



2012 CANDIDATE GUIDE

WOMEN'S HEALTH CARE PRACTITIONER

Congratulations on taking the next step in your career

– earning your WHNP-BC credential!

INFORMATION INCLUDED:

Computer Testing with AMP	2-8
Annual Paper & Pencil Test	9-10
Institutional Certification Plan (ICP) Testing	11
Terms of Certification and Certification Maintenance	12-13
Fees & General Policies	14-15
Verification of Certification	15
About the Exam	16
Examination Content	17-27
Sample Questions	28
Scoring & Score Report	29-30
Change Request Form	31

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

NCC core and subspecialty programs are accredited by the National Commission for Certifying Agencies

ABOUT THIS GUIDE

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

NCC'S PHILOSOPHY OF TESTING

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

COMPUTER TESTING WITH AMP

KEY POINTS

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

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

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

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

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

SCHEDULING TO TAKE YOUR EXAM

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

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

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

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

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

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

COMPUTER TESTING WITH AMP

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

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

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

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

THE DAY OF THE EXAM – ARRIVAL & ADMISSION

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

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

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

Bring the copy of your eligibility letter with you.

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

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

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

COMPUTER TESTING WITH AMP

PREPARING FOR THE EXAM

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

SECURITY

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

PRACTICE TEST

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

TAKING THE EXAM BY COMPUTER – WHAT TO EXPECT

TIMED EXAMINATION

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

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

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



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

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

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

COMPUTER TESTING WITH AMP

FORFEITURE OF FEES

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

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

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

RULES OF COMPUTER TESTING

RESTRICTIONS AND SECURITY

Report to your designated Assessment Center location on the day of the examination at the time you were instructed when your appointment was scheduled. **Candidates arriving more than 15 minutes late will not be admitted.** No guests, visitors or family members are allowed in the testing room or reception areas.

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

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

NCC allows candidates to bring a battery-operated noiseless, non-programmable calculator without alpha keys or printing capabilities to the test site.

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

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

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

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

COMPUTER TESTING WITH AMP

RULES OF COMPUTER TESTING

PERSONAL BELONGINGS

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examinations is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed in the testing room after the examination is started, you will be dismissed the administration will be forfeited.

MISCONDUCT

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

- the candidate's admission to the examination is unauthorized
- the candidate creates a disturbance, is abusive, or otherwise uncooperative
- the candidate gives or receives help or is suspected of doing so
- the candidate attempts to record test questions or to make notes
- the candidate displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs
- the candidate talks or participates in conversations with other examination candidates
- the candidate leaves the Assessment Center during the administration
- the candidate attempts to take the examination for someone else
- the candidate is observed with personal belongings
- the candidate is observed with notes, books or other aids without it being noted on the roster

If a candidate engages in misconduct and is dismissed -- the exam score will not be reported and examination fees will not be refunded.

COMPUTER TESTING WITH AMP

RESULTS NOTIFICATION

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

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

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

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

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

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

NCC no longer issues verifications via mail or fax.

WHAT HAPPENS IF YOU CAN'T TAKE THE EXAM?

EXTENSION POLICY AND FEES

Any candidate can be granted one (1) extension for the next available 90 day window after the extension request is received and provided that all the following apply:

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

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

DEFERRAL POLICY AND FEES

Candidates who are unable to participate in the examination for which they are scheduled and who are beyond the time frame for rescheduling or cancellation of the appointment may request an additional 90 day window of time to take the examination. **This deferral is available on a one time only basis and must be approved by NCC.**

Deferral candidates must submit their request online and include an additional nonrefundable \$125 fee. Candidates who request a deferral are not eligible for any refund. **Deferral requests must be submitted online at the NCC website within 30 days from the last day of the original 90 day window.** Deferral candidates will be assigned to the next available 90 day window for testing following approval of the deferral request.

WITHDRAWING CANDIDATES

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

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

The request must be postmarked no later than one month prior to the end of the candidate's 90 day test window. For example, if the test window concludes on September 20, 2012, the last day for a withdrawal request to be accepted would be August 20, 2012.

SUBSTITUTIONS

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

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

COMPUTER TESTING WITH AMP

COMPUTER TEST CENTERS

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

Alabama Athens Birmingham (Lakeshore Pkwy) Birmingham (Crestwood Blvd) Huntsville Mobile Montgomery	Miami Ocala Orlando (Casselberry) Sarasota Tallahassee West Palm Beach	Massachusetts Boston (Saugus) Framingham Holyoke	New Jersey Trenton (Robbinsville) Wayne	Tennessee Chattanooga Johnson City Knoxville Memphis Nashville
Alaska Anchorage	Georgia Atlanta (Decatur) Atlanta (Lilburn) Atlanta (Roswell) Macon Savannah	Maryland Baltimore (Glen Burnie) Randalltown	New Mexico Albuquerque	Texas Austin Dallas El Paso Fort Worth Houston (Beechnut) Houston (Jones Rd.) Lubbock McAllen San Antonio
Arkansas Fayetteville Little Rock	Hawaii Honolulu	Maine Portland	Nevada Las Vegas (Henderson) Reno	Utah Salt Lake City
Arizona Phoenix (Glendale) Phoenix (Mesa) Tucson	Idaho Boise	Michigan Detroit Flint Grand Rapids (Wyoming)	New York Albany Buffalo Long Island New York City Queens (Astoria) Rochester Selden Utica (Whitesboro) White Plains	Virginia Fredericksburg Norfolk Richmond Roanoke
California Bakersfield Chino Fresno Irvine Long Beach Los Angeles (Glendale) Los Angeles (Stanton) Modesto Monrovia Palm Springs Sacramento San Diego (La Mesa) San Francisco San Jose Santa Maria Upland	Illinois Buffalo Grove Carbondale Chicago (LaSalle St) Chicago (Washington St) Franklin Park Glen Ellyn Libertyville Matteson Naperville Rockford Springfield Urbana	Minnesota Duluth Minneapolis (Blaine) Rochester	Ohio Cincinnati Cleveland (Brook Park) Columbus Toledo	Vermont Burlington
Colorado Denver (Aurora) Grand Junction	Indiana Evansville Fort Wayne Indianapolis Mishawaka	Missouri Jefferson City Kansas City (Gladstone) Springfield St. Louis	Oklahoma Oklahoma City Tulsa	Washington East Wenatchee Everett Seattle (Bellevue) Seattle Spokane Tacoma Vancouver Yakima
Connecticut Southington (Hartford) West Haven	Iowa Davenport Des Moines	Mississippi Jackson (Ridgeland)	Oregon Eugene Klamath Falls Medford Portland Salem	Wisconsin Green Bay Milwaukee
DC Washington	Kansas Kansas City Wichita	Montana Billings Great Falls Missoula	Pennsylvania Harrisburg Philadelphia Pittsburgh Wyoming	West Virginia Charleston
Delaware Wilmington	Kentucky Lexington Louisville	North Carolina Charlotte Raleigh	Rhode Island Providence (Warwick)	Wyoming Caspar Cheyenne Green River
Florida Fort Lauderdale Jacksonville Lakeland	Louisiana Baton Rouge New Orleans (Metairie) Shreveport	North Dakota Bismarck Fargo	South Carolina Columbia Georgetown Spartanburg	
		Nebraska Lincoln North Platte Omaha (Bellevue) Scottsbluff	South Dakota Rapid City Sioux Falls	
		New Hampshire Concord Manchester Nashua Portsmouth		

ANNUAL PAPER & PENCIL TEST

SEPTEMBER 21, 2012

PREPARING FOR EXAM DAY

ADMISSION TICKET

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

CANDIDATE INFORMATION SHEET

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

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

THE DAY OF THE ANNUAL PAPER & PENCIL EXAM

ADMISSION TO THE TEST SITE

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

LOST ADMISSION TICKETS

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

PROCTOR RESPONSIBILITIES

The proctor at your test site has three primary functions:

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

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

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

ANNUAL PAPER & PENCIL TEST

SEPTEMBER 21, 2012

RESULTS NOTIFICATION

SCORE REPORT

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

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

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

Third party notification of status will not be released without authorization from the certified nurse practitioner (WHNP-BC). A \$30 fee is required for any third party notification or issuance of duplicates of test results reports.

Verification requests can only be submitted after official written results have been received in the mail.

Verification requests can only be made via the online verification system on the NCC website. NCC no longer issues verifications via the mail or fax.

ANSWER SHEET REVIEW

All answer sheets are scored electronically.

If you believe there might be a discrepancy in your results, you may request a review of your answer sheet for a fee of \$30. This request must be submitted online at the NCC website no later than November 9, 2012. Requests received after that time will not be honored.

The online request form is under "other helpful information" in the Certification Exam section. You will be notified of the results by mail.

WHAT HAPPENS IF YOU CAN'T TAKE THE EXAM?

WITHDRAWING FROM THE EXAMINATION PROCESS

- Only the applicant/candidate may request to withdraw from the examination process. All such requests must be made in writing by a postmark date of **August 17, 2012**
- Withdrawal candidates will receive a \$110 refund.
- Withdrawal fees will be issued AFTER the test administration date.
- No refund requests will be considered after a postmark date of **August 17, 2012** for any reason. Please mail your request for withdrawal to NCC, 142 E. Ontario St., Suite 1700, Chicago, IL 60611.

CARRYOVER FEES

Candidates who fail to appear to take the annual paper/pencil 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..

- The carryover request must be received no later than a postmark date of **November 9, 2012** for those who failed to appear to take test as scheduled.
- A \$125 non-refundable fee must be submitted with the request.
- The applicant will be given the next available 90-day window after determination of eligibility to take the exam.
- **This is a one-time only option.**
- Candidates who carryover to a subsequent test administration are not eligible for any refund.
- Substituting new candidates for those who carryover or withdraw will not be allowed.

IF YOU CAN'T GET TO THE TEST SITE ON THE DAY OF THE EXAM DUE TO UNFORESEEN CIRCUMSTANCES, YOU MAY BE ABLE TO CARRY OVER YOUR FEES. YOU MUST REQUEST A CARRYOVER IN WRITING BY NOVEMBER 9, 2012. THERE IS A FEE TO DO THIS, AS NOTED ABOVE AND YOU MUST RE-ESTABLISH ELIGIBILITY BY SENDING A NEW, COMPLETE APPLICATION AND DOCUMENTATION BY MAIL.

INSTITUTIONAL CERTIFICATION PLAN (ICP) TESTING

ICP INTRODUCTION

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

NOTE:
THIS IS NOT THE
ANNUAL PAPER & PENCIL
TEST OF
SEPTEMBER 21, 2012

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

SPECIAL RULES FOR ICP

REFUNDS:

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

WITHDRAWAL:

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

CARRYOVER:

A candidate who fails to appear to take the examination may be eligible to participate in the carryover process. The candidate must apply within 30 days of the original examination date by completing a new NCC application, meeting the then current eligibility criteria, and submitting to NCC along with the carryover fee of \$125.

UNSUCCESSFUL CANDIDATES:

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

REGISTRATION:

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

PAYMENT:

All applications must include full payment. A \$25 fee will be assessed for an incomplete application, a returned check or a charge back of a credit card.

TEST RESULTS:

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

TERMS OF CERTIFICATION AND CERTIFICATION MAINTENANCE

WHEN YOU PASS THE EXAM

CREDENTIAL

Your NCC certification status entitles you to use the credential WHNP-BC (Women's Health Care Nurse Practitioner - Board Certified).

TERMS OF CERTIFICATION

NCC certification is awarded for a period of three years.

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

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

**NO CONTINUING
EDUCATION IS ISSUED FOR
TAKING THE
WOMEN'S HEALTH CARE
NURSE PRACTITIONER
EXAM.**

MAINTAINING YOUR CERTIFICATION

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

You may apply for maintenance up to 1 year prior of your maintenance date. As long as you have obtained the required contact hours of continuing education credit—***you do not need to wait until your maintenance deadline to apply***. Maintenance will be due no later than the last day of the quarter in which you were notified of your certification (not the date on which you took the examination). Please refer to the following for guidance:

Date of Notification of Certification

January-March 2012
April-June 2012
July-September 2012
October-December 2012

Certification Maintenance Due Dates

March 31, 2015
June 30, 2015
September 30, 2015
December 31, 2015

The NCC website www.nccwebsite.org has your answers.

For more information about the certification maintenance program, click the purple "Maintain your Certification" box.

For more information on your Education Plan and the Continuing Competency Initiative, click on the green "Continuing Competency Specialty Assessment" box.

TERMS OF CERTIFICATION AND CERTIFICATION MAINTENANCE

CONTINUING COMPETENCY INITIATIVE

In June 2010, NCC implemented Stage 1 of the Continuing Competency Initiative, which has become part of NCC's certification maintenance program.

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

Stage 1 This was an orientation phase for those who were already certified when the program was introduced.

Stage 2 All individuals certified (or maintained) after 2010 are in Stage 2 of the program. In Stage 2, beginning with a maintenance due date in 2014, the results of the specialty assessment evaluation will drive what CE is needed for certification maintenance which in most cases will decrease your CE requirements.

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

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

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

FEES & GENERAL POLICIES

FEES

RETURNED CHECK FEE

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

CREDIT CARD CHARGEBACK

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

THIRD PARTY PAYMENTS

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

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

GENERAL POLICIES

UNSUCCESSFUL CANDIDATES

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

EXAM CATEGORY CHANGES

Requests to change examination category must be received in writing no later than a postmark date of **July 30, 2012** for those taking the exam by paper and pencil. A \$30 fee is assessed for any exam category changes and must be remitted with the request. Checks should be made payable to NCC. (Additional information may be required.) Candidates taking the test by computer must request the change prior to making an appointment to take the test. Eligibility must be re-established for the new examination category, and additional documentation and fees may be required. The time to consider eligibility for the new category will count toward the original 90 day window assigned to take the examination. Examinees must take the examination for which they have been determined eligible. No changes will be permitted on examination day. If a candidate knowingly or unknowingly takes an examination other than the one she/he was found eligible to take, the examination will not be scored. No refunds will be allowed, and all fee policies will apply if the candidate reapplies for an examination.

RETENTION OF ANSWER SHEETS AND EXAMINATION BOOKLETS

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

RETEST POLICY

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

AMERICANS WITH DISABILITIES ACT

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

FEES & GENERAL POLICIES

GENERAL POLICIES (CONTINUED)

REVIEW COURSES AND MATERIALS

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

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

TEST DISCLOSURE

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

APPEALS PROCEDURE

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

NONDISCRIMINATION

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

REVOCATION

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

ANSWER SHEET REVIEW OF PAPER AND PENCIL EXAMINATIONS

All answer sheets are scored electronically. If you believe there might be a discrepancy in your results, you may request a review of your answer sheet for a fee of \$30. This request must be submitted online at the NCC website within 60 days of the exam date. The online request form is under "other helpful information" in the Certification Exam section. You will be notified of the results by mail.

VERIFICATION OF CERTIFICATION

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

ABOUT THE EXAM

CONTENT TEAMS

Content team members are experienced practitioners and are appointed on an annual basis by the NCC President. Content teams are solicited from the WHNP-BC (Women's Health Care Nurse Practitioner Board Certified) population, NCC item writer workshop participants and from experts in the field. To see the current membership composition of the Content Team responsible for the women's health care nurse practitioner examination, please visit the NCC website under the section on NCC Leadership.

EXAMINATION CONTENT DEVELOPMENT

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

ITEM WRITERS:

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

REVIEWERS:

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

CONTENT TEAM MEMBERS:

Content team members are WHNP-BCs or other identified experts who:

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

TIMED EXAMINATION

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

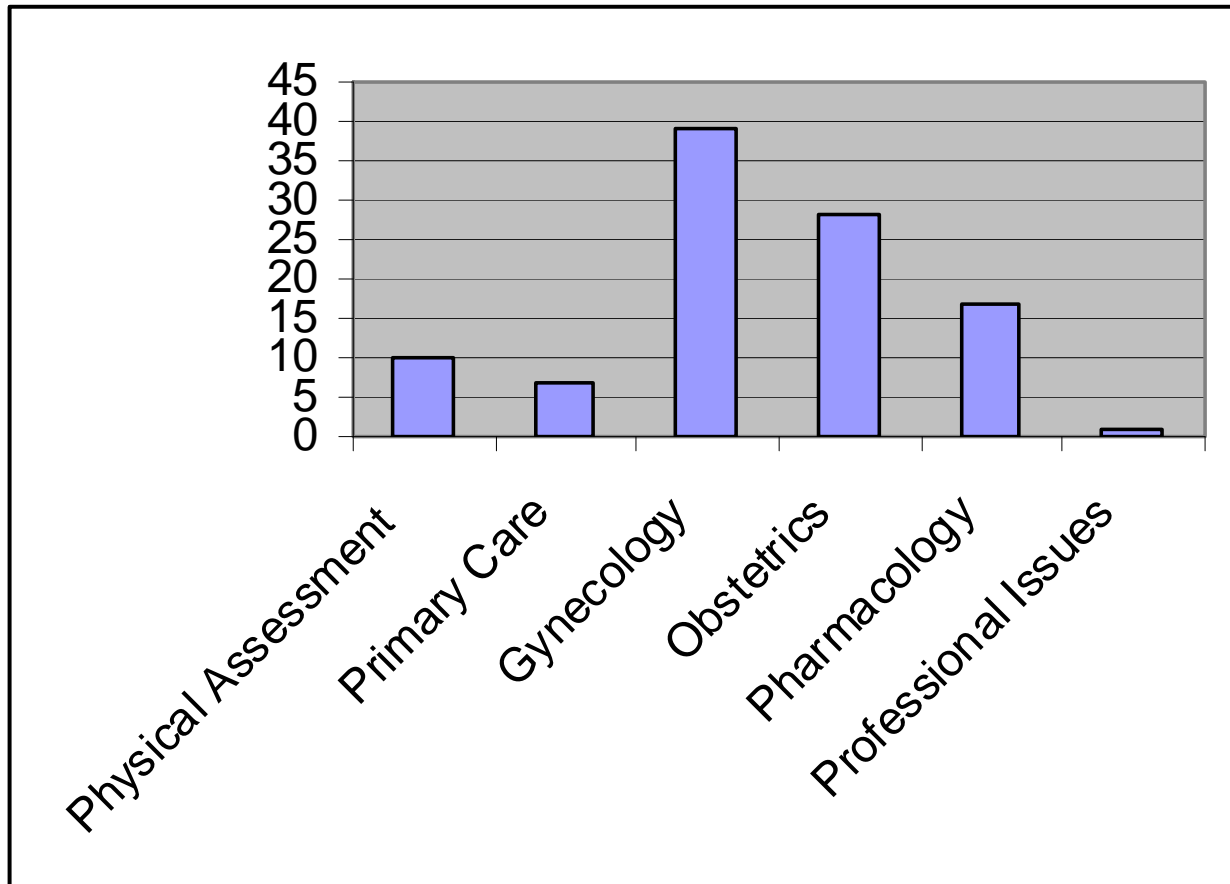
EXAM FORMAT

The Women's Health Care Nurse Practitioner examination can consist of up to 175 test questions. 150 are counted for scoring and the remainder are embedded in the exam as pretest items. The pretest items do not count toward the examinee's final results.

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

EXAMINATION CONTENT

CONDENSED EXAM OUTLINE



The above chart shows the percentage distribution of questions on the WHNP exam across the major content categories covered on the examination. The major focus of the examination is on gynecology, obstetric and pharmacology components with gynecology having the most emphasis. Lesser emphasis is on professional issues, primary care and physical assessment with professional issues having the least number of questions assigned to this content category.

Expectations for WHNPs include a male component and questions on the exam can include male care in reference to physical examination, management of sexually transmitted diseases and infertility issues.

EXAMINATION CONTENT

CONDENSED EXAM OUTLINE

CONDENSED EXAM OUTLINE

Areas of knowledge to be tested on the Woman's Health Care Nurse Practitioner examination are listed in the following outline. This list is not intended as an all-inclusive review of the scope of knowledge of the women's healthcare nurse practitioner. It is provided only to help certification candidates evaluate their own nursing practice.

Percentages identified for the topic areas represent a range of the number of test questions assigned to each content area and therefore might total more or less than 100 percent. These ranges do not necessarily reflect the content of future examinations.

10.00	Physical Assessment and Diagnostic Evaluation (10-15%)
10.01	Health History & Physical Examination
10.02	Diagnostic Studies/Laboratory Tests/Procedures
11.00	Primary Care (5-7%)
11.01	Recognition, Basic Management and/or Referral of Common Health Problems
11.02	Health Promotion and Patient Counseling
12.00	Gynecology (35-40%)
12.01	Gynecology -- Normal
12.02	Gynecologic Disorder
12.03	Pregnancy Prevention
12.04	Unintended Pregnancy
12..05	Male Issues Affecting Women's Healt
13.00	Obstetrics (30-35%)
13.01	Physiology of Pregnancy
13.02	Prenatal Care
13.03	Fetal Assessment
13.04	Complications of Pregnancy
13.05	Postpartum
14.00	Pharmacology (15-20%)
14.01	Pharmacokinetics/dynamics
14.02	Pharmacotherapeutics (Prescriptions and OTCs)
15.00	Professional Issues (<2%)
15.01	Evidence-Based Practice
15.02	Legal Issues

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

PHYSICAL ASSESSMENT AND DIAGNOSTIC EVALUATION

ASSOCIATED COMPETENCIES

- Obtain a general health history, perform a general screening physical examination, obtain and/or interpret appropriate diagnostic procedures and laboratory tests.
- Initiate pharmacologic therapy as appropriate or per protocol to manage general health, gynecologic and obstetric health needs of women throughout their life cycle.
- Identify gynecologic deviations from normal, formulate a diagnosis by collaboration as necessary and provide management and education or refer as necessary.
- Provide physical assessment, management and education for women and men in need of reproductive health care.
- Obtain an obstetric history, perform a prenatal examination, and obtain and/or interpret appropriate diagnostic procedures and laboratory tests relevant to obstetrics.
- Provide comprehensive prenatal and postpartum management and education for women with low risk pregnancies.

HEALTH HISTORY & PHYSICAL EXAM

Health History

- Chief complaint/history of present illness
- Systems review
- Personal history Re:
 - Past medical history
 - Surgical history
 - Obstetric history
- Allergies
- Health risks
- Family history
- Social history

Physical Examination

- Anthropometric measurements
- Vital signs
- HEENT
- Heart and lungs
- Breast
- Abdomen
- Reproductive
- Rectal
- Extremities
- Musculoskeletal
- Neurologic
- Endocrine
- Skin

DIAGNOSTIC STUDIES

Hematologic studies

- Blood typing and antibody screening
- Hemoglobin levels
- Hemoglobin A₁C
- White blood cell components
- Blood clotting

Serologic studies

- Hormone studies
- Liver function tests
- Antibody detection
 - Infectious agents, HIV, Hepatitis, Rubella
 - Autoantibodies

Kidney function

- BUN
- Creatinine
- Creatinine clearance

Lipid profile

Body fluids, excretions

- Urinalysis
- Fecal testing
- Vaginal smears for microscopic study
- Cervical and vaginal culture
- Cervical cytology
- GBS cultures
- Test for ruptured membranes

Endoscopic procedures

- Colposcopy
- Diagnostic laparoscopy
- Hysteroscopy
- Colonoscopy/sigmoidoscopy

EXAMINATION CONTENT

CONDENSED EXAM OUTLINE

Imaging Studies

X-ray
Ultrasonography
Mammography
Bone densitometry

Biopsies

Endometrium
Cervix
Vulva
Breast

Genetic

Genetic markers
Karyotype
Gene identification

STUDY RESOURCES

- Bates' A Guide to Physical Examination and History Taking, Bickley, LWW, 2007.
- Seidel, et. al., Mosby Elsevier's Guide to Physical Examination, Mosby Elsevier, 2011.
- Physical Examination & Health Assessment, Jarvis, Saunders Elsevier, 2008.
- Pagana Mosby Elsevier's Diagnostic and Laboratory Test Reference, Mosby Elsevier, 2008.
- Stern, et al., Symptoms to Diagnosis, An Evidence Based Guide, McGraw Hill, 2010.
- Carcio, et al., Advanced Health Assessment of Women Clinical Skills and Procedures, Springer, 2010.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

PRIMARY CARE

ASSOCIATED COMPETENCIES

- Differentiate common non-gynecologic medical problems and other deviations from normal and provide education, management or referral when appropriate.
- Provide general health supervision, health maintenance, education and counseling to women during the life cycle.

RECOGNITION, BASIC MANAGEMENT AND/OR REFERRAL OF COMMON HEALTH PROBLEMS (*Evaluation, diagnosis, treatment or referral*)

Skin

Chronic and acute skin conditions, i.e. vitiligo, psoriasis, eczema, contact dermatitis

Cancer

Respiratory

Upper

Rhinitis
Pharyngitis
Sinusitis

Lower

Asthma
Pneumonia
Bronchitis

Cardiovascular

Hypertension
Thromboembolic disease
Pulmonary embolism
Hyperlipidemia
Mitral Valve Prolaps
Abnormal Heart Sounds

Gastrointestinal

Gastroesophageal reflux
Irritable Bowel Syndrome
Constipation
Hemorrhoids
Colon Cancer
Obesity
Anorexia/bulimia
Cholecystitis
Appendicitis

Genitourinary

Urinary tract infection
Cystitis
Urethritis
Pyelonephritis
Hematuria
Renal Stones

Musculoskeletal

Back pain
Strains/sprains
Arthritis

Neurologic/Psychiatric

Headaches
Depression
Anxiety
Panic Disorder
Obsessive-Compulsive Disorder

Endocrine

Diabetes
Thyroid

Hematologic

Sickle cell
Anemias
Thrombogenic disorders

Immunologic

Allergies
Lupus
HIV/AIDS

HEALTH PROMOTION AND PATIENT COUNSELING

Risk Assessment, Disease Prevention and National Screening Guidelines

Cancer

Breast
Colon
Gynecologic
Cervical
Endometrial
Ovarian
Vaginal/Vulvar

Lung
Skin

Diabetes
Cardiovascular disease
Osteoporosis

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

Health Promotion Advice

Diet/nutrition

Exercise

Immunizations

Smoking cessation

Aging

Parenting

Sexuality

Stress Management

Dysfunctional Social Patterns

Addictive disorders

Family violence

Sexual abuse/assault

Preconception counseling

Genetics

Environment

Lifestyle

Medications

Nutrition

STUDY RESOURCES

- Andreoli, et al., Cecil Essentials of Medicine, Saunders Elsevier, 2010.
- McPhee, Current Medical Diagnosis & Treatment, McGraw Hill, 2009.
- Buttaro, et. al., Primary Care: A Collaborative Practice, Mosby Elsevier, 2008.
- Stern, et al., Symptom to Diagnosis A Evidence Based Guide, McGraw Hill, 2010.
- Sulik, et al., Primary Care Procedures in Women's Health, Springer, 2010.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

GYNECOLOGY

ASSOCIATED COMPETENCIES

- Obtain a gynecologic history; perform a gynecologic examination and obtain and/or interpret diagnostics studies and laboratory tests relevant to gynecology
- Identify gynecologic deviations from normal, formulate a diagnosis by collaboration as necessary and provide management and education or refer as necessary
- Obtain a general health history, perform a general screening physical examination, obtain and/or interpret appropriate diagnostic procedures and laboratory tests
- Provide physical assessment, management and education for women and men in need of reproductive health care

GYNECOLOGY- NORMAL

Anatomy and physiology of reproductive organs
Puberty
Reproductive Age
Conception
Climeric
Postmenopause

GYNECOLOGIC DISORDERS

Evaluation, diagnosis, treat/refer, counseling/ education

Abnormalities of puberty
Menstrual disorders
Vaginitis/vaginosis
Sexually transmitted infections
Urinary tract infections
Pelvic pain
Endometriosis
Infertility
 Etiologic factors
 Initial workup

Cervical cytology, HPV testing

Benign uterine/cervical conditions

Adenomyosis
Adnexal masses
Cervical and Endometrial Polyps
Leiomyomata uteri

Malignant disorders

Endometrium
Cervix
Ovary
Vagina/Vulva

Breast Disorders

Breast cancer
Fibroadenoma
Fibrocystic breast changes
Other benign disorders

Climacteric /Postmenopause

Pelvic organ relaxation and prolapse

Polycystic ovarian syndrome

Vulvar dystrophies and dermatoses

PREGNANCY PREVENTION

Cycle timing
Barrier methods
Pharmacologic methods
Oral
Injection/Implants
Transdermal
Vaginal
Intrauterine contraception
Tubal occlusion methods

UNINTENDED PREGNANCY

Induced abortion
Adoption
Options Counseling

MALE ISSUES AFFECTING WOMEN'S HEALTH

Sexuality/sexual dysfunction
Contraception
Infertility
Sexually transmitted infections

STUDY RESOURCES

- Schorge, et al., Williams Gynecology, McGraw Hill Medical, 2008.
- Berek, et al., Berek & Novak's Gynecology, LWW, 2008.
- Speroff, et.al., A Clinical Guide for Contraception, LWW, 2011.
- Gibbs, et al., Danforth's Obstetrics & Gynecology, LWW, 2008.
- Beckmann, et al., Obstetrics and Gynecology, Beckman, LWW, 2010.
- Smith, Netter's Obstetrics and Gynecology, Saunders Elsevier, 2008.
- Hacker, et. al., Essentials of Obstetrics & Gynecology, Saunders Elsevier, 2010.
- Bland, et al., The Breast, Comprehensive Management of Benign & Malignant Disease, Saunders Elsevier, 2009.
- Fogel, et al., Women's Health Care in Advanced Practice Nursing, Springer, NY 2008.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

OBSTETRICS

ASSOCIATED COMPETENCIES

- Obtain an obstetric history, perform a prenatal examination, and obtain and/or interpret appropriate diagnostic procedures and laboratory tests relevant to obstetrics
- Provide general health supervision, health maintenance, education and counseling to women during the life cycle.
- Provide comprehensive prenatal and postpartum management and education for women with low risk pregnancies.
- Screen for high risk pregnancies, pregnancy complications and postpartum complications; identify deviations from normal, refer or collaborate as appropriate on prenatal and postpartum education and management
-

PHYSIOLOGY OF PREGNANCY

Normal fetal-placental development
Alterations in maternal anatomy/physiology
Emotional and behavioral changes

PRENATAL CARE

Gestational dating
Risk assessment
Nutrition
Immunologic status
Medication assessment
Health guidance
Screening tests
Common discomforts of pregnancy
Pregnancy Specific Exam

FETAL ASSESSMENT

Amniocentesis
Amniotic fluid index
Biophysical profile
Chorionic villus sampling
Contraction stress testing
Fetal Movement Counting
Genetic Screening
Maternal Serum Markers
Nonstress testing
Tests for fetal lung maturity
Ultrasound

COMPLICATIONS OF PREGNANCY

Evaluation, diagnosis, treat/refer, counseling/education

Maternal medical disorders

Metabolic
Infectious
Cardiovascular
Renal
Gastrointestinal
Respiratory
Hematologic
Substance abuse

Placental abnormalities

Trophoblastic disease
Placenta previa
Abruptio placenta
Amniotic fluid volume

Pregnancy Specific Conditions

Spontaneous abortion
Incompetent cervix
Intrauterine fetal death
Multiple gestation:
Prematurity
Postmaturity
Ectopic pregnancy
Preterm labor
Hyperemesis gravidarum
Gestational hypertension
Malpresentations
Rh isoimmunization
Coping with pregnancy loss

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

POSTPARTUM

Physiologic changes

Cardiovascular
Endocrine
Gastrointestinal
Hematological
Respiratory
Renal/urinary
Uterine/pelvic
changes/involution

General care issues

Afterpains
Care of perineal area
Care of breasts
Fatigue and sleep disturbances
Issues related to non-
breastfeeding mother
Postpartum exercises
Contraception

Breastfeeding

Contraindications to
breastfeeding
Complications
Engorgement
Infections
Nipple soreness
Plugged ducts
Nutritional needs
Physiology of lactation
Positioning and infant feeding

Family integration

Barriers to parent infant
interactions
Environmental factors affecting
family integration
Parent-infant interactions-
normal characteristics
Principles of grieving
Sibling responses and
interventions

Complications of the postpartum period

Bladder distention & urinary
retention
Hematoma
Hemorrhage
Hemorrhoids
Postpartum depression/psychosis
Reproductive and urinary tract
infection
Thrombophlebitis

STUDY RESOURCES

- Gibbs, et al., Danforth's Obstetrics & Gynecology, Gibbs, LWW, 2008.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Across the Life Span, Pearson Prentice Hall, 2008.
- Cunningham, et al., Williams Obstetrics, McGraw Hill, NY 2010.
- Beckmann, et al., Obstetrics and Gynecology, et al., LWW, 2010.
- Hacker, et al., Essentials of Obstetrics & Gynecology, Saunders Elsevier, 2010.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

PHARMACOLOGY

ASSOCIATED COMPETENCIES

- Initiate pharmacologic therapy as appropriate or per protocol to manage general health gynecologic and obstetric health needs of women throughout their life cycle.

PHARMACOKINETICS/ PHARMACODYNAMICS

Pharmacokinetic properties of drugs (absorption, distribution, metabolism, excretion)

Pharmacodynamics properties (mechanism of action, drug receptor binding)

Drug Interactions

Contraindications

PHARMACOTHERAPEUTICS (PRESCRIPTION AND OTCs)

Indications

Side effects

Drug interactions

Contraindications

Patient education

STUDY RESOURCES

- Katzung, et al., Basic and Clinical Pharmacology, McGraw Hill, 2009.
- King, et. al., Pharmacology for Women's Health, Jones and Bartlett, 2011.
- Briggs, et. al., Drugs in Pregnancy and Lactation: A Reference Guide to Fetal and Neonatal Risk (Solution), LWW, 2008.
- Edmunds, et al., Pharmacology for the Primary Care Provider, Mosby Elsevier, 2009.
- Kee, et. al., Pharmacology: A Nursing Process Approach, Saunders Elsevier, 2009.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

PROFESSIONAL ISSUES

ASSOCIATED COMPETENCIES

- Understand basic research principles and apply research findings to evidence-based practice
- Apply, ethical, legal and professional issues inherent in providing care as a Women's Health Care Nurse Practitioner

EVIDENCE-BASED PRACTICE

- Type of research designs
- Application of research findings to evidence based practice
- Statistical reliability
- Generalizability of research findings
- Replication of outcomes
- Ethical considerations

LEGAL/ETHICAL ISSUES

- Informed consent
- Protection of information
- Risk management
- Scope of practice
- Ethical principles (autonomy, justice, etc)

STUDY RESOURCES

- Guido, et. al., Legal and Ethical Issues in Nursing, Prentice Hall, 2009.
- Polit, Essentials of Nursing Research, LWW, 2009.

SAMPLE QUESTIONS

WOMEN'S HEALTH CARE NURSE PRACTITIONER SAMPLE QUESTIONS

Listed below are sample questions to acquaint you with the test question format. These questions do not reflect the scope or the difficulty level of the questions on the actual examination. The reference from which each question is derived is also cited. However, other Study Resources might substantiate a different answer.

The rigorous review to which actual test questions are subject is not applied to these sample questions. The focus that should be attended to in reviewing these items is format, not content.

1. After two months on low dose oral contraceptives, a woman reports repeated light mid-cycle breakthrough bleeding. A physical examination shows no organic cause. The nurse practitioner should

- A. change the patient to a higher estrogen dose pill
- B. have the patient double up pills on days 14-15
- C. reassure the patient that this is normal and the bleeding will stop

Answer: C

Berek, et al., *Berek & Novak's Gynecology*, Lippincott Williams & Wilkins, 2008, p. 279

2. Pelvic examination during the first trimester of pregnancy characteristically reveals

- A. a soft, nontender lower uterine segment
- B. a uterus flattened in its anterior posterior position
- C. thin cervical mucus showing a fern pattern microscopically

Answer: A

Olds, et al., *Maternal-Newborn Nursing & Women's Health*, Pearson Prentice Hall, 2008, pp. 315-316

3. The HPV vaccine is most effective if performed

- A. at the time of initial exposure to the human papillomavirus
- B. before the onset of sexual activity
- C. when any noted cervical change occurs on the Pap smear

Answer: B

Hacker, et. al., *Essentials of Obstetrics and Gynecology*, Saunders Elsevier, 2010, p. 402

4. In the cardiac cycle, systole is the period when there is

- A. closure of the aortic valve
- B. ventricular contraction
- C. ventricular relaxation

Answer: B

Cecil's Essentials of Medicine, Andreoli, Saunders Elsevier, 2010, p. 26

5. Women with an average risk for gestational diabetes should be screened for the disease at what gestation?

- A. 20-23 weeks
- B. 24-28 weeks
- C. 32-34 weeks

Answer: B

Beckmann, et al., *Obstetrics and Gynecology*, LWW, 2010, p. 156

SCORING & SCORE REPORT

HOW EXAMS ARE SCORED

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

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

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

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

SCORING & SCORE REPORT

SAMPLE SCORE REPORT

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

WOMEN'S HEALTH CARE NURSE PRACTITIONER EXAMINATION

Test Results

NAME

DATE

ADDRESS

Pass/Fail: PASS

Exam Content Report

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

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

Content Area & Percentage

Your Results:

Range of Questions Asked:

Physical Assessment and Diagnostic Evaluation
Primary Care, Professional Issues
(15-20%)

WEAK

Gynecology
(35-40%)

VERY STRONG

Obstetrics
(25-30%)

AVERAGE

Pharmacology
(15-20%)

AVERAGE

CHANGE REQUEST FORM

REQUESTS FOR CHANGES

Mail this form to NCC and make sure that you include your check (made payable to NCC), for any fees due.

Mail to: NCC

**142 E. Ontario St., Suite 1700
Chicago, IL 60611**

NAME, ADDRESS OR TEST SITE CHANGES

I am requesting a change in my name or address (complete information below)

EXAM CATEGORY CHANGE (\$30 charge & additional information may be requested)

- I want to change my examination category. (Must be requested by July 30, 2012 for paper/pencil testing candidates) or prior to the time an appointment is made with AMP for a computer test

CARRYOVERS require submission of a new application with applicable fees. Please refer to Guide for information.

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

If applicable- complete the following

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

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