CONGRATULATIONS ON TAKING THE NEXT STEP IN YOUR CAREER — EARNING YOUR RNC-MNN 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, 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.NCCnet.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.
**KEY POINTS**

**Schedule your test as soon as possible** with AMP either by phone on its 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.

**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
- 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.

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. Any unanswered question is considered a wrong answer. It is to your advantage to provide an answer for each test item before ending the examination.

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, for 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, non-printing, basic calculator 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. Neither AMP nor NCC is responsible for loss, damage, or misplacement of any items brought into or stored at the AMP site.

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 (e.g. 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

  > the candidate has made an appointment with AMP, appointment 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](http://www.GoAMP.com) for the most current list.

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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, 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.

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676 N. Michigan Ave., Suite 3600 | Chicago, IL 60611 | 312-951-0207 | NCCnet.org
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 (e.g. 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, 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..
When You Pass the Exam

Credential
Your NCC certification status entitles you to use the credential RNC-MNN (Registered Nurse Certified - Maternal Newborn 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.

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 Education Plan, generated by your Specialty Assessment
- For continuing education credit to be used for certification maintenance it must be earned AFTER you have taken your Specialty Assessment and in the areas defined by your 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. 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 in 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 Certification Maintenance Due Dates
January-March 2016 March 15, 2019
April–June 2016 June 15, 2019
July-September 2016 September 15, 2019
October-December 2016 December 15, 2019

The NCC website has more detailed information
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.
CONTINUING COMPETENCY INITIATIVE

NCC views certification as a process that functions throughout an individual nurse or nurse practitioner's career. It reflects life-long learning, ongoing professional development and is supported by maintaining specialty knowledge competencies.

The standard process for the NCC Professional Development Certification Maintenance Program makes use of a specialty assessment tool and resulting personal education plan:

• Complete the specialty assessment tool that reflects the current knowledge competencies aligned with your certification specialty at the beginning of each new certification maintenance cycle.

• Earn CE as specified by the education plan developed from your specialty assessment. Your education plan outlines the CE needed to maintain your NCC certification. Only CE earned after you have taken your specialty assessment can be used to maintain your certification. It must meet the CE needed in your educational plan.

This program provides continuing validation that NCC certified nurses and nurse practitioners are maintaining their specialty knowledge competencies based on current practice and examination content.

Download Continuing Competency Initiative brochures for details by clicking the links below.


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 (e.g. 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.
**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 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 will be excluded from the examinations as a result of age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, military status or gender identity.

**REVOCACTION**
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 $40. 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 Maternal Newborn 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 Maternal Newborn 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.
The above chart shows the percentage distribution of questions on the Maternal Newborn Nursing exam across the major content categories covered on the examination. The major focus of the examination is on Maternal and Newborn Assessment and Management sections with both these areas having the most emphasis. Lesser emphasis is on Factors that affect Maternal and Neonatal Outcomes and Professional Issues having the least number of questions assigned to this content category.
**EXAMINATION CONTENT**

**CONDENSED EXAM OUTLINE**

Focus of the examination will primarily be on the childbearing family from birth to six weeks and will encompass hospital and community settings.

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 100 percent. These ranges do not necessarily reflect the content of future exams.

<table>
<thead>
<tr>
<th>Code</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00</td>
<td>Factors Affecting Maternal/Neonatal Outcomes (10%)</td>
</tr>
<tr>
<td>10.01</td>
<td>Antenatal Factors</td>
</tr>
<tr>
<td>10.02</td>
<td>Intrapartal Factors</td>
</tr>
<tr>
<td>11.00</td>
<td>Maternal Assessment and Management in the Postpartum Period (44%)</td>
</tr>
<tr>
<td>11.01</td>
<td>Physiologic Changes &amp; Physical Assessment (including Laboratory Values)</td>
</tr>
<tr>
<td>11.02</td>
<td>Nursing Care and Education</td>
</tr>
<tr>
<td>11.03</td>
<td>Lactation and Newborn Feeding</td>
</tr>
<tr>
<td>11.04</td>
<td>Family Dynamics after Childbirth</td>
</tr>
<tr>
<td>11.05</td>
<td>Complications</td>
</tr>
<tr>
<td>12.00</td>
<td>Newborn Assessment and Management (44%)</td>
</tr>
<tr>
<td>12.01</td>
<td>Transition to Extraterine Life</td>
</tr>
<tr>
<td>12.02</td>
<td>Physiologic Changes and Physical Assessment (including Laboratory Values)</td>
</tr>
<tr>
<td>12.03</td>
<td>Nursing Care and Family Education</td>
</tr>
<tr>
<td>12.04</td>
<td>Complications (Recognition and Stabilization)</td>
</tr>
<tr>
<td>13.00</td>
<td>Professional Issues (2%)</td>
</tr>
<tr>
<td></td>
<td><em>including: Evidence Based Practice, Legal/Ethical/Communication Issues, Research, Patient Safety</em></td>
</tr>
</tbody>
</table>
ASSOCIATED COMPETENCIES

- Demonstrate knowledge of physiological, psychological and sociocultural factors that affect the childbearing family with emphasis on the postpartal/neonatal period (birth to six weeks)
- Recognize antepartal and intrapartal factors affecting the family in the postpartal/neonatal period
- Assess the physical status of the mother and neonate
- Assess the psychological and sociocultural status of the childbearing family
- Analyze data to identify nursing and educational needs of the childbearing family
- Develop and implement an individualized plan for the childbearing family
- Evaluate outcomes and modify the plan as necessary
- Incorporate knowledge of current standards of practice, research and professional issues into the nursing management of the childbearing family
Factors Affecting Maternal/Neonatal Outcomes

I. Antenatal Factors

- Maternal Health Status
- Age
- Nutrition
- Obstetrical history
- Psychosocial/Cultural Issues
- Infertility
- Physiologic Changes and Associated Lab Values
- Antepartum Risk Factors and Complications
  - Diabetes
  - Hypertension (Chronic, gestational)
  - Common Bacterial and Viral Infections
  - Hematologic (Anemias)
  - Cardiac Disease
    - Substance Abuse, e.g. Smoking, Drugs, Alcohol, marijuana
  - Preterm Labor/Post term Pregnancy
  - Multiple Gestation
  - Intrauterine Growth Restriction
  - Oligohydramnios
  - Polyhydramnios
- Fetal Assessment
  - Biophysical Profile
  - Nonstress Test
  - Diagnostic Ultrasound
  - Amniocentesis
  - Quad Screen/Cell Free DNA Testing
- Obesity/Bariatric Surgery
- Domestic Violence/Family Dynamics

II. Intrapartal Factors

- Significance of Fetal Heart Rate Patterns and Blood Gases
- Fetal Heart Rate Abnormalities (Tachycardia, Bradycardia, Altered Variability, Decelerations)
- Cord Gases
- Medications Used in Labor
  - Tocolytics
  - Analgesics
  - Anesthesia
  - Oxytocics
- Complications of Labor
  - Breech and Other Malpresentations
  - Meconium
  - Shoulder Dystocia
  - PROM and Chorioamnionitis
  - Prolonged Labor
  - Abruptio Placentae
  - Placenta Previa
  - Cord Prolapse
  - Precipitous Delivery
- Methods of Delivery
  - Vaginal
  - Operative Delivery (Forceps, Vacuum, Cesarean)
  - VBAC
- Delayed Cord Clamping
- ABO incompatibility
MATERNAL ASSESSMENT AND MANAGEMENT IN THE POSTPARTUM PERIOD
(DELIVERY THROUGH SIX WEEKS)

I. Physiologic Changes & Physical Assessment
• Reproductive
• Cardiopulmonary
• Genitourinary
• Gastrointestinal
• Hematological
• Endocrine

II. Nursing Care and Education
• Comprehensive Postpartum Health Assessment
  Postoperative Care
• Common Medications (Indications, Administration,
  Drug Interactions, Patient Teaching)
  Insulin
  Analgesics (Tylenol)
  Antimicrobials
  Antihypertensives
  Diuretics
  Oxytocics
  GI Motility Drugs
  Vaccines
  Rh Immune Globulin (RhoGAM) (Rhophillac)
  Nicotine Patches
  Antiretroviral
  Methadone (subutex) SSI’s
  Psychotropic Drugs
• Common Problems and Complications
  Bladder Distention & Urinary Retention
  Hemorrhoids
  Afterpains
  Perineal Edema and Pain
  Breast Engorgement
  Constipation
  Fatigue and Sleep Disturbances
  Postpartum Blues/Depression
  Spinal Headaches
  Vaginal Lacerations
• Patient Education for the New Mother
  Postpartum Self Care
  Contraception
  Nutrition

III. Lactation & Newborn Feeding
(Management and Patient Teaching)
• Lactation
  Anatomy and Physiology of Lactation
  Composition of Breast Milk
  Maternal Nutritional Needs
• Normal Breastfeeding Process/Hand Expression
  Positioning
  Latch On
  Suck/Swallow/Sequence
  Timing (Frequency and Duration)
  Feeding Cues
EXAMINATION CONTENT
TEST CONTENT OUTLINE & STUDY RESOURCES

• Contraindications to Breast Feeding
  Maternal Complications
  Latch on Problems
  Nipple Problems
  Breast Engorgement
  Insufficient Milk Supply
  Therapeutic Medications
  Infection/Mastitis
  Maternal Illness
  Perinatal Substance Abuse
• Maternal/Newborn Separation
• Newborn Complications
  Hyperbilirubinemia
  Hypoglycemia
  Multiple Birth
  Patient Education
  Breast/Nipple Care
  Use of Supplementary/Complementary Feedings
  Use of Breastfeeding Devices
  Expressing and Storing Breast Milk
• Bottle Feeding
  Nutritional Needs
  Formulas
  Techniques and Equipment

IV. Family Dynamics after Childbirth
• Normal Characteristics of Parent/Infant Interactions
• Maternal Role Transition
• Sibling Response
• Barriers and Alterations to Parent/Infant Interactions
• Cultural/Life-Style Factors Affecting Family Integration
• Adoption
• Perinatal Grief

V. Maternal Complications
• Hemorrhage
• Thrombophlebitis
• Infections
• Hematoma
• Diabetes
• Postpartum Depression/Psychosis
• Chronic Hypertension, gestational/Eclampsia
• DIC/HELLP
• Diabetes
NEWBORN ASSESSMENT AND MANAGEMENT

I. Transition to Extraterine Life *(Birth to 4 Hours)*
- Initial Physiologic Adaptations
  - Neonatal Resuscitation and Stabilization
  - Thermoregulation
  - Associated Laboratory Findings

II. Physiologic Changes and Physical Assessment *(to Include Laboratory Values)*
- Gestational Age Assessment
- Neurobehavioral and Sensory Assessment
- Systems Review *(Including Common Variations)*
  - Cardiac
  - Respiratory
  - Gastrointestinal
  - Integumentary
  - Musculoskeletal
    - Head, Ears, Eyes, Nose and Throat
    - Endocrine
    - Genitourinary

III. Nursing Care and Family Education
- Newborn Care
- Cord Care
- Elimination
- Feeding
- Circumcision
- Comfort Measures
- Screening
  - CHD/Car Seat
- Skin Care
- Safety
  - Safe Sleep/Tummy Time
- Commonly Used Medications
  - Sucrose/Sweet ease
  - Vitamin K
  - Vaccines/Immunoglobulins (HBIG, Hep B)
  - Eye Prophylaxis
  - Analgesics
  - Anti-infectives

IV. Complications *(Recognition and Stabilization)*
- Cardiac
  - Cyanotic Heart Disease
  - Acyanotic Heart Disease
- Respiratory
  - Apnea
  - Transient Tachypnea of the Newborn
  - Pneumothorax
  - Meconium Aspiration
- Gastrointestinal
  - Obstructions
  - Anomalies
- Musculoskeletal
  - Congenital Hip Dislocation
  - Skeletal Anomalies
  - Birth Injuries (Fractured Clavicle)
- Head, Ears, Eyes, Nose and Throat
- Hematopoietic
  - Anemia
  - Vitamin K Deficiency
  - ABO Incompatibility
  - Hemolytic Disease
  - Polycythemia/Hyperviscosity
  - Thrombocytopenia
  - Jaundice
  - G6PD
- Neurological
  - Seizures
  - Jitteriness
  - Intracranial Hemorrhage
  - Neural Tube Defects
- Genitourinary
  - Structural Defects/Anomalies
- Infectious Diseases
  - Neonatal Sepsis/Neonatal I:T/Lumbar Puncture
  - Viral Infections
  - Bacterial Infections
  - Sexually Transmitted Infections
- Endocrine/Metabolic/Genetic
  - Hypoglycemia
  - Inborn Errors of Metabolism
  - Patterns of Inheritance
  - Infant of a Diabetic Mother
  - Substance Abused Neonate
EXAMINATION CONTENT
TEST CONTENT OUTLINE & STUDY RESOURCES

PROFESSIONAL ISSUES

Ethical Principles
• Autonomy
• Beneficence
• Non-maleficence
• Justice

Professional/Legal Issues
• Professional Regulation Practice
• Staffing issues
• Legal liability
  Consent
  Documentation/medical records
  Negligence/malpractice

Evidence based practice
• Terminology
  Reliability
  Validity
  Significance
  Levels of Evidence
• Quality Improvement
• Research utilization

Patient Safety
• Communication
• Interprofessional practice
STUDY RESOURCES

- Lomax, A., Examination of the Newborn, Wiley Blackwell, 2015
SAMPLE QUESTIONS

MATERNAL NEWBORN NURSING SAMPLE QUESTIONS

Listed below are 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. Removing a neonate from an incubator for procedures without the use of an overhead warmer will result in heat loss by
   A. convection
   B. evaporation
   C. radiation
   Answer: A

2. A normal finding of male genitalia in the term neonate is
   A. retractable prepuce
   B. rugated scrotum
   C. testes in the inguinal canal
   Answer: B
   Tappero, et al., Physical Assessment of the Newborn, NICU, Ink, 2015, p. 123

3. A preeclamptic woman in the immediate postpartum period needs to be monitored closely for elevated blood pressure and
   A. adult respiratory distress syndrome
   B. onset of seizures
   C. subdural hematoma
   Answer: B

4. A predisposing factor for assisted delivery (forceps or vacuum) is
   A. adolescent pregnancy
   B. multiparity
   C. post dates gestation
   Answer: C

5. A breastfeeding woman with sore nipples should be advised to
   A. insure that the infant has proper latch on to the breast
   B. limit the feeding time on each breast
   C. wash her breasts frequently with soap and water
   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. **An ability level for each candidate is calculated based on the number of questions they answer correctly (there is no penalty for wrong answers).** Pass/fail is determined based on this ability level as compared to pass/fail standard which is a predetermined ability criterion. 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.

MATERNAL NEWBORN 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:

Factors Affecting Maternal/Neonatal Outcomes, and Aspects Of Professional Practice (10-20%) WEAK

Maternal Assessment and Management in the Postpartum Period (40-50%) VERY STRONG

Newborn Assessment and Management (40-50%) AVERAGE