



2014 CANDIDATE GUIDE

INPATIENT OBSTETRIC NURSING

Congratulations on taking the next step in your career

– earning your RNC-OB credential!

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IT IS IMPORTANT TO READ THE INFORMATION IN THIS GUIDE. IT WILL ANSWER YOUR QUESTIONS AND WILL EXPLAIN ALL POLICIES TO WHICH YOU WILL BE SUBJECT.

NCC core and subspecialty programs are accredited by the National Commission for Certifying Agencies

ABOUT THIS GUIDE

This guide provides general information about the NCC examination process. There are different rules and policies based on how you are taking the exam: computer testing with AMP, paper and pencil testing at designated academic centers, testing with PEC courses or contracted by your institution through the ICP program. Please make sure you review the pertinent information for the appropriate exam administration option. It includes specific information about the further communication you will have with NCC before you take the examination, the policies of the examination program, and the procedures to be followed on the day you take the examination. In addition, this guide provides information that will help you prepare for the examination including sample questions to familiarize you with question format, competency statements and examination content outline. Study resources are also suggested for your review. It is recommended that you familiarize yourself with the information in this guide. It should answer your questions about the NCC examination process. If you have other questions, please feel free to contact NCC through the NCC website at www.nccwebsite.org.

NCC'S PHILOSOPHY OF TESTING

Certification is an evaluative process that provides the opportunity for nurses in the obstetric, gynecologic and/or neonatal specialty to demonstrate publicly what they know and to be recognized for the special knowledge they possess. The NCC certification credential carries no licensing authority. The ability to practice as a nurse is regulated by the state boards of nursing, and while certification may be required in some states for advanced practice roles, NCC has no regulatory power to require states to recognize NCC 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 nursing specialty organizations and the nursing educational 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 national nursing specialty organizations, and employment expectations in the community.

COMPUTER TESTING WITH AMP

KEY POINTS

Schedule your test as soon as possible with AMP either by phone on their website – see eligibility letter for details.

Remember to bring **two forms of ID** with you; one must be with a picture and both must be current. You will not be allowed admittance without proper ID.

You must arrive at least 15 minutes prior to your scheduled appointment time. **AN APPLICANT WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED** and will not receive a refund. Applicants who are late or fail to take the test can file a Change Request Form with applicable fees.

Preliminary results are given at the site but your **official (verified) results will come to you in the mail** within 21 days of testing. You are **NOT** certified until you receive your official letter.

Verification of certification to third parties can only be done by request via our **online system on the NCC website**. Your information will not be on the system until you receive your official letter in the mail. NCC does not issue verifications automatically to any entity. Cost is \$30.

SCHEDULING TO TAKE YOUR EXAM

It is your responsibility to schedule when you wish to take the examination. You have **90 days to schedule and to take** your examination. The specific starting and ending days are provided in your eligibility letter - you cannot set up an appointment until you receive your eligibility letter. It is recommended that you schedule your appointment as soon as possible. **Space availability at any specific test center cannot be guaranteed.** If you schedule later than the first month of your testing window and space is not available in your assigned window, you will have to file a Change Request Form and pay all applicable fees.

You can schedule your examination at one of Applied Measurement Professional (AMP) test centers via **telephone** or via the **web**. Refer to your eligibility letter for the specific telephone number and web site address. A candidate can reschedule a testing date **ONCE** at no charge. You must select a reschedule date when you call to cancel your original test date and that date must be within your assigned 90 day window for testing. Subsequent reschedules require payment of a \$125 fee. Any rescheduling must take place at least 4 business days prior to the most recently scheduled test date.

The examination is administered by appointment only. Walk in candidates cannot be accommodated. Examinations may be scheduled **Monday-Saturday only** and are available on a first come, first served basis. Therefore, you are encouraged to schedule your appointment as soon as possible. Examinations are scheduled at **9 am or 1:30 pm, Monday-Saturday**.

A list of AMP test sites is provided in this guide and at www.GOAMP.com. AMP Assessment Centers are located in selected H & R Block offices. When you call or visit the web to schedule your appointment, the specific address will be provided, and directions to all AMP sites are available on the AMP web site. **Sites are subject to change.** AMP personnel will be able to advise you about the availability of test centers.

All AMP test centers are **closed** on the following days:

New Year's Day	Columbus Day
Martin Luther King Day	Thanksgiving (& the following Friday)
Presidents' Day	Christmas Eve
Good Friday	Christmas Day
Memorial Day	The week between Christmas Day and New Year's Day
Independence Day (July 4)	
Labor Day	

COMPUTER TESTING WITH AMP

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

How to Determine if a Test Center is Closed Due to Weather Conditions

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the test center. If power to a testing center is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination.

Candidates may contact AMP at the same number they called to schedule their appointment, or visit the AMP website at www.goamp.com to determine weather related test site closures. Such information is located on the AMP website homepage. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a test center, all scheduled candidates will receive notification regarding a rescheduled examination date or reapplication procedures.

THE DAY OF THE EXAM – ARRIVAL & ADMISSION

When you arrive at an AMP test center (located in H & R Block offices), look for the signs indicating AMP Assessment Center Check-in. You must check in with the test supervisor.

To gain admission to the Assessment Center, a candidate needs to present **two forms of identification**, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will also be required to sign a roster for verification of identity.

Acceptable forms of photo identification include: a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable. Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the Assessment Center. **YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE TEST CENTER.**

Bring the copy of your eligibility letter with you.

You should arrive at least 15 minutes prior to your scheduled appointment time. **AN APPLICANT WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED** and will not receive a refund. Applicants who are late or fail to take the test can file a Change Request Form with applicable fees.

If you have any problem during your test session, you should alert the proctor. This could be related to computer function, environment or any other issue.

While every effort is made to provide a comfortable environment, individual temperature responses or facility management beyond the proctor's control can make the site too hot or too cold for your individual taste. Please bring a sweater or jacket that you can remove or put on as needed.

COMPUTER TESTING WITH AMP

PREPARING FOR THE EXAM

After your identification has been confirmed, you will be directed to a testing carrel. The computer will be turned on and will be ready to be used. You will be prompted on-screen to enter your NCC assigned ID number. Your photograph will be taken, and it will remain on-screen throughout your testing session. This photograph will also print on your preliminary pass/fail report.

SECURITY

NCC and AMP adhere to test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

PRACTICE TEST

Prior to attempting the examination, you will be given the opportunity to practice taking a test on the computer. The time you use for this practice test is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination. If you have any questions about how the computer testing works, please ask your proctor.

TAKING THE EXAM BY COMPUTER – WHAT TO EXPECT

TIMED EXAMINATION

Following the practice test, you will begin the actual examination. Before beginning, instructions for taking the examination are provided on-screen.

Three (3) hours are allotted to complete the examination.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time limit. You may click on the “Time” button in the lower right portion of the screen or select the TIME key to monitor your time. A digital clock indicating the time remaining for you to complete the examination will appear. The time feature may also be turned off during the examination. Only one test item is presented at a time. The item number appears in the lower right portion of the screen. The entire test item appears on-screen (i.e., stem and three options labeled A, B, and C). **Indicate your choice by either entering the letter of the option you think is correct (A, B, or C) or clicking on the option using the mouse.** To change your answer, enter a different option by pressing the A, B, or C key or by clicking on the option using the mouse. You may change your answers as many times as you wish during the testing time limit.



To move to the next item, click on the forward arrow (>) in the lower right portion of the screen (*see diagram above*) or select the NEXT key. This action will move you forward through the examination item by item. If you wish to review any item or items, click the backward arrow (<) or use the left arrow key to move backward through the examination.

A test item may be left unanswered and returned to later in the testing session. Items may also be bookmarked (flagged) for later review by clicking in the blank square to the right of the Time button. Click on the forward pointing hand or select the NEXT key to advance to the next unanswered or bookmarked item on the examination. To identify all unanswered and bookmarked items, repeatedly click on the forward pointing hand or press the NEXT key. When the examination is completed, the number of test items answered is reported. If not all items have been answered and there is time remaining, return to the examination and answer those items. **Be sure to provide an answer for each test item before ending the examination. There is no penalty for guessing.**

Online comments may be provided for any item by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. **Comments will be reviewed, but individual responses will not be provided. NOTE: the time to make comments will be counted toward the test time, and no comments are acceptable as answers.**

COMPUTER TESTING WITH AMP

FEES NOT REFUNDED

A candidate will not receive a refund, but may file a **Change Request Form** with applicable fees, any of the following reasons:

- Failure to appear at the test center (no-show)
- Failure to call for an appointment within the 90 day window
- Arrival too late at the test center
- Refusal of entry because of failure to have proper ID or to meet any required rule

RULES OF COMPUTER TESTING

RESTRICTIONS AND SECURITY

Report to your designated Assessment Center location on the day of the examination at the time you were instructed when your appointment was scheduled. **Candidates arriving more than 15 minutes late will not be admitted.** No guests, visitors or family members are allowed in the testing room or reception areas.

No books, papers, dictionaries, other reference materials or personal items (e.g., purses, briefcases, coats) may be taken into the Assessment Center; you must leave all personal items at home or in your automobile. AMP will not be responsible for loss of or damage to personal items.

No electronic devices other than approved calculators are permitted in the Assessment Center, **including telephones, signaling devices such as pagers and alarms and photographic or duplicating devices.** In addition, personal digital assistants (PDAs) and other hand-held computers, including smart phones, tablets and digital music players (e.g., Ipod & Ipad) are prohibited.

NCC allows candidates to bring a battery-operated noiseless, non-programmable calculator without alpha keys or printing capabilities to the test site.

You will be provided with scratch paper and pencils to use during the examination which must be returned to the supervisor at the completion of testing, or you will not receive a pass/fail report. **No documents or notes of any kind may be removed from the examination room.** All computer screens, questions, paper and written materials are the property of NCC and AMP and may not be reproduced in any form.

No questions concerning the **content** of the examination may be asked during the test.

Eating, drinking or smoking will not be permitted in the Assessment Center.

You may take a break whenever you wish, but you will **not** be allowed additional time to make up for time lost during breaks.

COMPUTER TESTING WITH AMP

FORFEITURE OF FEES

All fees will be forfeited by the candidate for any of the following:

- Failure to follow any AMP rules
- Dismissal from the test center for being disruptive or otherwise disorderly to other test candidates, test center personnel or others at the test center
- Dismissal from the test center for any reason.

See Misconduct.

VIOLATION OF ANY OF THE ABOVE PROVISIONS RESULTS IN DISMISSAL FROM THE TESTING SESSION AND HAVING THE CANDIDATE'S RESULTS ON THE EXAMINATION VOIDED AND EXAMINATION FEES NOT REFUNDED.

RULES OF COMPUTER TESTING

PERSONAL BELONGINGS

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

MISCONDUCT

The supervisor may **dismiss a candidate from the examination** for any of the following reasons:

- the candidate's admission to the examination is unauthorized
- the candidate creates a disturbance, is abusive, or otherwise uncooperative
- the candidate gives or receives help or is suspected of doing so
- the candidate attempts to record test questions or to make notes
- the candidate displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs
- the candidate talks or participates in conversations with other examination candidates
- the candidate leaves the Assessment Center during the administration
- the candidate attempts to take the examination for someone else
- the candidate is observed with personal belongings
- the candidate is observed with notes, books or other aids without it being noted on the roster

If a candidate engages in misconduct and is dismissed -- the exam score will not be reported and examination fees will not be refunded.

COMPUTER TESTING WITH AMP

RESULTS NOTIFICATION

After completing the exam or once the allotted time has expired, candidates are asked to complete a short evaluation of their testing experience. Then candidates are instructed to report to the testing supervisor to receive their pass/fail report.

The pass/fail report received at the test site will preliminarily indicate pass or fail status only and **will be unofficial until you receive official written notice** from NCC. This process allows NCC to verify the accuracy of all test results.

Your official notice will be sent within 21 business days of your test date **via US first class mail**. Pass/fail status will not be reported over the telephone, the NCC website, by electronic mail, express mail or by fax. **There are no exceptions to this policy.**

Your official notice will confirm your PASS or FAIL status. Additional reporting regarding areas of strength and weakness in the various examination content areas will be included.

Third party notification of pass/fail status will not be released without authorization from the candidate. A \$30 fee is required for any third party notification or issuance of duplicate pass/fail reports. Such verifications will not be issued until written confirmation of pass/fail is made by NCC and the candidate is so notified. **Verification requests can only be made via the online verification system on the NCC website.** NCC no longer issues verifications via mail or fax.

WHAT HAPPENS IF YOU CAN'T TAKE THE EXAM OR NEED TO MAKE A CHANGE?

CHANGE YOUR TESTING DATE, METHOD OF TESTING OR EXAM CATEGORY

Candidates who cannot take their currently scheduled examination, have missed their testing date or need to take a different exam - can request a change. Candidates may request to change their examination category, reschedule their testing date or even change their method of testing, provided that they meet the requirements listed below. **Candidates are only allowed one change option** (ex. if you reschedule your examination date, you will not be able to change your examination category). All change requests must be approved by NCC and you may be required to provide additional information. **There will be no refund of original fees or Change Request Form fees.** Candidates who fail to take the examination under this change option must re-apply with full fees.

In order to request a change you must:

- Submit the change request within one calendar year from the last date of your assigned testing window for computer candidates
- Submit a non-refundable fee of \$125 with the Change Request Form
- Use the NCC website online Change Request Form (*changes requested in any other format, will not be accepted*)
- Candidates changing a current computer test must have canceled or never made their appointment to take the exam at an AMP center

WITHDRAWING CANDIDATES

- Only the applicant/candidate can withdraw from the examination process.
- Candidates withdrawing from a Core Certification exam will receive a \$160 refund of their \$325 payment.
- All withdrawal requests must be submitted online at the **NCC website BEFORE the final day of the assigned testing window** and provided that:
 - > the candidate has not made an appointment to take the exam at an AMP center or
 - > if the candidate has made an appointment with AMP, it must be cancelled no later than four business days prior to the scheduled testing date.
- Candidates who have previously submitted a Change Request Form (to change test mode, category or date of exam) **CANNOT** subsequently withdraw.
- **No refund will be considered after the exam date.**

SUBSTITUTIONS

New candidate substitutions **CANNOT BE MADE** for ineligible, withdrawn or candidates who have submitted a Change Request Form.

NO REFUND WILL BE CONSIDERED AFTER THE CANDIDATE HAS TAKEN AN EXAMINATION.

COMPUTER TESTING WITH AMP

COMPUTER TEST CENTERS

The AMP test centers are located in H & R Block Centers and are listed below. Sites are subject to change.

Go to www.GoAMP.com for the most current list.

Alabama

Athens
Birmingham
(Lakeshore Pkwy)
Birmingham
(Crestwood Blvd)
Huntsville
Mobile
Montgomery

Alaska

Anchorage

Arkansas

Fayetteville
Little Rock

Arizona

Phoenix (Glendale)
Phoenix (Mesa)
Tucson

California

Bakersfield
Chino
Fresno
Irvine
Long Beach
Los Angeles
(Glendale)
Los Angeles
(Stanton)
Modesto
Monrovia
Palm Springs
Sacramento
San Diego (La Mesa)
San Francisco
San Jose
Santa Maria
Upland
Van Nuys

Colorado

Denver (Aurora)
Grand Junction

Connecticut

Southington
(Hartford)
West Haven

DC

Washington

Delaware

Wilmington

Florida

Fort Lauderdale
Jacksonville
Lakeland
Miami
Ocala
Orlando
(Casselberry)
Sarasota
Tallahassee
West Palm Beach

Georgia

Atlanta (Decatur)
Atlanta (Lilburn)
Atlanta (Marietta)
Macon
Savannah

Hawaii

Honolulu

Idaho

Boise

Illinois

Buffalo Grove
Carbondale
Chicago (Clinton Av)
Chicago
(Washington St)
Franklin Park
Glen Ellyn
Matteson
Naperville
Rockford
Springfield
Urbana

Indiana

Evansville
Fort Wayne
Indianapolis
Mishawaka

Iowa

Davenport
Des Moines

Kansas

Kansas City
(Olathe)
Wichita

Kentucky

Lexington
Louisville

Louisiana

Baton Rouge
New Orleans
Shreveport

Massachusetts

Boston (Saugus)
Cambridge
Framingham
Holyoke

Maryland

Baltimore (Glen
Burnie)
Randalltown

Maine

Bangor (Holden)
Portland

Michigan

Detroit
Flint
Grand Rapids
(Wyoming)

Minnesota

Duluth
Minneapolis
(Blaine)
Rochester

Missouri

Jefferson City
Kansas City
(Gladstone)
Springfield
St. Louis

Mississippi

Jackson (Ridgeland)

Montana

Billings
Great Falls
Missoula

North Carolina

Asheville
Charlotte
Fayetteville
Gastonia
Greensboro
Raleigh
Wilmington
Winston-Salem

North Dakota

Bismarck
Fargo

Nebraska

Lincoln
North Platte
Omaha (Bellevue)
Scottsbluff

New Hampshire

Concord
Manchester
Nashua
Portsmouth

New Jersey

Trenton
(Robbinsville)
Wayne

New Mexico

Albuquerque

Nevada

Las Vegas
(Henderson)
Reno

New York

Albany
Buffalo
Long Island
New York City
Queens (Astoria)
Rochester
Selden
Utica (Whitesboro)
White Plains

Ohio

Cincinnati
Cleveland (Brook Pk)
Columbus
Toledo

Oklahoma

Oklahoma City
Tulsa

Oregon

Eugene
Klamath Falls
Medford
Portland
Salem

Pennsylvania

Harrisburg
Philadelphia
Pittsburgh
Wyoming

Rhode Island

Providence
(Warwick)

South Carolina

Columbia
Georgetown
Spartanburg

South Dakota

Rapid City
Sioux Falls

Tennessee

Chattanooga
Johnson City
Knoxville
Memphis
Nashville

Texas

Austin
Dallas
El Paso
Fort Worth
Houston
(Beechnut)
Houston (Jones Rd)
Lubbock
McAllen
San Antonio

Utah

Salt Lake City

Virginia

Fredericksburg
Norfolk
Richmond
Roanoke

Vermont

Burlington

Washington

East Wenatchee
Everett
Seattle (Bellevue)
Seattle
Spokane
Tacoma
Tacoma
(Spanaway)
Vancouver
Yakima

Wisconsin

Green Bay
Milwaukee

West Virginia

Charleston

Wyoming

Caspar
Cheyenne
Green River

PAPER & PENCIL TESTING WITH AMP

PREPARING FOR EXAM DAY

ADMISSION LETTER

You will receive your Admission Letter approximately two weeks prior to examination day. Your Admission Letter will list your name, address, your NCC assigned ID number, the examination you are taking and the schedule for exam day.

Your Admission Letter will also include specific information about reporting to your test site.

You should review the Admission Letter as soon as you receive it to verify that the information on it is correct.

If your name or address is different than what is listed on your Admission Letter (due to moving or marital status, etc.), please notify AMP as soon as possible. They will reissue your Admission Letter with the correct information (*if time permits*) and notify NCC.

LOST ADMISSION LETTERS

If you misplace your Admission Letter, report to the test site at the scheduled exam time. **Make sure you bring a photo IDs with your name and signature.** You will be asked to submit an affidavit of identification that will be submitted to NCC.

THE DAY OF THE EXAM – ARRIVAL & ADMISSION

Only the candidate who has applied for and been found eligible to take the examination will be admitted to the test site.

To gain admission to the test site, a candidate needs to present **two forms of identification**, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will also be required to sign a roster for verification of identity.

Acceptable forms of photo identification include: a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable. Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the Assessment Center. **YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE TEST SITE.**

Bring your Admission Letter with you. If you misplace your Admission Letter, report to the test site at the scheduled exam time. You will be asked to submit an affidavit of identification that will be submitted to NCC.

You must report to the test site by the time stated in your Admission Letter. It is recommended that you arrive at least 30 minutes prior to your examination time. **AN APPLICANT WHO ARRIVES LATE WILL NOT BE ADMITTED** and will not receive a refund. Applicants who are late or fail to take the test can file a Change Request Form with applicable fees.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation of an examination. The examination will usually not be cancelled if the Test Site personnel are able to open the test site. If power to a test site is temporarily interrupted during an administration, you will resume your examination where you left off and any time lost during the outage will not count toward test taking time.

Candidates may contact AMP to determine weather related test site closures. Contact information is in your Admission Letter. Every attempt is made to administer the examination as scheduled; however, **should an examination be canceled at a test site, all scheduled candidates will be reassigned to computer testing.**

PAPER & PENCIL TESTING WITH AMP

TAKING THE EXAM – WHAT TO EXPECT

TIMED EXAMINATION

- Before beginning, instructions for taking the examination are provided.
- Three (3) hours are allotted to complete the examination. Please be advised that a candidate may take only one examination per test administration date. The exam is specified in the eligibility letter and on the admission ticket.

PROCTOR RESPONSIBILITIES

The proctor at your test site has three primary functions:

- maintaining security of the examination,
- providing an orderly processing of candidate credentials for admittance to the examination, and
- facilitating an optimal testing environment for candidates.

Proctors are there to help you. If during the examination, there is an environmental problem, please let the proctor know. S/he cannot help you if the problem is not identified. Proctors cannot assist you with interpretation of examination content.

While every effort is made to provide a comfortable environment, individual temperature responses or facility management beyond the proctor's control can make the site too hot or too cold for your individual taste. Please bring a sweater or jacket that you can remove or put on as needed.

PAPER & PENCIL TESTING WITH AMP

FEES NOT REFUNDED

A candidate will not receive a refund, but may file a **Change Request Form** with applicable fees, any of the following reasons:

- Failure to appear at the test site (no-show)
- Arrival too late at the test site
- Refusal of entry because of failure to have proper ID or to meet any required rule

INCOMPLETE APPLICATIONS:

Incomplete applications are those missing any requested information or documentation, contain wrong or have no fees, do not contain original signatures or for any other reason resulting in an inability to determine applicant eligibility status. Such applications, if re-filed, are subject to a \$30 re-processing fee.

Incomplete Paper/Pencil applicants will be reassigned to Computer Testing.

INELIGIBLE APPLICANTS are subject to a \$50 non-refundable fee.

RULES OF PAPER & PENCIL TESTING

RESTRICTIONS AND SECURITY

You must report to the test site by the time stated in your Admission Letter. **AN APPLICANT WHO ARRIVES LATE WILL NOT BE ADMITTED** and will not receive a refund. Applicants who are late or fail to take the test can file a Change Request Form with applicable fees. No guests, visitors or family members are allowed in the testing room or reception areas.

No books, papers, dictionaries, other reference materials or personal items (e.g., purses, briefcases, coats) may be taken into the test site; you must leave all personal items at home or in your automobile. AMP will not be responsible for loss of or damage to personal items.

No electronic devices other than approved calculators are permitted in the Test Site, **including telephones, signaling devices such as pagers and alarms and photographic or duplicating devices.** In addition, personal digital assistants (PDAs) and other hand-held computers, including smart phones, tablets and digital music players (e.g., Ipod & Ipad) are prohibited.

NCC allows candidates to bring a battery-operated noiseless, non-programmable calculator without alpha keys or printing capabilities to the test site.

You will be provided with scratch paper and pencils to use during the examination which must be returned to the supervisor at the completion of testing, or you will not receive a pass/fail report. **No documents or notes of any kind may be removed from the examination room.** All test questions, paper and written materials are the property of NCC and AMP and may not be reproduced in any form.

No questions concerning the content of the examination may be asked during the test.

Eating, drinking or smoking will not be permitted in the Test Site.

You may take a break whenever you wish, but you will **not** be allowed additional time to make up for time lost during breaks.

NCC and AMP adhere to test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Test Site is continuously monitored for security purposes.

PAPER & PENCIL TESTING WITH AMP

FORFEITURE OF FEES

All fees will be forfeited by the candidate for any of the following:

- Failure to follow any AMP rules
- Dismissal from the test center for being disruptive or otherwise disorderly to other test candidates, test center personnel or others at the test center
- Dismissal from the test center for any reason.

See Misconduct.

VIOLATION OF ANY OF THE ABOVE PROVISIONS RESULTS IN DISMISSAL FROM THE TESTING SESSION AND HAVING THE CANDIDATE'S RESULTS ON THE EXAMINATION VOIDED AND EXAMINATION FEES NOT REFUNDED.

RULES OF PAPER & PENCIL TESTING

PERSONAL AND PROHIBITED ITEMS

No personal items, valuables, or weapons should be brought to the Test Site. You are prohibited to be in possession of a cellular/smart phone, personal digital assistant (PDA), camera, tape recorder, pager, timer or other electronic recording or transmitting device while in or out of the examination room during the examination. If you did bring any of these devices, you must turn it off and leave it, along with any other personal items such as coats, purses, hats, notes, etc. at the designated location the proctor has assigned. Please note the following items will not be allowed in the test site.

watches • hats • purses • notes • coats

You will be asked to pull out your pockets to ensure they are empty.

If you are observed with any of the prohibited items or if any of the prohibited items go off during the examination, you will be dismissed immediately and the administration will be forfeited.

MISCONDUCT

The supervisor may **dismiss a candidate from the examination** for any of the following reasons:

- the candidate's admission to the examination is unauthorized
- the candidate creates a disturbance, is abusive, or otherwise uncooperative
- the candidate gives or receives help or is suspected of doing so
- the candidate attempts to record test questions or to make notes
- the candidate displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs
- the candidate talks or participates in conversations with other examination candidates
- the candidate leaves the Assessment Center during the administration
- the candidate attempts to take the examination for someone else
- the candidate is observed with personal belongings
- the candidate is observed with notes, books or other aids without it being noted on the roster

If a candidate engages in misconduct and is dismissed -- the exam score will not be reported and examination fees will not be refunded.

PAPER & PENCIL TESTING WITH AMP

RESULTS NOTIFICATION SCORE REPORT

Test results will be sent by U.S. first class mail, 4-6 weeks following test administration. No test results will be given over the telephone, faxed, express mailed, or e-mailed. **There are no exceptions to this policy.**

Your test results will give your PASS or FAIL status. Additional reporting regarding areas of strength and weakness in the various examination content areas will be included.

Third party notification of status will not be released without authorization from the certified nurse (RNC-OB). A \$30 fee is required for any third party notification or issuance of duplicates of test results reports. **Verification requests can only be submitted after official written results have been received in the mail.** Verification requests can only be made via the online verification system on the NCC website. NCC no longer issues verifications via the mail or fax.

ANSWER SHEET REVIEW

All answer sheets are scored electronically.

If you believe there might be a discrepancy in your results, you may request a review of your answer sheet for a fee of \$30. This request must be submitted online at the NCC website (certification section, under "other helpful information") within 30 days of receiving your results.. Requests received after that time will not be honored

You will be notified of the results by mail.

WHAT HAPPENS IF YOU CAN'T TAKE THE EXAM OR NEED TO MAKE A CHANGE?

CHANGE YOUR TESTING DATE, METHOD OF TESTING OR EXAM CATEGORY

Candidates who cannot take their currently scheduled examination, have missed their testing date or need to take a different exam - can request a change. Candidates may request to change their examination category, reschedule their testing date or even change their method of testing, provided that they meet the requirements listed below. **Candidates are only allowed one change option** (ex. if you reschedule your examination date, you will not be able to change your examination category). All change requests must be approved by NCC and you may be required to provide additional information. **There will be no refund of original fees or Change Request Form fees.** Candidates who fail to take the examination under this change option must re-apply with full fees.

In order to request a change you must:

- Submit the change request within one calendar year from the date of the exam you are changing
- Candidates changing a paper & pencil test must have their assigned test site code
- Submit a non-refundable fee of \$125 with the Change Request Form
- Use the NCC website online Change Request Form (*changes requested in any other format, will not be accepted*)

To Change Examination Category:

- Paper/Pencil Candidates must have their assigned test site code and submit their request at least 45 days prior to testing date

WITHDRAWING CANDIDATES

- Only the applicant/candidate can withdraw from the examination process.
- Candidates withdrawing from a Core Certification exam will receive a \$160 refund of their \$325 payment.
- All withdrawal requests must be submitted online at the **NCC website 30 days BEFORE their scheduled paper & pencil exam:**
- Candidates who have previously submitted a Change Request Form (to change test mode, category or date of exam) **CANNOT** subsequently withdraw.
- **No refund will be considered after the exam date.**

SUBSTITUTIONS

New candidate substitutions **CANNOT BE MADE** for ineligible, withdrawn or candidates who have submitted a Change Request Form.

NO REFUND WILL BE CONSIDERED AFTER THE CANDIDATE HAS TAKEN AN EXAMINATION.

SPONSORED PAPER & PENCIL TEST SITES

SPONSORED INDIVIDUAL PAPER & PENCIL TEST SITES

NCC has discontinued Annual Paper & Pencil Testing . . .

but you can still sponsor a test site at your institution if you have 1- 24 applicants!

Testing windows will be offered in 90-day cycles.

2014 Testing Windows (90 day cycle)	Test Site Request Deadlines
April 1, 2014 - June 30, 2014	January 15, 2014
July 1, 2014 - September 30, 2014	March 15, 2014
October 1, 2014 - December 31, 2014	June 15, 2014

Requests to sponsor a test site must be submitted online, before the deadline for the requested testing window and include a \$750 fee. The online form is available in the certification section NCCwebsite.org , "How to apply to sponsor a test site"

There will be some changes to the prior procedures and they include:

- You will only need to provide a room for testing
- Professional proctors will be come to your site for test administration duties
- The proctors will handle all test materials for delivery to your site and sending materials back to NCC
- Test results will be issued sooner
- Testing windows will be offered in 90-day cycles. You can select a day within your 90-day testing window cycle for test administration.
- All NCC examinations (both CORE and subspecialty) will be available for this mode of test administration
- There will be no minimum number of applicants required — maximum is 24
- The institution will be charged a \$750 fee to be an individualized site. Exam fees for individuals testing at a sponsored test site remain the same.

If you have more than 25 applicants, then you should contact Betty Sobala at bsobala@nccnet.org for information on the Institutional Certification Plan or visit the NCC website.

PROFESSIONAL EDUCATION CENTER (PEC) TESTING

PEC INTRODUCTION

PEC testing is administered through special arrangements with NCC. All aspects of NCC quality and integrity of exam administration are maintained but certain special rules do apply (see the following) in addition to the usual NCC rules. For specific questions regarding these exams, contact Betty Sobala at Bsobala@nccnet.org

IF YOU LOSE YOUR ELIGIBILITY LETTER, BRING YOUR PHOTO ID TO THE TEST SITE AT YOUR SCHEDULED EXAM TIME.

All applications for PEC testing must be obtained at the PEC website.

TEST RESULTS:

NCC shall provide final test results reports to individual candidates within 6 weeks of receipt of the answer sheets. All communications regarding the exam must be to NCC at the email provided to you by PEC on the exam application

UNSUCCESSFUL CANDIDATES:

A candidate who sits for the examination and does not receive a passing score is not eligible for any refund nor for any credit on any later NCC exam.

SPECIAL RULES FOR PEC

REFUNDS:

No refund will be issued for any reason. A candidate who signs up for the NCC exam and does not successfully complete the PEC course, fails to take the exam after signing up for the exam, fails to appear at the site, or fails to take the exam for any other reason will not be entitled to a refund.

WITHDRAWAL:

Once the candidate is determined eligible for the exam, withdrawal from the process will not be allowed.

CHANGE YOUR TESTING DATE OR METHOD OF TESTING

Candidates who cannot take their currently scheduled examination or have missed their testing date - can request a change. Candidates may request to reschedule their testing date or even change their method of testing, provided that they meet the requirements. **Candidates are only allowed one change option** All change requests must be approved by NCC and you may be required to provide additional information. **There will be no refund of original fees or Change Request Form fees.** Candidates who fail to take the examination under this change option must re-apply with full fees. In order to request a change you must:

- Submit the change request within one calendar year from the date of the exam you are changing for PEC candidates
- Candidates must have their assigned PEC class code
- Submit a non-refundable fee of \$125 with the Change Request Form
- Use the NCC website online Change Request Form (*changes requested in any other format, will not be accepted*)
- PEC Candidates CANNOT change their examination category

REGISTRATION:

All applicants must complete an application and send it along with the stated payment on the application to NCC. The application must be received by the stated deadline date. All applicants must be approved by NCC to sit for the exam. PEC has no authority to accept or to allow any applicant to take the NCC exam. Incomplete applications or those postmarked after the deadline for the NCC exam will be returned.

INCOMPLETE APPLICATIONS:

Incomplete applications are those missing any requested information or documentation, contain wrong or have no fees, do not contain original signatures or for any other reason resulting in an inability to determine applicant eligibility status. Such applications, if re-filed, are subject to a \$30 re-processing fee, but all documents and fees must be reconciled in full no later than 21 days prior to the exam. **INELIGIBLE APPLICANTS** are subject to a \$50 non-refundable fee.

PAYMENT:

All applications must include full payment. A \$30 fee will be assessed for an incomplete application, a returned check or a charge back of a credit card.

INSTITUTIONAL CERTIFICATION PLAN (ICP) TESTING

ICP INTRODUCTION

ICP testing is administered through special arrangements with NCC. All aspects of NCC quality and integrity of exam administration are maintained but certain special rules do apply (see the following) in addition to the usual NCC rules. For specific questions regarding these exams contact your local test coordinator.

IF YOU LOSE YOUR ELIGIBILITY LETTER, BRING YOUR PHOTO ID TO THE TEST SITE AT YOUR SCHEDULED EXAM TIME.

TEST RESULTS:

NCC shall provide final test results reports to individual candidates within 6 weeks of receipt of the answer sheets. All communications regarding the exam must be to the Coordinator of the exam. Do not contact NCC for any reason concerning the exam

UNSUCCESSFUL CANDIDATES:

A candidate who sits for the examination and does not receive a passing score is not eligible for any refund.

SPECIAL RULES FOR ICP

REFUNDS:

No refund will be issued for any reason. A candidate who does not successfully complete the program and has submitted his/her application and fees will not be entitled to a refund.

WITHDRAWAL:

Once the candidate is determined eligible, withdrawal from the process will not be allowed.

CHANGE YOUR TESTING DATE, METHOD OF TESTING OR EXAM CATEGORY

Candidates who cannot take their currently scheduled examination, have missed their testing date or need to take a different exam - can request a change. Candidates may request to change their examination category, reschedule their testing date or even change their method of testing, provided that they meet the requirements listed below. **Candidates are only allowed one change option** (ex. if you reschedule your examination date, you will not be able to change your examination category). All change requests must be approved by NCC and you may be required to provide additional information. **There will be no refund of original fees or Change Request Form fees.** Candidates who fail to take the examination under this change option must re-apply with full fees.

In order to request a change you must:

- Submit the change request within one calendar year from the date of the exam you are changing for ICP
- Candidates changing from an ICP test must have their assigned test site code
- Submit a non-refundable fee of \$125 with the Change Request Form
- Use the NCC website online Change Request Form (*changes requested in any other format, will not be accepted*)

To change examination category:

- ICP Candidates must have their assigned test site code and submit their request at least 45 days prior to testing date

REGISTRATION:

All applications must be given to the Coordinator by the stated deadline to be considered – see your Coordinator for the deadline date. Applications received after that time will be returned.

INCOMPLETE APPLICATIONS:

Incomplete applications are those missing any requested information or documentation, contain wrong or have no fees, do not contain original signatures or for any other reason resulting in an inability to determine applicant eligibility status. Such applications, if re-filed, are subject to a \$30 re-processing fee, but all documents and fees must be reconciled in full no later than 21 days prior to the exam. **INELIGIBLE APPLICANTS** are subject to a \$50 non-refundable fee.

PAYMENT:

All applications must include full payment. A \$30 fee will be assessed for an incomplete application, a returned check or a charge back of a credit card..

TERMS OF CERTIFICATION AND CERTIFICATION MAINTENANCE

WHEN YOU PASS THE EXAM

CREDENTIAL

Your NCC certification status entitles you to use the credential RNC-OB (Registered Nurse Inpatient Obstetric Nursing).

TERMS OF CERTIFICATION

NCC certification is awarded for a period of three years.

For those taking the exam via computer, the effective date for certification is the date on the official test results report you receive from NCC.

For those taking the exam in paper & pencil format, the effective certification date is the date on the official NCC letter that tells you that you have successfully completed the certification process.

**NO CONTINUING
EDUCATION IS ISSUED FOR
TAKING THE
INPATIENT OBSTETRIC
NURSING EXAM.**

MAINTAINING YOUR CERTIFICATION

- NCC certification must be maintained on an ongoing basis every three years.
- Certification that is not maintained will expire
 - The NCC certification maintenance program allows you to continue your certification status by obtaining specific hours of continuing education credit as defined in your Stage 2 Education Plan, generated by your Stage 2 Specialty Assessment
- For continuing education credit to be used for certification maintenance it must be earned **AFTER you have taken the Stage 2 Specialty Assessment and in the areas defined by your Stage 2 Education Plan** before your maintenance is due.
- The maintenance process includes filing a maintenance application prior to your maintenance due date with appropriate fees and requested documentation. All CE must be in the areas defined by your Stage 2 Education Plan. Using NCC CE modules does NOT automatically maintain your certification. You must file a maintenance application and pay a maintenance fee in addition to any CE fees.

You may apply for maintenance up to 1 year prior of your maintenance date. As long as you have obtained the required contact hours of continuing education credit—**you do not need to wait until your maintenance deadline to apply**. Maintenance will be due no later than the last day of the quarter in which you were notified of your certification (not the date on which you took the examination). Please refer to the following for guidance:

Date of Notification of Certification

January-March 2014
April-June 2014
July-September 2014
October-December 2014

Certification Maintenance Due Dates

March 31, 2017
June 30, 2017
September 30, 2017
December 31, 2017

NCC website.org has your answers.

For more information about the certification maintenance program, click the purple "Maintain your Certification" box.

For more information on your Education Plan and the Continuing Competency Initiative, click on the green "Continuing Competency Specialty Assessment" box.

TERMS OF CERTIFICATION AND CERTIFICATION MAINTENANCE

CONTINUING COMPETENCY INITIATIVE

In June 2010, NCC implemented Stage 1 of the Continuing Competency Initiative, which has become part of NCC's certification maintenance program.

Focused on providing tools to the certified nurse and nurse practitioner to assess continuing education needs through a specialty assessment evaluation, the new program was implemented in two stages.

Stage 1 This was an orientation phase for those who were already certified when the program was introduced.

Stage 2 All individuals certified (or maintained) after 2010 are in Stage 2 of the program. In Stage 2, beginning with a maintenance due date in 2014, the results of the specialty assessment evaluation will drive what CE is needed for certification maintenance which in most cases will decrease your CE requirements.

The program will be applicable only to NCC certified nurses and nurse practitioners. For those holding credentials no longer offered by NCC or who hold a certificate of added qualification, the new requirements will not apply. Download Continuing Competency Initiative brochures for details by clicking the links below.

<https://www.nccwebsite.org/resources/docs/2013-cci-steps.pdf>

<https://www.nccwebsite.org/resources/docs/2013-cci-plan.pdf>

**VISIT THE NCC WEBSITE
AND DOWNLOAD YOUR
CONTINUING COMPETENCY
INITIATIVE BROCHURE FOR
COMPLETE DETAILS!**

FEES & GENERAL POLICIES

FEES

RETURNED CHECK FEE

A **\$30 fee** will be assessed to any applicant whose check is returned to NCC for insufficient funds, stop payment or any other reason. Remittance thereafter of fees and applications must be in the form requested by NCC. Contact NCC for requirements.

CREDIT CARD CHARGEBACK

A **\$30 fee** will be assessed if an applicant's credit card company issues a notice of retrieval or a chargeback in response to the cardholder's dispute of the credit card charge. Remittance thereafter of fees and applications must be in the form requested by NCC. Contact NCC for requirements.

THIRD PARTY PAYMENTS

Applicant fees paid by third parties will be reimbursed to the third party in the event the applicant is determined ineligible or withdraws within the specified time. Reimbursement will be in accordance with stated refund policies.

Certification will be revoked or withheld if a returned check or a chargeback request on a credit card payment results in loss of income to NCC and the monies are not recovered in an alternate payment. Fees received at any time will first be applied to any unpaid prior certification/special fees.

GENERAL POLICIES

UNSUCCESSFUL CANDIDATES

Candidates who do not pass the examination are not eligible for any refund.

EXAM CATEGORY CHANGES

Requests to change examination category must be made prior to making an appointment to take the test. You can only request an exam category change by completing a **Change Request Form** on the NCC website and submitting with non-refundable payment of \$125. **Candidates are only allowed one change option** (ex. if you reschedule your exam date, you will not be able to change your exam category). All change requests must be approved by NCC. **There will be no refund of original or Change Request Form fees.** Eligibility must be re-established for the new exam category, and additional documentation and fees may be required. The time to consider eligibility for the new category will count toward the original 90 day window assigned to take the examination. Examinees must take the exam for which they have been determined eligible. No changes will be permitted on examination day. If a candidate knowingly or unknowingly takes an examination other than the one she/he was found eligible to take, the examination will not be scored. No refunds will be allowed, and all fee policies will apply if the candidate reapplies for an examination.

RETENTION OF ANSWER SHEETS AND EXAMINATION BOOKLETS

All answer sheets are kept for one year from the date of the examination. Examination booklets used by the candidates are kept for six months from the date of the examination. Computer answer strings are kept for at least one year from the date of the examination.

RETEST POLICY

You may retake the examination if you do not pass. You must reapply, submit all applicable fees and documentation, and re-establish eligibility according to the appropriate deadlines. There is no limit to the number of times you may retake the examination, however candidates must wait at least **90 days before making application to retake the examination** by computer or paper and pencil. All submission deadlines for application for paper and pencil testing must be met. No accommodation will be given to those who are retesting via paper and pencil mode if they cannot meet application deadline because of the 90 day wait rule. The **maximum number of times a candidate can take the same NCC test in a calendar year is two.**

AMERICANS WITH DISABILITIES ACT

Special testing accommodations will be provided pursuant to the Americans with Disabilities Act. Contact the NCC office for further information before submitting your application.

FEES & GENERAL POLICIES

GENERAL POLICIES (CONTINUED)

REVIEW COURSES AND MATERIALS

NCC does not offer or sponsor review courses or review materials for its certification examinations. Examination candidates should review any purported course of study as being independent of NCC. You should carefully examine the merits of any individual exam preparation offering before you participate.

**POLICIES ARE SUBJECT
TO CHANGE
WITHOUT NOTICE.**

TEST DISCLOSURE

NCC does not make test questions available for review. Because test questions may be used for more than one examination administration, distributing this information would compromise the security of the test questions and would increase the cost of certification if the questions had to be replaced each year.

APPEALS PROCEDURE

Any request to waive any policy of the NCC Board of Directors relative to eligibility, administration, examination content issues, or 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 should be changed. Such requests are referred to the NCC Policy Review Committee of the Board of Directors. All decisions will be provided in writing. Cases not resolved by the Policy Review Committee will be referred to the full Board of Directors.

NONDISCRIMINATION

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

REVOCATION

Your certification may be revoked for falsifying any information submitted relative to eligibility to take the certification examination or for maintaining certification, for losing your license to practice nursing, or for failing to pay designated certification or maintenance fees.

ANSWER SHEET REVIEW OF PAPER AND PENCIL EXAMINATIONS

All answer sheets are scored electronically. If you believe there might be a discrepancy in your results, you may request a review of your answer sheet for a fee of \$30. This request must be submitted online at the NCC website within 60 days of the exam date. The online request form is under "Other helpful information" in the Certification Exam section of the "Get Certified" tab. You will be notified of the results by mail.

VERIFICATION OF CERTIFICATION

Third party notification of status will not be released without authorization from the RNC. A \$30 fee is required for any third party notification or issuance of duplicates of test results reports. Verification requests can only be submitted after official written results have been received in the mail. Verification requests can only be made via the online verification system on the NCC website. NCC no longer issues verifications via the mail or fax.

ABOUT THE EXAM

CONTENT TEAMS

Content team members are experienced practitioners and are appointed on an annual basis by the NCC President. Content teams are solicited from the RNC (Registered Nurse Certified) population, NCC item writer workshop participants and from experts in the field. To see the current membership composition of the Content Team responsible for the Inpatient Obstetric Nursing examination, please visit the NCC website under the section on NCC Leadership.

EXAMINATION CONTENT DEVELOPMENT

The development of NCC credentialing involves many individuals and involves a meticulous process of review. There are three major groups that contribute to the test development process:

ITEM WRITERS:

RNCs and others identified with special expertise have the responsibility of drafting test items per designated assignment for review by the content team and expert reviewers. Item writers are solicited from the RNC population and through recommendations.

REVIEWERS:

Reviewers are RNCs or other designated experts who assist the content teams in review of test items developed by the item writers. Reviewers are responsible for reviewing items for content relevance and confirming that references cited for the questions support the items as written.

CONTENT TEAM MEMBERS:

Content team members are RNCs or other identified experts who:

- develop and update the test outline and competency statements
- review test items developed by item writers
- set the pass/fail standard
- review item statistics from exam administrations and pretest examinations
- approve the exam forms to be administered
- review item banks
- undertake content validation studies

TIMED EXAMINATION

Three (3) hours are allotted to complete the examination.

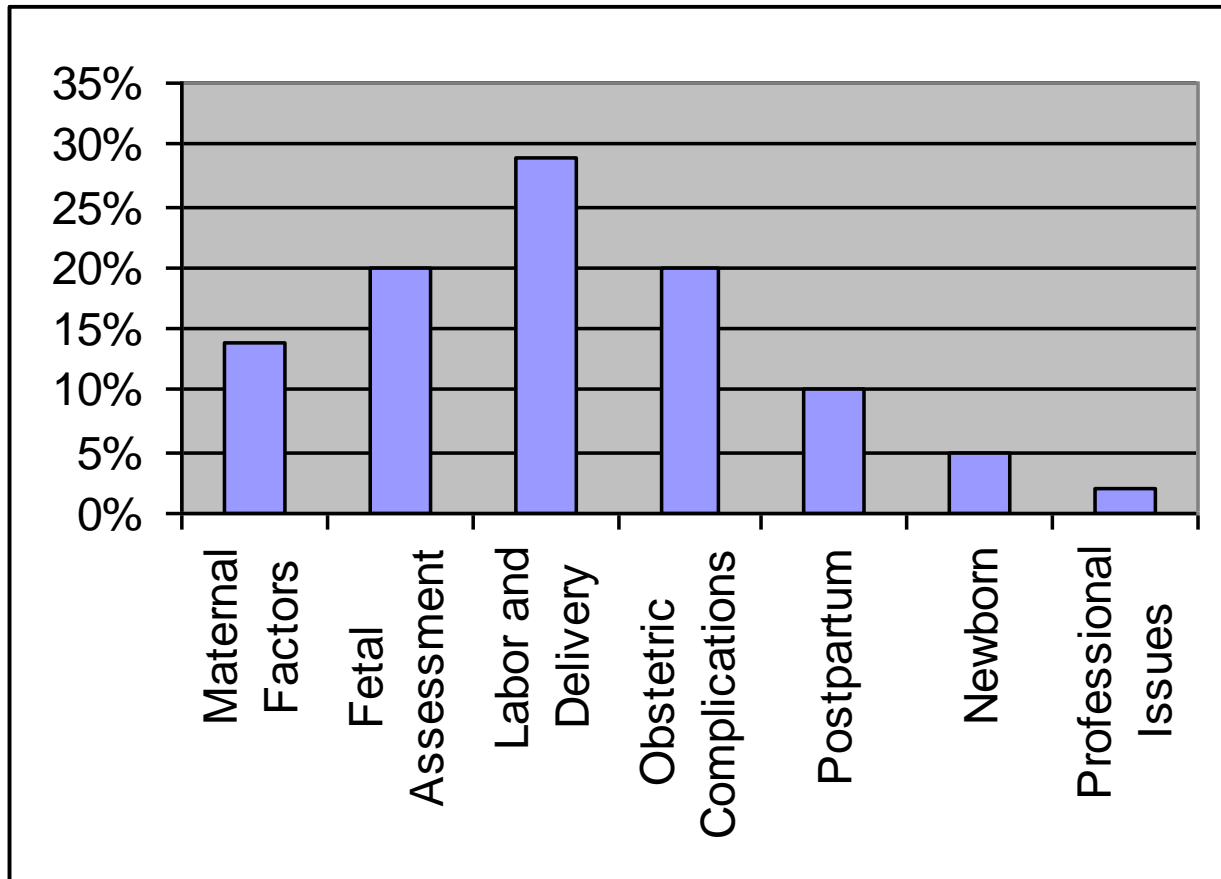
EXAM FORMAT

The Inpatient Obstetric Nursing examination consists of up to 175 test questions. 150 are counted for scoring and the remainder are embedded in the exam as pretest items. The pretest items do not count toward the examinee's final results.

- There is one question format used for all NCC examinations.
- Each question has a premise (stem) and three alternative answers.
- The answer options are alphabetized by the first word in each answer option to randomize the answers.
- Computer tests are delivered in a different random order for each candidate.
- Questions will test both basic knowledge and application of knowledge.
- Questions that contain laboratory data will show results in conventional units of measure with international units in parentheses.
- Drugs are listed in both generic and trade names where appropriate.

EXAMINATION CONTENT

CONDENSED EXAM OUTLINE



The above chart shows the percentage distribution of questions on the Inpatient Obstetric Nursing exam across the major content categories covered on the examination. The major focus of the examination is on labor and delivery, fetal assessment and obstetric complications components with labor and delivery having the most emphasis. Lesser emphasis is on newborn and professional issues with professional issues having the least number of questions assigned to this content category.

Expectations for inpatient obstetric nursing is that nurses practicing in this field will have knowledge of caring of pregnant women (after 20 weeks) in the antepartum, intrapartum, postpartum and normal newborn areas.

EXAMINATION CONTENT

CONDENSED EXAM OUTLINE

CONDENSED EXAM OUTLINE

Areas of knowledge to be tested on the Inpatient Obstetric Nursing examination are listed in the following outline. This list is not intended as an all-inclusive review of the scope of knowledge of the inpatient obstetric nursing. It is provided only to help certification candidates evaluate their own nursing practice.

Percentages identified for the topic areas represent a range of the number of test questions assigned to each content area and therefore might total more or less than percent. These ranges do not necessarily reflect the content of future examinations.

Focus of the examination will primarily be on the pregnant woman after 20 weeks of gestation through discharge.

- 10.00 Maternal Factors Affecting The Fetus and Newborn (10-15%)

- 10.01 Disease Processes
- 10.02 Pregnancy Risks
- 11.00 Fetal Assessment (15-25%)

- 11.01 Antepartum Assessment
- 11.02 Electronic Fetal Monitoring
- 11.03 Non-electronic Fetal Monitoring
- 11.04 Acid-base Assessment
- 12.00 Labor And Delivery (25-30%)

- 12.01 Physiology of Labor
- 12.02 Labor Management
 - a. General Assessment
 - b. Stages of Labor
- 12.03 Obstetrical Procedures
- 12.04 Pain Management
- 13.00 Obstetric Complications (15-25%)

- 13.01 Labor and Placental Disorders
- 13.02 Preterm Labor
- 13.03 Multiple Gestation
- 13.04 Prolonged Pregnancy
- 14.00 Postpartum (5-10%)

- 14.01 Physiology of the Postpartum Woman
- 14.02 Family Adaptation
- 14.03 Lactation
- 14.04 Complications of Postpartum Period
- 14.05 Discharge Planning & Home Care
- 15.00 Newborn (5-10%)

- 15.01 Adaptation to Extrauterine Life
- 15.02 Assessment
- 15.03 Resuscitation
- 15.04 Pathophysiology
- 15.05 Infant Nutrition
- 16.00 Professional Issues (Less than 2%)

- 16.01 Ethical Principles
- 16.02 Legal Issues
- 16.03 Research/Patient Safety

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

MATERNAL FACTORS AFFECTING THE FETUS AND NEWBORN

ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother/fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members

DISEASE PROCESSES

Hypertension

- Gestational (Pregnancy-induced hypertension)
- Preeclampsia-eclampsia
- HELLP syndrome
- Chronic (essential)

Diabetes

- Preexisting
- Gestational

Maternal cardiac disease/ anomalies

Infectious diseases

Sexually transmitted diseases

- HIV infection
- Herpes
- Gonorrhea
- Chlamydia
- Human papilloma virus
- Syphilis

Non-sexually transmitted diseases

- Viral infections
- Bacterial infections
- Fungal infections
- Other infections

Blood disorders

- Anemia
- Thrombocytopenia
- Hemolytic disease
- Disseminated intravascular coagulation (DIC)

Renal/GU disease

Hyperthyroidism/ hypothyroidism

Systemic lupus erythematosus

Appendicitis

Rh incompatibility

PREGNANCY RISKS

Life-style

- Substance use/abuse
 - Alcohol
 - Caffeine
 - Nicotine
 - Cocaine
 - Heroin
 - Methadone
 - Marijuana
 - Other Drugs/Substances
- Domestic Violence

Environmental

- Toxic waste
- Heavy metals
- Pesticides
- Occupational exposure

STUDY RESOURCES

- Cunningham, et al., Williams Obstetrics, McGraw-Hill, 2010.
- Ladewig, et al., Contemporary Maternal-Newborn Nursing Care, Prentice Hall, 2013.
- Mattson, Core Curriculum for Maternal Newborn Nursing, Saunders Elsevier, 2011.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Across the Life Span, Pearson Prentice Hall, 2012.
- Simpson, et al., Perinatal Nursing, LWW, 2014.
- Creasy, et al., Maternal Fetal Medicine Principles and Practice, Saunders-Elsevier, 2014.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

FETAL ASSESSMENT

ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother, fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members.
- Develop a comprehensive plan for individualized nursing care, including diagnostic, therapeutic and patient educational components.
- Evaluate interventions and modify the plan of care.

Antepartum Assessment

Ultrasound
Non-stress testing
Contraction stress testing
Biophysical Profile
Fetal Movement Counting
Tests for fetal lung maturity
Prenatal diagnosis
Amniocentesis
Chorionic Villus Sampling (CVS)
Cordocentesis
Maternal Serum Screening (AFP)

Electronic Monitoring

Fetal Heart Assessment

Baseline Features
Rate
Variability
Dysrhythmias
Artifact
Periodic Changes
Accelerations
Decelerations
Nonperiodic changes
Accelerations
Prolonged decelerations
Uterine Activity
Hypertonus
Tachysystole

Non-electronic Monitoring

Auscultation
Palpation

Acid-base Assessment

Fetal blood sampling
Cord blood sampling
Fetal stimulation

STUDY RESOURCES

- Freeman, et al., Fetal Heart Rate Monitoring, LWW, 2012.
- Cunningham, et al., Williams Obstetrics, McGraw-Hill, New York, 2010.
- Gilbert, et al., Manual of High Risk Pregnancy and Delivery, Mosby, 2011.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Across the Life Span, Pearson Prentice Hall, 2012.
- Simpson, et al., Perinatal Nursing, LWW, 2014.
- Miller, et al., Fetal Monitoring: A Multidisciplinary Approach, Mosby, 2013.
- Lyndon, et al., Fetal Heart Monitoring Principles and Practices, Kendall Hunt, 2009.
- NCC Monograph, NICHD Definitions and Classifications: Application to EFM Interpretation, Vol. 1, No. 1, 2010.
- "Management of intrapartum fetal heart rate tracings", Practice Bulletin, No. 116, American College of Obstetricians and Gynecologists, Obstetrics & Gynecology 2010;116:1232-40.

THE EXAM REFLECTS THE NICHD TERMINOLOGY RELATIVE TO ELECTRONIC FETAL MONITORING ADOPTED IN 2008.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

LABOR AND DELIVERY

ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother, fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members.
- Develop a comprehensive plan for individualized nursing care, including diagnostic, therapeutic and patient educational components.
- Evaluate interventions and modify the plan of care.

STUDY RESOURCES

- Creasy, et al., Maternal-Fetal Medicine, Saunders-Elsevier, 2014.
- Cunningham, et al., Williams Obstetrics, McGraw-Hill, 2010.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Across the Life Span, Pearson Prentice Hall, 2012.
- Simpson, et al., Perinatal Nursing, LWW, 2014.
- Matteson, et al., Core Curriculum for Maternal Newborn Nursing, Saunders Elsevier, 2011.
- Decherney, et al., Current Diagnosis & Treatment: Obstetrics & Gynecology, McGraw Hill, 2013.
- Di Saia, et al., Women's Health Review, A Clinical Update in Obstetrics-Gynecology, Elsevier-Saunders, 2012.
- King, et al., Varney's Midwifery Jones & Bartlett, 2015.

PHYSIOLOGY OF LABOR

Theories on initiation of labor
Characteristics of true labor
Uteroplacental physiology
Maternal physiology

LABOR MANAGEMENT

General Assessment

Physical assessment(initial/ongoing)

General

Abdominal

Vaginal

Psychosocial

Stages of Labor (First, Second, Third)

Characteristics
Support interventions
Nursing responsibility
Prepared childbirth

OBSTETRICAL PROCEDURES

Version

Indications and contraindications
Complications
Nursing responsibilities

Episiotomy

Indications and contraindications
Complications
Nursing responsibilities

Forceps/vacuum extraction

Indications and contraindications
Complications
Nursing responsibilities

Cesarean birth

Indications and contraindications
Types
Nursing Interventions/support
Complications
Post anesthesia care

Vaginal Birth after Cesarean Birth

Indications and contraindications
Complications
Nursing interventions /support

Induction of labor/Cervical

Ripening

Indications and contraindications
Cervical Readiness
Methods

Amniotomy

Oxytocin Infusion

Prostaglandins

Mechanical

Nursing mgmt & interventions
Fetal and neonatal complications

PAIN MANAGEMENT

(ANALGESIA/ANESTHESIA)

Non-pharmacologic methods

Relaxation

Breathing

Positioning

Coaching

Pharmacological methods

Systemic

Narcotics

Agonists

Sedatives

Regional

Epidural/Caudal Anesthetics/

Narcotics

Subarachnoid/Spinal

Pudendal/Local Blocks

General Anesthesia

Complications

Maternal

Fetal

Nursing responsibilities

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

OBSTETRIC COMPLICATIONS

ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother, fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members.
- Develop a comprehensive plan for individualized nursing care, including diagnostic, therapeutic and patient educational components.
- Evaluate interventions and modify the plan of care.

STUDY RESOURCES

- Creasy, et al., *Maternal-Fetal Medicine, Principles and Practice*, Saunders-Elsevier, 2014.
- Cunningham, et al., *Williams Obstetrics*, McGraw-Hill, 2010.
- Gilbert, et al., *Manual of High Risk Pregnancy and Delivery*, Mosby, 2011.
- Ladewig, et al., *Contemporary Maternal-Newborn Nursing Care*, Prentice Hall, 2013.
- Davidson, et al., *Maternal Newborn Nursing & Women's Health Care Across the Life Span*, Pearson Prentice Hall, 2012.
- Simpson, et al., *Perinatal Nursing*, LWW, 2014.
- Mattson, et al., *Core Curriculum for Maternal Newborn Nursing*, Saunders Elsevier, 2011.
- Decherney, et al., *Current Diagnosis & Treatment: Obstetrics & Gynecology*, McGraw Hill, 2013.
- Di Saia, et al., *Women's Health Review, A Clinical Update in Obstetrics-Gynecology*, Elsevier-Saunders, 2012.
- Troiano, et al., *High-Risk & Critical Care Obstetrics*, LWW, 2013.
- Gabbe, et al., *Obstetrics Normal and Problem Pregnancies*, 6th Ed., Saunders, 2012.
- King, et al., *Varney's Midwifery* Jones & Bartlett, 2015.

LABOR AND PLACENTAL

DISORDERS (*Nursing management /intervention*)

Dysfunctional labor

- Prolonged
- Precipitous

Dystocias

- Maternal implications
- Fetal-neonatal implications
 - Malposition or malpresentation
 - Macrosomia
 - Shoulder dystocia
- Nursing interventions

Problems associated with umbilical cord

- Vasa previa
- Velamentous cord insertion
- Prolapsed cord

Problems associated with amniotic fluid

- Amniotic fluid embolism
- Hydramnios
- Oligohydramnios
- Rupture of membranes
 - Preterm
 - Term

Placental problems

- Abruptio Placenta
- Placenta Previa
- Abnormal implantation

PRETERM LABOR

- Definition/risks
- Diagnosis
- Management
 - Non-pharmacologic
 - Pharmacologic
- Fetal and neonatal complications

Multiple Gestation

- Definition/risks
- Management
- Fetal and neonatal complications

Prolonged pregnancy

- Definition/risks
- Management
- Fetal and neonatal complications

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

POSTPARTUM

ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother, fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members.
- Develop a comprehensive plan for individualized nursing care, including diagnostic, therapeutic and patient educational components
- Evaluate interventions and modify the plan of care

Postpartum Physiology

- Physiological changes
 - Reproductive system
 - Other organ systems
- Nursing care of the postpartum woman

Family adaptation

- Psycho/Social/Cultural
- Parent infant interactions

Lactation

- Physiology of lactation
- Nutritional needs of lactating woman
- Breast feeding techniques
- Complications
- Contraindications to breastfeeding
- Care of the non-breastfeeding mother

Complications of postpartum period

- Infection
- Hemorrhage
- Thromboembolic
- Psychological
- Other medical/obstetrical conditions

Discharge Planning and Home Care

- Patient education
 - Maternal self-care
 - Warning signs
 - Routine neonatal care
 - Safety care issues

STUDY RESOURCES

- Gilbert, et al., Manual of High Risk Pregnancy and Delivery, Mosby Elsevier , 2011.
- Ladewig, et al., Contemporary Maternal-Newborn Nursing Care, Prentice Hall, 2013.
- Lawrence, et al., Breastfeeding: A Guide for the Medical Profession, Elsevier Mosby, 2011.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Across the Life Span, Pearson Prentice Hall, 2012.
- Simpson, et al., Perinatal Nursing, LWW, 2014.
- Mattson, et al., Core Curriculum for Maternal Newborn Nursing, Saunders Elsevier, 2011.
- Lentz, et al., Comprehensive Gynecology, Elsevier-Mosby, 2012.

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

NEWBORN

ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother, fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members.
- Develop a comprehensive plan for individualized nursing care, including diagnostic, therapeutic and patient educational components.
- Evaluate interventions and modify the plan of care.

STUDY RESOURCES

- Tappero, Physical Assessment of the Newborn, NICU, Ink., 2009.
- Ladewig, et al., Contemporary Maternal-Newborn Nursing Care, Prentice Hall, 2013.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Across the Life Span, Pearson Prentice Hall, 2012.
- Simpson, et al., Perinatal Nursing, LWW, 2014.

ADAPTATION TO EXTRAUTERINE

LIFE

Respiratory changes
Cardiovascular changes
Temperature regulation
Metabolic

ASSESSMENT

Physical
 Normal transition
 Abnormal findings
 Common congenital anomalies
Laboratory evaluation
Neurological/behavioral
Gestational age

RESUSCITATION

Initial evaluation
Personnel and equipment
Indications and techniques
Indications for transport

PATHOPHYSIOLOGY: INITIAL

ASSESSMENT/ NURSING

INTERVENTIONS

Respiratory disorders

Temperature disturbances

Cardiovascular disorders

Glucose regulation

Jaundice

Hematological disorders

Anemia
Polycythemia

Gastrointestinal disorders

Infectious diseases

HIV
Group B Streptococcus
Sepsis
Hepatitis
Common sexually transmitted diseases

Birth injuries/trauma

Cephalohematoma
Caput succedaneum
Fractures
Nerve injury

Infant of drug using mother

Infant nutrition

Feeding
Problems/complications

EXAMINATION CONTENT

COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

PROFESSIONAL ISSUES

ASSOCIATED COMPETENCIES

- Apply current standards of practice, research findings and ethical/legal principles in providing nursing care to the normal and high risk antepartal, intrapartal and postpartal family.

Ethical Principles

Autonomy
Beneficence
Non-maleficance
Justice

Legal Issues

Consent
Documentation/medical records
Impaired nurse
Communication
Negligence/malpractice
Standards

Research

Terminology
Application of research findings

Patient Safety

STUDY RESOURCES

- Davidson, et al., Maternal Newborn Nursing & Women's Health Care, Pearson Prentice Hall, 2012.
- Simpson, et al., Perinatal Nursing, LWW, 2014.
- Polit, et al., Nursing Research Generating and Assessing Evidence for Nursing Practice, Wolters Kluwer/ LWW, 2012.

SAMPLE QUESTIONS

INPATIENT OBSTETRIC NURSING SAMPLE QUESTIONS

Listed below are five sample questions to acquaint you with the test question format. These questions do not reflect the scope or the difficulty level of the questions on the actual examination. The reference from which each question is derived is also cited. However, other references might substantiate a different answer, and the answer shown here might be substantiated by other references. The rigorous review to which actual test questions are subject is not applied to these sample questions. The focus that should be attended to in reviewing these items is format, not content.

1. Bacteria in the newborn's gastrointestinal tract are essential for

- A. digesting complex carbohydrates
- B. enhancing fat absorption
- C. synthesizing vitamin K

Answer: C

Simpson, et al., *Perinatal Nursing*, LWW, 2008, p. 540

2. The definitive indication that a woman is in labor is

- A. increasing abdominal pain
- B. presence of regular or irregular contractions
- C. progressive cervical change

Answer: C

Gilbert, et al., *Manual of High Risk Pregnancy & Delivery*, Mosby Elsevier, 2011, p. 612

3. Magnesium sulfate is given to a patient with preeclampsia to

- A. lower blood pressure
- B. prevent seizures
- C. promote blood vessel dilatation

Answer: B

Mattson, et al., *Core Curriculum for Maternal Newborn Nursing*, Saunders Elsevier, 2011, p. 441

4. The milk ejection (let down reflex) is initiated by

- A. decreasing estrogen and progesterone levels
- B. oxytocin release from the posterior pituitary
- C. prolactin release from the anterior pituitary

Answer: B

Simpson, et al., *Perinatal Nursing*, LWW, Philadelphia, 2008, pp. 586-587

5. The most important nursing action following administration of epidural anesthesia is to

- A. administer oxytocin to counteract the effect of the epidural
- B. maintain the patient in a flat position to avoid post-anesthesia headache
- C. monitor the blood pressure for possible hypotension

Answer: C

Ladewig, et al., *Contemporary Maternal Newborn Nursing Care*, Pearson, 2010, p. 472

SCORING & SCORE REPORT

HOW EXAMS ARE SCORED

NCC examinations are criterion-referenced. This means the passing score is based on a predetermined criterion. This criterion is a statistical ability level established by the Content Team based on evaluation of criticality of content and the test questions' past statistical performance. Questions used to determine pass/fail have proven statistical history that demonstrates the question is appropriate for use to measure an individual's ability level.

There is no set percentage passing level, but pass/fail status is based on achieving a predetermined ability level. Each test item has a difficulty level. The higher the difficulty of an item, the greater the ability score one achieves. Pass/fail is determined based on the number of questions answered correctly, and the pass/fail standard is a predetermined ability criterion. As questions are answered correctly, the examinees build on their ability score and subtract from it when questions are answered incorrectly. When different forms of the examination are used, a process called equating is initiated. This procedure converts all results to a common scale. So someone who takes a slightly more difficult form of the exam will need to answer fewer questions correctly than someone who takes a slightly easier form of the exam.

NCC utilizes the item response theory of psychometrics for the analysis of its examinations. Item response theory (Rasch analysis) is the study of test and item scores based on assumptions concerning the mathematical relationship between abilities and item responses. This is a commonly used system, and such examinations as the NCLEX and other health related certification examinations utilize this type of psychometric analysis.

Test results reports will identify a pass/fail status and will give feedback on the various content areas of the examination in the form of word descriptors: very weak, weak, average, strong and very strong. No percentage or standard score will be given.

SCORING & SCORE REPORTS

SAMPLE SCORE REPORT

Whether you take the computer or paper and pencil version of the examination, you will receive an official test results report from NCC. Shown below is a sample test result report for a candidate who has passed the examination.

INPATIENT OBSTETRIC NURSING EXAMINATION

Test Results

NAME DATE

ADDRESS

Pass/Fail: PASS

Exam Content Report

The following provides information regarding your performance on the different content areas tested on the examination.

This report is provided for informational purposes only to assist in identifying your areas of strength and weakness. There is no requirement that a certain number of questions in each content category must be answered correctly to pass the examination. Passing the examination is based on the total number of questions answered correctly on the entire examination.

Content Area & Percentage

Your Results:

Range of Questions Asked:

Maternal Factors Affecting
the Fetus and Newborn
(10-15%)

AVERAGE

Fetal Assessment
(20-25%)

AVERAGE

Labor and Delivery/
Obstetric Complications
(40-55%)

STRONG

Postpartum, Newborn,
and Professional Issues
(10-15%)

WEAK