2014 CANDIDATE GUIDE
NEONATAL PEDIATRIC TRANSPORT
Congratulations on taking the next step in your career
– earning your certificate of added qualification and C-NPT credential!

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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, 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 provided 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
The NCC subspecialty examination leading to a certificate of added qualification in Neonatal Pediatric Transport is a voluntary process designed to provide health care professionals the opportunity to demonstrate publicly, and to be recognized for, their knowledge in neonatal pediatric transport. The subspecialty examination provides for evaluation of the individual’s special knowledge at a specific point in time.

The certificate of added qualification carries no regulatory authority for licensure, nor does NCC establish practice or educational standards. The responsibility for development of practice standards rests with the professional specialty organizations and the educational community. NCC encourages each health care professional to seek out information about how the certificate of added qualification relates to licensure, accreditation or employment opportunities in his/her community.

NCC core and subspecialty programs are accredited by the National Commission for Certifying Agencies
**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** credentialed until you receive your official letter.

**Verification of the NPT Credential to third parties** can only be done 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. 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](http://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
- Martin Luther King Day
- Presidents’ Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Thanksgiving (& the following Friday)
- Christmas Eve
- Christmas Day
- The week between Christmas Day and New Year’s Day
**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.
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.

Two (2) 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.
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.
**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.
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.
• Non-NCC credentialed candidates withdrawing from a Subspecialty exam will receive a $105 refund of their $210 payment.
• NCC credentialed candidates withdrawing from a Subspecialty exam will receive a $85 refund of their $150 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 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.

<table>
<thead>
<tr>
<th>State</th>
<th>Cities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>Athens, Birmingham, Lakeshore Pkwy, Birmingham, Crestwood Blvd, Huntsville, Mobile, Montgomery</td>
</tr>
<tr>
<td>Alaska</td>
<td>Anchorage</td>
</tr>
<tr>
<td>Arkansas</td>
<td>Fayetteville, Little Rock</td>
</tr>
<tr>
<td>Arizona</td>
<td>Phoenix (Glendale), Phoenix (Mesa), Tucson</td>
</tr>
<tr>
<td>California</td>
<td>Bakersfield, Chino, Fresno, 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</td>
</tr>
<tr>
<td>Colorado</td>
<td>Denver (Aurora), Grand Junction</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Southington, Hartford, West Haven</td>
</tr>
<tr>
<td>DC</td>
<td>Washington</td>
</tr>
<tr>
<td>Delaware</td>
<td>Wilmington</td>
</tr>
<tr>
<td>Florida</td>
<td>Fort Lauderdale, Jacksonville, Lakeland, Miami, Ocala, Orlando (Casselberry), Sarasota, Tallahassee, West Palm Beach</td>
</tr>
<tr>
<td>Georgia</td>
<td>Atlanta (Decatur), Atlanta (Lilburn), Atlanta (Marietta), Macon, Savannah</td>
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<tr>
<td>Hawaii</td>
<td>Honolulu</td>
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<tr>
<td>Idaho</td>
<td>Boise</td>
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<tr>
<td>Illinois</td>
<td>Buffalo Grove, Carbondale, Chicago (Clinton Av), Chicago (Washington St), Franklin Park, Glen Ellyn, Matteson, Naperville, Rockford, Springfield, Urbana</td>
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<tr>
<td>Indiana</td>
<td>Evansville, Fort Wayne, Indianapolis, Mishawaka</td>
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<tr>
<td>Iowa</td>
<td>Davenport, Des Moines</td>
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<tr>
<td>Kansas</td>
<td>Kansas City (Olathe), Wichita</td>
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<tr>
<td>Kentucky</td>
<td>Lexington, Louisville</td>
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<tr>
<td>Louisiana</td>
<td>Baton Rouge, New Orleans, Shreveport</td>
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<tr>
<td>Massachusetts</td>
<td>Boston (Saugus), Cambridge, Framingham, Holyoke</td>
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<tr>
<td>Maryland</td>
<td>Baltimore (Glen Burnie), Randallstown</td>
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<tr>
<td>Maine</td>
<td>Bangor (Holden), Portland</td>
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<tr>
<td>Michigan</td>
<td>Detroit, Flint, Grand Rapids (Wyoming)</td>
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<tr>
<td>Minnesota</td>
<td>Duluth, Minneapolis (Blaine), Rochester</td>
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<tr>
<td>Missouri</td>
<td>Jefferson City, Kansas City (Gladstone), Springfield, St. Louis</td>
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<tr>
<td>Mississippi</td>
<td>Jackson (Ridgeland)</td>
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<tr>
<td>Montana</td>
<td>Billings, Great Falls, Missoula</td>
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<tr>
<td>North Carolina</td>
<td>Asheville, Charlotte, Fayetteville, Gastonia, Greensboro, Raleigh, Winston-Salem</td>
</tr>
<tr>
<td>Nebraska</td>
<td>Lincoln, North Platte, Omaha (Bellevue), Scottsbluff</td>
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<tr>
<td>New Hampshire</td>
<td>Concord, Manchester, Nashua, Portsmouth</td>
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<tr>
<td>New Jersey</td>
<td>Trenton (Robbinsville), Wayne</td>
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<tr>
<td>New Mexico</td>
<td>Albuquerque</td>
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<tr>
<td>Nevada</td>
<td>Las Vegas (Henderson), Reno</td>
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<tr>
<td>New York</td>
<td>Albany, Buffalo, Long Island, New York City, Queens (Astoria), Rochester, Selden, Utica (Whitesboro), White Plains</td>
</tr>
<tr>
<td>Ohio</td>
<td>Cincinnati, Cleveland (Brook Pk), Columbus, Toledo</td>
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<tr>
<td>Oklahoma</td>
<td>Oklahoma City, Tulsa</td>
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<tr>
<td>Oregon</td>
<td>Eugene, Klamath Falls, Medford, Portland, Salem</td>
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<tr>
<td>Pennsylvania</td>
<td>Harrisburg, Philadelphia, Pittsburgh, Wyoming</td>
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<tr>
<td>Rhode Island</td>
<td>Providence (Warwick)</td>
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<tr>
<td>South Carolina</td>
<td>Columbia, Georgetown, Spartanburg</td>
</tr>
<tr>
<td>South Dakota</td>
<td>Rapid City, Sioux Falls</td>
</tr>
<tr>
<td>Tennessee</td>
<td>Chattanooga, Johnson City, Knoxville, Memphis, Nashville</td>
</tr>
<tr>
<td>Texas</td>
<td>Austin, Dallas, El Paso, Fort Worth, Houston (Beechnut), Houston (Jones Rd), Lubbock, McAllen, San Antonio</td>
</tr>
<tr>
<td>Utah</td>
<td>Salt Lake City</td>
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<tr>
<td>Virginia</td>
<td>Fredericksburg, Norfolk, Richmond, Roanoke</td>
</tr>
<tr>
<td>Vermont</td>
<td>Burlington</td>
</tr>
<tr>
<td>Washington</td>
<td>East Wenatchee, Everett, Seattle (Bellevue), Seattle, Spokane, Tacoma, Tacoma (Spanaway), Vancouver, Yakima</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>Green Bay, Milwaukee</td>
</tr>
<tr>
<td>West Virginia</td>
<td>Charleston</td>
</tr>
<tr>
<td>Wyoming</td>
<td>Casper, Cheyenne, Green River</td>
</tr>
</tbody>
</table>
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.
— Two (2) 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.
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.
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.
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.
• Non-NCC credentialed candidates withdrawing from a Subspecialty exam will receive a $105 refund of their $210 payment.
• NCC credentialed candidates withdrawing from a Subspecialty exam will receive a $85 refund of their $150 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.

<table>
<thead>
<tr>
<th>2014 Testing Windows (90 day cycle)</th>
<th>Test Site Request Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2014 - June 30, 2014</td>
<td>January 15, 2014</td>
</tr>
<tr>
<td>July 1, 2014 - September 30, 2014</td>
<td>March 15, 2014</td>
</tr>
<tr>
<td>October 1, 2014 - December 31, 2014</td>
<td>June 15, 2014</td>
</tr>
</tbody>
</table>

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 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@ncnet.org for information on the Institutional Certification Plan or visit the NCC website.
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 Certificate of Added Qualification and Maintenance

When You Pass the Exam

Credential
You will receive a certificate of added qualification in Neonatal Pediatric Transport and your NCC credentialed status entitles you to use the credential C-NPT.

Terms of Certificate of Added Qualification
NCC certificate of added qualification is awarded for a period of three years.

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

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

No Continuing Education is Issued for Taking the Neonatal Pediatric Transport Subspecialty Exam.

Maintaining Your Certificate of Added Qualification

- NCC certificate of added qualification must be maintained on an ongoing basis every three years.
- A certificate of added qualification that is not maintained will expire
  - The NCC certificate of added qualification maintenance program allows you to continue your credentialed status by obtaining 15 hours of continuing education credit
- For continuing education credit to be used for certificate of added qualification maintenance it must be earned between the date of your notification of certificate of added qualification and the date 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 neonatal pediatric transport. Using NCC CE modules does NOT automatically maintain your credential. 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 credential (not the date on which you took the examination). Please refer to the following for guidance:

<table>
<thead>
<tr>
<th>Date of Notification of Certificate of Added Qualification</th>
<th>Certificate of Added Qualification Maintenance Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January-March 2014</td>
<td>March 31, 2017</td>
</tr>
<tr>
<td>April-June 2014</td>
<td>June 30, 2017</td>
</tr>
<tr>
<td>July-September 2014</td>
<td>September 30, 2017</td>
</tr>
<tr>
<td>October-December 2014</td>
<td>December 31, 2017</td>
</tr>
</tbody>
</table>

The NCC website www.nccwebsite.org has your answers.
For more information about the certificate of added qualification maintenance program, click the purple "Maintain your Certification" box.
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.

Certificate of added qualification will be revoked or withheld if a returned check or a chargeback 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 certificate of added qualification /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 reapplyes 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

Review Courses and Materials
NCC does not offer or sponsor review courses or review materials for its certificate of added qualification 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.

General Policies (continued)

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 certificate of added qualification 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 certificate of added qualification maintenance must be received in writing within 60 days of the dispute. The correspondence should contain a detailed account as to why the NCC policy should be waived or the candidate’s status 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 certificate of added qualification may be revoked for falsifying any information submitted relative to eligibility to take the certificate of added qualification examination or for maintaining certificate of added qualification, for losing your license to practice nursing, or for failing to pay designated certificate of added qualification 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 Credential
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.
**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 NPT certificate holder 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 NPT 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:**

NPT certificate holders 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 certificate holders 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 NPT certificate holders 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**

Two (2) hours are allotted to complete the subspecialty examination.

**EXAM FORMAT**

The Neonatal Pediatric Transport subspecialty examination consists of up to 125 test questions. 100 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
COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

NEONATAL PEDIATRIC TRANSPORT

ASSOCIATED COMPETENCIES
- Obtain and interpret a pertinent history
- Systematically assess all body systems utilizing physical examination, developmental assessment and neurobehavioral assessment
- Utilize biophysical monitoring techniques to identify body system alterations.
- Identify life-threatening states and initiate appropriate interventions for the neonatal and pediatric patient.
- Recognize normal lab values and deviations in clinical laboratory and diagnostic data and identify potential significance.
- Formulate and implement a plan of care in collaboration with physicians and other health care professionals.
- Evaluate benefits and risks of diagnostic and therapeutic interventions
- Understand the impact of transport physiology on both the neonatal/pediatric patient population and the accompanying transport team members.

- Evaluate and document responses to interventions
- Apply safety principles of transport as applicable to both the neonatal/pediatric patient population and the accompanying transport team members.
- Integrate legal and ethical principles into neonatal and pediatric transport.
- Recognize the psychosocial aspects of pediatric/neonatal transport and potential impact on the family.

CONDENSED EXAM OUTLINE

10.00 Core Knowledge (content is applicable to both neonatal & pediatric transport situation and/or population) (approximately 50%)

10.01 Professional Issues
10.02 Transport Environment
10.03 Transport-related Clinical Management and Skills

11.00 Neonatal (content reflects disorders/situations more commonly associated with the neonatal period including pharmacologic management) (approximately 25%)

11.01 Pulmonary
11.02 Cardiovascular
11.03 Gastrointestinal
11.04 Metabolic
11.05 CNS/Neurological
11.06 Surgical Emergencies
11.07 Special Situations -- Care of the Extremely Low Birthweight (ELBW) patient in transport

12.00 Pediatric (content reflects disorders/situations more commonly associated with the pediatric period including pharmacologic management)(approximately 25%)

12.01 Pulmonary
12.02 Cardiovascular
12.03 Gastrointestinal
12.04 Hematologic
12.05 Metabolic/Endocrine
12.06 CNS/Neurological
12.07 Special Situations
12.08 Trauma
12.09 Multi-system
EXAMINATION CONTENT
COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

NEONATAL PEDIATRIC TRANSPORT
DETAILED CONTENT OUTLINE

CORE KNOWLEDGE
(content is applicable to both neonatal & pediatric transport situation and/or population)

PROFESSIONAL ISSUES
Scope of practice of all team members
Federal regulations regarding transport
EMATALA
FAA
Informed consent
Documentation

TRANSPORT ENVIRONMENT
Environmental Influences
Barometric pressure effects
Gravitational forces
Noise
Thermal & humidity effects
Vibration
Safety
Scene safety
Evacuation protocols
Survival training
Disaster planning
Crew Stressors
Environmental
Physical
Psychological
Communication
Peer to peer
Patient (age appropriate)
Parents & family members

TRANSPORT-RELATED CLINICAL MANAGEMENT AND SKILLS
Cardiopulmonary Arrest (NRP & PALS)
Airway
Breathing
Circulation

Thermal Management
Hypothermia
Hyperthermia

Special Skills
Intubation
Laryngeal mask airway
Needle cricothyroidotomy
Intravenous / intraosseous access
Insert UVC/UAC
Needle aspiration/chest tube insertion
Pericardiocentesis
Troubleshooting

Physical assessment
Anatomic abnormalities

Developmental/behavioral status
Fluid & electrolyte therapy
Dehydration
Fluid overload
Electrolyte abnormalities

Infection control issues
Principles of mechanical ventilation support during transport
Pharmacology
Pain management
Sedation

Physiologic impacts
Fluid dynamics
Gas changes
Laws of science
Boyle
Charles
Dalton
Oxygen consumption
Spatial changes
Third spacing

NEONATAL
(content reflects disorders/situations more commonly associated with the neonatal period including pharmacologic management)

PULMONARY
Upper Airway
Congenital anomalies
Choanal atresia
Pierre Robin syndrome
Lower Airway
Chronic lung disease
Parenchymal
Aspiration
Pneumonia/

Congenital heart conditions
Cyanotic
Ductal dependent lesions
Left-to-right shunting
Persistent pulmonary hypertension of newborn (PPHN)

Shock States
Anaphylactic
Cardiogenic
Distributive (septic)
Hypovolemic

Congestive heart failure
Pericarditis
Dysrhythmias
Bradycardia
Tachycardia

Supraventricular tachycardia (SVT)
GASTROINTESTINAL
Necrotizing enterocolitis

METABOLIC
Hypoglycemia
Altered electrolyte balance

CNS/NEUROLOGICAL
Seizures
Perinatal substance abuse
Increased intracranial hemorrhage

SURGICAL EMERGENCIES
Diaphragmatic hernia
Gastroschisis
Omphalocele
Tracheoesophageal fistula

SPECIAL SITUATIONS-CARE OF THE EXTREMELY LOW BIRTHWEIGHT (ELBW) PATIENT IN TRANSPORT

PEDIATRIC
(content reflects disorders/situations more commonly associated with the pediatric period including pharmacologic management)

PULMONARY
Upper Airway
Croup
(laryngotracheobronchitis)
Epiglottis
Lower Airway
Asthma
Cystic fibrosis
Parenchymal
Pneumonia/pneumonitis

Foreign Body Obstruction

CARDIOVASCULAR
Congenital Heart
Late presentation
Long term complications
Postoperative cardiovascular procedure
Hypertension

Shock States
Anaphylactic
Cardiogenic
Distributive (septic)
Hypovolemic

Congestive heart failure
Pericarditis
Dysrhythmias
Bradycardia
Tachycardia
Supraventricular tachycardia (SVT)

GASTROINTESTINAL
Acute obstruction
Hemorrhage
Volvulus

HEMATOLOGIC
Anemia
Sickle cell crisis
Hemophilia

METABOLIC/ENDOCRINE
Diabetic ketoacidosis
Altered electrolyte balance
Thyroid storm

CNS/NEUROLOGICAL
Increased intracranial pressure
Status epilepticus
Coma
Meningitis
Intracranial hemorrhage

SPECIAL SITUATIONS
Bites (Poisonous and non-poisonous)
Ingestions/Poisoning
Near drowning
Hypothermia/Hyperthermia

TRAUMA
Accidental
Non-accidental
Disaster-Related
Blast injury
Radiation exposure

MULTI-SYSTEM
Burns and smoke inhalation
Sepsis
EXAMINATION CONTENT
COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

STUDY RESOURCES
The following references are used by content team members and outside item writers to generate test questions for the NPT examination. This list is not intended as an all-inclusive list of references, nor does it imply that items on the current examinations were necessarily referenced from any of these publications.

JOURNALS
- Advances in Neonatal Care
- Air Medical Journal
- Clinics in Perinatology
- Newborn and Infant Nursing Reviews
- Paediatrics and Child Health
- Pediatric Clinics of North America
- Pediatrics
- Respiratory Clinics of North America
- Seminars in Perinatology
- The Journal of Perinatal & Neonatal Nursing

BOOKS
- Pediatric Cardiovascular Medicine, Moller, et. al., Wiley-Blackwell, 2012.
- Pediatric Examination & Health Assessment, Sawyer, Susan S., Jones & Bartlett Learning, 2012.
- Perinatal and Pediatric Respiratory Care, Walsh et al., Elsevier Saunders, Philadelphia, 2010.
Sample Questions

Neonatal Pediatric Transport Sample Questions

Listed below are fifteen 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.

Core

1. In transporting a critically ill neonatal or pediatric patient, the priority of care should be
   A. airway management
   B. neuroprotection
   C. thermoregulation

   Answer       A


Pediatrics

2. Which of the following is the most common cardiac rhythm pattern observed in cases of asphyxial arrest?
   A. Bradycardia with wide QRS complexes
   B. Third degree block followed by a pulseless state
   C. Ventricular tachycardia preceding ventricular fibrillation

   Answer       A


3. The selection of a pulse or heart rate of less than 60 bpm as the trigger point to begin chest compressions in symptomatic neonates or infants recognizes the fact that
   A. cardiac output in this age group is largely rate dependent
   B. scientific data supports 60 bpm as the optimal intervention point
   C. terminal arrhythmias can be avoided if the heart rate does not fall below 60

   Answer       A


4. Maintaining appropriate temperature is particularly important in the pediatric or neonatal patient because of a predisposition to heat loss due to
   A. increased norepinephrine production
   B. large body surface area to weight ratio
   C. rapid depletion of fat stores

   Answer       B

Sample Questions

Core

5. In a child under the age of 2, the most common cause of bronchiolitis is
   A. asthma
   B. croup
   C. respiratory syncytial virus

   Answer C


Core

6. To minimize the adverse effects of vibration during ground or air transport, an important intervention would be to
   A. apply and maintain restraints properly
   B. assure adequate hydration
   C. use noise cancelling headset for patient

   Answer A

   Air and Ground Transport of Neonatal and Pediatric Patients, AAP, 2007, page 212

Core

7. Increasing altitude in a pressurized aircraft predisposes the transport patient to
   A. cardiac decompensation
   B. dehydration
   C. venous stasis

   Answer B

   Air and Ground Transport of Neonatal and Pediatric Patients, AAP, 2007, page 213

Core

8. Disturbances in the middle ear during air transport are most likely a result of changes in
   A. barometric pressure
   B. fluid dynamics
   C. gravitational forces

   Answer A

   Air and Ground Transport of Neonatal and Pediatric Patients, AAP, 2007, page 207

Core

9. In neonates and children, a sign often noted in the early stages of shock is
   A. metabolic acidosis
   B. tachycardia
   C. tachypnea

   Answer B


Core

10. Diffuse opacity with air bronchograms on a x-ray is a classic finding of
    A. early cystic fibrosis
    B. neonatal respiratory distress syndrome
    C. pneumonia in a two year old child

    Answer B

SAMPLE QUESTIONS

Core

11. Increased intrathoracic pressure secondary to over zealous bag-mask ventilation contributes to

A. a reduction in cardiac output  
B. increased pulmonary vascular resistance  
C. spikes in cerebral blood flow

Answer A


Core

12. A characteristic of adenosine that makes it a valuable drug for the treatment of SVT (supraventricular tachycardia) in infants and children is its

A. absence of side effects  
B. short half-life  
C. multiple administration routes

Answer B

Medscape article: “Adenosine for the Management of Neonatal and Pediatric Supraventricular Tachycardia”, Contributing Ed. Marcia L. Buck, Pediatr Pharm. 2008; 14(8) 2008 Children’s Medical Center, University of Virginia, page 2 of article;


Neonatal

13. A 34 week gestational age preterm neonate currently being maintained on a conventional ventilator following vigorous resuscitation efforts at birth is being referred to a tertiary center. The transport team notes stable vital signs and laboratory findings at the time of departure. Approximately 15 minutes into the ground transport, the infant becomes irritable and experiences a sudden drop in heart rate and onset of cyanosis. Equipment function and presence of exhaled CO$_2$ is confirmed. Based upon the history and clinical findings, the infant’s current status is indicative of

A. developing tension pneumothorax  
B. partial plugging of the endotracheal tube  
C. worsening of the underlying respiratory condition

Answer A

Textbook of Pediatric Care, McInerny, et al., AAP, 2009, pages. 2755-2756

Neonatal

14. A two day old neonate is referred to a tertiary center for follow-up of persistent bile-stained vomiting and minimal passage of meconium stool. The child is accompanied by an abdominal x-ray which shows a “double bubble sign”. In addition to the need for stabilization based upon the GI obstruction, the team will be aware of the need to

A. admit directly to the OR for emergency surgery  
B. assess for signs of other congenital abnormalities  
C. prepare for a possible emergent paracentesis

Answer B

Textbook of Pediatric Care, McInerny, et all., AAP, 2009, pages. 2075-2076, 2081
Pediatrics

15. An eight year old child has recently experienced unexplained weight loss and moderate fatigue but no medical follow-up was sought. The child is vomiting and lethargic. He then faints and can’t be easily awakened and seems confused. The child is taken to the local ER and then based on assessment prepared to be transferred to medical center 100 miles away. Based on this history, the transport team’s interventions should focus on addressing

A. development of progressive diabetic ketoacidosis
B. enlargement of a space-occupying lesion
C. infection with West Nile virus

Answer: A

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.
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.

NEONATAL PEDIATRIC TRANSPORT EXAMINATION

Test Results

NAME
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.

<table>
<thead>
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<tr>
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