

MAINTENANCE CATALOG
2012 EDITION

Certification
Maintenance

2012 CORE

MAINTENANCE

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

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



The National Certification Corporation

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

ABOUT CERTIFICATION

What makes a certified nurse or nurse practitioner different?

Essentially, we believe it is the willingness of the nurse or 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 nurses and 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... Through the certified NCC Maintenance Program you have the opportunity to continue your certified status. Your RNC or NP-BC credential validates your expertise and gives you tangible recognition of your commitment to the profession of nursing.



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Notices to RNCs and NP-BCs

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

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CORE MAINTENANCE

MAINTENANCE PROGRAM REQUIREMENTS

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

Certification must be maintained on an ongoing basis every three years by one of two ways: re-examination or continuing education.

Specialities without current exam offerings:

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

NCC WEBSITE ACCOUNT

You have set up your account on the NCC website with your personal information. This includes your address, phone, email and NCC ID number

LICENSURE:

You will need to provide current license number, licensing state or province and expiration date for your current/active RN or advance nursing practice licensure as applicable, in the U.S. or Canada.

CONTINUING EDUCATION

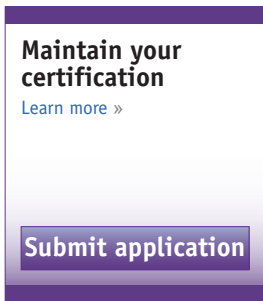
You have earned 45 hours of CE in your specialty within your current period of certification.

OR... RE-EXAMINATION

You can only maintain by re-examination if NCC offers a current exam in your specialty area. You must successfully pass the examination PRIOR to your current maintenance due date and during your current period of certification.

CONTINUING EDUCATION MAINTENANCE

HOW TO SUBMIT YOUR MAINTENANCE APPLICATION



STEP
1

What are the maintenance requirements?

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

When is your maintenance deadline?

Your application must be submitted no later than 12 Midnight Central Time on your maintenance due date. Due dates for 2012 will be one of the following:

March 31, 2012

June 30, 2012

September 30, 2012

December 31, 2012

You are not required to wait until your due date to submit your application. You can submit your application up to one year prior to your due date.

STEP
4

What information does the application require?

To get prepared to complete the application - see the application check list on *page 19 & 20*. It is a handy listing of all the information you will need to supply.

STEP
5

Email confirmation of your application

After you complete and submit your application, you will receive an email confirmation.

STEP
6

Notification of successful maintenance

You will receive a notice through email or the mail when your certification maintenance has been approved. You can download your official documentation of your certification 24/7, free of charge from your account on the NCC website in either card or certificate format. NCC no longer issues maintenance cards and official certification documentation will reside in your account which is available on demand.

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

ABOUT CONTINUING EDUCATION CREDITS

Time frame to earn CE

For individuals whose certification is due for maintenance in 2012, all applicable continuing education credit must be earned during your current three year period of certification as follows:

Due Date: Use credit earned during

March 31, 2012	4/1/09 to 3/31/12
June 30, 2012	7/1/09 to 6/30/12
September 30, 2012	10/1/09 to 9/30/12
December 31, 2012	1/1/10 to 12/31/12

Conversion Formulas for Hours of Continuing Education

Academic Credit

(U.S. and Canadian
institutions only)

1 quarter hour = 10 hours
of continuing education

1 semester hour = 15 hours
of continuing education

Other

1 CEU = 10 hours of
continuing education

1 AMA Category 1 hour =
1 hour of continuing
education

1 CME = 1 hour of
continuing education

CEARP = 1 hour of
continuing education

ACOG cognate = 1 hour
of continuing education

*For other designations,
contact the CE provider for
conversion translation.*

Accrediting Agencies for Continuing Education Credit

Academic credit is accepted as is CME credit. For continuing education credit to be accepted for the purpose of maintenance, the continuing education activity must be accredited by one of the agencies below.

- NCC
- State boards of nursing
- State nursing associations
- Nursing, medical or health care organizations (this would include, for example, such organizations as: AWHONN, NPWH, NANN, ACOG, AMA etc.)
- Colleges or universities
- For profit or not-for-profit continuing education organizations such as Contemporary Forums, Western Schools, Professional Education Consultants, Perifacts etc. provided that programs sponsored by such organizations have been accredited for continuing education.

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

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

Listing Example

ACADEMIC CREDIT

Program /Activity name: Course 301 Pathophysiology of the Newborn

Date of program: 9/30/11 (list the date you finished the program)

Number of hours: List in CE hours, see conversion formula

Sponsor or accrediting agency/organization: University of Chicago

Select the code that
matches content of the
course from the specialty
list. Remember all content
must be related to your
certification specialty



OTHER RECOGNIZED EDUCATIONAL ACTIVITIES

These activities can also qualify for meeting maintenance requirements

Presenter of Continuing Education Course

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

Preceptor

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

Listing Example

PRECEPTORSHIP

Program/Activity name:

Preceptor of students for University of Massachusetts clinical rotation in obstetrics

Date of program: 12/31/11

(list the date when you finished precepting.)

Number of hours: maximum that can be used is 10 hours

Sponsor or accrediting agency/organization:

University of Massachusetts

Select code 24 preceptorship from the specialty code list

PRESENTER OF CE

Program/Activity name:

Managing Shoulder Dystocia

Date of program: 5/10/11

Number of hours: Same numbers as awarding to participants

Sponsor or accrediting agency/organization:

AWHONN

Select code 24 presenter of CE program from the specialty code list



OTHER RECOGNIZED EDUCATIONAL ACTIVITIES

Author of Book or Article

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

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

Following are the rules to use publications for maintenance:

- The publication date of the article/ book/module will determine its applicability for your current certification maintenance.
- You are limited to using one article or book authorship per certification maintenance cycle.
- Articles/books must be related to the certification specialty area.
- Proof of authorship can be established by including a copy of the title page of the article with the title of the article, your name as author and the publication date. You will need to supply this information if your application is selected for audit.
- For primary or secondary book authorship, pages from the book that identify the title, author and publication date must be submitted.

NCC Self Assessment Reviewer or Author

10 hours of continuing education will be awarded to those RNCs or certified NPs who serve as reviewers or writers of a self assessment module or monograph. You are limited to earning a maximum of 10 hours of continuing education as an NCC Self Assessment reviewer or monograph author once per certification maintenance cycle.

NCC Self Assessment Module User

Any and all NCC self assessment modules can be used for meeting specialty hour requirements regardless of certification specialty. Credits for each module vary. In addition, the use of NCC modules may also reduce the cost of the maintenance fee.

NCC Item Writer

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

NCC Pretest Participant

Individuals who have participated in the NCC Pretest Program can use the earned 15 CE hours for maintenance. This program was discontinued in 2010.



Listing Example FOR AN AUTHOR

Program/

Activity name:

Chapter 12 on Oral
Contraceptives in
Comprehensive Gyn

Date of program:

3/31/10 (*list the
date the work was
published*)

Number of hours:

Refer to maximum
depending on the type
of work

Sponsor or accrediting agency/organization:

Lippincott Williams
and Wilkins

Select code 25 author
option from the
specialty list

SPECIALTY CONTENT AND CODING

Your CE and NCC Coding Requirements

What is Specialty Content?

Specialty hours are those continuing education activities that relate to content tested on the certification examinations and patient populations related to a specific NCC certification specialty.

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

As the maintenance program transitions to Stage 2 of the new Professional Development Certification Program the specialty coding for continuing education will change to match the content areas from the specialty assessment for each certification specialty. As individuals maintain in 2012, their next cycle due in 2015 will be based on the specialty assessment education plan in Stage 2.

This is not a change in content for each specialty but rather how the content is categorized.

Where is the information I need for the coding system?

NCC has created coding booklets specific to each core certification and has an online coding portal for browsing content categories and assigning the proper maintenance code.

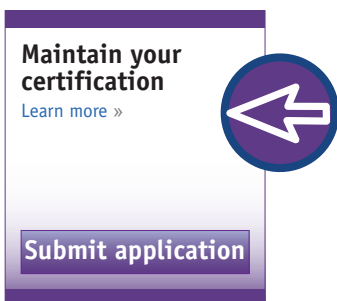
To access content coding tools:

- Visit www.nccwebsite.org
- Click "Learn More" in the purple "Maintain your certification" box
- Scroll down to Documenting CE & specialty codes
- Click "Is my CE acceptable?"
- Or select from the right hand column the coding brochure specific to your specialty

Universal Topics/Hours

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

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



MAINTENANCE BY RE-EXAMINATION

HOW TO MAINTAIN BY RE-EXAMINATION



STEP

1

What are the maintenance requirements?

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

You must meet current examination eligibility criteria, which may be different from when you were originally certified – see *exam registration catalog*.

STEP

2

Submitting your application

If you wish to maintain by re-examination, you must email NCC at info@nccwebsite.org of your intention at least 6 months prior to your maintenance due date. You will receive special instructions on how to submit your application for re-examination for maintenance.

STEP

3

When is your maintenance deadline?

You must file your intention to use re-examination for maintenance no later than 6 months prior to your maintenance due date. And you must successfully pass the examination **PRIOR** to your current maintenance due date and during your current period of certification. Due dates for 2012 will be one of the following:

March 31, 2012

June 30, 2012

September 30, 2012

December 31, 2012



It can take up to
four weeks to
approve your request
for re-examination
for maintenance.

CONTINUING COMPETENCY INITIATIVE

The new Professional Development Certification Maintenance Program

All NCC certified nurses and nurse practitioners holding a NCC RNC or NP credential are required to take the Continuing Competency Assessment as part of the New Certification Maintenance Professional Development Program.

The new program will individualize the maintenance process and give you the opportunity to identify your content strengths & address knowledge gaps - through a non pass-fail assessment. Completion of the assessment will generate a Specialty Index Report and your Education Plan.



Certifications not affected by the continuing Competency Initiative

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

The program is being implemented in two stages.

KEY POINTS FOR STAGE 1

(Effective For Your 2012 Certification Maintenance)

- Assessment results are informational only and do not affect your ability to maintain your certification.
- 45 hours of CE is required in your certification specialty for maintenance.
- All CE must be accredited. ANCC, state boards of nursing, CME, academic credit and NCC Self Assessment are acceptable.
- Earn 5 hours of continuing education for taking the assessment.

KEY POINTS FOR STAGE 2

(Effective For Your 2015 Certification Maintenance)

- Assessment results will identify the amount and nature of CE required to maintain your certification.
- CE must be earned in the core competency areas designated by your Education Plan.
- Only CE earned AFTER you take the assessment can be used towards your maintenance.
- All CE must be accredited. ANCC, state boards of nursing, CME, academic credit and NCC Self Assessment are acceptable.
- Earn 5 hours of continuing education for taking the assessment.

CONTINUING COMPETENCY INITIATIVE

The new Professional Development Certification Maintenance Program

When should you take the Continuing Competency Assessment?

Based on 2012 maintenance due dates we have provided recommendations for when you should take the **Stage 1** assessment and when to take it for **Stage 2**. Since only Continuing Education earned **AFTER** you take **Stage 2** assessment can be used for your 2015 maintenance, NCC recommends that you take **Stage 2** assessment within the first 6 months of your cycle to give yourself adequate time to obtain the necessary CE for your 2015 maintenance.

To find your recommended date range:

- Visit www.nccwebsite.org
- Click "Learn More" in the green "Continuing competency specialty assessment" box
- Click Specialty assessment date range finder
- Select your maintenance due date from the provided list

Continuing
competency
specialty
assessment

[Learn more »](#)



Take assessment

ALTERNATIVES TO THE PROFESSIONAL DEVELOPMENT CERTIFICATION MAINTENANCE PROGRAM BEGINNING FOR CERTIFICATION DUE IN 2014

For those who do not wish to use the new Professional Development Certification Maintenance program or re-take the certification exam, the continuing education requirement will be:

- 50 hours in specific content categories.
- The maintenance fee will be increased to \$175 for those participating in alternative maintenance process. No NCC self assessment discounts will apply.
- Certificate of completion and program curricula for each program used for continuing education will need to be submitted in a PDF format and uploaded to the NCC website.
- All continuing education must be accredited.
- All CE must be coded to the specified specialty codes provided in this booklet and on the NCC website.
- Acceptable accrediting agencies include: state boards of nursing, CME credits, ANCC or academic credit. NCC self assessment modules can be used to meet specialty hour requirements. Index Report and your Education Plan.

FEES

All fees are
non-refundable

Maintenance Fees

- 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)
- Maintenance fees can be submitted only online at the NCC website. Applications will not be accepted by mail, phone or fax.



CONTINUING EDUCATION MAINTENANCE

The maintenance fee is **\$100**. Discounts are afforded to those who use NCC Self Assessment hard copy or online modules or participated in the NCC Pretest Program.

If you have earned at least **15 hours of continuing education** through any of the above programs, the fee is **\$70**

If you have earned at least **30 hours of continuing education** through any of the above programs, the fee is **\$60**

If you have earned at least **45 hours of continuing education** through any of the above programs, the fee is **\$50**

The maximum discount that can be applied is \$50.

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.

RE-EXAMINATION MAINTENANCE

The maintenance fee is the current examination registration fee of **\$250** for paper/pencil testing or **\$300** for computer testing.

\$10 INCOMPLETE APPLICATION FEE

All incomplete applications are subject to a re-processing fee (not refundable)

ADMINISTRATIVE POLICIES

Extending your Maintenance Due Date

If you cannot maintain by your maintenance due date or have not earned enough continuing education credits, you can request a one time, three month extension. This extends the time to file. It does NOT change your next maintenance due date. During this extension period, any request for verification of certification status will be reported as lapsed. If you do not file within the stated extension time, your certification will lapse. You can use continuing education earned in the extension period to maintain the extended certification. The cost to extend your certification is \$30. If using CE earned during the extension period to maintain this cycle, this same CE cannot be used to maintain the next cycle. **You must submit your extension request online at the NCC website no later than midnight Central Standard time of your maintenance due date.** An acknowledgement of the granting of the extension will be sent to you. Extension requests received after the maintenance due date will not be honored. Such individuals will need to reinstate in order to maintain certification.

To submit an extension request:

- Visit www.nccwebsite.org
- Click "Learn More" in the purple "Maintain your certification" box
- Scroll down to What happens if I can't maintain on time?
- Click "Extensions"
- Fill out the online Extension form and pay the fee

Don't have enough CE to Maintain?

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

For more information about Self Assessment modules:

- Visit www.nccwebsite.org
- Click "Browse modules" in the yellow "Continuing education modules" box
- Choose your specialty from the list
- Sort by code to see what offerings cover what core competency areas
- Or sort by type of self assessment to see what offerings are available in your preferred method of testing

All policies and procedures are subject to change without notice

Continuing
education
modules
[Learn more »](#)



Browse modules

ADMINISTRATIVE POLICIES

Lapsed or Expired Certifications

Lapsed Certifications

Your certification will lapse (expire) if:

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

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

All policies and procedures are subject to change without notice

The Reinstatement Program

For those who fail to maintain their certification by their maintenance due date, a reinstatement program is available. The reinstatement program allows RNCs or certified NPs to come back into the system without reexamination. RNCs or certified NPs so affected must file a reinstatement application online via the NCC website (mail applications will not be accepted), **and pay a \$215 reinstatement fee.**

Reinstatement applications must be submitted no later than 12 months of the original certification maintenance due date. All reinstatements must be submitted online at the NCC website.

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

To submit a reinstatement request:

- Visit www.nccwebsite.org
- Click "Learn More" in the purple "Maintain your certification" box
- Scroll down to What happens if I can't maintain on time?
- Click "Reinstatement of lapsed NCC credential"
- Fill out the online Reinstatement form and pay the fee

ADMINISTRATIVE POLICIES

Incomplete Application Processing

Incomplete applications are defined as:

- missing required information
- incorrect information
- inadequate fees (Returned Checks, Credit Card Declines or Credit Card Charge Backs)
- utilizing/listing CE outside your certification specialty
- demonstrating inadequate or non-applicable continuing education
- listing inadequate continuing education hours to meet maintenance requirements
- any reason resulting in an inability to determine the RNC or certified nurse practitioner's eligibility

All incomplete applications are subject to a nonrefundable \$10 re-processing fee.

All policies and procedures are subject to change without notice

Audits

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

Multiple Certifications

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

ADMINISTRATIVE POLICIES

RNC-E

(RNC OR CERTIFIED NP EMERITUS)

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

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

To request RNC-E status:

- Visit www.nccwebsite.org
- Click "Learn More" in the purple "Maintain you certification" box
- Scroll to Certification and certificate of added qualification maintenance
- Click "Am I eligible for RNC-E emeritus status"
- Complete the online RNC-E application form and submit with the \$30 fee

All policies and procedures are subject to change without notice

BIOGRAPHICAL QUESTIONNAIRE

To update your RNC or certified NP biographical profile:

- Visit www.nccwebsite.org
- Sign into your NCC account
- Click "Learn More" in the purple "Maintain you certification" box
- Scroll down to Maintenance submission
- Click "Complete your biographical data survey"

GENERAL POLICIES

Credit Card Denials

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

Nondiscrimination Policy

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

NCCA Accreditation

NCC certification and subspecialty programs are accredited by the National Commission for Certifying Agencies (NCCA) through March 31, 2015.

Other Policies

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

CD-ROMS

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

Receipts

A receipt for your payment of the maintenance fee will automatically be provided with your notice that your maintenance has been successfully completed. If done online, you can download a receipt at any time from "your account" section of the website. You do not need to request a receipt of your payment separately. Request for duplicate receipts will incur a \$10 fee.

All policies and procedures are subject to change without notice

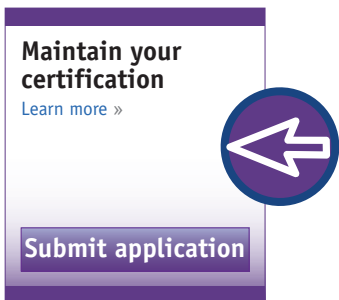
GENERAL POLICIES

Replacement Maintenance Cards

NCC no longer issues maintenance cards. Official documentation of current certification will be able to be downloaded from the NCC website under “your account” section. You must be registered with the site to have access to the information. If a maintenance card is desired, one can be generated for the fee of \$35 which include federal express shipping.

Appeals Procedure

Any request to waive any policy of the NCC Board of Directors regarding certification maintenance must be received in writing within 60 days of the dispute. The correspondence should contain a detailed account as to why the NCC policy should be waived or the candidate’s status changed. Such requests are referred to the NCC Board of Directors via the Policy Review Committee. All decisions will be provided in writing. Cases in which consensus cannot be reached by the Policy Review Committee are referred to the full Board of Directors.



Maintain your certification
Learn more »

Submit application



Verification of Your Credential

If you require a third party verification of your 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.

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

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.

CHECKLIST FOR 2012 MAINTENANCE

Before you file your online maintenance application, look over the below check list and make sure that you have completed the necessary steps.

NCC WEBSITE ACCOUNT

You have set up your account on the NCC website with your personal information. This includes your address, phone, email and NCC ID number.

LICENSURE

current license number, licensing state or province and expiration date for your current/active RN or advance nursing practice licensure as applicable, in the U.S. or Canada.

CONTINUING COMPETENCY SPECIALTY ASSESSMENT

You have taken **Stage 1** assessment for the Continuing Competency Initiative. If you have not taken this assessment, you are highly encouraged to do so now. Once you file your maintenance application, you will be in **Stage 2** and the opportunity to take the assessment as an orientation and be awarded 5 hours of CE will no longer be available to you. ***In Stage 1 this assessment is not mandatory.***

CONTINUING EDUCATION

You have earned 45 hours of CE in your specialty within your current period of certification - see page 5. You have coded your CE with the appropriate specialty code.

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 maintenance 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.

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 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.