

MAINTENANCE CATALOG
2012 EDITION

Subspecialty
Maintenance

2012 **LEGACY**

MAINTENANCE

Breastfeeding

Gynecologic Reproductive Health

Menopause Clinician

Menopause Educator

Obstetrics for the Primary Care
Nurse Practitioner



The National Certification Corporation

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

ABOUT CERTIFICATION

What makes a credentialed health care provider different?

Essentially, we believe it is the willingness of the individual to be accountable for his/her knowledge and the willingness to take the risk of undergoing a third party review of their knowledge. Credentialed professionals 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.

Credentialing is more than an initial after your name... Through the certified NCC Maintenance Program you have the opportunity to continue your credentialed status. Your certificate of added qualification validates your expertise and gives you tangible recognition of your commitment to your profession.



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Notices to Certificate Holders

NCC makes every effort to apprise individuals that their certificate of added qualification is coming due. NCC does this out of courtesy not as a matter of obligation. It is up to the credentialed individual 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 credentialed individual, NCC makes an effort to alert those affected of their maintenance due

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LEGACY

SUBSPECIALTY MAINTENANCE

Breastfeeding / Gynecologic Reproductive Health

Menopause Clinician / Menopause Educator

Obstetrics for the Primary Care Nurse Practitioner

SUBSPECIALTY MAINTENANCE PROGRAM REQUIREMENTS



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

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:

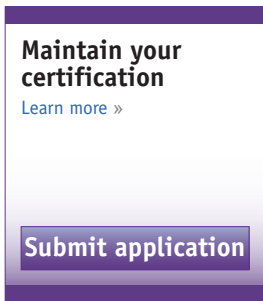
You will need to provide current license number, licensing state or province and expiration date for your current/active practice licensure as applicable, in the U.S. or Canada.

CONTINUING EDUCATION

You have earned 15 hours of CE related to the specialty area of your certificate of added qualification

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 13 & 14*. 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 certificate of added qualification maintenance has been approved. You can download your official documentation of your credential 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 certificate of added qualification 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 certificate of added qualification is due for maintenance in 2012, all applicable continuing education credit must be earned during your current three year period of credential 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 NICHD Definitions and Classifications 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

SPECIALTY CONTENT AND CODING

Your CE and NCC Coding Requirements

What is Specialty Content?

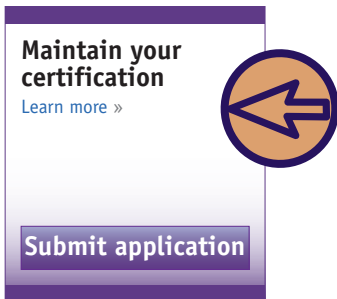
Specialty hours are those continuing education activities that relate to content tested on the certification and subspecialty examinations and patient populations related to a specific NCC certification or certificate of added qualification specialty.

Where is the information I need for the coding system?

NCC 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?”
- Select your area of credential from the subspecialty list



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 \$40.**

\$10 INCOMPLETE APPLICATION FEE

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

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.

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 credentialed status will be reported as lapsed. If you do not file within the stated extension time, your certificate of added qualification will lapse. You can use continuing education earned in the extension period to maintain the extended credential. The cost to extend your certificate of added qualification is \$30. If using CE earned during the extension period to maintain this cycle, this same CE cannot be used to maintain the next cycle. **You 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 their certificate of added qualification.

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 credential, 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 or subspecialty areas.

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



ADMINISTRATIVE POLICIES

Lapsed or Expired Certificate of Added Qualifications

Lapsed Certificate of Added Qualifications

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

Reinstatement applications must be submitted no later than 12 months of the original certification maintenance due date. 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 certificate holders will automatically be notified approximately 30 days after their certificate of added qualification lapses. If the completed reinstatement application is not received within the 12-month period following the original maintenance due date, the only way the certificate of added qualification 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 subspecialty 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 certificate of added qualification 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 certificate holder'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 certificate holders who are due to maintain their certificate of added qualification. **All incomplete applications are automatically selected for audit.** An audit requires the certificate holder to submit copies of the certificates of continuing education being used for the purposes of maintenance. The notice of audit may come with your notice that your certificate of added qualification is due or you may be subject to an audit after you have submitted your certificate of added qualification maintenance application. If selected for audit and you fail to provide continuing education certificates or fail to meet the deadline to submit additional documentation that would complete your application, your certificate of added qualification will lapse.

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.

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 your 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 or credentialed by NCC.

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 credential 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.

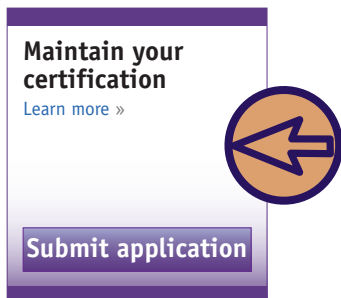
Appeals Procedure

Any request to waive any policy of the NCC Board of Directors regarding certification or certificate of added qualification 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.

Verification of Your Credential

If you require a third party verification of your certificate of added qualification, 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 credential 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

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 practice licensure as applicable, in the U.S. or Canada.

CONTINUING EDUCATION

You have earned 15 hours of CE related to the specialty area of your certificate of added qualification within your current credentialed period - 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 health care professionals 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

Credentialing is an evaluative process that provides health care professionals 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 and subspecialty 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.