of credit card payment
- demonstrating inadequate or non-applicable continuing education
- listing inadequate continuing education hours to meet maintenance requirements
- failing to provide copies of NCC self assessment certificate as required to qualify for fee discounts or
- requiring that for any other reason the application be returned to the RNC or certified nurse practitioner because a determination of status cannot be made

**ALL INCOMPLETE APPLICATIONS will be subject to a nonrefundable \$10 re-processing fee.**

### MAILING INSTRUCTIONS

Mail application, documentation, fees and \$15 mail in submission fee to:

NCC  
142 E. Ontario #1700  
Chicago, IL 60611

Applications mailed in to the NCC office must include the \$15 mail in submission fee. Applications will be returned if this fee is not included.



**ALL INCOMPLETE APPLICATIONS will be subject to a nonrefundable \$10 re-processing fee.**

Fees are payable in U.S. funds only and can be by check (made payable to NCC) or by credit card (American Express, Visa and MasterCard only).



## CONTINUING EDUCATION CREDIT

### TIME IN WHICH CE MUST BE EARNED

For those whose certification is due for maintenance in 2010, all applicable continuing education credit must be earned during your current three year period of certification as follows:

- Due Date:  
**March 31, 2010**  
Use credit earned during  
4/1/07 to 3/31/10

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- Due Date:  
**June 30, 2010**  
Use credit earned during  
7/1/07 to 6/30/10

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- Due Date:  
**September 30, 2010**  
Use credit earned during  
10/1/07 to 9/30/10

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- Due Date:  
**December 31, 2010**  
Use credit earned during  
1/1/08 to 12/31/10

For those maintaining via re-examination, the test must be successfully completed PRIOR to your maintenance due date but during your current period of certification.

### RECOGNIZED SPONSORING ORGANIZATIONS FOR CONTINUING EDUCATION CREDIT

Academic credit is accepted as is CME credit. For continuing education credit to be accepted for the purpose of maintenance, the continuing education activity **MUST BE ACCREDITED** by one of the agencies below.

- ✓ NCC
- ✓ State boards of nursing
- ✓ State nursing associations
- ✓ Nursing, Medical or Health Care Organizations  
*This would include, for example, such organizations as: AWHONN, NPWH, NANN, ACOG, AMA etc.*
- ✓ Colleges or universities
- ✓ For profit or not-for-profit continuing education organizations such as Contemporary Forums, Western Schools, Professional Education Consultants, etc. provided that programs sponsored by such organizations have been accredited for continuing education.

Most of the for-profit organizations have achieved accreditation for their offering through a state board of nursing or health care organization. Review accreditation details in the registration brochure you received when registering for the particular continuing education activity.

### CONVERSION FORMULAS FOR HOURS OF CONTINUING EDUCATION

#### ACADEMIC CREDIT

(U.S. and Canadian institutions only)

- 1 quarter hour = 10 hours of continuing education
- 1 semester hour = 15 hours of continuing education

#### OTHER

- 1 CEU = 10 hours of continuing education
- 1 AMA Category 1 hour = 1 hour of continuing education
- 1 CME = 1 hour of continuing education
- CEARP = 1 hour of continuing education
- ACOG cognate = 1 hour of continuing education

For other designations, contact the CE provider for conversion translation of their accredited hours.

All continuing education programs must be accredited and provide evidence of such in the form of a certificate of completion issued to participants.



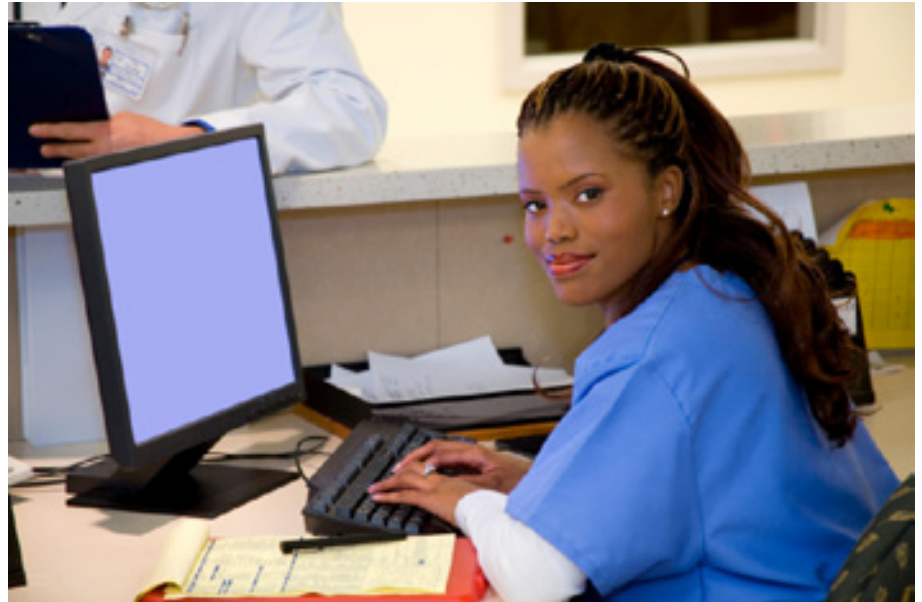
## OTHER RECOGNIZED EDUCATIONAL ACTIVITIES

THE FOLLOWING ACTIVITIES CAN ALSO QUALIFY FOR MEETING MAINTENANCE REQUIREMENTS:

### NCC PRETEST PARTICIPANT

**Pretests are the method** NCC uses to collect statistical performance data on test questions. All questions used on any certification examination are composed of questions with proven statistical history. Pretest examinations are offered for Women's Health Care Nurse Practitioner, Inpatient Obstetric Nursing, Neonatal Intensive Care Nursing, Neonatal Nurse Practitioner, Low Risk Neonatal Nursing and Maternal Newborn Nursing. Other examinations may be added to the program but pretest exams are offered based on the number of new items NCC has in the exam item banks. Recently introduced and discontinued examinations may not have enough new items or no new item development is being initiated so these examinations are not part of the pretest program. The availability of a pretest for all core examinations may be variable. You should check availability of the pretest offerings on the NCC website for the latest information.

Participation in the NCC Pretest Program earns 15 hours of continuing education. These hours can only be used for maintenance of your NCC certification. Participants take the pretest at one of NCC's regular paper/pencil test administrations or at an AMP computer test center anytime throughout the year. You can only use one pretest each renewal period for the purposes of maintenance. The cost to participate is \$85 and is separate from maintenance fees. To obtain more information, visit the NCC website and download a pretest registration catalog. All those participating must register, meet the qualifications and only pretests in the same certification specialty apply. Discounts on maintenance fees can be earned by participating in the NCC Pretest Program (See page 5).



### PRESENTER OF CONTINUING EDUCATION COURSE

**RNCs or certified NPs** who present continuing education programs can use the same amount of credit awarded to the participants attending the presentation to maintain their certification. This activity must be outside the individual RNC's or certified NP's current job responsibilities and cannot be expectation of their current position. Programs presented must earn credit within NCC guidelines. Any given presentation of the same program can be used only once during an individual certification period, even if it is presented multiple times.

### PRECEPTOR

**Those RNCs or certified NPs** who precept nursing or nurse practitioners in their certification specialty area can earn 10 hours of continuing education for this activity. You must precept students for at least one academic quarter, semester or entire clinical rotation if less than an academic quarter or semester. To earn the 10 hours, a letter from the sponsoring institution (on official letterhead and signed by the appropriate authorizing person) must be submitted indicating your responsibilities as preceptor and dates and hours of your preceptor time. If this time is less than 10 hours, this preceptorship time cannot be used for maintenance. This letter must be submitted with your maintenance application. 10 hours is the maximum that can be earned for this activity. (This is not needed if submitting online).



## OTHER RECOGNIZED EDUCATIONAL ACTIVITIES

THE FOLLOWING ACTIVITIES CAN ALSO QUALIFY FOR MEETING MAINTENANCE REQUIREMENTS:

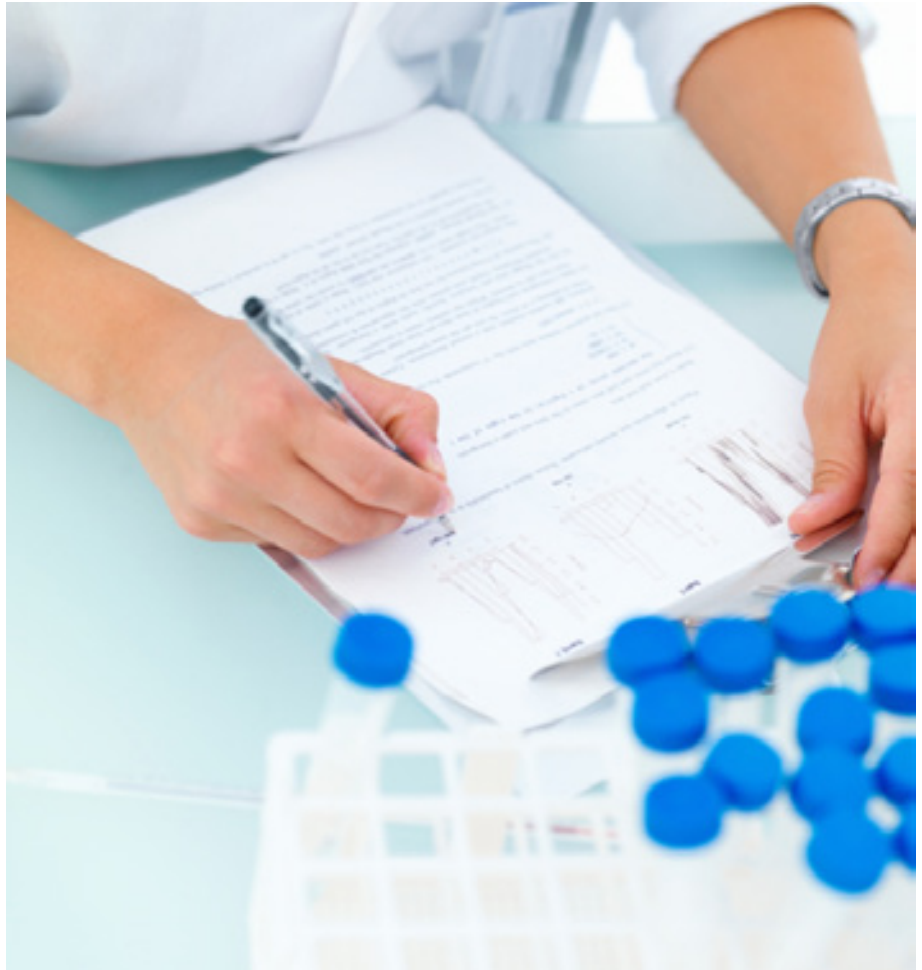
### AUTHOR OF BOOK OR ARTICLE

**5 hours of continuing education** will be awarded to those RNCs or certified NPs who have written a journal article or a chapter of a book.

**15 hours of continuing education** will be awarded to those RNCs or certified NPs who are a primary or secondary author of a book.

### RULES FOR USING PUBLICATIONS FOR MAINTENANCE

- The publication date of the article/book/module will determine its applicability for your current certification maintenance.
- You are limited to using one article or book authorship per certification maintenance cycle.
- Articles/books must be related to the certification specialty area.
- Proof of authorship can be established by including a copy of the title page of the article with the title of the article, your name as author and the publication date. (not needed if submitted online)
- For primary or secondary book authorship, pages from the book that identify the title, author and publication date must be submitted.



### NCC SELF ASSESSMENT REVIEWER OF AUTHOR

**10 hours of continuing education** will be awarded to those RNCs or certified NPs who serve as reviewers or writers of a self assessment module or monograph. You are limited to earning a maximum of 10 hours of continuing education as an NCC Self Assessment reviewer or monograph author once per certification maintenance cycle. Self assessment reviewers or monograph writers must submit a copy of your continuing education certificate issued by NCC indicating your reviewer/writer role (not needed if submitting online).

### NCC SELF ASSESSMENT MODULE USER

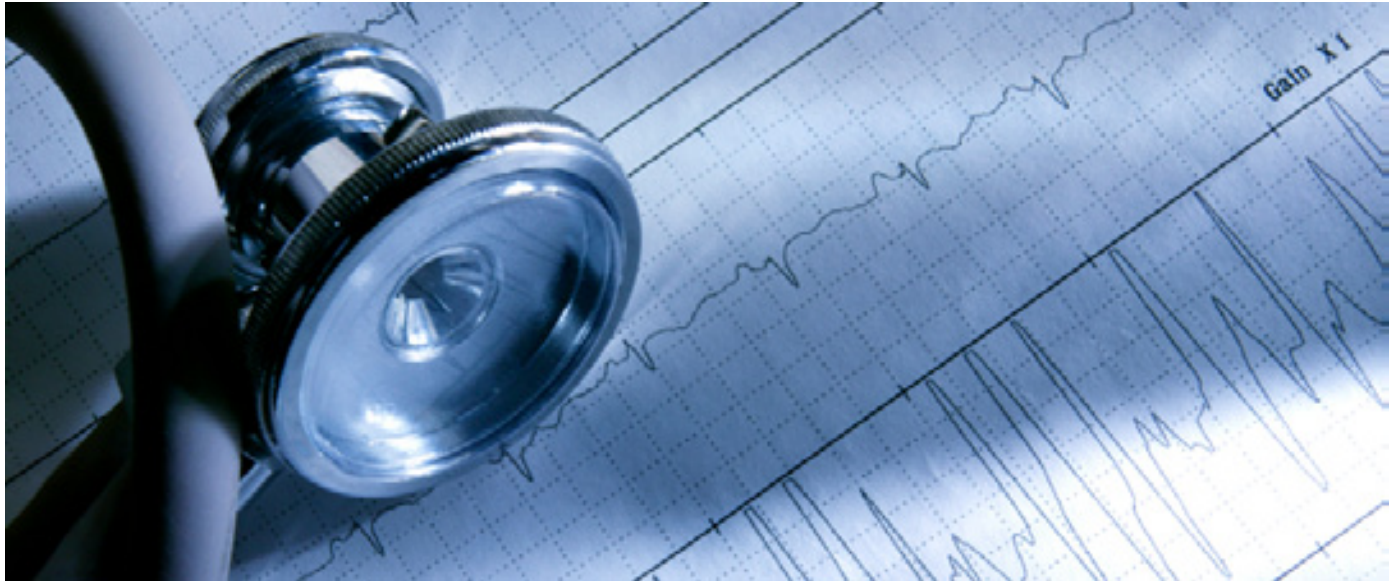
Any and all NCC modules can be used toward satisfaction of any certification. Credits for each module vary. In addition, the use of NCC modules may also reduce the maintenance fee payable.

### NCC ITEM WRITER

Those who successfully submit a test item that can be used for an NCC exam can earn 1 credit per item up to 10 maximum during any maintenance cycle.



## WHAT IS SPECIALTY CONTENT?



Any and all NCC self assessment modules can be used for meeting specialty hour requirements regardless of certification specialty.

- Specialty hours are those continuing education activities that relate to content tested on the certification examinations and patient populations related to a specific NCC certification specialty.
- To review a more detailed outline, go to the NCC website at [www.nccwebsite.org](http://www.nccwebsite.org) and review the test outline for your specialty certification. Click on Certification Maintenance icon on the homepage of the website.

Please don't over think this process. For example breastfeeding would fall under postpartum, epidural anesthesia would fall under pain management, TPN would fall under nutrition, etc. Content that would NOT be applicable includes any content in general nursing management, e.g., IV maintenance, general patient safety, use of restraints, bioterrorism protocols or nursing content that would be expected of any nurse regardless of specialty.

### UNIVERSAL HOURS

The following topics are considered universal and may be used as specialty hours for any core certification: Core certifications are those that lead to the NCC RNC or NP certification credential and listed on the front of this publication.

- Legal or ethical issue relative to professional nursing practice
- Nursing research
- HIV/AIDS
- Resuscitation and stabilization (maternal or neonatal)
- Pharmacology



## CERTIFICATION SPECIALTY CODES & HOURS

All CE listed on your maintenance application whether submitted online or by mail must be coded with a specialty code as noted below.

1. Obstetrics (Antepartum)
2. Obstetrics (Intrapartum)
3. Obstetrics (High Risk)
4. Gynecology
5. Infertility and Reproductive Endocrinology
6. Menopause
7. Neonatal Intensive Care Nursing
8. Low Risk Neonatal Nursing
9. Postpartum Assessment, Care or Complications
10. Newborn Assessment, Care or Management of Complication
11. EFM
12. Breastfeeding
13. Home Care/Follow-up Care
14. Telephone Nursing
15. Primary Care
16. Maternal Factors Affecting the Newborn
17. Pharmacology
18. Physical Assessment, Physiology and Diagnostic and Laboratory Evaluation
19. Universal Hours (includes Legal and Ethical Issues, Research, Resuscitation and Stabilization & HIV)
20. Other hours
21. NCC Pretest Participant
22. NCC Item Writer
23. NCC Self Assessment Reviewer or Author
24. Presenter of CE course or Preceptor
25. Author of book or article
26. NCC Self Assessment module user

### WHAT COUNTS AS SPECIALTY HOURS?

#### CERTIFICATION AND SPECIALTY CODES

##### Ambulatory Women's Health Care

1, 4, 5, 6, 9, 10, 12, 15, 16, 17, 18, 19

##### High Risk Obstetric Nursing

1, 2, 3, 11, 16, 17, 18, 19

##### Inpatient Obstetric Nursing

1, 2, 3, 8, 9, 10, 11, 12, 13, 16, 17, 18, 19

##### Low Risk Neonatal Nursing

1, 7, 8, 10, 12, 13, 16, 17, 18, 19

##### Maternal Newborn Nursing

1, 8, 9, 10, 12, 13, 16, 17, 18, 19

##### Neonatal Intensive Care Nursing

1, 7, 8, 10, 12, 13, 16, 17, 18, 19

##### Neonatal Nurse Practitioner

1, 7, 8, 10, 12, 13, 16, 17, 18, 19

##### Reproductive Endocrinology/Infertility

1, 4, 5, 6, 16, 18, 19

##### Telephone Nursing

1, 4, 5, 6, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19

##### Women's Health Care Nurse Practitioner

1, 4, 5, 6, 9, 12, 15, 16, 17, 18, 19

##### ANA-MCH/NCC Joint Certification

1, 2, 3, 4, 9, 10, 12, 16, 17, 18, 19



## SPECIALTY CONTENT TOPICS

The following is a list of specialty topics that represent the content appropriate for maintaining Inpatient Obstetric Nursing certification. Note content is listed in alphabetical order.

### INPATIENT OBSTETRIC NURSING

Abruptio placenta  
Acid base assessment  
Acoustic stimulation  
Active management of labor  
Acute fatty liver disease  
Addictive disorders in pregnancy  
Amnioinfusion  
Amniotic fluid embolism  
Amniotic fluid index  
Amniotomy  
Anemia  
Anesthesia during labor  
Anticoagulation therapy  
Asthma  
Augmentation of labor  
Behavioral assessment of the newborn  
Biochemical fetal markers  
Biophysical profile  
Birth canal lacerations  
Birth injuries/trauma in the neonate  
Bishop score  
Bleeding disorders in pregnancy  
Breast milk composition  
Breastfeeding  
Breastfeeding complications  
Cardiovascular disorders in the neonate  
Cerebral palsy – risks  
Cervical ripening  
Cesarean delivery  
Childbirth education  
Contraction stress test  
Cultural assessment

Deep tendon reflex assessment  
Discharge planning  
Domestic violence in pregnancy  
Down syndrome – neonatal characteristics  
Down syndrome – risks  
Dystocia  
Electronic fetal monitoring  
Endometritis  
Episiotomy  
External version  
Eye prophylaxis for neonates  
Failure to progress  
Fetal alcohol syndrome  
Fetal assessment  
Fetal blood sampling  
Fetal fibronectin testing  
Fetal lung maturation studies  
Fetal movement assessment  
Fetal scalp stimulation  
Fluid electrolyte management in labor  
Forceps delivery  
Formula  
Friedman labor curve  
Fundal pressure  
Gastrointestinal disorders in the neonate  
Gestational age assessment  
Gestational diabetes  
Gestational hypertension

Glucose regulation in the neonate  
Group B streptococcus testing  
Health history  
Health promotion in pregnancy  
HELLP syndrome  
Hemorrhage  
Herpes management in labor and postpartum  
High risk perinatal conditions  
History of infertility affects pregnancy and the neonate  
Home care  
Hyperbilirubinemia  
Hypertonus  
Hypoglycemia in the neonate  
Hypotonus, uterine  
Indications for bedrest in pregnancy  
Induction of Labor  
Infant of drug using mother  
Infections in pregnancy  
Infectious diseases in the neonate  
Insulin management in labor and delivery and postpartum  
Intermittent auscultation  
Intrauterine resuscitation  
Intrauterine growth restriction effects

Jaundice in the neonate  
Ketoacidosis  
Labor physiology  
Labor positions  
Labor support  
Lactation suppression  
Late preterm infant – risks  
Leopold maneuvers  
Mastitis  
Maternal infant attachment  
Maternal risk factors - postpartum  
Maternal risk factors – antepartum  
Maternal risk factors – intrapartum  
Multiple gestation  
Neonatal complications  
Neonatal physiologic transition  
Neurological assessment of the newborn  
Newborn nutrition  
NICHD EFM terminology  
Nonreassuring fetal heart rate patterns  
Non-stress test  
Nutrition in pregnancy  
Obstetric history  
Obstetric triage  
Operative vaginal birth  
Oxygen administration  
Pain management  
Pain relief – nonpharmacologic  
Parenting  
Perinatal loss  
Perinatal safety issues

Pharmacology  
Physical assessment of the newborn  
Placenta previa  
Placental disorders  
Polycythemia in the neonate  
Postpartum blues  
Postpartum cardiomyopathy  
Postpartum care  
Postpartum depression  
Postpartum education  
Postpartum exercises  
Postpartum maternal physiologic changes  
Preeclampsia  
Preexisting cardiovascular and its effects on pregnancy  
Premature rupture of membranes  
Prematurity  
Prenatal care  
Prenatal screening tests  
Preterm labor  
Prolonged pregnancy  
Pulmonary embolism  
Respiratory disorders in the neonate  
Sepsis in the neonate  
Septic pelvic



## SPECIALTY CONTENT TOPICS

The following is a list of specialty topics that represent the content appropriate for maintaining Low Risk Neonatal Nursing certification. Note content is listed in alphabetical order.

### LOW RISK NEONATAL NURSING

Acid base balance interpretation	Cardiorespiratory diseases	Gastroesophageal reflux	In utero exposure to nicotine	Parental counseling and education
AFP screening	Cardiorespiratory distress	Genetic defects	Infant of a diabetic mother	Patent ductus arteriosus
Ambiguous genitalia	Cephalohematoma	Genetic screening	Infections/inguinal hernias	Patent urachus
Amniocentesis	Chromosomal abnormalities	Gestational age assessment	Intracranial hemorrhage	Perinatal loss
Amniotic bands	Circumcision	Glucose metabolism	Intrapartum factors affecting the neonate	Phototherapy
Anemia	Cleft lip and palate	Group B streptococcus infection	Intrauterine growth restriction	Physiologic anemia of infancy
Apgar scoring	Coagulation disorders	Harlequin color change	Jaundice	Platelet disorders
Apnea	Coarctation of the aorta	Head circumference	Kangaroo care	Polycythemia
Arterial blood gases	Common skin disorders	Health history	Kernicterus	Prematurity
Bacterial infections	Congenital heart disease	Hearing loss testing	Laboratory test evaluation	Renal metabolism
Ballard scoring for gestational age	Congenital malformations	Heart sounds	Maternal factors/diseases affecting the newborn	Respiratory distress
Bathing the neonate	Conjunctivitis	Hematocrit and hemoglobin	Meconium aspiration syndrome	Resuscitation and stabilization
Behavioral assessment	Constipation	Hematoma	Meconium plug syndrome	Sensory assessment
Bilirubin metabolism	Cryptorchidism	Hemolytic anemia	Multiple gestation	Sepsis
Bilious vomiting	Cultural care	Hemorrhagic disease of the newborn	Muscle tone assessment	Thermoregulation
Biophysical profile	Cyanosis	Hepatitis	Neonatal heart diseases	Thrombocytosis
Birth defects	Cystic hygroma	Herpes	Neonatal pain	Thyroid disorders
Birth injuries	Cysts	Hirschsprung's disease	Neonatal transition	Tracheoesophageal fistula
Birth marks	Dermoid sinus	Hyperbilirubinemia	Neurologic disorders	Transient tachypnea of the newborn
Birthweight effects	Developmental dysplasia of the hip	Hypertension	Neuromuscular maturity scoring systems	Umbilical cord care
Bleeding and hemorrhage	Diaper rash	Hypothermia	Nutrition needs	Umbilical cord physiology
Blood disorders	Diarrhea	Hypocalcemia	Omphalitis	Umbilical hernia
Blood incompatibilities	Discharge planning	Hypospadias	Otitis media	Urinalysis
Blood tests	Dudodenal atresia	Hypotension	Parent education	Urine toxicology
Brachial plexus injury	Endocrine disorders	In utero exposure to alcohol		Vaccines
Brazelton behavioral scale	Esophageal atresia	In utero exposure to cocaine		Viral infection
Breast milk properties	Eye prophylactic treatment	In utero exposure to narcotics		Vitamin K administration
Breastfeeding	Fetal antepartum testing			
Café au lait spots	Foot malformations			
Calcium metabolism	Formula composition			
Caloric supplements	Fractures			
Calorie/energy needs				



## SPECIALTY CONTENT TOPICS

The following is a list of specialty topics that represent the content appropriate for maintaining Maternal Newborn Nursing certification. Note content is listed in alphabetical order.

### MATERNAL TOPICS

Abruption  
Adoption  
Afterpains  
Alpha fetoprotein/triple screen  
Amniocentesis  
Analgesics  
Anatomy and physiology of lactation  
Anesthesia  
Autoimmune diseases  
Barriers and alterations to parent/infant interactions  
Biophysical profile  
Bladder distention & urinary retention  
Bottle Feeding  
Breast engorgement  
Breast Engorgement  
Breast Infections  
Breastfeeding complications  
Breastfeeding techniques  
Breech and other malpresentations  
Cardiac disease  
Chronic hypertension, eclampsia  
Common postpartum problems  
Complications of labor  
Composition of breast milk  
Comprehensive postpartum health assessment  
Constipation  
Contraception Advice  
Contraction stress test  
Contraindications to breast feeding  
Cord prolapse  
Cultural/life-style factors affecting family integration  
Diabetes  
Diabetes, all types  
Diagnostic ultrasound  
DIC/HELLP  
Drugs/medications – contraindications to breastfeeding  
Employment and breastfeeding  
Endometritis  
Family Dynamics after Childbirth  
Fatigue and sleep disturbances  
Fetal Assessment  
Formulas  
Hematologic diseases  
Hematoma

Hemorrhage  
Hemorrhoids  
Hyperemesis gravidarum  
Hypertension, all types  
Inadequate milk supply  
Infections  
Lactation & Newborn Feeding  
Lung maturation studies (L:S ratio, lung profile, PG)  
Maternal nutritional needs  
Maternal health status  
Maternal physiologic changes and associated lab values  
Maternal risk factors  
Maternal role transition  
Medications used in labor  
Methods of delivery  
Multiple gestation  
Nipple problems  
Nonstress test  
Nutrition advice  
Oligohydramnios  
Oxytocics  
Perinatal grief  
Perineal edema and pain  
Placental previa  
Plugged ducts  
Polyhydramnios  
Postoperative care  
Postpartum blues/depression  
Postpartum  
Postpartum Complications  
Postpartum depression/psychosis  
Postpartum exercises  
Postpartum Nursing Care and Education  
Postpartum  
Physiologic Changes & Laboratory Values  
Precipitous delivery  
Preexisting conditions affecting the postpartum period  
Preterm labor/postterm pregnancy  
Prolonged labor  
PROM and chorioamnionitis  
Renal diseases  
Shoulder dystocia  
Sibling responses and interventions  
Significance of fetal Heart rate patterns and blood gases  
Substance abuse

Systemic lupus erythematosus  
Thrombophlebitis  
Tocolytics  
Uterine Infections  
Weaning

### NEONATAL TOPICS

Acid base balance interpretation  
Ambiguous genitalia  
Amniotic bands  
Anemia  
Apgar scoring  
Apnea  
Arterial blood gases  
Bacterial infection  
Ballard scoring for gestational age  
Bathing the neonate  
Behavioral assessment  
Bilirubin metabolism  
Bilous vomiting  
Birth defects  
Birth injuries  
Birth marks  
Birthweight effects  
Bleeding and hemorrhage  
Blood disorders  
Blood tests  
Brachial plexus injury  
Brazelton behavioral scale  
Breast milk properties  
Breastfeeding  
Café au lait spots  
Calcium metabolism  
Caloric supplements  
Calorie/energy needs  
Cardiorespiratory disease  
Cardiorespiratory distress  
Cephalohematoma  
Chromosomal abnormalities  
Circumcision  
Cleft lip and palate  
Coagulation disorders  
Coarctation of the aorta  
Common skin disorders  
Congenital heart disease  
Congenital malformation  
Conjunctivitis  
Constipation  
Cryptorchidism  
Cultural care  
Cyanosis  
Cystic hygroma  
Cysts

Dermoid sinus  
Developmental Dysplasia of the hip  
Diaper rash  
Diarrhea  
Dietary supplements  
Discharge planning  
Dudodenal atresia  
Endocrine disorders  
Esophageal atresia  
Eye prophylactic treatment  
Foot malformations  
Formula composition  
Fractures  
Gastroesophageal reflux  
Genetic defects  
Genetic screening  
Glucose metabolism  
Group B streptococcus  
Harlequin color change  
Head circumference  
Hearing loss assessment  
Heart diseases  
Heart sounds  
Hematocrit and hemoglobin  
Hematoma  
Hemolytic anemia  
Hemorrhagic disease of the newborn  
Hepatitis  
Herpes  
Hirschsprung disease  
Hyperbilirubemia  
Hyperglycemia  
Hypertension  
Hyperthermia  
Hypocalcemia  
Hypospadias  
Hypotension  
Hypothermia  
Inutero exposure to alcohol  
Inutero exposure to cocaine  
Inutero exposure to narcotics  
Inutero exposure to nicotine  
Infant of a diabetic mother  
Infection control  
Infection disease  
Inguinal hernias  
Intracranial hemorrhage  
Intrapartum factors affecting the neonate  
Intrauterine growth restriction  
Jaundice  
Kangaroo care  
Kernicterus  
Laboratory test evaluation

Meconium aspiration syndrome  
Meconium ileus  
Meconium plug syndrome  
Metabolic disorders  
Multiple gestation  
Muscle tone assessment  
Neonatal pain  
Neonatal transition  
Neurologic disorders  
Neuromuscular maturity scoring systems  
Nutrition needs  
Omphalitis  
Otitis media  
Parent education  
Parental counseling and education  
Patent ductus arteriosus  
Patent urachus  
Perinatal loss  
Phototherapy  
Physiologic anemia of infancy  
Platelet disorders  
Polycythemia  
Prematurity  
Renal metabolism  
Respiratory distress  
Resuscitation and stabilization  
Sensory assessment  
Sepsis  
Thermoregulation  
Thrombocytosis  
Thyroid disorders  
Tracheoesophageal fistula  
Transient tachypnea of the newborn  
Umbilical cord care  
Umbilical cord physiology  
Umbilical hernia  
Urinalysis  
Vaccines  
Viral infection  
Vitamin K administration



## SPECIALTY CONTENT TOPICS

The following is a list of specialty topics that represent the content appropriate for maintaining Neonatal Nurse Practitioner and Neonatal Intensive Care Nursing certification. Note content is listed in alphabetical order.

### NEONATAL NURSE PRACTITIONER AND NEONATAL INTENSIVE CARE NURSING

Abdominal masses	Central line management	Essential fatty acid deficiency	Maternal factors affecting the newborn	Pulmonary edema
Abdominal wall defects	Cephalohematoma	Failure to thrive	Maternal infant attachment	Pulmonary hemorrhage
Acid base derangements	Cerebral palsy	Family centered care	Mechanical ventilation	Pulmonary hypoplasia
Acidemia	Cerebrospinal fluid analysis	Family crisis care	Mechanisms of heat loss	Pulmonary interstitial emphysema
Acidosis	Chest tube management	Feeding problems	Meconium aspiration syndrome	Pulse oximetry
Acrocyanosis	Chest x-ray interpretation	Feeding techniques	Meconium ileus	Pyloric stenosis
Acute renal failure	Choanal atresia	Fluid and electrolyte management	Meconium plug	Renal abnormalities and disease
Addictive disorders effect on the neonate	Chromosomal disorders	Follow up care	Meconium staining	Renal physiology
Adverse drug reactions	Chronic lung disease	Formula composition	Meningitis	Respiratory distress
AFP screening	Circadian rhythms	Fractures	Mental retardation	Respiratory distress syndrome
Air leaks	Clotting studies	Gastroesophageal reflux	Mineral derangements	Respiratory physiology
Airway anomalies	Coagulation disorders	Genitourinary physiology	Monitoring devices	Resuscitation and stabilization
Airway management	Coarctation of the aorta	Gestational age assessment	Multifactorial disorders	Retinal damage
Airway obstruction	Comfort care	Grief resolution	Multiple gestation	Retinopathy of Prematurity
Alkalosis	Common skin disorders/conditions	Heart sound evaluation	Muscle tone evaluation	Rubella
Alveolar-arterial oxygen gradient	Complications from low birthweight	Hematologic physiology	Necrotizing enterocolitis	Seizures
Amniocentesis	Congenital abnormalities	Hemolytic disease	Needle aspiration	Sepsis
Anemia	Congenital diaphragmatic hernia	Hemorrhage	Neonatal abstinence syndrome	Sexual transmitted infections
Anemia of prematurity	Congenital heart disease	Hepatitis	Neonatal reflexes	Shunt studies
Anencephaly	Congenital heart failure	High frequency ventilators	Neonatal transport	Shunts
Anticipatory grief	Congenital lobar emphysema	Hydrocephalus	Neural tube defects	Sleep states
Anticoagulation therapy	Conjunctivitis	Hydronephrosis	Neurodevelopmental disabilities	Sleep wake patterns
Apgar scoring	Copper deficiency	Hypertremia	Neurologic disorders	Sodium metabolism
Apnea	Corticosteroid therapy	Hyperbilirubinemia	Neurologic physiology	Subdural hemorrhage
Apnea monitors	Craniosynostosis	Hyperglycemia	Newborn care	Sudden infant death syndrome
Apnea of prematurity	Crigler Najjar syndrome	Hyperinsulinemia	Nitric oxide therapy	Supportive care
Asphyxia	Cultural practice	Hyperkalemia	Noise reduction strategies	Surfactant deficiency
Aspiration	Cyanosis	Hypertension	Nonstress testing	Surfactant replacement therapy
Auditory brain response testing	Dandy Walker cyst	Hyperviscosity	Nutrient requirements	Thermoregulation
Auscultation techniques	Dehydration	Hypoglycemia	Nutrition management	Thrombocytopenia
Bacterial disease	Delivery room emergencies	Hypokalemia	Obstetric complications affecting the newborn	Thrombosis
Bag and mask ventilation	Developmental care	Hypospadias	Omphalocele	Thyroid disorders
Barotrauma	Diagnostic imaging	Hypotension	Optimal positioning of the neonate	Total parental nutrition
Beckwith-Widemann syndrome	Dialysis	Hypoxia	Oral feedings	Tracheoesophagal fistula
Behavioral assessment	Diaper dermatitis	Hypoxic ischemic encephalopathy	Oxygen administration	Transfusion therapy
Neurological assessment	Discharge planning	Immunizations	Oxygenation disturbances	Transient tachypnea of the newborn
Biliary atresia	Disseminated intravascular coagulation	In utero exposure to alcohol	Pain assessment	Transposition of the vessels
Bilirubin metabolism	Ebstein's anomaly	Inborn errors of metabolism	Pain management	Tricuspid atresia
Biophysical profile	ECG findings and interpretation	Incubator management	Palliative care	Urea cycle disorders
Birth injuries	Echocardiogram evaluation	Infant of diabetic mother	Parent teaching	Urinary tract infections
Bleeding disorders	ECMO	Infection control	Patent ductus arteriosus	Ventricular tachycardia
Blood gas interpretation	EEG evaluation	Infections	Patterns of inheritance	Ventilator management
Blood incompatibilities	Effects of cesarean delivery	Infusions	Perinatal loss	Ventricular septal defect
Bradycardia	Embryology	Insensible water loss	Persistent pulmonary hypertension of the newborn	X-ray interpretation of neonatal disease
Brain development	Encephalopathy	Insulin management	Peritoneal dialysis	
Brazelton examination	End of life care	Intestinal atresia	Periventricular leukomalacia	
Breast milk	Endocardial cushion defect	Intrauterine growth restriction	Phototherapy	
Breastfeeding	Endocrine physiology	Intraventricular hemorrhage	Physical assessment	
Bronchopulmonary dysplasia	Endotracheal suctioning	Iron deficiency syndromes	Physiologic monitoring	
Bronze baby syndrome	Energy needs	IV therapy	Pneumonia	
Café au lait spots	Enter al feedings	Jitteriness and tremors	Pneumothorax	
Calcium metabolism	Enzyme deficiency syndromes	Kangaroo care	Polycythemia	
Calorie expenditure	Esoophageal atresia	Kernicterus	Prematurity	
Caput succedaneum		Language development		
Cardiac dysrhythmias				
Cardiac physiology				
Catheter management				



## SPECIALTY CONTENT TOPICS

The following is a list of specialty topics that represent the content appropriate for maintaining Women's Health Care Nurse Practitioner. Note content is listed in alphabetical order.

### WOMEN'S HEALTH CARE NURSE PRACTITIONER

ABO incompatibility  
Abortion—spontaneous or elective  
Abruptio placenta  
Abstinence  
Acne  
Addictive disorders  
Adenomyosis  
Adnexal masses  
Adolescent pregnancy  
AIDS  
Allergies  
Amenorrhea  
Amniocentesis  
Androgen excess  
Anemia  
Anxiety disorders  
Asthma  
Auscultation of fetal heart rate  
Back pain  
Bacterial vaginosis  
Bartholin's gland duct cyst  
Bell's palsy  
Bleeding during pregnancy  
Blood glucose/hemoglobin A1C  
Blood type, Rh type and antibody screening  
Bone density testing  
Breast anatomy and physiology  
Breast biopsy  
Breast cancer  
Breast self exam  
Breastfeeding  
Bronchitis  
BUN and creatinine  
Candida albicans  
Cardiovascular disease in women  
Cervical biopsy  
Cervical cancer  
Cervical cap  
Cervical intraepithelial neoplasia  
Cervical polyps  
Cervical warts  
Cervicitis  
Cesarean birth  
Chancroid  
Childbirth preparation  
Chlamydia  
Cholecystitis in pregnancy  
Cholesterol disorders  
Chorionic villus sampling  
Chronic pelvic pain  
Cigarette smoking hazards  
Climacteric

Coitus interruptus  
Colonoscopy  
Colposcopy  
Common cold  
Complementary medicine for Ob/Gyn  
Complete blood counts  
Condoms  
Conjunctivitis  
Contact dermatitis  
Contraception methods  
Contraction stress test  
Contraceptive sponge  
Cystitis  
Cytomegalovirus  
Dental care in pregnancy  
Depression  
Diabetes diagnosis and risks  
Diabetes in pregnancy  
Dilatation and curettage  
Domestic violence  
Dysfunctional uterine bleeding  
Dysmenorrhea  
Dyspareunia  
Ectopic Pregnancy  
Emergency contraception  
Endometrial biopsy  
Endometrial polyps  
Endometriosis  
Endometritis  
Environmental hazards during pregnancy  
Family history  
Fecal testing  
Female sex response  
Fertility awareness methods  
Fetal assessment  
Fibrocystic breast changes  
Fibromyalgia  
Fifth disease exposure in pregnancy  
Folic acid deficiency  
Fundal height measurements  
Galactorrhea  
Gallbladder disease  
Gastroesophageal reflux  
GBS culture  
Genetic risk assessment  
Gestational diabetes  
Gestational hypertension  
Gestational trophoblastic disease  
GI disturbances—common  
GnRH therapy  
Gonorrhoea  
Grave's disease  
Gynecologic anatomy and physiology

Gynecologic diseases/complications  
Headache  
Health history  
Health promotion—diet  
Health promotion—exercise  
Hepatitis (all types)  
Herbal medicines in ob/gyn  
Herpes  
Hirsutism  
HIV infection  
Hormone therapy  
Hot flashes  
Human papilloma virus  
Hyperemesis gravidarum  
Hyperlipidemia  
Hypermenorrhea  
Hyperprolactinemia  
Hypertension general  
Hyperthyroidism  
Hypomenorrhea  
Hypothyroidism  
Hysterectomy  
Hysterosalpingogram  
Hysteroscopy  
Immunizations  
Infectious disease screening  
Infertility  
Intermenstrual bleeding  
Interstitial cystitis  
Intrauterine devices  
Intrauterine growth retardation  
Iron deficiency anemia  
Irritable bowel syndrome  
Karyotyping  
Lactation amenorrhea method  
Laparoscopy  
Leiomyomas  
Leopold maneuvers  
Lipid profiles  
Liver function studies  
Lochia  
Male infertility  
Mammograms  
Mastectomy  
Mastitis  
Medroxyprogesterone acetate  
Menarche  
Menopause  
Menstrual cycle  
Menstrual irregularities  
Menstruation  
Metorrhagia  
Migraine headache  
Minor skin disorders

Mitral valve prolapse  
Mullerian anomalies  
Multiple gestation  
Natural family planning  
Nicotine replacement therapy  
Nipple discharge  
Nonstress test  
Nutrition counseling  
Nuva ring  
Obesity  
Oligomenorrhea  
Oral contraceptives  
Osteoarthritis  
Osteoporosis  
Ovarian cancer  
Ovarian cysts  
Ovulation  
Ovulation testing  
Paget's disease  
Pap smear technique and interpretation  
Parenting issues  
Parovirus screening  
Pelvic inflammatory disease  
Pelvic relaxation disorders  
Peptic ulcer disease  
Perimenopause  
Perinatal loss  
Pharmacokinetics  
Pharmacology—contraception  
Pharmacology—gynecologic disorders  
Pharmacology during pregnancy  
Pharyngitis  
Physical assessment—all systems  
Pityriasis rosea  
Placenta previa  
Polycystic ovarian syndrome  
Polymenorrhea  
Postcoital contraception  
Postpartum blues  
Postpartum complications  
Postpartum depression  
Postpartum hemorrhage  
Postpartum physiology  
Preconceptional counseling  
Preexisting condition complicating pregnancy  
Pregnancy complications  
Pregnancy physiology  
Pregnancy testing  
Premenstrual and related disorders  
Prenatal care  
Preterm birth risks

Preterm labor  
Psoriasis  
Puberty  
Pyelonephritis  
Reproductive technologies  
RhD alloimmunization  
Rubella  
Safe sex practices  
Seizures disorders in pregnancy  
Serum hormonal levels in pregnancy  
Sexual abuse/assault  
Sexual dysfunction  
Sexual counseling  
Sexual transmitted diseases  
Sickle cell disease in pregnancy  
Sickle cell screening  
Skin cancer  
Sleep disorders  
Sperm count  
Spermicides  
Sprains  
STD screening  
Sterilization  
Syncope  
Syphilis  
Systemic lupus erythematosus in pregnancy  
Testing for ruptured membranes  
Testosterone therapy  
Thalassemia in pregnancy  
Thyroid studies  
Tinea  
Toxoplasmosis in pregnancy  
Transdermal contraceptive systems  
Trichomoniasis  
Turner's syndrome  
Ultrasound  
Urinalysis  
Urinary incontinence  
Urinary tract infection  
Uterine Cancer  
Uterine fibroids  
Uterine subinvolution  
Vaginal barrier contraception  
Vaginitis  
Varicella rooster in pregnancy  
Vasectomy  
Violence against women  
Vulvar cancer  
Vulvodynia  
Vulvovaginal candidiasis  
Wet mount



## SPECIALTY CONTENT TOPICS

The following is a list of specialty topics that represent the content appropriate for maintaining Ambulatory Women's Health Care Nursing certification. Note content is listed in alphabetical order

### AMBULATORY WOMEN'S HEALTH CARE NURSING

ABO incompatibility	Childbirth preparation	Folic acid deficiency	Iron deficiency anemia	Pelvic relaxation disorders
Abortion–spontaneous or elective	Chlamydia	Fungal height measurements	Irritable bowel syndrome	Peptic ulcer disease
Abruptio placenta	Cholecystitis in pregnancy	Galactorrhea	Karyotyping	Perimenopause
Abstinence	Cholesterol disorders	Gallbladder disease	Lactation amenorrhea method	Perinatal loss
Acne	Chorionic villus sampling	Gastroesophageal reflux	Laparoscopy	Pharmacokinetics
Addictive disorders	Chronic pelvic pain	GBS culture	Leiomyomas	Pharmacology – contraception
Adenomyosis	Cigarette smoking hazards	Genetic risk assessment	Leopold maneuvers	Pharmacology – gynecologic disorders
Adnexal masses	Climacteric	Gestational diabetes	Lipid profiles	Pharmacology during pregnancy
Adolescent pregnancy	Coitus interruptus	Gestational hypertension	Liver function studies	Lochia
AIDS	Colonoscopy	Gestational trophoblastic disease	Male infertility	Pharyngitis
Allergies	Colposcopy	GI disturbances–common	Mammograms	Physical assessment – all systems
Amenorrhea	Common cold	GnRH therapy	Mastectomy	Pityriasis rosea
Amniocentesis	Complementary medicine for Ob/Gyn	Gonorrhea	Mastitis	Placenta previa
Androgen excess	Complete blood counts	Grave's disease	Medroxyprogesterone acetate	Polycystic ovarian syndrome
Anemia	Condoms	Gynecologic anatomy and physiology	Menarche	Polymenorrhea
Anxiety disorders	Conjunctivitis	Gynecologic diseases/complications	Menopause	Postcoital contraception
Asthma	Contact dermatitis	Headache	Menstrual cycle	Postpartum blues
Auscultation of fetal heart rate	Contraception methods	Health history	Menstrual irregularities	Postpartum complications
Back pain	Contraction stress test	Health promotion – diet	Menstruation	Postpartum depression
Bacterial vaginosis	Contraceptive sponge	Health promotion– exercise	Metorrhagia	Postpartum hemorrhage
Bartholin's gland duct cyst	Cystitis	Hepatitis (all types)	Migraine headache	Postpartum physiology
Bell's palsy	Cytomegalovirus	Herbal medicines in ob/gyn	Minor skin disorders	Preconceptional counseling
Bleeding during pregnancy	Dental care in pregnancy	Herpes	Mitral valve prolapse	Preexisting condition complicating pregnancy
Blood glucose/hemoglobin A1C	Depression	Hirsutism	Multiple gestation	Pregnancy complications
Blood type, Rh type and antibody screening	Diabetes diagnosis and risks	HIV infection	Natural family planning	Pregnancy physiology
Bone density testing	Diabetes in pregnancy	Hormone therapy	Nicotine replacement therapy	Pregnancy testing
Breast anatomy and physiology	Dilatation and curettage	Hot flashes	Nipple discharge	Premenstrual and related disorders
Breast biopsy	Domestic violence	Human papilloma virus	Nonstress test	Prenatal care
Breast cancer	Dysfunctional uterine bleeding	Hyperemesis gravidarum	Nutrition counseling	Preterm birth risks
Breast self exam	Dysmenorrhea	Hyperlipidemia	Nuva ring	Preterm labor
Breastfeeding	Dyspareunia	Hypermenorrhea	Obesity	Psoriasis
Bronchitis	Ectopic Pregnancy	Hyperprolactinemia	Oligomenorrhea	Puberty
BUN and creatinine	Emergency contraception	Hypertension general	Oral contraceptives	Pyelonephritis
Candida albicans	Endometrial biopsy	Hyperthyroidism	Osteoarthritis	Reproductive technologies
Cardiovascular disease in women	Endometrial polyps	Hypomenorrhea	Osteoporosis	RHD alloimmunization
Cervical biopsy	Endometriosis	Hypothyroidism	Ovarian cancer	Rubella
Cervical cancer	Endometritis	Hysterectomy	Ovarian cysts	Safe sex practices
Cervical cap	Endometritis during pregnancy	Hysteroscopy	Ovulation	Seizures disorders
Cervical intraepithelial neoplasia	Environmental hazards during pregnancy	Immunizations	Ovulation testing	
Cervical polyps	Family history	Infectious disease screening	Paget's disease	
Cervical warts	Fecal testing	Infertility	Pap smear technique and interpretation	
Cervicitis	Female sex response	Intermenstrual bleeding	Parenting issues	
Cesarean birth	Fertility awareness methods	Interstitial cystitis	Parovirus screening	
Chancroid	Fetal assessment	Intrauterine devices	Pelvic inflammatory disease	
	Fibrocystic breast changes	Intrauterine growth retardation		
	Fibromyalgia			
	Fifth disease exposure In pregnancy			



## SPECIALTY CONTENT TOPICS

The following is a list of specialty topics that represent the content appropriate for maintaining High Risk Obstetric Nursing certification. Note content is listed in alphabetical order.

### HIGH RISK OBSTETRIC NURSING

Abnormal implantation	Chorioamnionitis	Fetal stimulation	Neurological disorders	Rubella
Abruptio placenta	Chorionic villus sampling (CVS)	Genetic screening	Nonstress testing	Scleroderma
Abuse (physical/emotional/sexual)	Chronic hypertension	Gestational hypertension	Nutrition	Seizures
Acid-base interpretation	Coagulation profile	Grieving	Oligohydramnios	Sepsis
Amniocentesis	Collagen vascular diseases	HELLP syndrome	Pain management in labor	Septic shock
Amniotic Fluid Disorders	Communicable infectious diseases	Hematologic studies	Papanicolaou smears	Sexual transmitted diseases
Amniotic fluid embolism	Congenital heart disease	Hemoglobinopathies	Pharmacology	Sickle cell anemia/thalassemia
Antibiotic therapy	Contraction stress testing	Hemorrhage	Placenta Accreta	Spinal cord injury
Anticholinergic therapy	Cord blood sampling	Hepatitis	Placenta Percreta	STD screening and testing
Anticoagulant therapy	Cordocentesis	Hydatidiform mole	Placenta Previa	Stress
Anticonvulsant therapy	Corticosteroids	Hyperemesis	Placental function	Systemic lupus erythematosus
Antidepressants/psychotropic	Depression	Hypertensive crisis	Placental hormones	Thrombocytopenia (TTP and ITP)
Antidiabetic, hypoglycemic drugs	Diabetes Mellitus (all types)	Hyperthyroidism	Pneumonia	Deep vein thrombosis
Antidysrhythmic drugs	Diabetic ketoacidosis	Hypoglycemia	Polyhydramnios	Thyroid disorders
Antihypertensive agents	Disseminated intravascular coagulation (DIC)	Hypothyroidism	Post anesthesia/analgia care	Tocolytics
Anti-inflammatory agents	Diuretics	Immunologic studies	Post traumatic stress syndrome	Toxicology
Antineoplastic agents	Dysfunctional labor	Induction/augmentation	Postdates pregnancy	Transport preparation
Antithyroid drugs	Eclampsia	Infectious Disease/Sepsis	Preeclampsia	Trauma
Apt testing	EKG interpretation	Ischemic heart disease	Preterm pregnancy	Prolonged hospitalization/prolonged bedrest
Asthma	Electronic Fetal Monitoring	Kleihauer Betke test	Prolonged preterm rupture of membranes	Prolonged preterm rupture of membranes
Asymptomatic bacteriuria	Emergency care	Labor assessment/abnormalities	Pulmonary Disorders	Pulmonary edema
Bacteriuria	Fetal Anatomy and Physiology	Lifestyle and Environmental Risks	Pulmonary embolus	Pulmonary embolus
Biochemical studies	Fetal assessment	Lyme	Pulmonary function tests	Pulse Oximetry
Biophysical profile	Fetal blood sampling	Lymphatic cancer	Pyelonephritis	Renal and GU/GI disease
Blood disorders	Fetal heart rate pattern interpretation	Malignancies	Renal failure (acute & chronic)	Resuscitation and Stabilization
Breast cancer	Fetal laboratory evaluation	Maternal Anatomy and Physiology	Rh, ABO and antibodies	
Bronchodilators	Fetal movement counting	Maternal cardiac disease/anomalies		
Cardiac enzymes	Fetal pulmonary maturity studies	Maternal Chest and renal X-ray		
CBC with differential		Maternal serum alpha fetoprotein (AFP)		
Cerebrovascular accidents		Maternal ultrasound		
Cervical cancer		Microbiologic studies		
Chemical dependency		Minor trauma		
Cholecystitis/Cholelithiasis		Multiple gestation		



## SPECIALTY CONTENT TOPICS

The following is a list of specialty topics that represent the content appropriate for maintaining Reproductive Endocrinology/Infertility Nursing certification. Note content is listed in alphabetical order.

### REPRODUCTIVE ENDOCRINOLOGY/INFERTILITY NURSING

Adenomyosis	Dysfunctional Uterine Bleeding	Immunologic studies	Perimenopause & Menopause management	Selection termination
Amenorrhea Primary or Secondary	Early embryonic development	Implantation	Perimenopause & Menopause physical changes	Semen analysis
Amniocentesis/Anatomic deformities	Early pregnancy physiology	Infection	Perimenopause & Menopause physiology	Serum profiles
Antibiotics	Ectopic pregnancy	Infertility drugs	Placental function in early pregnancy	Sexual ambiguity
Anti-estrogens	Endocrine Disorders	IVF	Polyps	Sperm mucus cross match testing
Antisperm antibodies	Endocrine profile	Kleinfelter's syndrome	Postoperative sequelae	Sperm penetration assay hamster test
Antisperm antibody testing Immunologic	Endometrial Biopsy	Laboratory work: CBC, platelets, PTT,ANA, etc	Precocious	Spermatogenesis
Antisperm antibody testing	Endometriosis	Laparoscopy	Puberty	Sterilization Reversal
Artificial insemination techniques	Epididymal aspirations	Leiomyomata	Pregnancy after infertility	Steroid therapy
Asherman's syndrome	Estrogen therapy	Male Anatomic abnormalities	Pregnancy testing	Steroids
Behavioral disorders	Female Reproductive Anatomy	Male Factors	Premature ovarian failure	Stress management
Benign uterine conditions	Female Reproductive Endocrinology and Infertility	Male gonadal development disorders	Progesterone therapy	Surgical repair of uterine anomalies
Calcium supplementation in menopause	Female Reproductive Physiology	Male hermaphroditism	Psychosocial Aspects of Care of the Infertile Couple	Surgical therapy for infertility
Cervical disorders	Fertilization	Male infections causing infertility	Puberty – Factors affecting onset	Surgical therapy
Chorionic villus sampling	Genetic studies	Male Puberty	Puberty – Physiological changes	Tanner scale
Closure	Gestational carrier	Male Puberty - Developmental disorders	Puberty – Psychological issues	Testicular biopsy
Congenital adrenal hyperplasia	GIFT	Male Reproductive Physiology	Puberty – Disorders	Testosterone
Cryopreservation of embryos	Gonadal development disorders	Medical therapy for infertility	Quantitative beta HCG	Therapeutic insemination
Cultural factors affecting infertility	Gonadal dysgenesis	Menstrual cycle	Radiologic testing	Threatened abortion
Cultures	Gonadotropins	Mucus/post coital testing	Recurrent abortion	Trophoblastic disease
Decision-making	Grief process	Multiple gestation	Reproductive Technologies	Tubal Diseases/Damage
Detailed reproductive examination – Female	Health history taking – female/male	Myomectomy	Retrograde ejaculation	Tubal/Pelvic Disorders
Detailed reproductive examination – Male	Hormonal dysfunction	Ovulation and Luteal phase defects		Ultrasound diagnosis of pregnancy
Diagnosis of Pregnancy	HSG/hysteroscopy	Pelvic Adhesions		Ultrasound
Diagnostic Testing	Hysterosalpingogram	Pelvic inflammatory diseases		Unexplained Infertility
Donor gametes	Hysteroscopic surgery	Pelvic masses		Uterine anomalies
	Hysteroscopy	Pelvic sonogram		Uterine disorders
	Immunologic phenomena			Varicocele repair
				Vasovasostomy



## SPECIALTY CONTENT TOPICS

The following is a list of specialty topics that represent the content appropriate for maintaining Telephone Nursing Practice certification. Note content is listed in alphabetical order.

### TELEPHONE NURSING PRACTICE

#### ACUITY/DISPOSITION OF CALLS

Application of Telephone Nursing Protocols  
Assessment of caller's comfort with treatment plan  
Barriers to communicating with callers  
Call documentation  
Caller understanding/comprehension  
Chief complaint identification  
Communication Skills  
Components of Telephone Nursing  
Establishing Contact and Rapport on the phone  
Evaluation of patient data  
Forming a Diagnosis

Handling High Risk Patient Populations  
Identifying Emergencies  
Intervention planning  
Interview Skills  
Nurse Follow ups and Call backs  
Obtaining Baseline Data  
Obtaining Data Relevant Current Complaint  
Patient Access to Care  
Patient History taking  
Patient Role in Plan of Care  
Prioritization of calls  
Resource Identification & Referral  
Situation Analysis  
Special Callers/Situations  
Symptom Analysis

#### CLINICAL ASPECTS OF TELEPHONE NURSING

Abdominal pain  
Abrasions  
Allergic reactions  
Animal/insect/human bites  
Asthma  
Back pain  
Breast problems  
Breastfeeding  
Breathing problems  
Burns  
Cardiopulmonary problems  
Chest pain  
Choking  
Constipation  
Cough  
Dental problems  
Dermatologic problems  
Diabetes  
Diarrhea  
Dizziness/fainting  
Domestic abuse/family violence  
Ear problems  
Electric shock  
Emergency contraception  
ENT problems  
Extremity injury  
Extremity problems

Eye/facial problems  
Fever  
Flank pain  
Foreign bodies  
Gastrointestinal problems  
General Health Advice  
General Health Problems  
Genital problems  
Gynecologic problems  
Hay fever  
Head injury  
Headache  
Heart palpitations  
Heartburn  
Heat/cold exposure  
Immunization reactions  
Jaundice  
Lacerations/cuts  
Lethargy/fatigue  
Lice infestations  
Menstrual problems  
Mouth problems  
Musculoskeletal problems  
Nausea/vomiting  
Neck problems  
Neurologic problems  
Newborn care  
Nosebleeds

Numbness  
Nutrition  
OTC/prescription drugs advice and instructions  
Pelvic pain  
Penile problems  
Postoperative problems  
Postpartum  
Pre and postoperative  
Pregnancy-related problems  
Psychological disturbances  
Psychosocial problems  
Rash  
Sore throat  
STDs  
Stroke  
Substance abuse  
Suicidal/Homicidal ideation  
Thyroid problems  
Trauma  
Upper respiratory infection  
Urinary tract infection  
Urologic problems  
Vaccinations  
Vaginal bleeding



## ANA-MCH/NCC JOINT CERTIFICATION PROGRAM

This certification program was sponsored jointly by NCC and the ANA Maternal Child Division from 1976 to 1979.

Topics must relate to maternal, gynecologic and neonatal nursing specialty areas.

Individual certified under this program, earned a credential for excellence in practice in maternal, gynecological and neonatal nursing.

Listed below are four major specialty areas an individual selected as their primary area of certification under the joint program. The corresponding topics that are equivalent to NCC sponsored exams are listed next to each the topic areas. These are the topics that should guide the CE activities for maintenance.

### JOINT PROCESS SPECIALTY

- Women's Health Care I
- Women's Health Care II
- Maternal Newborn Nursing Care
- Nursing Care in Labor & Delivery

### NCC SPECIALTY TOPICS

- Ambulatory Women's Health Care Nursing
- Ambulatory Women's Health Care Nursing
- Maternal Newborn Nursing
- Inpatient Obstetric Nursing





## DON'T HAVE ENOUGH CONTINUING EDUCATION TO MAINTAIN?

If you don't have enough CE to maintain your NCC certification, the NCC self assessment program may be the right choice for you. The NCC Self Assessment Program is a home study program that provides continuing education through hard copy modules or online (web-based) modules. Modules can earn 5 to 15 hours of continuing education. There are topics that relate to all certification specialty areas. You can also earn discounts on your maintenance fee by using the NCC Self Assessment Program. **Any NCC Self Assessment module can be used to meet specialty hours regardless of specialty certification area. This does NOT apply to maintaining NCC subspecialty certificates of added qualification.** See the subspecialty maintenance catalog for more information. For more information about Self Assessment modules, visit the NCC website at [www.nccwebsite.org](http://www.nccwebsite.org) and click on the link for Self Assessment.

### SPECIAL SITUATIONS

#### MULTIPLE CERTIFICATIONS

If you are maintaining more than one NCC certification and/or a subspecialty certificate, **you must submit a separate application and fee for each certification/certificate.** There is a separate application for maintaining subspecialty certificates. If applicable, you may use the same continuing education credit for multiple certifications. If you plan to maintain via re-examination, you need to take and pass all examinations prior to your maintenance due date.

#### AUDITS

NCC randomly selects for audit a percentage of RNCs and certified NPs who are due to maintain their certification. **All incomplete applications are automatically selected for audit.** An audit requires the RNC or certified NP to submit copies of the certificates of continuing education being used for the purposes of maintenance. The notice of audit may come with your notice that your certification is due or you may be subject to an audit after you have submitted your certification maintenance application. If selected for audit and you fail to provide continuing education certificates or fail to meet the deadline to submit additional documentation that would complete your application, your certification will lapse.

### EXTENDING YOUR MAINTENANCE DUE DATE

If you can't maintain by your maintenance due date or haven't earned enough continuing education credits, you can request a one time, three month extension. This extends the time to file. It does NOT change your next maintenance due date. During this extension period, any request for verification of certification status will be reported as lapsed. If you do not file within the stated extension time, your certification will lapse. You can use continuing education earned in the extension period to maintain the extended certification. The cost to extend your certification is \$30. If using CE earned during the extension period to maintain this cycle, this same CE cannot be used to maintain the next cycle. You may request an extension in the following ways:

- **ONLINE** Go to the NCC website ([www.nccwebsite.org](http://www.nccwebsite.org)). Click on certification maintenance icon. Complete the online form.
- **BY MAIL** Place your request in writing (a convenient form is included in this catalog) along with your \$30 fee (checks should be payable to NCC) and send to:  
**NCC**  
**142 E. Ontario #1700**  
**Chicago, IL 60611**

**You must file your extension request no later than the postmark date of your maintenance due date or if filing on line no later than midnight (in your time zone) of your maintenance due date.** Requests received without fees will be returned. An acknowledgement of the granting of the extension will be sent to you. Extension requests received after the maintenance due date will not be honored. Such individuals will need to reinstate in order to maintain certification.



## INCOMPLETE APPLICATIONS

All incomplete applications are subject to a nonrefundable \$10 re-processing fee. See page 5 for a definition of an incomplete application.

## BIOGRAPHICAL QUESTIONNAIRE

You must sign in first to the website before you can access the biographical questionnaire. To update your RNC or certified NP biographical profile, go to the NCC website ([www.nccwebsite.org](http://www.nccwebsite.org)) and click on the biographical update link under the certification maintenance icon.

## RNC-E

### (RNC OR CERTIFIED NP EMERITUS)

Emeritus status can be opted by those who have completed their nursing careers but want to continue their relationship with NCC. The purpose of the RNC-E program is to provide special recognition to RNCs and certified NPs who have contributed to the specialty. Any NCC core certified nurse in good standing who is permanently retired from active employment in nursing (and those who are retired but continue to volunteer their nursing skills) are eligible to apply.

If a nurse or NP with RNC-E status wishes to regain RNC status, the only way this can be accomplished is through re-examination. Current eligibility requirements in effect at the time must be met. The RNC-E fee is \$30 for a three year cycle. Fees are subject to change without notice. You may request an RNC-E application from the NCC office or download one from the NCC website.

## THE REINSTATEMENT PROGRAM IF YOU LET YOUR CERTIFICATION LAPSE:

### LAPSED CERTIFICATIONS

Your certification will lapse (expire) if:

- you do not file the required application or extension request and/or fees by the designated maintenance due date.
- you choose to maintain by re-examination and do not successfully pass the exam.
- you do not earn the required hours of continuing education, participate in continuing education activities not accredited by agencies recognized by NCC
- you do not satisfactorily remediate an incomplete application within the requested deadline date.
- your RN license or advanced practice license is not active.

Certification can be revoked if NCC determines any information on your maintenance application has been intentionally or unintentionally misrepresented.

## REINSTATEMENT PROGRAM

For those who fail to maintain their certification by their maintenance due date, a reinstatement program is available. The reinstatement program allows RNCs or certified NPs to come back into the system without reexamination. RNCs or certified NPs so affected must file a reinstatement application online via the NCC website (mail applications will not be accepted), and pay a \$175 reinstatement fee.

**Reinstatement applications must be submitted no later than 12 months of the original certification maintenance due date.**

If successfully reinstated, the next maintenance date remains unchanged from the original maintenance due date. All lapsed RNCs or certified NPs will automatically be notified approximately 30 days after their certification lapses. If the completed reinstatement application is not received within the 12-month period following the original maintenance due date, the only way certification can be regained is by re-examination. All current exam eligibility requirements in effect at the time will need to be met. This may be different from the time you originally took the certification exam.



## GENERAL POLICIES

### CREDIT CARD DENIALS

In the event a credit card payment is declined, the credit card information is submitted a second time by a different individual to assure correct data entry. Notice of credit card denials are only issued after this process. NCC does not remit address or CV code information on credit card payment. If you receive a notice of credit card denial, you will be required to submit the \$10 reproprocessing fee. There will be no exceptions.

### THIRD PARTY VERIFICATIONS OF CERTIFICATION

If you require a verification of your certification status to a third party, you can submit your request through the online verification system. Go to the NCC website [www.nccwebsite.org](http://www.nccwebsite.org) for guidance. A \$30 fee must be submitted. Processing is immediate. NCC no longer accepts or sends verification requests via mail.

### NONDISCRIMINATION POLICY

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

All maintenance and maintenance extension fees are nonrefundable and must be in U.S. funds.

### APPEALS PROCEDURE

Any request to waive any policy of the NCC Board of Directors regarding 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 changed. Such requests are referred to the NCC Board of Directors via the Policy Review Committee. All decisions will be provided in writing. Cases in which consensus cannot be reached by the Policy Review Committee are referred to the full Board of Directors.

### NCCA ACCREDITATION

NCC is accredited by the National Commission for Certifying Agencies (NCCA).

### REPLACEMENT MAINTENANCE CARDS

NCC no longer issues maintenance cards. Official documentation of current certification will be able to be downloaded from the NCC website under "your account" section. You must be registered with the site to have access to the information. If a maintenance card is desired, one can be generated for the fee of \$35 which include federal express shipping. NCC is changing to this procedure due to the ever increasing number who report never receiving cards sent.

### MAIL-IN FEE

A \$15.00 fee will be assessed for any application that is submitted by mail.

### OTHER POLICIES

- Any policy, requirement or fee is subject to change without notice.
- All fees submitted must be in US dollars and are non-refundable.
- Only American Express, Visa and MasterCard are accepted for credit card payment.
- NCC does not accept debit cards.
- NCC will not accept split payments (part credit card/part check payment)
- NCC is not responsible for lost, misdirected or damaged mail or failed online submission attempts
- It is the RNC's or certified NP's responsibility to maintain a current mailing address on file with NCC.

*Address or other contact information changes should be submitted to NCC in writing or via the NCC website.*

### FAX ON DEMAND

Additional maintenance applications or any NCC publication may be obtained 24/7 via fax by calling 1-800-367-5613.

### CD-ROM

Each year a CD-ROM of all NCC publications are sent those certified.

### RECEIPTS

A receipt for your payment of the maintenance fee will automatically be provided with your notice that your maintenance has been successfully completed. If done online, you can download a receipt at any time from "your account" section of the website. You do not need to request a receipt of your payment separately.



## MAINTENANCE APPLICATION ERROR FREE

- Make sure you provide your license number, expiration date and issuing state.

This is the #1 reason why applications are returned.

- Please provide name, address and contact information and whether this information is new or there has been no change. Check the box only if the information you are listing is new information. This alerts us to update your record.
- If you want an acknowledgement of receipt of your maintenance application by NCC, include a postage paid postcard and it will be mailed back to you when your maintenance envelope is received and opened by NCC. This postcard does not reflect approval of your maintenance, just receipt of your application. You will receive confirmation of receipt if you submit online via email.
- Note: receipts for payment are automatically issued with your notice of success maintenance. Separate requests for receipts are not required to obtain a receipt. If you need a receipt, look for it in your maintenance packet if you submitted online, you can download it from the NCC website at [www.nccwebsite.org](http://www.nccwebsite.org) under "your account."

- Sign and date your application. Applications must be completed in ink and must contain original signatures if sending via mail.
- You MUST list your continuing education activities on the back of the application. You need to list the name of the activity, date of the activity, if it is primary or secondary (other) hours, specialty content code and the sponsoring or accrediting agency for each activity. Applications will be returned if this information is not provided and you will be subject to the nonrefundable \$10 re-processing fee. Please list the closest amount of continuing education that equals 45 hours of continuing education. Even if you earned many more hours, it is only required to document 45 hours. Please save time in making the application process as easy as possible for both you and the NCC staff.

The easiest and fastest way to maintain is online at the NCC website. Maintain online at [www.nccwebsite.org](http://www.nccwebsite.org). It's fast, easy & convenient!

### ADMINISTRATIVE FEES

The administrative fees listed below are in addition to the nonrefundable re-processing fee to which all incomplete applications are subject.

### RETURNED CHECKS

A \$25 administrative fee will be assessed to any RNC or certified NP whose check is returned to NCC due to insufficient funds, stop payments or any other reason. Remittance of fees thereafter must be by money order or certified check.

### CREDIT CARD CHARGEBACKS

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. Certification will be revoked or withheld if a returned check or a chargeback request on a credit card payment results in a loss of income to NCC and the monies are not recovered in an alternate payment or if the RNC or certified NP fails to pay any additional fees within 30 days of receiving notice such fees are required.

- ✓ DO NOT INCLUDE COPIES OF CERTIFICATES EXCEPT THOSE FOR NCC SELF ASSESSMENT MODULES TO QUALIFY FOR THE FEE DISCOUNT.
- ✓ NCC DOES NOT MAINTAIN COPIES OF THE CERTIFICATES ON FILE. YOUR APPLICATION ALONE BECOMES PART OF YOUR NCC RECORD.





