



The National Certification Corporation

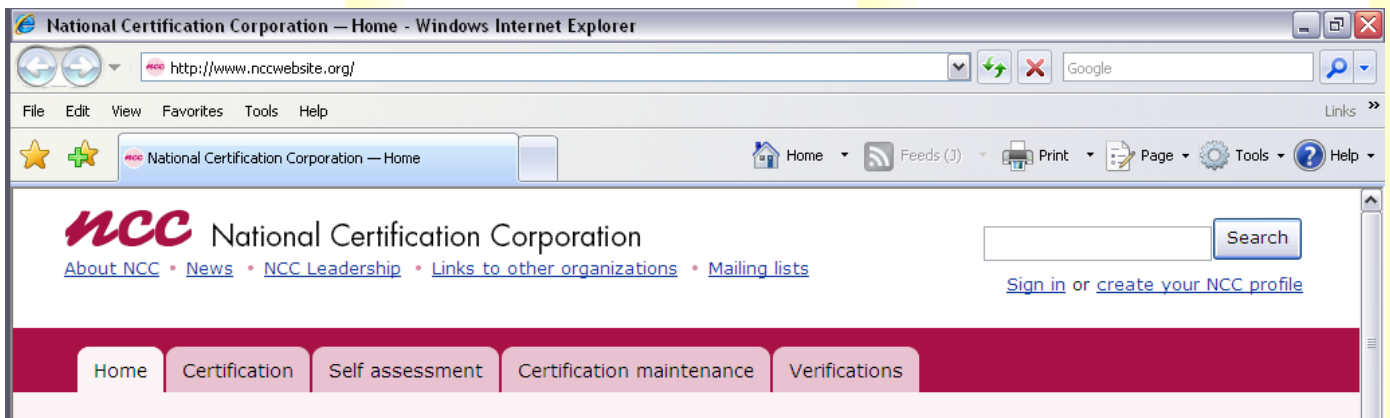
Step By Step Instructions On How To Submit Your NCC Maintenance Application

Submitting your Application Online

Step 1

The NCC website is now set up to be personalized to your information and protected by your own personal password. To access your application, you must

- Create a profile or, if you have a profile already, sign in with your password on the homepage of www.nccwebsite.org






Continue on to Step 2

Step 2

Click on Online Maintenance Application Hyperlink in Certification Maintenance box on the far right of the homepage

Maintain your certification

Maintain your [Core \(RNC\) or Nurse Practitioner certification](#) or [Certificate of Added Qualification](#) by either re-examination or continuing education.

- Core - RNC or NP maintenance
-  [Download catalog and paper application](#)
- EFM maintenance
-  [Download catalog and paper application](#)
- Other Subspecialty maintenance
-  [Download catalog and paper application](#)

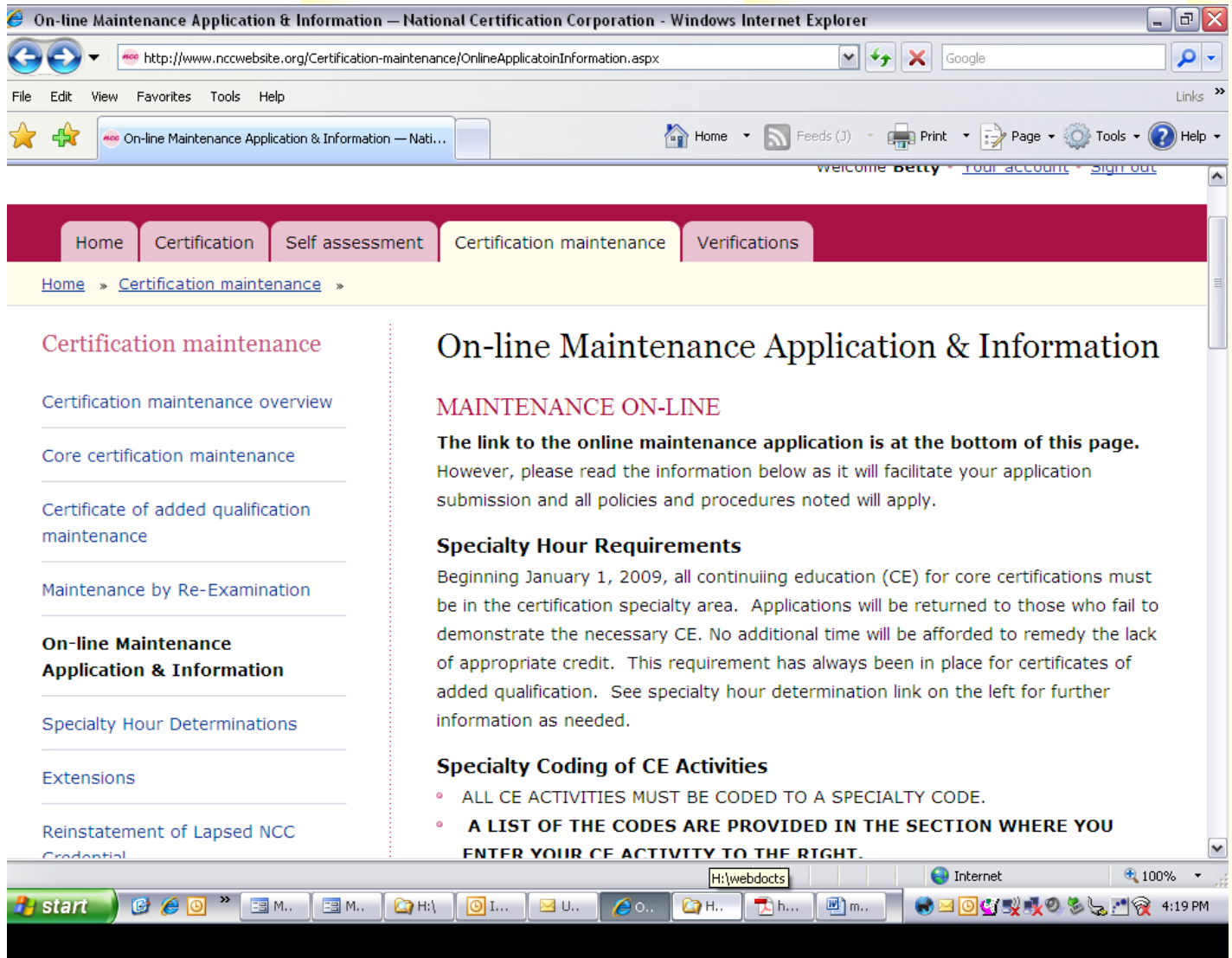
Online Maintenance Application

Continue on to Step 3

Step 3

You are now at pre-information online maintenance page. Please read the information on this page as it is important in assisting you to maintain successfully on line. Click on hyperlink for the online application at the bottom of the page

[Go to the Maintenance Application](#)

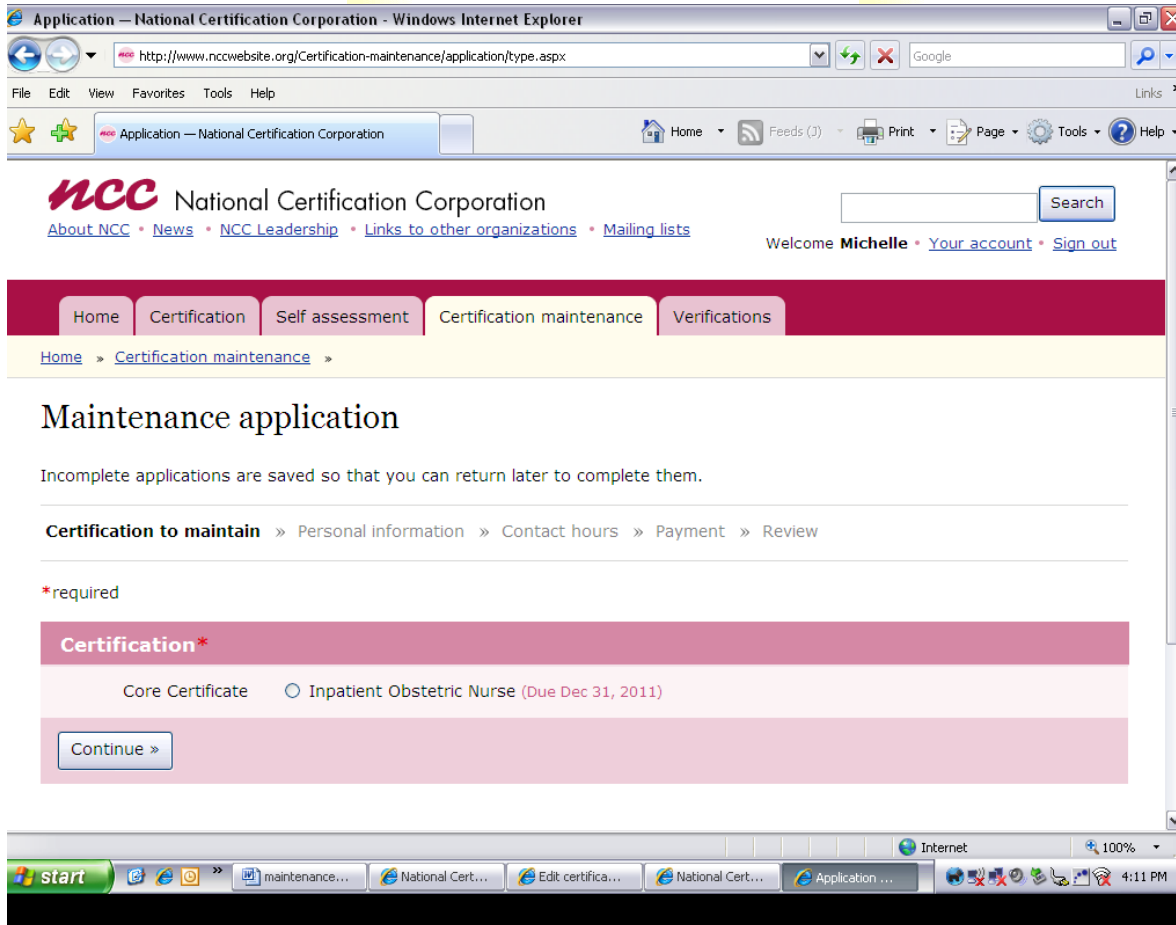


Continue on to Step 4

Step 4

The following will appear. The screen will be personalized to your certifications only and will list all certifications and their due dates.

- YOU WILL NEED TO SELECT THE ONE YOU WISH TO MAINTAIN BY CLICKING ON THE RADIO BUTTON ON THE CREDENTIAL YOU WANT TO MAINTAIN. The example shown is for inpatient obstetric nursing certification due 12/31/2011.
- Then click on Continue



Continue on to Step 5

Step 5

- This page is where you will record your personal information. Most of information will automatically be taken from your profile, but make sure you go through and fill out any information that has not been pre-populated. This will include contact information, licensure information and whether you have requested an extension.

A common error is individuals try to put in BIRTH DATE instead of BIRTH YEAR

- Once you complete the information on the page, click on continue

Your personal information

Name*

First name
(required)

Middle name

Last name
(required)

Address* Street/post office box
(required)

Apartment/suite #

City* (required)

State*

zip code* (required)

Country*

Home phone* Ex: (123) 456-7890 (required)

Work phone Ex: (123) 456-7890

Email address NCC may contact me by email

Example: yourname@example.com

(required)

Year of birth*

(required)

Contact preferences

I do not want my contact information shared with carefully screened organizations.

Current RN license

Current RN license #*

(required)

Issued in*

(required)

Expiration*

(required)

(required)

Certification/certificate extension

Have you requested an extension or extended your due date?*

- Yes
- No

« Back

Continue »

Continue on to Step 6

Step 6

- The top half of the online maintenance will list any continuing NCC online modules you have taken January 1, 2009 or later on the new website.
- Online modules taken on the old NCC website will have to be manually entered in the 2nd half of the application
- All hard copy modules (those received in the mail and used an answer sheet to record your answers) need to be manually entered
- If you have used no NCC self assessment modules, this section will be blank

Note in this example, the individual took module WB0109 for 15 contact hours in May 2009.

The screenshot shows a web browser window titled "Contact hours — National Certification Corporation - Windows Internet Explorer". The address bar shows the URL: <http://www.nccwebsite.org/Certification-maintenance/application/contact-hours.aspx?CertificateId=172776>. The page content includes a breadcrumb trail: [Certification to maintain](#) » [Personal information](#) » **Contact hours** » [Payment](#) » [Review](#). A note indicates that asterisks denote required fields. The main heading is "Contact hours", followed by instructions: "List the date, name, contact hours, and sponsoring/accrediting organization for CE activities you are using to maintain your certification. You do not need to submit copies of your CE certificates." Below this is a table with two columns: "Date" and "Program". The table contains one entry: 5/24/2009 for "WB0109 NCC Monograph: Applying NICHD Terminology | 15.00 hour(s)", with a sponsor of "NCC" and specialty code "NCC Module User (26)". The total hours are listed as 0, with a note that 15 hours are required. A footer note states: "*If the hours you earned from self assessment modules are not shown, please add them below." The Windows taskbar at the bottom shows the Start button and several open application windows.

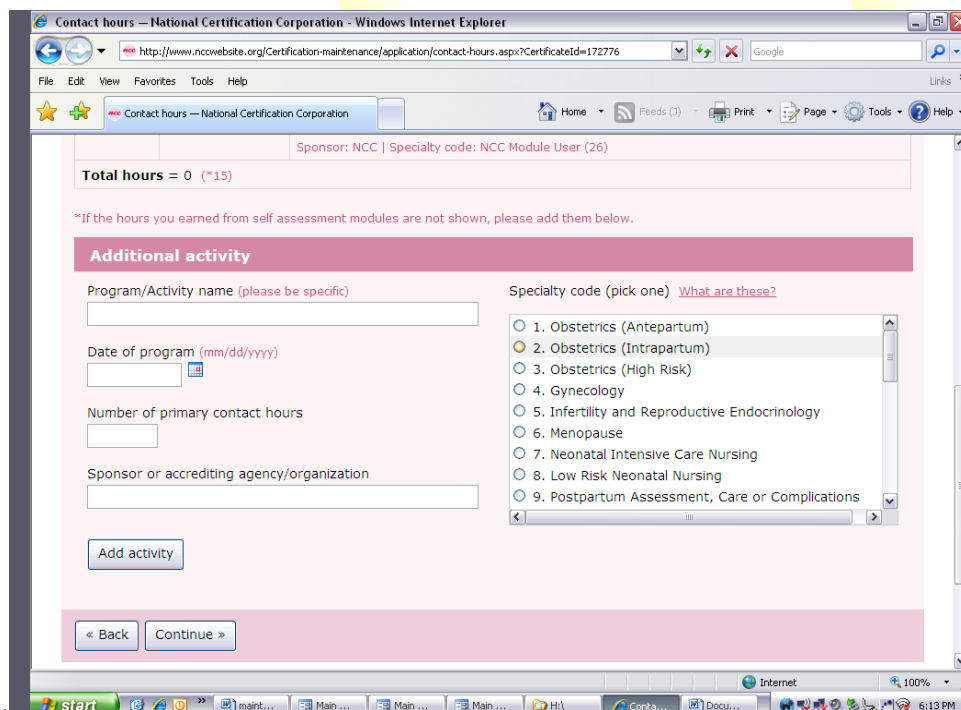
Date	Program
5/24/2009	WB0109 NCC Monograph: Applying NICHD Terminology 15.00 hour(s) Sponsor: NCC Specialty code: NCC Module User (26)

Total hours = 0 (*15)

Continue on to Step 7

Step 7

- The second half of the application is where you will list non-NCC related continuing education activities or any NCC hard copy module or online module not taken on the new website.
- If you are using alternate activities such as preceptorship hours, authorship of an article or a presenter of a program, use the program field to list preceptorship type (for example: students in a WHNP program) name of the article/book you authored or name of the presentation you gave. In the sponsorship field, list the institution where the precepting occurred, journal or book was published or sponsor of the program where you made your presentation.. Make sure you use the appropriate specialty code for each of these activities. And use only the designated hours afforded by NCC for such activities. See the maintenance catalog for details.
- You need to code each activity with a specialty code. A list of codes is found to the right of where you enter the list of your CE activities. **FOR NCC SELF ASSESSMENT MODULE USERS**, you must scroll down and select CODE 26 self assessment module user in order to be afforded the fee discount. If you don't enter code 26, the discounts for using the module **WILL NOT BE APPLIED**.
- It is recommended that you list any NCC self assessment modules first.
- When adding continuing education activities to the list, click on **ADD ACTIVITY BUTTON NOT CONTINUE**
- The **Continue** button should be used when you completed your entries and it will take you the payment page
- Once you reach 45 contact hours for core certification or 15 contact hours for subspecialty certificates, the system will automatically take you to the payment page as 45 hours (or 15 as the case may be) is all that is required for maintenance. Additional listings in excess of 45 hours are not required.



Continue on to Step 8

Step 8

Payment Page

- The fee you pay is based on whether you have used NCC self assessment modules. The correct fee will be automatically selected (**for subspecialty certificates, there are no fee discounts**).
- Fill in your credit card information, including expiration date and then click on continue.
- Note if you want a wallet size, paper maintenance card, there is a fee of \$35. Official virtual documentation of your maintenance can be accessed free of charge from your account on the website at any time. Note this is not the same as a primary source verification.

Maintenance Fee

Fee* **\$100:** Full maintenance fee - No hours earned from the NCC Self Assessment modules or Pretest
 \$70: 15 contact hours earned from the NCC self assessment modules and/or pretest
 \$60: 30 contact hours earned from the NCC self assessment modules and/or pretest
 \$50: 45 contact hours earned from the NCC self assessment modules and/or pretest

For an additional \$35 I would also like to have an official wallet size maintenance card delivered to my address via federal express. Official maintenance cards can be downloaded free of charge from the "your certifications" section of this website once you are notified that your application has been approved.

Payment

Name on credit card*

Type of card* Visa MasterCard American Express

Card number* All punctuation will be removed

Expiration date* Select a month Select a year

Continue on to Step 9

Step 9

Review of maintenance application

- You should review all the data you entered into the application to insure it is correct. If you need to change any item, click on the change hyperlink next to each item and you will have the opportunity to correct any information. Click send application to complete the application process..

Maintenance application

Review your information below and click the **change** links to make any necessary changes by removing the item to be changed and entering the correct information. If everything is correct, read the application agreement and click the **Send application** button below to send the application.

Your application will reflect the data you entered.

Type of application [CHANGE](#)

Continuing education

Area of certification:

Certification expiration:

Payment [CHANGE](#)

Name

***** Credit card #

Expires:

Amount:

Personal Information [CHANGE](#)

Name

Address

Home phone:

Work phone:

Email:

(NCC can contact you via email)

Year of birth:

Contact preferences: Your information will be shared with carefully screened organizations

Current license:

A recap of your CE Hours will be listed here.

Continue to Step 10

Step 10

When the application is successfully sent, you will receive the following:

Application sent

Thank you for sending your maintenance application. The application information below has been emailed to the address you provided. Please print this page for your records.

What's Next

It can take up to four weeks or longer to process an application depending on how close to your maintenance due date it was sent.

If you have any questions email Barb Grossklags at bgrossklags@nccnet.org.

Complete our biographical survey

Please complete our [biographical data survey](#). This information is for internal NCC purposes only and helps us better understand our certificants and how to serve them.

- You will also receive an email confirmation
- You can go to your account and download a copy of your application and receipt of payment at any time now or in the future.
- Remember to complete the biographical data form. You can access from the application or complete later under the certification maintenance tab, left hand column – click on biographical data survey.
- When your application has been approved, you will receive a notice in the mail.
- You then can go to your account and download your official documentation of your updated maintenance