



Certification
Maintenance

CORE LEGACY MAINTENANCE

Ambulatory Women's
Health Care Nursing

High Risk Obstetric Nursing

Reproductive Endocrinology
Infertility Nursing

Telephone Nursing Practice

ANA-MCH/NCC
Joint Certification Program

Recognition, Value, Expertise...

It is what certification is all about!

ABOUT CERTIFICATION

What makes a certified nurse or nurse practitioner different?

Essentially, 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 who have made the commitment to life-long learning, patient advocacy and professional practice.



Certification is more than an initial after your name...

The NCC Maintenance Program provides an opportunity to continue with certified status. The RNC or NP-BC credential validates expertise and gives tangible recognition of an ongoing 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 email. ***It is your responsibility to insure your email is up-to-date at all times.***

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CORE LEGACY MAINTENANCE

MAINTENANCE PROGRAM REQUIREMENTS



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

Certification must be maintained every three years
by continuing education.

NCC WEBSITE ACCOUNT

Your NCC account must be set up at NCCwebsite.org with your personal information. This includes your address, phone, email and NCC ID number. It is important to keep your account updated whenever there have been any changes in your information.

LICENSURE

The current license number, licensing state or province and expiration date for your current/active/unencumbered RN or advanced nursing practice licensure as applicable in the U.S. or Canada will need to be provided.

CONTINUING EDUCATION

You must earn 45 hours of CE in your specialty within your current period of certification.

Track completed and needed CE

Access and update the online maintenance application in your NCC website account throughout the maintenance cycle. Enter CE as it is earned on an ongoing basis. CE can be entered into the maintenance application throughout the maintenance cycle. It is important to save the CE certificate and a description of the CE offering in case of audit. CE earned from successful completion of any NCC CE module will automatically be coded and entered into the maintenance application.



HOW TO SUBMIT YOUR MAINTENANCE APPLICATION

STEP 1

What are the maintenance requirements?

Determine if you meet the maintenance requirements to maintain. A current, unencumbered license is required for all maintenance applications. Please see *page 3* for maintenance requirement details.

STEP 2

Submitting your application

Complete, submit your maintenance application online at NCCwebsite.org. Applications can only be submitted online. You cannot submit an application by mail, telephone or fax. Payment can be made by credit card or check. You may access your online maintenance application at any time and enter your CE into the application as it is earned on an ongoing basis. CE can be entered into the maintenance application throughout the maintenance cycle. It is important to save the CE certificate and a description of the CE offering in case of audit.

STEP 3

When is your maintenance deadline?

The maintenance application must be submitted no later than 12 Midnight Central Standard Time on the maintenance due date. Specific maintenance due dates can be found in your NCC website account. Sign in with your email and password and go to your account.

Once you have met all CE requirements you may submit your application up to 12 months before your due date. **Applications can be submitted early** - up to (but not more than) one year prior to your due date. **Early submission does not change your current or next maintenance cycle dates or when you can start earning CE for your next maintenance cycle.**

STEP 4

What information does the application require?

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

STEP 5

Email confirmation of your application

Before submitting your application, make sure that your email address is correct. After completing and submitting the application, you will receive confirmation via email. **This will be the ONLY confirmation notice you will receive.** If you do not receive, check your application to make sure you clicked the submit button.

Maintain your
certification

[Learn More »](#)

Add/track or
submit your CE

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

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HOW TO SUBMIT YOUR MAINTENANCE APPLICATION

- STEP 6** **Notification of successful maintenance**
- Notification of maintenance will be sent via email. The progress of the maintenance application can be tracked by checking your [NCCwebsite.org](https://nccwebsite.org) account for a new maintenance due date. After your maintenance has been approved, official certification documentation will appear in your [NCCwebsite.org](https://nccwebsite.org) account.
- You can download the official documentation of your certification 24/7, free of charge from your account in both card and certificate format. *NCC no longer issues maintenance cards.* Notices are sent by email, it is important to make sure both email and mailing addresses are kept up to date in your profile.
- STEP 7** **Notification of audit**
- NCC randomly selects maintenance applications for audit. If selected you will need to submit your CE certificates along with the CE offering or Conference Agenda that includes the lecture description(s) for all non-NCC CE activities listed in the maintenance application. **You will be required to upload these documents.** Instructions for audit will be included in the audit notification email. If you are unable to upload the CE certificates and course/lecture descriptions required or if the CE does not meet the required core competency you would have to be able to submit additional CE earned in the maintenance due date time frame for the maintenance application to be considered. All CE audit materials are due within 2 weeks of the application submission and audit request.
- Failure to submit the required audit documents by the deadline will result in denial of the maintenance application. Once the maintenance due date passes you are considered lapsed and your only option would be to reinstate.

FEES

The maintenance fee is \$100.

MAINTENANCE FEES

Discounts are afforded to those who use NCC continuing education online modules and/or take NCC pretests that apply to their maintenance requirements. NCC CE is not audited since all documentation is in the individuals' account.

NCC CE Discount Program:

- Use of **15 hours** NCC CE to maintain.....**\$80**
- Use of **30 hours** NCC CE to maintain.....**\$70**
- Use of **45 hours** NCC CE to maintain.....**\$60**

Discounts do not apply to alternative maintenance or reinstatement.

All fees are non-refundable

Maintenance Fees

- All fees are non-refundable 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 to the applicant
- All payments must be in US funds
- NCC does not accept debit cards or split payments (part check and part credit card)
- Maintenance fees can be submitted only online at the NCC website. Applications will not be accepted by mail, phone or fax.



Other Payment Related Fees

Incomplete Application Fee



All incomplete applications are subject to a \$10 reprocessing fee (not refundable)

Returned Checks and Credit Card Chargeback



A \$30 fee will be assessed for any check or e-check returned or a credit card payment disputed for any reason. Remittance thereafter of all fees must be in the form requested by NCC.



ABOUT CONTINUING EDUCATION CREDITS

Time Frames when CE Needs to be Earned

Continuing Education must be earned during your current three year period of certification. Your specific dates are in your account.

NCC Continuing Education Module User

You can use NCC continuing education modules to earn CE in your specialty area. There are topics that relate to all specialty areas. Modules can earn 2 to 15 hours of CE. In addition, the use of NCC modules may also reduce the cost of the maintenance fee.

Other Continuing Education Options

NCC modules are just one option for earning CE. Earning CE at conferences, online or at work are just a few examples for other continuing education options. NCC coding books have been developed for each core certification. These coding books will assist you in coding all CE earned from sources outside of NCC. The coding books can be found under the "Learn More" link in the Maintenance section on the home page of the NCC website and are provided by certification specialty. **All CE must be accredited.** See pages 8-10 for additional details.



ABOUT CONTINUING EDUCATION CREDITS

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 CE = 1 hour of
continuing education

1 CEU = 10 hours of
continuing education

1 AMA Category =
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 and CME credit are accepted. 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 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: 9/14/18 (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 or lecture from the specialty list. Remember all content must be as specified by your Education Plan.

OTHER RECOGNIZED EDUCATIONAL ACTIVITIES

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 an 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: 12/14/18

(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
preceptorship
from the specialty
code list

PRESENTER OF CE

Program/Activity name:

Managing Shoulder Dystocia

Date of program: 5/10/18

Number of hours: Same numbers as awarded to participants

Sponsor or accrediting agency/organization:

AWHONN



Select 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.
- Only one article or book authorship can be used 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. This information must be supplied 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 Continuing Education 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 continuing education module or monograph. A maximum of 10 hours of continuing education can be used as a NCC Continuing Education reviewer or monograph author per certification maintenance cycle.

Listing Example FOR AN AUTHOR

Select author option
from the specialty list

Program/Activity name:

Chapter 12 on Oral Contraceptives in Comprehensive Gyn

Date of program: 3/8/18

(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



SPECIALTY CONTENT AND CODING

CE and NCC Coding Requirements

What is Specialty Content?

Maintenance is designed to insure that each certified nurse or NP maintains the core certification knowledge competencies of the specialty over time. Specialty content is the information in core competency areas for each specific specialty.

The core certification knowledge competencies reflect the knowledge tested on each certification exam.

Each core competency for a specialty has an assigned specialty code. The individual certified nurse decides what specialty code should be used for their certification based on their knowledge of the content covered in the specific continuing education activity.

Maintenance is tied to the core competencies for the specialty and not to individualized practice settings.

Where is the information I need for the coding system?

NCC has created coding booklets specific to each core certification and has a specialty code keyword search feature for browsing content categories and assigning the proper maintenance code.

To access content coding tools:

- Visit NCCwebsite.org
- Click "Learn More" in the purple "Maintain Your Certification" box
- Select "Core Certification"
- Scroll down to Documenting CE
- Click "Acceptable CE - browse keywords"
- Or select from the right hand column the coding brochure specific to your specialty

NCC Maintenance Pre-Approval

Pre-approval is optional and should ONLY be used if you want NCC to approve the specialty codes you have chosen for your CE activities.

Individuals should choose the code that best represents the content of the CE activity. When unsure if your continuing education activities will meet NCC maintenance requirements, you can ask NCC to pre-approve the CE activities. The educational activities can be submitted online along with a non-refundable \$30 fee. NCC will review them, indicate if they are applicable to maintenance and will assign the appropriate specialty code to each activity you submit. NCC cannot code the content unless you provide the titles of the lectures or CE activity you attended. If the titles do not represent the content you must provide more specific information to assist with the coding. Any approved CE activity will be automatically posted to your online maintenance application on NCCwebsite.org with the appropriate specialty code so you won't have to re-enter them at the time you maintain. The NCC Maintenance Pre-Approval form is found in the maintenance section of NCCwebsite.org.



APPROVAL OF YOUR MAINTENANCE

Once the maintenance application has been approved, notification will be sent by email. Those who want to monitor when their application is approved can go to their account and see if the certificate is updated. Once either of these actions occur the maintained individual can:

- download a current maintenance card directly from the website in the "Certification(s) and/or Lifetime Emeritus" section
- take the next assessment for the new maintenance cycle
- request a verification from the website

Official Documentation

Maintenance Cards and Certificates

To download official documentation of current certification, login to NCCwebsite.org. The maintenance card and certificate can be downloaded and printed from links under the specific certifications on your profile page. If an official printed maintenance card is desired, it can be purchased for \$35 (includes shipping) when you submit your maintenance application.

Receipts

A receipt for your payment of the maintenance fee will automatically be provided with your notice that your maintenance has been successfully completed. A receipt can be downloaded at any time from the "Your account" section of the website.

Press Release

After your maintenance has been approved, consider sending a press release to colleagues, leaders and faculty to inform them that your certification has been successfully maintained. This is an excellent way to let your colleagues, supervisor, mentors or other leadership in your institution know of your accomplishment.

A press release can be initiated at any time but should only be done after receiving official notification of successfully completing the certification maintenance process.

This is not a substitute for primary source verifications. The official documentation of your certification can be downloaded from your account. Access the press release by clicking the link **Issue press release**, under "Your certification".

Verification of Your Certification

If a third party verification of certification is required, a request through the NCC website must be submitted. Click on **Request a Verification** on the home page.

Do not request a verification until the certification in your account has been updated to reflect the new maintenance cycle. Individuals who are newly certified cannot request a verification until they have received 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. An email address is needed to use the process. Where available, NCC has listed on the website email addresses of the state boards of nursing that have provided them.

Maintain your certification

[Learn More »](#)

Add/track or submit your CE



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



ADMINISTRATIVE POLICIES

Your Contact Information

Please keep the contact information saved in your account up-to-date. NCC uses your email to keep you informed of news and events specific to your certification, including **Courtesy Maintenance Reminders**.

The following are a few examples of NCC notifications:

- **Courtesy Maintenance Reminders**
- Continuing Education Offerings
- New Certification Opportunities
- News from NCC

Please login into your NCCwebsite.org account, click "Update your profile" and check/update your contact information. *It is your responsibility to insure your email is up-to-date at all times.*

All policies and procedures are subject to change without notice

Multiple Certifications

To maintain more than one NCC certification and/or a subspecialty certification, a separate maintenance application and fee for each certification must be submitted. There is a separate application for maintaining subspecialty certifications. If applicable, the same continuing education can be used across multiple certifications as long as it meets requirements for the other certifications.

Extending your Maintenance Due Date

A one time, three month extension can be requested when maintenance cannot be completed by the due date or when enough continuing education credits have not been earned. This extends the time to file. It does NOT change the next maintenance due date. During this extension period, any request for verification of certification status will be reported as lapsed. The certification remains lapsed if the extension deadline is not met! Continuing education earned in the extension period can be used to maintain the extended certification. The cost to extend the certification is \$30. The CE earned and used during the extension period to maintain this cycle, cannot be used to maintain the next cycle. **The extension request must be submitted 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. 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 [NCCwebsite.org](https://nccwebsite.org)
- Click "Learn More" in the purple "Maintain your certification" box
- Scroll down to Common Links
- Click "File an Extension for Maintenance"
- Fill out the online Extension form and pay the fee



ADMINISTRATIVE POLICIES

Don't have enough CE to Maintain?

If you don't have enough CE to maintain your NCC certification, NCC offers online continuing education modules. **Using NCC CE modules is NOT a requirement for maintenance.** NCC developed this optional program as a response to individuals requesting relevant, convenient and cost-effective CE. Modules can earn 3 to 15 hours of continuing education. There are topics that relate to all specialty areas. Discounts can be earned on maintenance fees by using the NCC CE modules. NCC recognizes there are many ways to obtain CE. This is just one option that we provide.

For more information about CE modules:

- Sign into [NCCwebsite.org](https://nccwebsite.org) with your email and password.
- Click "Continuing Education" in the yellow tab.
- Choose your specialty from certification specialty "browse modules" icons at the top of the page.
- A list of modules for your certification specialty will appear sorted by specialty code.

You can also access specialty specific CE from your account page. Look in your Certification Maintenance and under each certification you will be able to view available modules directly from your account.

Lapsed or Expired Certifications

Legacy exams are not available for retesting. Certifications not maintained, or reinstated within the following deadlines will lapse and cannot be re-established.

Certification will lapse (expire) if:

- the required application or extension request and/or fees are not filed by the designated maintenance due date.
- the required application is not submitted within the three month extension period.
- the required hours of continuing education are not earned or participation in continuing education activities are not accredited by agencies recognized by NCC.
- an incomplete application is not remediated within the requested deadline date.
- your RN license or advanced practice license is not active.
- you do not submit all required materials within the timeline if you are chosen for audit.

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

Continuing education modules

[Learn more »](#)



[Browse modules](#)

All policies and procedures are subject to change without notice



ADMINISTRATIVE POLICIES

The Reinstatement Program

A reinstatement program is available for individuals who failed to maintain their certification by their maintenance due date. The reinstatement program allows professionals formerly credentialed by NCC to come back into the system without re-examination. This program is time sensitive and must be completed within the 12 month period following the missed maintenance date and by that quarter's due date (see your specific date by going to your account). You must submit the application by midnight central standard time. Reinstatement application requires submission of CE certificates for all non-NCC CE activities listed in the reinstatement application along with the Conference/Program Agenda with the lecture descriptions.

Individuals who take advantage of this program will need to enter their earned CE into the online reinstatement application **and pay the \$215 reinstatement fee.**

Legacy certifications require completion of 45 hours of CE in the subspecialty area. If successfully reinstated, the next maintenance date remains unchanged from the missed maintenance 3-year cycle.

NCC randomly selects reinstatement applications for audit. If selected, you will be required to upload these documents in a digital format and directions will be emailed to you. If the CE does not meet the required core competencies, or if the documents uploaded are not correct, you will need to submit additional CE earned in the time frame of the original maintenance cycle and reinstatement period for the reinstatement application to be considered. All CE audit materials requested are due within 2 weeks of the application submission and audit request. Failure to complete or meet the audit will result in a permanent lapse of the certification.

To submit a reinstatement request:

- Visit [NCCwebsite.org](https://nccwebsite.org)
- Click "Learn More" in the purple "Maintain your certification" box
- Scroll down to "Common Links"
- Click "Reinstatement Your Certification!"
- 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 Chargebacks)
- 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 reprocessing fee.

All policies and procedures are subject to change without notice

Audits

NCC randomly selects for audit a percentage of certified professionals who are due to maintain their certification. **All incomplete applications are automatically selected for audit.**

An audit requires the certificant to submit copies of the certificates of continuing education (CE Certificates) to document the CE listed in the maintenance application along with the Conference/Program Agenda with the lecture descriptions. After the maintenance application is submitted, a notice of approval or a notice of audit is sent by email. The notice of audit outlines the audit process and provides a deadline for completion. Failure to meet the deadline results in lapse of certification. If selected for audit, and the required continuing education certificates along with the Conference/Program Agenda with the lecture descriptions are not provided or the deadline to submit additional documentation that would complete your application is not met, your certification will lapse. If additional CE documentation is submitted, it must have been earned within the current maintenance cycle. New CE cannot be earned and submitted unless your current maintenance window is still open.



ADMINISTRATIVE POLICIES

NCC-E

The NCC-E credential provides special recognition for the accomplishments of PERMANENTLY RETIRED Certified Professionals, made during the active part of their careers. This is not a certification, but a lifetime emeritus status demonstrating on-going recognition of previous certification. Please note: if you elect to become an NCC-E you cannot revert back to certification status without retesting which will require you to meet current eligibility criteria which may be different than when you were originally certified. **Legacy exams are not available for retesting.**

The NCC-E fee is \$90 for lifetime status. Fees are subject to change without notice.

All policies and procedures are subject to change without notice

To request NCC-E status:

- Visit [NCCwebsite.org](https://nccwebsite.org)
- Click "Learn More" in the purple "Maintain Your Certification" box
- Scroll to NCC-E emeritus credential
- Click "Access the online NCC-E Application" button
- Complete the online NCC-E application form and submit with the \$90 fee



GENERAL POLICIES

Nondiscrimination Policy

It is the policy of NCC that no individual will be excluded from the examinations as a result of age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, military status or gender identity.

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 email and mailing address in their profile.
- Address or other contact information changes should be submitted to NCC via the NCC website. **Name changes must be submitted with corroborating legal documentation via the user's profile.**

All policies and procedures are subject to change without notice

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. This request should be emailed to nccpresident@nccnet.org. 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.



CHECKLIST FOR MAINTENANCE

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

NCC WEBSITE ACCOUNT

Your account on the NCC website with your personal information has been set up. This includes your current address, phone, email and NCC ID number.

LICENSURE

Your 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. You have coded your CE with the appropriate specialty code.

APPLICATION AGREEMENT: 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 your 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 false information knowingly 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.



CHECKLIST FOR MAINTENANCE

The maintenance application provides you with an online tool to document and track all of your CE and activities. This can be done on an ongoing basis during your maintenance cycle. This shows step-by-step how much CE still needs to be earned. The application will provide a notice at the **bottom** of the CE page once all CE requirements are met. CE earned from successful completion of any NCC CE module will automatically be entered and coded with the maintenance application.



ABOUT NCC

The National Certification Corporation (NCC) is a not for profit organization that provides a national certification program for nurses, physicians, and other licensed health care professionals. Certification is awarded to nurses in the obstetric, gynecologic, and neonatal specialties and subspecialty certifications are awarded to licensed health care professionals in the subspecialty areas of electronic fetal monitoring and neonatal pediatric transport, care of the extremely low birth weight neonate and neonatal neuro-intensive care.



Since its inception in 1975, NCC has awarded certifications to more than 160,000 licensed health care professionals.

NCC'S PHILOSOPHY OF CERTIFICATION

Certification is an evaluative process that provides health care professionals in women's health, obstetric, gynecologic, and neonatal 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 credential carries no licensing authority. The ability to practice is regulated by the relevant state boards of licensure and while certification may be required in some states, NCC has no regulatory power to require states to recognize certification for this purpose. Practice and educational standards are reflected in the certification process but the responsibility for development of such standards rests with the professional specialty organizations and the education community.

NCC encourages individuals 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 relevant national specialty organizations and employment expectations in their community. Contact with state boards of licensure, universities and colleges, professional specialty organizations and individual employers for specific requirements is highly recommended.

NCCA & ABSNC Accreditation

NCC nurse and subspecialty certification programs are accredited by the National Commission for Certifying Agencies (NCCA).

NCC nurse practitioner certification programs are accredited by both the Accreditation Board for Specialty Nursing Certification (ABSNC) and the National Commission for Certifying Agencies (NCCA).

