

E F M

SUBSPECIALTY MAINTENANCE



COMMITMENT

innovation

quality

dedication

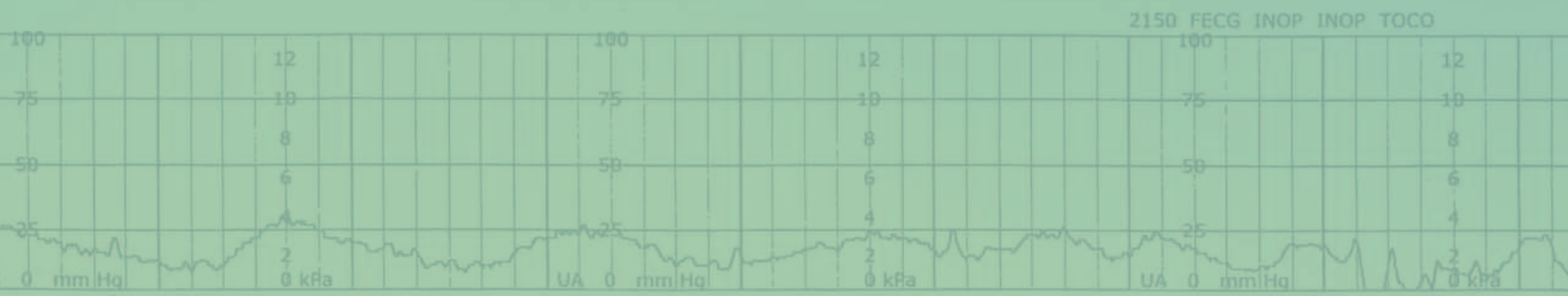
LEADERSHIP

ROLE MODEL

ADVOCACY

EXCELLENCE

EXPERTISE



Maintain your EFM credential.

Over 30 years of Certification & Recognition

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

ncc



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2010-2011 EFM MAINTENANCE CATALOG

Through the NCC Maintenance Program, you have the opportunity to continue your subspecialty certificate status.

Your certificate of added qualification must be maintained on an ongoing basis every three years. Your subspecialty certificate may be maintained by one of two ways:

Re-examination or Continuing Education

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USE ONLINE SUBMISSION IT'S TO YOUR ADVANTAGE

This brochure should be used for those maintaining a subspecialty certificate in Electronic Fetal Monitoring.

NEW online submission **FEATURES** on the NCC website www.nccwebsite.org

- All 15 hours of continuing education must be related to your specialty area of certification.
- 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 certificates you hold
 - Contact information is pre-entered if you have registered or signed in
 - Any online self assessment module 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
 - Application recap can be printed for your records
 - Application copies and payment receipts can be accessed from your personal online NCC account 24/7
 - Email acknowledgement will be sent

Notice of successful maintenance

You will receive a written notice in the mail when your certificate of added qualification 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 only to those online modules ordered on the new website. No hard copy modules will appear on online modules ordered from the old website.



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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 under "your account". You must create a profile or sign in to access this information.

- All certificate holders are required to maintain their certificate of added qualification every three years either by demonstrating 15 contact hours of continuing education or through re-examination.
- All certificate holders must demonstrate current active licensure as a nurse, nurse midwife, nurse practitioner, physician or physician assistant.
- All certificate holders 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 re-examination.

Notices to certificate holders of when their maintenance is due.

During the course of the year prior to the maintenance due date, NCC attempts to contact those affected in many ways; Via postcard notice, automated phone message and email messages. It is the responsibility of the NCC credentialed professional to maintain current contact information with NCC. Information can be updated 24/7 by updating your profile on the NCC website.

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APPLICATION SUBMISSION:

Online: Go to the NCC website at 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, Post Office Box 11082, Chicago, IL 60611. If sending by courier (non USPS delivery services): 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.

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 certificate of added qualification. Online submissions generally have faster processing times.





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2010-2011 EFM MAINTENANCE CATALOG

MAINTENANCE BY CONTINUING EDUCATION

HOW & WHEN

- Your application must be postmarked or submitted online no later than your maintenance due date. 2010-2011 maintenance due dates will be one of the following:

March 31, 2010	March 31, 2011
June 30, 2010	June 30, 2011
September 30, 2010	September 30, 2011
December 31, 2010	December 31, 2011

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.

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List continuing education activities on the online application or on the back of the application in this catalog.

Listing the CE activities is required. Even if you are using NCC self assessment module(s) for maintenance, they must be listed. This application becomes part of your certificate holder 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 have to provide copies of certificates of your CE activities.

REFUNDS

- There are no refunds for any NCC maintenance or maintenance related fee. For those who fail to meet maintenance requirements, the maintenance fee will be forfeited.

Record the number of specialty, and total hours. You must document at least 15 contact hours of continuing education credit in electronic fetal monitoring (EFM) that is accredited by entities recognized by NCC.

MAINTENANCE BY RE-EXAMINATION

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 certificate period.

- Complete the first page of the application on page 25.
- 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 originally received your certificate of added qualification.



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2010-2011 EFM MAINTENANCE CATALOG

FEES

Fees can be paid by check (U.S funds only). Checks should be made payable to NCC.
Or fees can be paid by credit card (American Express, Visa and Mastercard only).

CONTINUING EDUCATION MAINTENANCE OPTION

- For maintaining by continuing education, the maintenance fee is \$40 for on-line applications and \$55 for mail-in applications.

RE-EXAMINATION MAINTENANCE OPTION

- The maintenance fee for those maintaining by **re-examination** is the current examination registration fee of \$135 (for paper/pencil testing) or \$185 for computer testing. Visit the NCC website regarding test site availability and dates for testing. (*Fees are subject to change without notice.*) Discounts are afforded to NCC RNCs and NCC certificate holders maintaining their certificate of added qualification by examination. The fee is \$100 for paper/pencil testing and \$150 for computer testing.

RE-PROCESSING FEES

Incomplete applications are defined as those that:

- 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
- for any other reason requiring the application to be returned to the certificate holder because a determination of status cannot be made

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MAILING INSTRUCTIONS

Mail applications, documentation and fees (do not send information separately) to:

NCC
PO Box 11082
Chicago, IL 60611

If sending an application by a non-US post office delivery service, you need to send to our street address at:

NCC
142 E. Ontario #1700
Chicago, IL 60611

ALL INCOMPLETE APPLICATIONS

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





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CONTINUING EDUCATION CREDIT

TIME IN WHICH CE MUST BE EARNED

For those whose certificate of added qualification is due for maintenance in 2010-2011, all applicable continuing education credit must be earned during your current credentialing period as follows:

- Due Date:
March 31, 2010
Use credit earned during 4/1/07 to 3/31/10
- Due Date:
June 30, 2010
Use credit earned during 7/1/07 to 6/30/10
- Due Date:
September 30, 2010
Use credit earned during 10/1/07 to 9/30/10
- Due Date:
December 31, 2010
Use credit earned during 1/1/08 to 12/31/10
- Due Date:
March 31, 2011
Use credit earned during 4/1/08 to 3/31/11
- Due Date:
June 30, 2011
Use credit earned during 7/1/08 to 6/30/11
- Due Date:
September 30, 2011
Use credit earned during 10/1/08 to 9/30/11
- Due Date:
December 31, 2011
Use credit earned during 1/1/09 to 12/31/11

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

RECOGNIZED SPONSORING ORGANIZATIONS FOR CONTINUING EDUCATION 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.

Academic credit is accepted as is CME credit.

- ✓ 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 organization 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 to contact hours

Academic credit

(U.S. and Canadian institutions only)

- 1 quarter hour = 10 contact hours
- 1 semester hour = 15 contact hours

Other

- 1 CEU = 10 contact hours
- 1 AMA Category 1 hour = 1 contact hour
- 1 CME = 1 contact hour
- 1 CEARP = 1 contact hour
- 1 ACOG cognate = 1 contact hour

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.

dedication



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commitment

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OTHER RECOGNIZED EDUCATIONAL ACTIVITIES

The following activities can also qualify for meeting maintenance requirements:

PRESENTATION OF EDUCATIONAL PROGRAMS

Certificate holders who present 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 certificate holder's current job responsibilities. 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.

PUBLICATIONS

- 5 contact hours will be awarded to those RNCs who have written a journal article or a chapter of a book.
- 15 contact hours will be awarded to those RNCs who are a primary or secondary author of a book.
- 10 contact hours will be awarded to those RNCs who serve as reviewers or writers of a self assessment module or monograph.

RULES FOR USING PUBLICATIONS FOR MAINTENANCE

- The publication date of the article/book/module will determine its applicability for your current certificate of added qualification maintenance.
- You are limited to using one article, book authorship or service as an NCC Self Assessment reviewer or monograph author 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.
- For self assessment reviewers or monograph writers, a copy of your continuing education certificate issued by NCC indicating your reviewer/writer role must be submitted. (not needed if submitting online)



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DON'T I HAVE ENOUGH CE TO MAINTAIN?

If you don't have enough CE to maintain your NCC certificate of added qualification, 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 contact hours. There are topics relate to all certification specialty areas.

You must earn CE in electronic fetal monitoring (EFM).

For more information about Self Assessment modules, visit the NCC website at 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 certification. 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 those who are due to maintain their certificate of added qualification. **All incomplete applications are automatically selected for audit.** An audit requires the certificate holder 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 certificate is due or you may be subject to an audit after you have submitted your 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 certificate of added qualification 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 your certificate of added qualification will be reported as lapsed. If you do not file within the stated extension time, your certificate of added qualification will remain lapsed. You can use continuing education earned in the extension period to maintain the certificate of added qualification. The cost to extend your certificate of added qualification 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). 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
PO Box 11082, 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 certificate of added qualification in EFM.



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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 biographical profile, go to the NCC website (www.nccwebsite.org) and click on the biographical update link under the certification maintenance icon.

THE REINSTATEMENT PROGRAM IF YOU LET YOUR CREDENTIAL LAPSE:

Lapsed Certificates of Added Qualification

- 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 license is not active.

Certificates of added qualification 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 certificate by their maintenance due date, a reinstatement program is available. The reinstatement program allows certificate holders to come back into the system without re-examination. Certificate holders so affected must file a reinstatement application online via the NCC website (mail applications will not be accepted), and pay a \$145 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.

As a courtesy, NCC will attempt to notify all lapsed certificate holders approximately 30 days after their certificate lapses. However, NCC is not responsible for such notification, and the obligation to monitor and to maintain the certificate is solely that of the individual who is certified. 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.



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Requests for a maintenance card along with \$35 should be made in writing along with a check made payable to NCC. Send to NCC, PO Box 11082, Chicago, IL 60611.

GENERAL POLICIES

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

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 reprocessing fee. There will be no exceptions.

THIRD PARTY VERIFICATIONS OF CERTIFICATION

If you require a verification of your certificate of added qualification status to a third party, you can submit your request through the online verification system. Go to the NCC website 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 Maintenance Program on the basis of race, national origin, religion, sex, age or disability.

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 will no longer issue maintenance cards. Official documentation of current certificate of added qualification 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 includes federal express shipping. NCC is changing to this procedure due to the ever increasing number who report never receiving cards sent.

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 certificate holders 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 credentialed.

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.

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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 \$30 administrative fee will be assessed to anyone 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 there is a failure to pay any additional fees within 30 days of receiving notice such fees are required



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FREQUENTLY ASKED QUESTIONS

EMPLOYMENT

Question:

I am not currently employed, can I still maintain my EFM certificate of added qualification?

Answer:

Yes, there is no practice requirement to maintain your EFM certificate of added qualification.

FILING EARLY

Question:

My maintenance due date is December 31, 2010. I will have all my credits done by March 2010. May I file early?

Answer:

Yes, you may file any time. You do not have to wait until your specific maintenance due date to file. Two caveats applying to filing early: (1) The continuing education credit you submit must fall within the current range of your credentialing period. See page 6 for those due in 2010. And (2) your next credentialing period will NOT change. So, if you file in March, your next credentialing period will begin on January 1, 2011. Any credit earned in the remaining months of 2010 cannot be used to maintain your next cycle for your certificate of added qualification.

MULTIPLE CERTIFICATIONS/ CERTIFICATES

Question:

I hold an EFM certificate and an inpatient obstetric nursing certification. They are due the same time. May I use the same CE for both?

Answer:

Maybe. The EFM certificate requires that you demonstrate 15 contact hours in EFM. Those credits can also be used to maintain your inpatient obstetric nursing certification. But the reverse is not true, you cannot use general obstetric CE that does not cover EFM content to maintain your EFM certificate. You must file two separate applications and pay two separate maintenance fees.

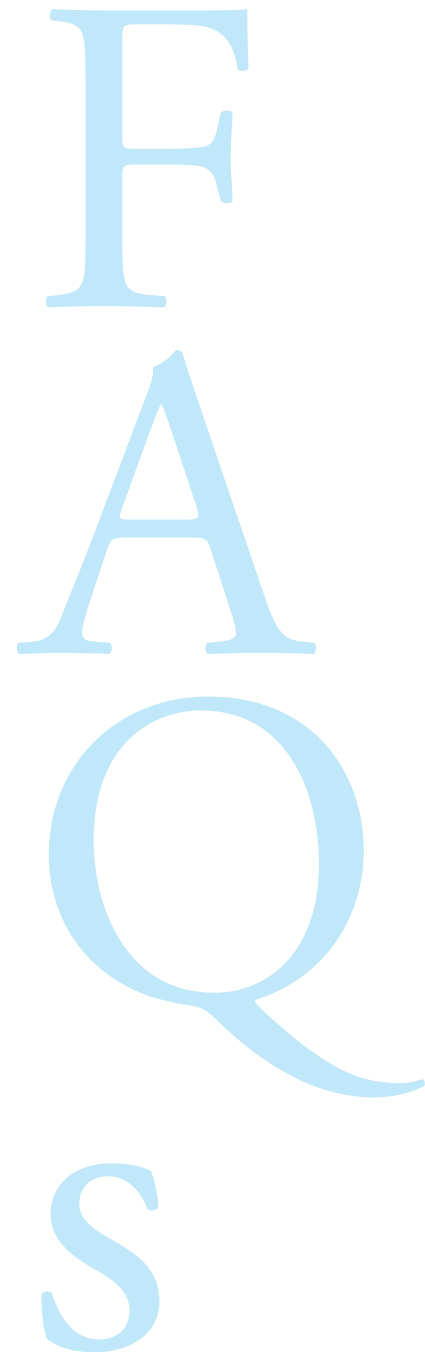
LICENSE

Question:

I have put my license on inactive status. Is that a problem?

Answer:

Yes, the license has to be active for maintenance purposes. An inactive license is not recognized and your EFM certificate of added qualification will lapse.





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MAINTENANCE APPLICATION ERROR FREE

DO NOT INCLUDE COPIES OF CERTIFICATES.

NCC does not maintain copies of the certificates on file.

Your application alone becomes part of your NCC record.

The easiest and fastest way to maintain is online at the NCC website.

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- ✓ Make sure you provide your license number, expiration date and issuing state. **This is the #1 reason why applications are returned. If a license is not required in your state (MDs or DOs) please indicate so in the licensure section of the application.**
- ✓ Your ID number. Go to the NCC website www.nccwebsite.org and click on the RNC/Certificate Holder Only link. Provide the requested information and your ID number will be mailed to you.
- ✓ 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 successfully 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 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, 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. You do **NOT** need to submit copies of your CE certificates unless you are subject to audit. Please list the closest amount of continuing education that equals 15 contact hours. Even if you earned many more hours, it is only required to document 15 hours. Please save time in making the application process as easy as possible for both you and the NCC staff.



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MAINTENANCE EXTENSION REQUEST FORM

You can request a three month extension by completing this form. It must be received in the NCC office with a postmark date no later than your certification maintenance due date. A \$30 fee is required.

Please check as appropriate:

- I am due 3/31/10 and want to extend to 6/30/10
- I am due 6/30/10 and want to extend to 9/30/10
- I am due 9/30/10 and want to extend to 12/31/10
- I am due 12/31/10 and want to extend to 3/31/11
- I am due 3/31/11 and want to extend to 6/30/11
- I am due 6/30/11 and want to extend to 9/30/11
- I am due 9/30/11 and want to extend to 12/31/11
- I am due 12/31/11 and want to extend to 3/31/12

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Electronic Fetal Monitoring

Please indicate the following information:

ID Number

Last Name

First Name

Mailing Address

City

State

Zip

Email Address

You will receive written confirmation that your request for extension of certification has been approved.

Include this form and your **\$30** check made payable to **NCC** and mail to:

NCC
P.O. Box 11082
Chicago, IL 60611

Or you can
file an
extension
request online.

Go to

www.nccwebsite.org

**EXTENSION FEES ARE
NONREFUNDABLE.**