

REGISTRATION CATALOG
2012 EDITION

Certification
Examination

2012 CORE

NP-BC

Nurse Practitioner
Board Certified

Women's Health Care
Nurse Practitioner

Neonatal Nurse Practitioner

Computer Testing available year round

Annual Paper & Pencil Testing on 09/21/2012



The National Certification Corporation

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

ABOUT CERTIFICATION

What makes a certified nurse practitioner different? Essentially, we believe it is the willingness of the nurse practitioner to be accountable for his/her knowledge and the willingness to take the risk of undergoing a third party review of their knowledge. Certified nurse practitioners make a difference to their patients and to their institutions. They are unique professionals that have made the commitment to life long learning, patient advocacy and professional practice.

Certification is more than an initial after your name... **You owe it to yourself** to take the next step in your professional development. Earning your NP-BC credential will validate your expertise and will give you tangible recognition of your commitment to the profession of nursing.



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ELIGIBILITY CRITERIA

NP-BC

Nurse Practitioner-
Board Certified

Women's Health Care
Nurse Practitioner

Neonatal Nurse Practitioner

CURRENT LICENSURE

Current nursing licensure in the U.S. or Canada is required. You will need to record your license number, licensing state or province and expiration date.

EDUCATIONAL REQUIREMENTS

Successful completion of an accredited graduate nurse practitioner program that meets NCC program requirements and prepares Women's Health Care Nurse Practitioners or Neonatal Nurse Practitioners as applicable. This can be a master's, DNP or post master's program. NCC no longer accepts certificate prepared applicants. 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

NCC PROGRAM REQUIREMENTS

Programs must be accredited by at least one of the following:

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

All eligibility criteria must be met at the time of application

Program must be a post baccalaureate educational program 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 22.
- At least 200 clock hours must be didactic and 600 clock hours must be clinical.
- The program director must submit online documentation of Educational Preparation for their program on the NCC website. *(There is no separate form for the candidate to have the program director complete.)*

EDUCATIONAL TIME FRAMES

Certification examination must be taken within 3 years of graduation. 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.*

Graduation 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. **There are no exceptions to this rule.**

DOCUMENTATION REQUIREMENTS

Master's or DNP Prepared Applicants

- PDF of diploma that shows graduation from approved NP program.

- PDF of official transcript which documents successful completion of all course work and indicates which program - WHNP or NNP. This must be issued from the school registrar and uploaded with your application. Do NOT have the registrar send separately.

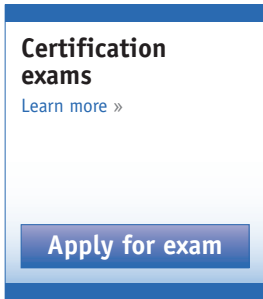
Post-Master's Applicants

- PDF of the graduate (Master's or DNP) diploma.
- PDF of 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 uploaded with your application. Do NOT have the registrar send separately.
- PDF of the post-Master's certificate of completion.

Please see Application Check List on page 19 for information regarding; delayed diplomas, incomplete transcripts and coursework discrepancies.

COMPUTER TESTING

HOW TO REGISTER TO TAKE NCC EXAM BY COMPUTER



STEP 1 **Are you eligible?**
Determine your eligibility - see *page 3*

STEP 2 **Submitting your application**
Submit your application online at the NCC website **www.nccwebsite.org**. Applications can only be submitted online. You cannot submit an application by mail, telephone or fax. Payment can be made online by credit card or check and individual or group payments can be made.

STEP 3 **What information does the application require?**
The application will require you to upload individual PDFs of your documentation. To get prepared to complete the application - see *the application check list on page 19*. It is a handy listing of all the information and files you will need to supply.

STEP 4 **Email confirmation of your registration**
After you complete and submit your application, you will receive an email confirmation of your registration.

STEP 5 **Application approval procedure**
Your application will be reviewed to determine if you qualify to take the examination. This process can take up to four weeks, depending on the volume of exams received at the time of your submission. Typical review time is two weeks. If your application is incomplete, see *page 13* to learn how you can resubmit your application and what fees will need to be paid.

STEP 6 **Notification of eligibility to take the exam**
Once your application is approved, you will be notified of your eligibility with instructions on how to set up your testing appointment by mail. These letters go out only twice a month on the 15th and the last day of the month.

You will receive an email notice alerting you when the eligibility letters are mailed.

You will be assigned a 90 day testing window starting at either the 5th or the 20th of the month.

COMPUTER TESTING

FEES

\$300

which is composed of a **\$50** non-refundable application fee and **\$250** testing fee



HOW TO SET UP YOUR COMPUTER TEST APPOINTMENT

Once you receive your eligibility letter

- Applied Measurement Professional, Inc. (AMP) is NCC's testing vendor for computer testing. To see where sites are located, go to **www.goamp.com** and select "Candidates" on the home page – you can view this information at any time; you don't have to be registered to see where sites are located. See a list of test site centers on *page 21*.
- Your eligibility letter will list the telephone number and website where you can set up your appointment. You will be responsible for making an appointment to take the test with NCC test vendor AMP by phone or the AMP website. You cannot set up an appointment until you receive your eligibility letter. You will also be directed to download and print a Candidate Guide from the NCC website. The Guide details the testing process, includes test outlines & competency statements and lists all NCC policies and procedures. The Candidate Guide is accessible from the NCC website at any time. You don't have to be an approved candidate to obtain a Candidate Guide.
- You should schedule your appointment as soon as possible after receiving your eligibility letter. If there is no space at your preferred site and you waited beyond the first month of your testing window, you will have to extend your window for a fee or select another site.
- Appointments are available at 9am and 1:30 pm Monday-Saturday.
- You can reschedule once at no charge by contacting AMP and this reschedule must occur within your testing window; otherwise you will have to extend your window and pay the extension fee.
- If you cannot take the test within the 90 days - see extension policy - see *page 14*.
- If you fail to appear at your appointment, you can defer - see *deferral policy page 14*.
- If you change your mind and don't want to take the exam, you can withdraw - see *page 13*.
- If you want to change the exam you want to take, you can submit a change exam category request - see *page 15*.

COMPUTER TESTING

EXAMINATION DAY PROCEDURES

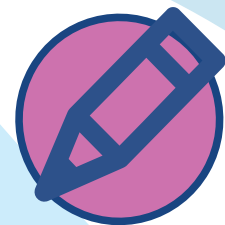


- You must arrive by your appointment time. If you are more than 15 minutes late, you will not be admitted.
- You will be required to show two forms of ID for admittance to the test center. One must be a photo ID.
- It is encouraged that you NOT bring any materials or personal items with you. There are 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.**



ANNUAL PAPER & PENCIL TESTING

Paper & Pencil Test Date:
Friday, September 21, 2012



**Application Deadline
Submission Date:**
Monday, July 9, 2012

Other Deadline Dates:

- Date incomplete applications must be resubmitted: **Monday, July 30, 2012**
- Date Exam Category changes must be made: **Monday, July 30, 2012**
- Date in which carryover requests must be made: **Friday, November 9, 2012**

Test sites are established by request. All test sites have to meet a minimum threshold of 6 applicants to be approved as a test site.

HOW TO REGISTER TO TAKE THE PAPER AND PENCIL NCC EXAM

STEP 1

Are you eligible?

Determine your eligibility - see page 3.

STEP 2

Submitting your application

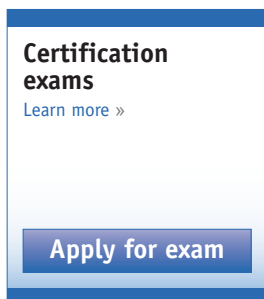
Submit your application online at the NCC website www.nccwebsite.org. Applications can only be submitted online. You cannot submit an application by mail, telephone or fax. Payment can be made online by credit card or check and individual or group payments can be made.

STEP 3

What information does the application require?

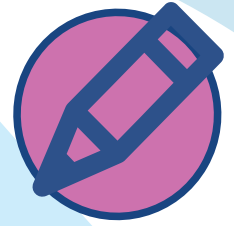
The application will require you to upload individual PDFs of your documentation. To get prepared to complete the application - see *the application check list on page 19*. It is a handy listing of all the information and files you will need to supply.

YOU MUST HAVE THE TEST SITE CODE TO REGISTER. This code should be obtained from your test coordinator. Paper and pencil test sites are only set up by request and you must be associated with a preapproved site to register. Individuals on their own **CANNOT** register for the paper/pencil testing on NCC's annual testing date.



ANNUAL PAPER & PENCIL TESTING

HOW TO REGISTER TO TAKE THE PAPER AND PENCIL NCC EXAM



STEP 4 **Email confirmation of your registration**
After you complete and submit your application, you will receive an email confirmation of your registration.

STEP 5 **Application approval procedure**
Your application will be reviewed to determine if you qualify to take the examination. This process can take up to four weeks, depending on the volume of exams received at the time of your submission. Typical review time is two weeks.

If your application is incomplete, see *page 13* to learn how you can resubmit your application and what fees will need to be paid. Any incomplete application must be rectified by **Monday, July 30, 2012** or you will be determined ineligible and will be unable to take the test.

STEP 6 **Notification of eligibility to take the exam**
Once your application is approved, you will be notified of your eligibility by mail. You should receive this letter within two weeks after your application is approved. Note it can take up to four weeks to approve an application.

STEP 7 **Admission ticket**
Approximately two weeks prior to the test administration date of **September 21, 2012**, you will receive an admission ticket that will recap reporting time and the address of your test site.

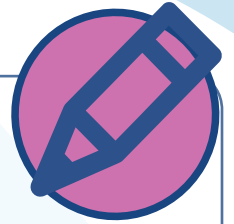
- If you cannot take the test on **September 21, 2012**, you can carryover your application - see *page 14*.
- If you fail to appear to take the exam on **September 21, 2012** - see *carryover policy on page 14*.
- If you change your mind and don't want to take the exam, you can withdraw - see *page 13*.
- If you want to change the exam you want to take, you can submit a change exam category request - see *page 15*.
- If you want to change test site to another, you need to get permission from the new site and you can submit a transfer request - see *page 15*.
- If you want to change from computer testing to paper and pencil testing, you must get permission from the new test site and submit a transfer request - see *page 15*.
- What if your test site doesn't meet the 6 person minimum? - see *policy on page 10*.

It can take up to **four weeks** to approve an application.

ANNUAL PAPER & PENCIL TESTING FEES

\$250

which is composed of a **\$50** non-refundable application fee and **\$200** testing fee



EXAMINATION DAY PROCEDURES

Test administration will begin at 9 am local time on

Friday, September 21, 2012

- Bring your admission ticket with you to the test site. If you lose your ticket, report to the test site but make sure you have a 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.

HOW TO SET UP A TEST SITE FOR ANNUAL PAPER AND PENCIL TESTING ON **SEPTEMBER 21, 2012**



- Request Deadline Date for being a Test Site:
Monday, May 14, 2012
- Date test site will be notified that they are approved:
Monday, August 6, 2012

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 or subspecialty 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.
- Individuals must have their "Test Site Code" in order to submit their application. All applications must be submitted individually online with fee payment no later than the filing deadline date of Monday, **July 9, 2012**.
- The examinee threshold for any paper and pencil test site is six (6). If less than 6 applications are submitted by **July 9, 2012**, they will be returned and approval as a test site will be withdrawn. All applicants will notified by August 6, 2012 and will be refunded their examination registration fee, less the non-refundable \$50 application fee. Or they will be offered a carryover to computer testing for an additional fee of \$50.
- 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.
- 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 and who wish to take the exam will be required to carryover to computer and to pay \$125 carryover fee in order to take the exam.

You can submit the Test Site Request information online at the NCC website or, send form to:

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

Email:
bsobala@nccnet.org

Or fax to:
312-951-9475

TEST SITE REQUEST FORM

Name of Test Coordinator _____

Title _____

Institution _____

Address _____

City, State, Zip _____

Email _____

Telephone (include A/C) _____

Number of Expected Test Takers _____

FEES

All fees are non-refundable

Group Fee Payments

Starting in 2012, NCC will accept group payments for certification exams from institutions. Details are on the NCC website.



Examination Fees

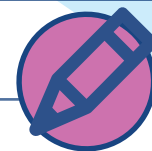
- All applications are subject to a nonrefundable application fee
- All fees are nonrefundable except where otherwise noted
- Payments can be made by credit card (Visa, American Express and MasterCard only)
- Payments can be made by check: bank routing number and account number required
- For payments made by third parties, any refund reimbursement will be issued to the third party and not the applicants
- All payments must be in US funds
- NCC does not accept debit cards or split payments (1/2 check and 1/2 credit card)
- Exam fees can be submitted only online at the NCC website. Applications will not be accepted by mail, phone or fax.
- All refunds for paper and pencil testing will be issued after the test administration date.



\$300

TOTAL COMPUTER EXAM FEES

The above fee includes the non-refundable \$50 application fee.



\$250

ANNUAL PAPER/PENCIL EXAM FEES

The above fee includes the non-refundable \$50 application fee.

Other Payment Related Fees

Returned Checks



A \$25 fee will be assessed for any check or e-check returned for any reason. Remittance thereafter of all fees must be in the form of a money order or certified cashier's check.

Credit Card Chargeback



A \$25 fee will be assessed if a credit card payment is disputed for any reason. Remittance thereafter of all fees must be in the form of a money order or certified cashier's check.

Credit Card Declines



A \$25 fee will be assessed if a credit card is declined as the application will be deemed incomplete. In the event of a decline, NCC resubmits the information by a different person to insure the problem is not an entry error. NCC will not waive this \$25 fee for any reason. The applicant will receive the credit card decline whether payment was by the individual or by a third party.

\$25

INCOMPLETE APPLICATION FEE

All incomplete applications are subject to a \$25 incomplete application fee (not refundable)

\$50

INELIGIBLE FEE

Any applicant determined ineligible (for any reason) will be assessed the \$50 nonrefundable application fee. The examination fee will be refunded.

FEES

All fees are
non-refundable

Paper/Pencil Testing refers to the
Annual Paper and Pencil Testing
on 09/21/2012

Refunds

Ineligible Computer Applicants

Receive a \$250 refund on their examination fees

Ineligible Paper/Pencil Applicants

Receive a \$200 refund on their examination fees

No refunds

will be issued for the following circumstances:

- Any candidate that is not successful in achieving certification
- For candidates who failed to take the exam via computer within their 90 day testing window and did not request an extension or deferral within stated time frames
- For candidates who failed to take the paper/pencil examination at the stated time and do not request a carryover within stated deadline

Other Exam Related Fees

Computer Testing Extension Fee	>	An individual can extend their computer testing window for another 90 days for \$100 - see <i>Extension Policy</i> for details on page 14.
Computer Testing Deferral Fee	>	If a test appointment has been missed or the testing window has expired for less than 30 days, an individual can defer their computer testing for another 90 days for \$125 - see <i>Deferral policy</i> for details on page 14.
Paper/Pencil Testing Carryover Fee	>	An individual can carryover a portion of their paper/pencil to computer testing for \$125 - see <i>page 14</i> for details.
Paper/Pencil Testing Transfer Fee	>	A paper/pencil applicant can change to different paper/pencil test site for \$50 - see <i>page 15</i> for details.
Computer Testing Transfer Fee	>	A computer test applicant can change to a paper and pencil testing for \$50 - see <i>page 15</i> for details.
Withdrawal Fees Computer Testing	>	An individual who withdraws from computer testing will receive \$135 of their \$300 payment - see <i>page 13</i> for details.
Withdrawal Fees Paper/Pencil Testing	>	An individual who withdraws from paper/pencil testing will receive \$110 of their \$250 payment - see <i>page 13</i> .
Change Exam Category Fee	>	A \$30 fee will be charged for those applicants who want to change the examination they wish to take
Retest Fees	>	Retest candidates must pay full application and examination fees. There are no discounts and they must wait at least 90 days before resubmitting an application for testing.
Substitution Fees	>	Candidate substitutions are not allowed for ineligible, carryover, withdrawal, extension or deferral candidates

ADMINISTRATIVE POLICIES

Withdrawal Policy - Computer Testing

- Only the applicant/candidate can withdraw from the examination process. Withdrawing candidates will receive a refund of \$135 of their \$300 payment.
- 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 17, 2012**, the last day for withdrawal requests to be accepted would be **August 20, 2012**.
- No refund will be considered after the candidate has taken either a computer or paper/pencil test or after the exam withdrawal date.

All policies and procedures are subject to change without notice

Withdrawing Candidates - Paper/Pencil Testing

- Only the applicant/candidate can withdraw from the examination process.
- Withdrawing candidates will receive a refund of \$110 of their \$250 payment.
- All withdrawal requests must be made in writing, signed and dated. For annual paper and pencil testing, this request must be postmarked no later than **Friday, August 17, 2012**.

Incomplete Application Processing

Incomplete applications are defined as:

- missing or incomplete information
- incorrect information
- inadequate fees (*Returned Checks, Credit Card Declines or Credit Card Charge Backs*)
- any reason resulting in an inability to determine candidate eligibility status

Incomplete applications will be returned with instructions and the candidate will need to resubmit with an additional nonrefundable \$25 reprocessing fee. Upon resubmission, applications that do not include this fee or do not adequately address the identified deficiencies will be declared ineligible. All filing deadlines will apply. For the September 21, 2012 annual paper & pencil test, applicants will have until **Monday, July 30, 2012** to respond to an incomplete notice. If their issues are not resolved by that date, applicants will be determined ineligible. Applications that are determined ineligible will be subject to the non-refundable \$50 application fee in addition to the non-refundable \$25 reprocessing fee

ADMINISTRATIVE POLICIES

Computer Testing Extension

Any candidate can be granted one (1) extension for the next available 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.

Computer Testing Deferral

Candidates who are unable to participate in the examination for which they are scheduled but 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.

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. 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.**

Paper/Pencil Testing Carryover

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 9, 2012 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.

THIS IS A ONE TIME ONLY OPTION.

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

All policies and procedures are subject to change without notice

ADMINISTRATIVE POLICIES

Annual Paper/Pencil Testing Transfer Change of Paper/Pencil Test Site

An annual paper/pencil applicant can change to another paper/pencil test site for \$50 provided that:

- The applicant obtains permission from the test site to test at their facility (NCC will not assist in matching applicants to available test sites) and
- The request is received no later than **July 30, 2012** and includes the test side code

Computer Testing Transfer Change Computer Testing to Annual Paper/Pencil Testing

A computer applicant who applied for computer testing in June/July 2012 can change to a paper/pencil test site for the **September 21, 2012** annual paper and pencil test date for \$50 provided that:

- The applicant obtains permission from the test site to test at their facility (NCC will not assist in matching applicants to available test sites) and
- The request is received no later than **July 30, 2012** and includes the test side code

Change Exam Category

Requests to change examination category must be submitted no later than **July 30, 2012** 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.

All policies and procedures are subject to change without notice

ADMINISTRATIVE POLICIES

Retest Policy

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 from original testing date before they can submit a new application 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.

All policies and procedures are subject to change without notice

Auditing Applications

All applications are subject to audit and individual applicants may have to provide corroborating documentation of practice time on demand or supervisors may be individually contacted for verification. By submitting an application, the applicant agrees to be subject to these rules.

GENERAL POLICIES

How Exams 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.

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 practice experience is your best preparation. Candidates will receive detailed test outlines and suggested resources upon being determined eligible to take the examination.

ADA and Related 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.

All policies and procedures are subject to change without notice

CCPR

CENTER FOR CERTIFICATION PREPARATION AND REVIEW

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

www.ccprwebsite.org

GENERAL POLICIES

Appeals Procedure

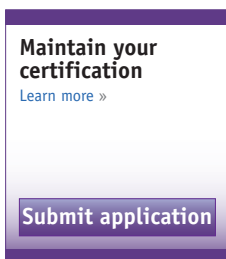
Any request to waive any policy of the NCC Board of Directors relative to eligibility, administration, examination content issues, or certification maintenance must be received in writing within 60 days of the dispute. The correspondence should contain a detailed account as to why the NCC policy should 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.

Maintaining Your Certification

The NCC Maintenance Program requires certified nurse practitioners to maintain their certification on a three year basis. The purpose of the maintenance program is to assess the ongoing core certification knowledge competencies of the NP-BC.

Those maintaining a certification must either successfully retest or earn continuing education in the specified certification specialty area, this CE will be based on the results of the individual's continuing competency specialty assessment. 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.

All policies and procedures are subject to change without notice



For further details, visit the NCC website www.nccwebsite.org and download the maintenance catalog for a full description of the maintenance process. Click on **Maintain your Certification** on the home page.

Verification of Your Credential

If you require a third party verification of your newly held certification, you must process your request through the NCC website. Click on **Request a Verification** on the home page. **You cannot request a verification until you have received your official results from NCC in writing.** NCC cannot verify your 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 include original date of certification, maintenance due date, certification specialty and NCC President's signature and 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.

- » [Request a verification](#)
- » [Download exam catalogs](#)
- » [Download maintenance catalogs](#)
- » [See the latest NCC news](#)

APPLICATION CHECK LIST

Before you file your application look over the below check list and gather the information needed for your application.

PERSONAL INFORMATION:

complete contact information including, address, phone and email

ELIGIBILITY:

You have read the eligibility requirements and are eligible to take this exam.

LICENSURE:

current license number, licensing state or province and expiration date

DOCUMENTATION*:

Master's or DNP Prepared Applicants

- PDF of diploma that shows graduation from approved NP program.
- PDF of official transcript which documents successful completion of all course work and indicates which program - WHNP or NNP.

Post-Master's Applicants

- PDF of the graduate (Master's or DNP) diploma.
- PDF of official transcript which documents successful completion of all course work from the post-Master's program.
- PDF of the post-Master's certificate of completion.

Transcripts must be issued from the school registrar and uploaded with your application. Do NOT have the registrar send separately.

**See next page for documentation of special situations.*

APPLICATION AGREEMENT:

You must 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 providing you signature. Applications cannot be submitted without the below agreement being stipulated.

I have read the policies on this website and in the registration catalog and understand that I will be subject to them. To the best of my knowledge, I certify that all information contained in this application is complete and correct. I understand and agree that any knowingly false information provided by me or others may result in denial or revocation of my certification. I understand that my application may be subject to audit for verification of the information provided and I authorize NCC to make contact with individuals listed for this purpose.



All documentation must be in a PDF format and uploaded to the NCC website with your application. Applications without supporting documentation will be deemed incomplete.

DO NOT have the registrar send the transcript separately. It **MUST** be uploaded with your application.

SPECIAL SITUATION DOCUMENTATION

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. If this documentation is not uploaded with your application, your application will be deemed incomplete, *see page 13*.

Incomplete Transcripts

For applicants whose grades have not yet been posted, an official transcript issued from the school registrar showing the successful completion of all other courses AND enrollment in final, non-posted courses is required. In addition, you must submit a letter from the program director on official letterhead attesting that all coursework not shown as completed on the transcript has been successfully completed. If this documentation is not uploaded with your application, your application will be deemed incomplete, *see page 13*.

Coursework Discrepancies

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. If this documentation is not uploaded with your application, your application will be deemed incomplete, *see page 13*.

How do I make a PDF?

PDF software is available from www.adobe.com.

You will need to scan the document into your computer and convert to a PDF file. Also, internet cafés, office supply stores and local printers often provide PDF document generation services for a nominal fee.

Information regarding an incomplete application may be shared with the applicant's program director.



Sites are subject to change. Go to the AMP Website www.GoAMP.com for the most current listing.

COMPUTER TEST CENTERS

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

ALABAMA

Athens
Birmingham
(Lakeshore Pkwy)
Birmingham
(Crestwood Blvd)
Huntsville
Mobile
Montgomery

ALASKA

Anchorage

ARKANSAS

Fayetteville
Little Rock

ARIZONA

Phoenix (Glendale)
Phoenix (Mesa)
Tucson

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

COLORADO

Denver (Aurora)
Grand Junction

CONNECTICUT

Southington (Hartford)
West Haven

DC

Washington

DELAWARE

Wilmington

FLORIDA

Fort Lauderdale
Jacksonville
Lakeland
Miami
Ocala

Orlando (Casselberry)
Sarasota
Tallahassee
West Palm Beach

GEORGIA

Atlanta (Decatur)
Atlanta (Lilburn)
Atlanta (Roswell)
Macon
Savannah

HAWAII

Honolulu

IDAHO

Boise

ILLINOIS

Buffalo Grove
Carbondale
Chicago (LaSalle St)
Chicago (Washington St)
Franklin Park
Glen Ellyn
Libertyville
Matteson
Naperville
Rockford
Springfield
Urbana

INDIANA

Evansville
Fort Wayne
Indianapolis
Mishawaka

IOWA

Davenport
Des Moines

KANSAS

Kansas City
Wichita

KENTUCKY

Lexington
Louisville

LOUISIANA

Baton Rouge
New Orleans (Metairie)
Shreveport

MASSACHUSETTS

Boston (Saugus)
Framingham
Holyoke

MARYLAND

Baltimore (Glen Burnie)
Randalltown

MAINE

Portland

MICHIGAN

Detroit
Flint
Grand Rapids
(Wyoming)

MINNESOTA

Duluth
Minneapolis (Blaine)
Rochester

MISSOURI

Jefferson City
Kansas City (Gladstone)
Springfield
St. Louis

MISSISSIPPI

Jackson (Ridgeland)

MONTANA

Billings
Great Falls
Missoula

NORTH CAROLINA

Charlotte
Raleigh

NORTH DAKOTA

Bismarck
Fargo

NEBRASKA

Lincoln
North Platte
Omaha (Bellevue)
Scottsbluff

NEW HAMPSHIRE

Concord
Manchester
Nashua
Portsmouth

NEW JERSEY

Trenton (Robbinsville)
Wayne

NEW MEXICO

Albuquerque

NEVADA

Las Vegas (Henderson)
Reno

NEW YORK

Albany
Buffalo
Long Island
New York City
Queens (Astoria)
Rochester
Selden
Utica (Whitesboro)
White Plains

OHIO

Cincinnati
Cleveland (Brook Park)
Columbus
Toledo

OKLAHOMA

Oklahoma City
Tulsa

OREGON

Eugene
Klamath Falls
Medford
Portland
Salem

PENNSYLVANIA

Harrisburg
Philadelphia
Pittsburgh
Wyoming

RHODE ISLAND

Providence (Warwick)

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 (Beechnut)
Houston (Jones Rd.)
Lubbock
McAllen
San Antonio

UTAH

Salt Lake City

VIRGINIA

Fredericksburg
Norfolk
Richmond
Roanoke

VERMONT

Burlington

WASHINGTON

East Wenatchee
Everett
Seattle (Bellevue)
Seattle
Spokane
Tacoma
Vancouver
Yakima

WISCONSIN

Green Bay
Milwaukee

WEST VIRGINIA

Charleston

WYOMING

Casper
Cheyenne
Green River

CONTENT OUTLINES FOR EXAMS

WOMEN'S HEALTH CARE NURSE PRACTITIONER

Physical Assessment and Diagnostic Education (10-15%)

- Health History and Physical Fees
- 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
- Patient Safety

NEONATAL NURSE PRACTITIONER

General Assessment (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
- Patient Safety

ABOUT NCC

NCC is a not for profit organization that has certified over 100,000 nurses and nurse practitioners in the women's health, obstetric and neonatal nursing 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 nurses and nurse practitioners in the obstetric, gynecologic, and neonatal nursing specialties the opportunity to demonstrate publicly what they know and to be recognized for the knowledge they possess. As a voluntary process, the NCC certification examinations are designed to test for special 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.

MYTH: 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.

MYTH: 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.

MYTH: 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.

COMPUTER TESTING MYTHS

ICP program

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 core and Subspecialty examinations can be used to qualify for the minimum participation.

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.

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 the applicant taking an NCC exam under these special circumstances that outlines specific policies to which each individual applicant is subject.