

# NIP NURSE PRACTITIONER



CERTIFICATION EXAMINATIONS

Women's Health Care Nurse Practitioner

Neonatal Nurse Practitioner

COMMITMENT

*innovation*

*dedication* LEADERSHIP

*quality*

ROLE MODEL

EXCELLENCE

EXPERTISE

ADVOCACY



**Become NCC Certified**

*Over 30 years of Certification & Recognition*

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



The National Certification Corporation



## KEY POINTS

- > The application, fee and documentation must be submitted together.
- > Each NP must include
  - Completed application
  - Official transcript issued from the registrar
  - Copy of master's diploma/master's degree
  - Post master's candidates must also include a copy a post master's certificate as well as master's degree/diploma
- > The program director must file a copy of the Educational Preparation Form online at the NCC website
- > Application processing can take up to four weeks
- > Annual paper and pencil testing will take place on **September 24, 2010** with an application submission date of **July 9, 2010**
- > Computer testing is available on demand. Once determined eligible, applicants will be assigned a 90 day testing window that starts on either the 5th or 20th of the month.
- > Application receipt confirmation is made by email message for those who submit their application online. For those applications received in the mail, acknowledgement will be made only if a self-addressed, postage paid postcard is included with the application. This will be sent to the applicant when the application is received.

**Recognition, Value, Expertise**  
It is what certification is all about!

## NEW IN 2010

- Applications for both computer and paper and pencil testing can be submitted online at the NCC website. Now becoming certified has become more convenient and easier.
- There will an additional fee of \$25 to submit your application in paper form by mail.
- Both credit card and check payments will be an option for online application submission.

## CERTIFICATION EQUALS VALUE

**Ask your patients** if they value certified health care professionals -- You bet they do!

**Ask a certified colleague** what they believe about certification and you are most likely to hear that they think certification is one of the most important milestones in their career.

**You owe it to yourself** to take the next step in your professional development. Earning your WHNP-BC or NNP-BC credential will validate your expertise and will give you tangible recognition of your commitment to the profession of nursing.



## COMPUTER TESTING OVERVIEW

### WHEN

Candidates taking the test via computer can apply to take the certification examination at any time during the year. There are no annual exam dates and no application filing deadlines. You apply when you're ready.

### WHERE

NCC has contracted with Applied Measurement Professionals (AMP) for computer testing. There are approximately 100 test centers across the nation. See page 12 for test center cities or visit the AMP website at [www.goamp.com](http://www.goamp.com) for specific test center information. A testing time cannot be scheduled until you are determined eligible by written notice by NCC.

You are not officially certified until you receive written notification from NCC.



### EXAMINATION DAY

- You must arrive by your appointment time. If you are more than 15 minutes late, you will not be admitted.
- You will be required to show two forms of ID for admittance to the test center. One must be a photo ID.
- It is encouraged that you NOT bring any materials or personal items with you. There are no secure facilities for storing personal items.
- Your picture will be taken and will remain on the computer screen during the time you are taking the test.
- You will be given the opportunity to have a practice session prior to the actual test administration. This does not count against your testing time.
- 3 hours are allotted for testing. There are no scheduled breaks.
- Candidates can leave once they have completed the test. You need not wait until the testing time period has expired.
- You will be given preliminary pass/fail results at the test site.
- Confirmed test results will be mailed from NCC within 21 business days of the test date. **You are not officially certified until you receive written notification from NCC.**



## COMPUTER TESTING OVERVIEW

### HOW COMPUTER TESTING WORKS

- Once you have been determined eligible, you will be assigned a 90 day window to take the examination. You will be notified in writing of your eligibility status and your testing window.
- Eligibility letters are issued twice a month on the 15th or last day of the month (or the closest business day if these dates fall on a weekend). The 90 day window for testing starts either on the 5th or the 20th of the month based on when eligibility is determined. With your eligibility letter, you will receive a Candidate Guide which will provide you with an overview of all test policies, procedures and a test outline, competency statements and sample questions to familiarize you with the test format. Candidate Guides can also be downloaded from the NCC website at any time.
- It can take up to four weeks to process an application from time of receipt.

It can take up to four weeks to process an application from time of receipt.



### TEST SCHEDULING AND RESCHEDULING PROCEDURES

- Computer testing window starts the 5th or 20th of the month.
- Once you are determined eligible, you will receive specific information on how to schedule your examination with AMP. Both phone and web test scheduling will be available.
- Examinations are administered by appointment only and are available at 9 am and 1:30 pm, Monday through Saturday. Times for testing are subject to change.
- Walk-in candidates will NOT be admitted.
- It is recommended that test scheduling be done as soon as possible.
- Space availability at any specific test center cannot be guaranteed. If you schedule later than the first month of your testing window and space is not available in your assigned window, you will have to file an extension and pay all applicable fees.

A candidate can reschedule a testing date **ONCE at no charge**. You must select a reschedule date when you call to cancel your original test date. The new date must be within your assigned 90 day window for testing. Subsequent reschedules require payment of a \$100 fee. Any rescheduling must take place at least 4 days prior to the original scheduled test date.

### COMPUTER TESTING MYTHS

**Extensive computer knowledge is needed.** If you can press a key on the keyboard or click on a mouse, you have all the requisite skills to take an NCC computer test. A tutorial is provided at the test center to familiarize you with the computer process. The time for the tutorial doesn't count toward your allotted testing time.

**You cannot go back to your previous answers or re-review questions.** NCC allows individuals to re-review questions. You can mark questions and re-visit them at any time you wish.

**Computer tests are harder.** Computer tests are developed the same way as paper/pencil tests are. The only difference between the two is how they are administered. Pass rates are similar to paper and pencil tests.



## PAPER AND PENCIL TESTING OVERVIEW

### WHEN

The annual test date is

**Friday, September 24, 2010**

The application filing deadline is a postmark date of Friday, July 9, 2010.

This is the only paper/pencil test date for 2010.

### DAY OF THE EXAM

- Test administration will begin at 9 am local time on Friday, September 24, 2010.
- Bring your an admission ticket with you to the test site. If you lose your ticket, report but make sure you have picture ID. You will be asked to sign an affidavit for admission.
- Candidates must report to the test site by 8:30 am local time to allow for check-in procedures.
- All candidates will be required to show photo ID for admittance.
- 3 hours are allotted for testing. There are no scheduled breaks.
- Candidates can leave once they have completed the test. You need not wait until the testing time period has expired.
- Examination results are mailed within six (6) weeks of test administration.

### WHERE

- There are no NCC sponsored sites.
- All paper/pencil test sites are established by request.
- A minimum of six candidates is needed to establish a test site. Any certification or subspecialty exam counts toward meeting the candidate minimum.
- All test sites must be approved by NCC.
- The request to be a test site must be received by NCC with a USPS postmark date no later than Friday, June 4, 2010. Inquiries received after that time will not be considered.
- Test sites must provide free of charge to NCC, an examination room and a minimum of two proctors according to NCC requirements (see page 13).
- All applications for the requested test site can be submitted by mail or online. Individual payment of fee must accompany each application with a postmark or online submission no later than the filing deadline date of Friday, July 9, 2010. NCC will not accept group payments of any sort.
- The examinee threshold for any paper and pencil test site is six (6). If you submit your application online or by mail and your test site does not achieve the minimum required 6 applicants by July 9, 2010, you will be notified by August 6, 2010 and will be refunded \$200 (test fee less the non-refundable \$50 application fee).

### HOW PAPER AND PENCIL TESTING WORKS

- Once you have been determined eligible, you will receive an eligibility letter. It takes approximately four weeks to process an application from time of receipt. With your eligibility letter, you will receive a Candidate Guide which provides you with an overview of all test policies and procedures and a test outline, competency statements and sample questions to familiarize you with the test format. Candidate Guides can be downloaded from the NCC website at any time.
- Approximately two weeks prior to the test date, you will receive your admission ticket to the test site.
- You take the examination on the appointed day.





## FEES AND FILING INFORMATION

### MAIL SUBMISSION FEE

\$25 should be added to the stated fees for any application submitted by mail. This fee is non-refundable.

### COMPUTER TESTING BY ONLINE SUBMISSION

# \$300

includes nonrefundable \$50 application fee.  
Add \$25 mail-in fee if applicable

### PAPER AND PENCIL TESTING BY ONLINE SUBMISSION

# \$250

includes nonrefundable \$50 application fee.  
Add \$25 mail-in fee if applicable

Fee can be submitted by check or credit card

#### CHECKS

- Checks submitted by mail should be made payable to NCC
- Checks submitted online will require you to submit your bank routing number and your individual account number. Checks will only be accepted from checking and saving accounts.

#### CREDIT CARDS

- Credit cards accepted by NCC include American Express, Visa and Master Card. You can submit this information either by mail or online through NCC's secure website.

### INCOMPLETE APPLICATIONS

Incomplete applications are defined as those that:

- are missing any requested information or documentation
- contain wrong or have no fees
- do not contain original candidate or program director signatures if submitted by paper or
- for any other reason resulting in an inability to determine candidate eligibility status

### INCOMPLETE FEES

- Ineligible notices will be sent directly to the applicant.
- Cash is not accepted.
- NCC does not accept debit cards.
- NCC does not accept split payments, e.g. 1/2 check; 1/2 credit card.
- U.S Funds only

Any application that is incomplete (those applications submitted with missing information, containing incomplete or incorrect information or do not include full fee payment are considered incomplete) is subject to a \$25 re-processing fee. This fee is nonrefundable.

Incomplete applications will be returned to the applicant. This will delay assignment of a testing window for computer applicants and annual paper and pencil candidates must resolve any problem no later than Friday, August 6, 2010. If this issue is not resolved by that date, candidates will be determined ineligible. **Both the application fee and re-processing fee are non-refundable.**

Such applications will be returned with instructions and the candidate will need to resubmit with an additional nonrefundable \$25 re-processing fee. Upon re-submission, applications that do not include this fee or do not adequately address the identified deficiencies will be declared ineligible and will be subject to the non-refundable \$50 application fee in addition to the reprocessing fee of \$25. All filing deadlines will apply if applicable. Any re-processing fee is also nonrefundable.

For annual test (9/24/10) applicants - Applicants will have until August 6, 2010 to respond to an incomplete notice. If this issue is not resolved by that date, applicants will be determined ineligible

**ALL INCOMPLETE APPLICATIONS will be subject to a nonrefundable \$25 re-processing fee.**

**Mail Submission Fee: \$25 should be added to the stated fees for any application submitted by mail.**

**This fee is non-refundable.**

**Online submissions do not incur this fee.**

FAX or  
TELEPHONE  
REGISTRATIONS  
ARE NOT  
ACCEPTED



## FEES AND FILING INFORMATION

### FILING INFORMATION



#### ONLINE SUBMISSION

- Go to the NCC website, [www.nccwebsite.org](http://www.nccwebsite.org) and click on the certification tab and then select mode of testing (computer or paper and pencil) you desire
- Complete the online application
- Upload your official transcript from the school registrar
- Upload your diploma or post-master's certificate as required
- For postmaster's candidate upload your master's degree diploma
- These documents must be in the form of a PDF file for each document.
- PDF software is available from [www.adobe.com](http://www.adobe.com), but the documents must be scanned into your computer prior to converting them to a PDF file.
- Internet cafés and local printers often provide PDF document generation services for a nominal fee, if you do not have scanning capabilities.

#### COMPUTER TESTING BY MAIL

\$300 + \$25 paper submission fee =

**\$325**

Online submission fee is \$300 includes nonrefundable \$50 application fee.

#### PAPER AND PENCIL TESTING BY MAIL

\$250 + \$25 paper submission fee =

**\$275**

Online submission fee is \$250 includes nonrefundable \$50 application fee.

#### BY MAIL

Complete the application and submit it along with the appropriate documentation and fee.

#### MAILING INSTRUCTIONS

The application, documentation and fee must be submitted together in one envelope. If the application, documentation or fees are received separately from one another, the information will be returned and the applicant will be subject to a re-processing fee of \$25.

**APPLICATIONS MAILED IN TO THE NCC OFFICE MUST INCLUDE THE \$25 MAIL IN SUBMISSION FEE. APPLICATIONS WILL BE RETURNED IF THIS FEE IS NOT INCLUDED.**

Applications must have a USPS POSTMARK or submitted online no later than Friday, July 9, 2010.

Mail applications, documentation and fees and \$25 Mail Submission Fee to:

**NCC**  
**142 E. Ontario #1700**  
**Chicago, IL 60611**

(do not send information separately)





## ELIGIBILITY CRITERIA

**FOR: WOMEN'S HEALTH CARE NURSE PRACTITIONER  
NEONATAL NURSE PRACTITIONER**

### CURRENT LICENSURE

Current nursing licensure in the U.S. or Canada is required. This information should be recorded on the online application in Section 1 on the paper application.

### EDUCATIONAL REQUIREMENTS

Documentation of successful completion of an accredited graduate nurse practitioner program which prepares women's health care nurse practitioners or neonatal nurse practitioners as applicable. This can be master's, DNP or post master's program. Programs must meet NCC requirements and must be accredited by at least one of the following:

- Commission on Collegiate Nursing Commission (CCNE)
- National League for Nursing Accrediting Council (NLNAC)

**Graduation from the program must have occurred after January 1, 2005.**

NCC will no longer accept or review candidate credentials if graduation from the program was prior to January 1, 2005. This is because such programs would not have been accredited incorporating the National Task Force on Quality Nurse Practitioner Education Criteria for Evaluation of Nurse Practitioner Programs as part of the accreditation review. If you fall in this category, your only option is to obtain a current graduate degree that meets current requirements.

### PROGRAM REQUIREMENTS

The program must be a post baccalaureate educational program that awards a graduate degree as a Women's Health Care Nurse Practitioner or Neonatal Nurse Practitioner as applicable and:

- The program must be at least one academic year in length (nine months)
- The program curriculum must reflect the content of the WHNP or NNP examination content as applicable (see page 10).
- Of the program's women's health care or neonatal content as applicable, at least 200 clock hours must be didactic and 600 clock hours must be clinical.

### IMPORTANT INFORMATION

NCC no longer accepts certificate prepared applicants to take either the NCC WHNP or NNP exam. You must be a graduate prepared nurse at the Master's, Post Master's, or DNP level. You also must be a graduate from a NP program after January 1, 2005.

Graduates from nurse midwifery or Family Nurse Practitioners (FNP) programs are NOT eligible to take the WHNP certification exam based on their nurse midwifery or FNP education.

All applicants must complete an online or paper application. It must be signed and dated or an affidavit check box must be checked off on online submissions

### DOCUMENTATION REQUIREMENTS

#### APPLICATION

- All applicants must complete an online or paper application
- For online applications for computer testing, you will be required to demonstrate your agreement to abide by NCC policies through a check-off box procedure. By checking the designated box, this is deemed as equivalent to provide your signature. Applications cannot be submitted without this agreement being stipulated.

#### DOCUMENTATION OF EDUCATIONAL PREPARATION

- Program directors must file a documentation of Educational Preparation for their program on the NCC website.

#### MASTER'S OR DNP PREPARED APPLICANTS

- Submit a copy of the diploma that reflects graduation from a specified NP program
- Submit an official transcript which documents successful completion of all course work and graduation date from the program. This must be issued from the school registrar and must be in original form. Do NOT have the registrar send separately. Include with your application. Copies downloaded from the university or college website are not acceptable. The transcript must indicate the program from which you graduate, i.e. WHNP or NNP program.

For online application submission, this diploma and transcript must be in the form of separate PDF files that can be uploaded to the website.

ALL ELIGIBILITY CRITERIA MUST BE MET AT THE TIME OF APPLICATION.



## ELIGIBILITY CRITERIA

### POST-MASTER'S APPLICANTS

- Submit a copy of the graduate (Master's or DNP) diploma
- Submit an official transcript which documents successful completion of all course work from the post- Master's program. This must be issued from the school registrar and must be in original form. Do NOT have the registrar send separately. Include with your application.
- Submit a copy of the post-Master's certificate of completion

**PLEASE NOTE:** Program directors submit the standard curricula for each program to NCC which is used to verify that courses listed on the transcript submitted by applicants reflect the stated program. If the coursework on the transcript differs from the standard curricula, the program director must write a letter on official letterhead identifying the differences and the rationale for such differences. This may be related to being given credit for prior course work, work experience, etc.

### NEW RULE

All applicants who graduate 2010 or later must take the NCC NP credential examination within 3 years of their graduation date as an entry into practice credential. The NCC Board of Directors recently adopted this new rule so that NPs take their certification soon after graduation. For those who graduate 2005 through 2009, the last year they can take the test is 2013 without having to go back to school.

For online application submission, this diploma and transcript must be in the form of separate PDF files that can be uploaded to the website.

### CANDIDATE AFFIDAVIT

You are required to sign the application indicating that you attest that the information and documentation provided are accurate, that you have read all policies contained in the catalog and you agree to be subject to them. When submitting registration by mail, your signature must be an original and signed in ink. **Unsigned applications or signed applications by others on the behalf of the applicants are incomplete and will be returned. They will be subject to the nonrefundable \$25 re-processing fee.**

For online applications for computer testing, you will be required to demonstrate your agreement to abide by NCC policies through a check off box procedure. By checking the designated box, this is deemed as equivalent to provide your signature. Applications cannot be submitted without this agreement being stipulated.

### DELAYED DIPLOMAS

Letters from the program director can be substituted for a copy of the graduate degree in the following situations:

- The applicant has recently completed the program and the formal graduation is sometime in the future.
- Graduation has occurred but the school does not issue actual diploma/degree/certificate until a later date.

The letter from the program director must be on official school letterhead, indicate the date when all course work was completed and the date of graduation. If the graduation date has already occurred, the program director must state the reason for the diploma/degree unavailability.

### INCOMPLETE TRANSCRIPTS

Transcripts **MUST** be submitted. For applicants whose grades have not yet been posted, an official transcript showing the successful completion of all other courses AND enrollment in final, non-posted courses is required. The transcript must be issued from the school registrar and be an officially issued document. **DO NOT** have the registrar send the transcript separately. It must be included with your application.

In addition, a letter from the program director on official letterhead must be submitted attesting that all coursework not shown as completed on the transcript has been successfully completed. If it is not, your application will be returned and you will be subject to the \$25 re-processing fee.

Information regarding incomplete applications may be shared with the applicant's program director, if applicable.



## CONTENT OUTLINES

### WOMEN'S HEALTH CARE NURSE PRACTITIONER

#### PHYSICAL ASSESSMENT AND DIAGNOSTIC EDUCATION (10-15%)

- Health History and Physical Exam
- Diagnostic Studies/Laboratory Tests

#### PRIMARY CARE (5-7%)

- Recognition, Basic Management and/or Referral of Common Health Problems
- Health Promotion and Patient Counseling

#### GYNECOLOGY (35-40%)

- Gynecology – Normal
- Gynecology – Deviations
- Pregnancy Prevention
- Unintended Pregnancy
- Male Factors Affecting Women's Health

#### OBSTETRICS (30-35%)

- Physiology of Pregnancy
- Prenatal Care
- Assessment of Fetal Well-Being
- Complications of Pregnancy
- Postpartum

#### PHARMACOLOGY (15-20%)

- Pharmacokinetics/dynamics
- Indications, Side Effects, Drug Interactions and Contraindications and Patient Education

#### PROFESSIONAL ISSUES (<2%)

- Basic Research Principles
- Ethical and Legal Issues

### NEONATAL NURSE PRACTITIONER

#### GENERAL ASSESSMENT AND MANAGEMENT (15-20%)

- Perinatal History
- Physical Examination
- Gestational Age Assessment
- Behavioral Assessment
- Clinical Laboratory Tests
- Diagnostic Procedures, Techniques & Equipment

#### FAMILY INTEGRATION (<5%)

- Communication
- Grieving Process
- Discharge Planning

#### GENERAL MANAGEMENT (20-30%)

- Thermoregulation
- Resuscitation and Stabilization
- Nutrition
- Fluids/Electrolytes
- Pharmacology
  - Principles of pharmacokinetics
  - Drug Therapies

#### THE DISEASE PROCESS (45-55%)

- Cardiac
- Pulmonary
- Renal/Genitourinary
- Metabolic/Endocrine
- Hematopoietic
- Infectious Diseases
- Musculoskeletal
- Integumentary
- Genetics
- Neurology
- Ears, Eyes, Nose & Throat
- Intrauterine Drug Exposure

#### PROFESSIONAL ISSUES (<5%)

- Principles of Nursing Research
- Legal/Ethical Issues



## ABOUT NCC

**NCC is a not for profit organization that has certified over 75,000 health care professionals in women's health, obstetric, primary care and specialty areas. Established in 1975, NCC sponsors certification examinations and subspecialty exams for competency validation.**

### NCC'S PHILOSOPHY OF CERTIFICATION

**Certification is an evaluative** process that provides nurse practitioners in the obstetric, gynecologic, and neonatal nursing specialties the opportunity to publicly demonstrate what they know and to be recognized for the entry into practice knowledge. As a voluntary process, the NCC certification examinations are designed to test for entry into practice knowledge.

The NCC certification credential carries no licensing authority. The ability to practice is regulated by the state boards of nursing and while certification may be required in some states for advance practice nursing roles, NCC has no regulatory power to require states to recognize certification for this purpose. Practice and educational standards are reflected in the credentialing process but the responsibility for development of such standards rests with the professional nursing specialty organizations and the nursing education community.

NCC encourages individual nurses to seek out information about how certification relates to state licensure requirements, program accreditation of the educational institutions attended, the educational and practice standards of the national nursing specialty organizations and employment expectations in their community. Contact with state boards of nursing, universities and colleges, professional specialty nursing organizations and individual employers for specific requirements is highly recommended.

### INSTITUTIONAL CERTIFICATION PLAN (ICP)

**In 2004**, NCC launched the Institutional Certification Plan program which allowed institutions to sponsor NCC certification and subspecialty exam testing at their own institutions.

The program has several options based on the volume of participants and when testing will occur. The ICP program provides institutions flexibility in testing times. If the institution has between 25 and 100 participants, the institution can select the time in which testing will occur. If over 100 participants, the testing time is also on demand and fee discounts are offered.

All NCC examinations are available including the NCC pretests for those already certified as a means of earning continuing education. Over 100 institutions have participated. Under the plan, an institution designates a test coordinator who serves as the main contact person for NCC. The program is operated under a written contract between NCC and the individual hospital or hospital system. Individuals **CANNOT** participate in the program on their own. There must be a sponsoring institution. For more information about the ICP program, visit the NCC website or email Betty Sobala, ICP coordinator at [bsobala@nccnet.org](mailto:bsobala@nccnet.org).

**Rules for those** applicants taking the test under the ICP program which is sponsored by an employer or other organization may be different than what is listed in this catalog. A memo of understanding is signed by applicant taking an NCC exam under these special circumstances and this memo of understanding outlines specific policies to which each individual applicant is subject.

ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE WITHOUT NOTICE



## COMPUTER TEST CENTERS

The AMP test centers are located in selected H & R Block Centers and the test center cities are listed below:

### Alabama

Birmingham  
Huntsville  
Mobile  
Montgomery

### Alaska

Anchorage

### Arkansas

Fayetteville  
Little Rock

### Arizona

Phoenix  
Tucson

### California

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

### Colorado

Denver  
Grand Junction

### Connecticut

West Haven

### DC

Washington

### Delaware

Wilmington

### Florida

Jacksonville  
Miami  
Orlando  
Sarasota  
Tallahassee  
West Palm Beach

### Georgia

Atlanta (Decatur)  
Atlanta (Roswell)  
Macon  
Savannah

### Hawaii

Honolulu

### Idaho

Boise

### Illinois

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

### Indiana

Evansville  
Fort Wayne  
Indianapolis  
Mishawaka

### Iowa

Davenport  
Des Moines

### Kansas

Kansas City  
Wichita

### Kentucky

Lexington  
Louisville

### Louisiana

Baton Rouge  
New Orleans  
Shreveport

### Massachusetts

Boston (Dorchester)  
Holyoke

### Maryland

Baltimore

### Maine

Portland

### Michigan

Detroit  
Flint  
Grand Rapids

### Minnesota

Duluth  
Minneapolis

### Missouri

Jefferson City  
Kansas City  
Springfield  
St. Louis

### Mississippi

Jackson

### Montana

Billings  
Missoula

### North Carolina

Charlotte  
Raleigh

### North Dakota

Bismarck  
Fargo

### Nebraska

Lincoln  
North Platte  
Omaha  
Scottsbluff

### New Hampshire

Concord  
Manchester  
Nashua  
Portsmouth

### New Jersey

Robbinsville  
Wayne

### New Mexico

Albuquerque

### Nevada

Las Vegas  
Reno

### New York

Albany  
Buffalo  
Long Island  
New York City  
Rochester  
Utica  
White Plains

### Ohio

Cincinnati  
Cleveland  
Columbus  
Toledo

### Oklahoma

Oklahoma City  
Tulsa

### Oregon

Bend  
Eugene  
Medford  
Portland  
Salem

### Pennsylvania

Harrisburg  
Philadelphia  
Pittsburgh  
Wyoming

### Rhode Island

Providence

### South Carolina

Columbia  
Georgetown  
Spartanburg

### South Dakota

Rapid City  
Sioux Falls

### Tennessee

Chattanooga  
Johnson City  
Knoxville  
Memphis  
Nashville

### Texas

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

### Utah

Salt Lake City

### Virginia

Norfolk  
Richmond  
Roanoke

### Vermont

Burlington

### Washington

Seattle (Bellevue)  
Spokane

### Wisconsin

Green Bay  
Milwaukee

### West Virginia

Charleston

### Wyoming

Casper  
Cheyenne



## PAPER AND PENCIL TEST SITES

Test sites for paper/pencil testing in 2010 are established by request and such requests must be received no later than **Friday, June 4, 2010**. The criteria to establish a test site are listed below.

- All test site requests must be approved by NCC and will be confirmed by written agreement.
- A minimum of six (6) persons is required to establish a site.
- Any NCC examination counts toward meeting the 6 person minimum including core, subspecialty or pretest examinations.
- Test sites must provide a testing facility at no charge to NCC. (Site must accommodate seating for each test taker every other seat).
- Test sites must provide proctors at no charge to NCC, with a minimum of two proctors per site. Additional proctors may be needed based on the number of individuals taking the test. All proctors must be present throughout the testing session.
- All examination applications must be sent to NCC in one envelope together by the stated filing deadline.
- All applications for the requested test site can be submitted by mail or online. Individual payment of fee must accompany each application with a postmark or online submission no later than the filing

deadline date of **Friday, July 9, 2010**. NCC will not accept group payments of any sort.

- The examinee threshold for any paper and pencil test site is six (6). If you submit your application online or by mail and your test site does not achieve the minimum required 6 applicant by

**July 9, 2010**, you will be notified by August 6, 2010 and will be refunded \$200 less the non-refundable \$50 application fee.

- Test coordinators will receive an email notice whenever an applicant signs up to take the test online at their site. In this way, coordinators can easily monitor whether they are meeting the required number to become an official site. Mailed applications will not be tracked for this purpose.
- Incomplete applications will be returned to the applicant and will be subject to the nonrefundable \$25 re-processing fee.
- If a site fails to administer the exam for any reason, those scheduled to take the exam will be required to carryover to computer and pay \$125 carryover fee in order to take the exam.
- A request to become a test site must be postmarked no later than **June 4, 2010** and be approved by NCC. Applications must be postmarked or submitted online by **July 9, 2010**.
- If less than 6 applications are submitted, they will be returned and approval as a test site will be withdrawn.

### IMPORTANT NOTES

- Individuals can submit their application online at the NCC website [www.nccwebsite.org](http://www.nccwebsite.org).
- It is encouraged that each of the candidates receives and reads the catalog. It is important candidates understand the policies and financial commitment to which they will be subject.
- If you need registration catalogs, you can obtain them in one of the following ways:
  - Download a catalog from the NCC website at [www.nccwebsite.org](http://www.nccwebsite.org).
  - Obtain via fax by calling 1-800-367-5613. Follow the menu and applications will be faxed to you.

### TEST SITE REQUEST FORM

Name of Test Coordinator \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Telephone (include A/C) \_\_\_\_\_

Number of Expected Test Takers \_\_\_\_\_

#### Send form to:

Betty Sobala  
NCC  
142 E. Ontario #1700  
Chicago, IL 60611

Email:  
[bsobala@nccnet.org](mailto:bsobala@nccnet.org)

Or fax to:  
312-951-9475



## MONETARY POLICIES AND ADMINISTRATIVE FEES

### RETURNED CHECK \$25

This fee will be assessed for any check returned for any reason. Remittance of all fees thereafter must be in the form of a money order or certified cashier's check.

### CREDIT CARD CHARGE BACK \$25

If the applicant's credit card company issues a notice of retrieval or charge back 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 for the original costs plus a \$25 administrative fee.

### CREDIT CARD DECLINE \$25

If NCC receives a decline notice regarding credit card payment, the application will be declared incomplete (lack of appropriate fee) and the applicant will be subject to the \$25 re-processing fee. In processing fees, NCC has two different individuals submit credit card information that is declined for payment to insure that it is not an entry error. The decline notice will be sent to the applicant. NCC will NOT waive the \$25 re-processing for any reason.

### REFUNDS

Refunds for ineligible and withdrawing candidates are issued after the test administration date as follows:

	INELIGIBLE CANDIDATES	WITHDRAWING CANDIDATES
Computer Candidates	\$250	\$135
Paper/Pencil Candidates	\$200	\$110

*No refunds will be considered for applicants who fail to take the exam via computer within their assigned 90 day testing window and do not request an extension or deferral within the stated time frames. No refunds will be considered for applicants who do not appear to take a paper and pencil exam and do not request a carryover within stated time frames.*

### INELIGIBLE CANDIDATES

Applicants who do not meet or who fail to document eligibility requirements, will receive a refund as shown on the chart on this page.

### WITHDRAWING CANDIDATES

#### PAPER/PENCIL EXAM CANDIDATES

- Only the applicant/candidate can withdraw from the examination process.
- Withdrawing candidates will receive refunds as indicated on the chart on this page.
- All withdrawal requests must be made in writing, signed and dated. For paper and pencil testing, this request must be postmarked no later than Friday, August 20, 2010.

#### COMPUTER CANDIDATES

- Only the applicant/candidate can withdraw from the examination process.
- Withdrawing candidates will receive refunds as indicated on the chart on this page.
- All withdrawal requests must be made in writing, signed and dated and sent to NCC provided that:
  - > the candidate has not made an appointment to take the exam at an AMP center or
  - > if the candidate has made an appointment with AMP, it must be cancelled no later than four business days prior to the scheduled testing date.
- This request must be postmarked no later than one month prior to the end of the candidate's 90 day test window. For example, if the test window concludes on September 20, 2010, the last day for withdrawal requests to be accepted would be August 20, 2010.
- No refund will be considered after the candidate has taken either a computer or paper/pencil test or after the exam withdrawal date.



## MONETARY POLICIES

### IF YOU CAN'T TAKE THE EXAM

#### PAPER/PENCIL CANDIDATES

**Carryover option:** Candidates who fail to appear to take the test on the scheduled test date or request a change to computer testing prior to the scheduled paper/pencil test date can carryover to take the computer test with an additional payment of \$125. This request must be received no later than a postmark date of November 12, 2010 for those who failed to appear to take test as scheduled. Candidates will be assigned to the next available 90 day computer testing window after determination of their eligibility.

Carryover to subsequent paper/pencil tests are no longer available because NCC is providing paper/pencil testing by request only.

Carryover candidates must submit a new application and documentation and meet the then current eligibility criteria.

#### THIS IS A ONE TIME ONLY OPTION.

Paper/pencil carryover candidates cannot withdraw, extend or defer their computer test fees.

ALL APPLICATIONS  
RECEIVED  
ARE SUBJECT TO A  
NONREFUNDABLE  
APPLICATION  
FEE OF \$50

### IF YOU CAN'T TAKE THE EXAM

#### COMPUTER CANDIDATES

##### EXTENSION POLICY

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

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

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

### DEFERRAL POLICY

Candidates who are unable to participate in the examination for which they are scheduled and it is beyond the time frame for rescheduling or cancellation of the appointment may request an additional 90 day window of time to take the examination. The request must be in writing.

This deferral is available on a one time only basis and must be approved by NCC.

Candidates who had requested extensions cannot withdraw and are not eligible for a deferral. Deferral candidates must submit a new application and any appropriate documentation and an additional nonrefundable \$125 fee. Eligibility must be re-established. Candidates who request a deferral are not eligible for any refund. **Deferral requests must be received no later than 30 days from the last day of the original 90 day window.**

#### COMPUTER CANDIDATES WHO WISH TO CARRYOVER TO PAPER/PENCIL TESTING

Carryover from computer testing to paper/pencil testing is not allowed. Since there are no NCC sponsored test sites, availability of a test site cannot be guaranteed. Computer candidates cannot take any sponsored NCC paper/pencil testing in lieu of their computer test.

#### INCOMPLETE APPLICATION FEES

All incomplete applications or those submitted without appropriate fees will be returned with instructions and a nonrefundable \$25 re-processing fee will be required when the application is re-submitted. Upon resubmission, applications that do not include this fee or do not adequately address the identified deficiencies will be declared ineligible and will be subject to the nonrefundable \$50 application fee. All filing deadlines will apply, if applicable.

#### SUBSTITUTIONS

Candidate substitutions CANNOT BE MADE for ineligible, withdrawn, carryover, extension or deferral candidates.

#### UNSUCCESSFUL CANDIDATES

Candidates who take the examination and do not receive a passing result are not eligible for any refund.

#### THIRD PARTY CHECKS

Application fees paid by third parties will be reimbursed to the third party in the event the applicant is determined ineligible or withdraws. Reimbursement will be in accordance with stated policy.



## GENERAL POLICIES

- It is the policy of NCC that no individual shall be excluded from the opportunity to participate in the NCC examination program on the basis of race, national origin, religion, sex, age or disability.
- Any requests for special testing accommodations pursuant to the Americans with Disabilities Act must be made in writing and submitted with the application and documentation forms. The special request form can be requested by writing to NCC or downloaded from the NCC website. Upon receipt of such requests for special accommodations, NCC will contact the applicant. Such requests must be signed by a clinician, physician, or other qualified specialist with training and experience appropriate to diagnose and treat the specified disability.
- Written requests to change examination category must be postmarked no later than August 6, 2010 for paper and pencil testing. For computer testing, this request must be made before a candidate makes an appointment with AMP to take the test. Eligibility must be re-established and additional documentation may be requested. There is a \$30 fee assessed for this service.
- Examinees must take the examination for which they have been determined eligible. No changes will be permitted on examination day. If a candidate knowingly or unknowingly takes an examination other than the one she/he applied for and was found eligible to take, the examination will not be scored. No refund(s) will be allowed. All fee policies will apply if the candidate reapplies for any NCC examination at a later date. This policy applies not only to the exam taken but also to the mode of administration as well. Switching between computer and any paper/pencil exam modes is NOT allowed without express written approval from NCC.
- It is recommended that applicants make a copy of their application and documentation and keep this copy for their records.
- NCC is not responsible for lost, misdirected or damaged mail.
- All policies and procedures are subject to change without notice.

### CREDENTIAL DESIGNATION

All those who successfully complete the certification process will be entitled to use the credential in the following manner:

- Women's Health Care Nurse Practitioner WHNP-BC
- Neonatal Nurse Practitioner NNP-BC

(BC represents Board Certified)

### HOW EXAMINATIONS ARE SCORED

**NCC examinations are criterion referenced.** This means the passing score is based on predetermined criteria. The passing score is established by the NCC Board of Directors.

**NCC utilizes the item response theory** of psychometrics for the analysis of its examinations. Item Response Theory (Rasch analysis) is the study of tests and item scores based on assumptions concerning the mathematical relationship between abilities and item responses. Each test item has a difficulty and ability level. The higher the difficulty of an item, the greater the ability score one achieves. Pass/fail is determined based on the number of questions answered correctly. As a question is answered correctly, the ability score is increased and it decreases when a question is answered incorrectly. The difficulty of the examination determines the actual number of questions that must be answered correctly in order to achieve the passing ability level.

**Because more than one** form of the examination is given, a process called equating is used. This procedure converts all results to a common scale. Someone who takes a slightly more difficult form of the examination will need to answer fewer questions correctly than someone who takes a slightly easier form of the examination.

**Test result reports** will identify pass/fail status and give feedback on the various content areas of the exam in the form of word descriptors: very weak, weak, average, strong, very strong. Pass/fail rates for previous NCC exams can be viewed on the NCC website, [www.nccwebsite.org](http://www.nccwebsite.org).

## POLICY REVIEW

### APPEALS PROCEDURE

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



## GENERAL POLICIES

### HOW TO STUDY

**NCC does not provide review courses** or study materials for the examination. NCC views the examinations as an evaluative process. Eligibility criteria have been established to identify minimum levels of preparation for the examinations. NCC believes your educational experience is your best preparation. Candidates will receive detailed test outlines and suggested resources upon being determined eligible to take the examination.

### CENTER FOR CERTIFICATION PREPARATION AND REVIEW (CCPR)

This organization offers practice examinations and other review/ study materials that correspond to the NCC examination specialties.

Contact CCPR at:  
PO Box 118267  
Chicago, IL 60611  
312-951-9195  
or visit the CCPR website at  
[www.ccprwebsite.org](http://www.ccprwebsite.org)

### RETEST

Retest candidates must submit a new application, meet the then current eligibility criteria and pay all applicable fees. NCC does not limit the number of times a candidate can retake an NCC examination; however, the maximum number of times a candidate can take an NCC exam in any given calendar year is two. Retest candidates will be assigned a different form of the examination. **All retest candidates must wait at least 90 days before they can reapply to retest.**

This 90 day time period affects:

- Annual paper/pencil examinees who wish to retest by computer.
- Computer examinees who wish to retest by computer or by paper/pencil testing.
- Institutional Certification Plan (ICP) paper/pencil examinees who wish to retest to another ICP test administration, annual paper/pencil test administration or computer testing. If there is not a 90 day interval from the time a computer or ICP examinee originally takes the exam and the next available paper/pencil test administration, this option will not be available to the candidate. Application submission deadlines for paper/pencil testing must also be adhered to and will not be altered for computer retest candidates.
- If a retest application is submitted prior to the 90 day wait period, the application will be returned as ineligible. The applicant will be subject to the \$50 nonrefundable application fee.

### MAINTAINING YOUR CERTIFICATION

The NCC Maintenance Program requires certified NP's to maintain their certification on a three year basis. The purpose of the maintenance program is to assess the ongoing specialty knowledge of the NP.

Those maintaining a certification must either successfully retest or earn 45 contact hours of continuing education in the specified certification specialty area. Each certified professional is required to complete a maintenance application and pay a maintenance fee in addition to documentation of the appropriate continuing education activities. Individuals who allow their certification to lapse can regain their status only through re-examination. If that occurs, the then current examination eligibility criteria will need to be met.

For further details, visit the NCC website [www.nccwebsite.org](http://www.nccwebsite.org) and download the maintenance catalog for a full description of the maintenance process. Click on the maintenance links on the home page.

### VERIFICATION OF CERTIFICATION

If you require a third party verification of your newly held certification, you must process your request through the NCC website. Click on the verification links on the home page. **You cannot request a verification until you have received your official results from NCC in writing.** NCC cannot verify certification until after you have achieved it.

There is a \$30 charge for each request. Verifications are sent instantaneously via email to your designated party. Verifications are provided on official letterhead, signed by the NCC President and contain the NCC corporate seal. You will need an email address to use the process. Where available, NCC has listed on the website email addresses of the state boards of nursing who have provided them.

Verifications of eligibility to take the test are provided gratis. Such requests should be included with registration applications along with a prepaid envelope addressed to the intended recipient. Verifications of eligibility will be sent at the same time as the applicant's eligibility letter.





2010 NP EXAMINATION REGISTRATION CATALOG

# NP APPLICATION APPROVAL PROCESS

