

Promote quality care, validate expertise!

ncc

The National Certification Corporation

INSTITUTIONAL
CERTIFICATION PLAN



CREDENTIALING YOUR HEALTH CARE PROVIDERS...

FOSTERS
a team concept
of quality care

EVALUATES
specialty knowledge &
competencies

IMPROVES
consumer confidence
of optimal health care

PROVIDES
an excellent risk
management tool

COMMITMENT *innovation*
quality DEDICATION LEADERSHIP
ROLE MODEL
EXCELLENCE EXPERTISE
PROFICIENCY

Join the many institutions whose medical professionals have achieved credentialed status through the NCC ICP program. Columbia University Medical Center, Yale New Haven Hospital, Strong Memorial Hospital, Palmetto Health Foundation, Catholic Healthcare West, Johns Hopkins University Hospital and many other institutions have taken the step to credential their health care professionals. Won't you take that next step too?

The NCC Institutional Certification Plan (ICP) has been designed to promote quality health care through credentialing of health care providers. Credentialed health care givers are valued by the consumer. Just ask patients if they seek out and want credentialed providers. You bet they do! Credentialing provides you, the employer, an outside evaluation of your employees' expertise and instills in health care providers a pride in their ability to give optimal health care. It provides tangible evidence of competence and validation of specialty knowledge, is an excellent risk management tool and allows you the convenience of testing at your own institution.



- While the core exams (leading to an RNC certification) are open only to nurses, the Electronic Fetal Monitoring subspecialty examination is open to a wide array of multidisciplinary groups: nurses, physicians, nurse practitioners, nurse midwives or physician assistants.
- The EFM subspecialty exam incorporates the NICHD language and is an excellent way to assess your staff's knowledge of its application in EFM tracing interpretation.
- The Neonatal Pediatric Transport subspecialty examination is open to nurses, physicians, nurse practitioners, respiratory therapists, physician assistants and paramedics.

NCC will help you enable your professional staff to become certified in several areas or earn a certificate of added qualification in Electronic Fetal Monitoring and/or Neonatal Pediatric Transport.

The Institutional Certification Plan provides different options based on the number of participating individuals. Any of the NCC core or subspecialty examinations are available to meet these minimum participant requirements.

Two options to consider

OPTION A

Sponsoring a test site at a date and time of your choosing.

25-99 INDIVIDUALS

OPTION B

Sponsoring a test site at a date and time of your choosing and earn a discount on fees.

100 OR MORE INDIVIDUALS

Benefits:

- The test site will be available at your institution.
- Employees won't have to travel.
- You will have your employees credentialed in a minimal amount of time.
- You can set up your own test date.

The Process:

- One individual must be designated at your institution to be the coordinator for all aspects of NCC testing.
- Dates for submission of applications and testing dates will be mutually determined via an agreement.
- There will be no refunds under any circumstances.
- A memo of understanding outlining policies that are different from those stated in the registration catalog must be signed by each candidate.
- There is a minimum six week waiting period between submitting the registration applications and the date of the first test administration. This time allows NCC to adequately prepare for your test administration.
- You may choose up to 21 consecutive days during which to administer the exam.



Your Responsibilities As a Test Site Coordinator:

- You must provide a testing room that meets NCC specifications at no charge to NCC.
- You must provide one proctor for each 25 candidates taking the exam. A minimum of two proctors is required.
- You are responsible for distributing NCC exam eligibility letters to candidates.
- You are responsible for notifying candidates of the date and time of the examination.
- You are responsible for receiving and verifying examinations and testing materials.
- You are responsible for keeping the examinations in a secure place while in your possession.
- You must return the examination materials via Federal Express to the NCC office within 24 hours of testing.
- Test results will be sent to the individual candidates; the test coordinator will receive aggregate scores.



Written Agreement

There will be a written agreement that will outline policies and procedures for ICP program. Agreements will be finalized based on institutional needs and agreed negotiations. The typical agreement covers the following areas:

- Designation of test coordinator
- Test coordinator responsibilities
- Selection of test facilities and proctors
- Application submission process
- Test schedule and anticipated activities
- General test policies and procedures

Express your interest by emailing Betty Sobala at bsobala@nccnet.org, or by visiting our website at www.nccwebsite.org, clicking the certification tab and the ICP link on the left hand column. You can make your request at any time. Testing will be set up by signed agreement but testing dates and application submission dates will be per negotiation.

Current Exam Offerings

Core Exams – Leading to the RNC credential

FOR NURSES

- Inpatient Obstetric Nursing
- Neonatal Intensive Care Nursing
- Low Risk Neonatal Nursing
- Maternal Newborn Nursing

FOR NURSE PRACTITIONERS

- Women's Health Care Nurse Practitioner
- Neonatal Nurse Practitioner

Subspecialty Examinations

Leading to a Certificate of Added Qualification

FOR NURSES, NURSE PRACTITIONERS, PHYSICIANS, NURSE MIDWIVES AND PHYSICIAN ASSISTANTS

- Electronic Fetal Monitoring

FOR NURSES, NURSE PRACTITIONERS, PHYSICIANS, PHYSICIAN ASSISTANTS, PARAMEDICS AND RESPIRATORY THERAPISTS

- Neonatal Pediatric Transport

NCC ICP Test Site Requirements

Requirements for the examination room should include:

- accommodation to seat test candidates in every other seat (tables and chairs are preferable to individual laptop tables)
- a location where test candidates may store their personal belongings
- proper lighting
- proper heating or air-conditioning
- ready access to restrooms
- a clock that may be seen by all seated in the room. If the room does not have a clock, a chalkboard or easel must be available so the proctor may record the time for the candidates
- an entryway (incoming and outgoing) easily observed by the proctor(s)
- a location where adjoining rooms or the outside environment will ensure quiet that will be conducive to testing



NCC ICP Proctor Requirements

PROCTOR RESPONSIBILITIES

Two proctors (one chief and one assistant) are the minimum required for testing. For sites with more than 25 candidates, an additional assistant proctor for each 25 candidates is required.

RESPONSIBILITIES OF THE TEST COORDINATOR

- Serve as NCC's contact for test administration
- Become familiar with NCC examination policies, procedures and proctor responsibilities prior to exam day
- Receive, inventory, and assume full responsibility for the security of all test materials
- Select and provide orientation for all proctors and assign responsibilities for exam day
- Review list of test candidates and make seat assignments



- Admit eligible candidates and supervise the test facilities on exam day
- Administer the examination in accordance with instructions to ensure that all examinees are tested under uniform conditions
- Supervise all test administration procedures
- Identify and report any irregularities
- Collect, inventory, and return all test materials

RESPONSIBILITIES OF THE ASSISTANT PROCTOR(S):

- Help unpack and set up test materials on exam day
- Help register candidates and direct them to their seats
- Distribute and collect test materials
- Observe candidates during testing
- Escort test candidates to the restroom during testing time
- Report any irregularities to the chief proctor
- Help check test materials before they are returned to NCC

DON'T HAVE 25 INDIVIDUALS TO TEST?

Consider sponsoring a test site for NCC's annual paper & pencil test held in September. A minimum of six candidates is needed to establish a test site and any certification or subspecialty exam counts toward meeting the candidate minimum. Please visit our website at nccwebsite.org for the latest updates.

NOTE: All proctors who are not NCC RNCs are ineligible to take any NCC examinations for one year after proctoring an NCC examination.



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