

2008 Edition

IT'S EASY!

- Complete the application online at www.nccnet.org
- Mail completed application and fee to NCC

HIGHLIGHTS

Through the NCC Maintenance Program, you have the opportunity to continue your certification status. Certification must be maintained on an ongoing basis every three years by one of two ways: re-examination or continuing education.

expertise
quality
excellence
dedication
commitment
role model
advocacy
leadership
innovation

maintain your
NCC certification.

CERTIFICATION MAINTENANCE PROGRAM

This brochure should be used for those maintaining certification for:

- Women's Health Care Nurse Practitioner
- Inpatient Obstetric Nursing
- Neonatal Intensive Care Nursing
- Neonatal Nurse Practitioner
- Low Risk Neonatal Nursing
- Maternal Newborn Nursing
- Telephone Nursing Practice
- Reproductive Endocrinology/ Infertility Nursing
- Ambulatory Women's Health Care Nursing
- High Risk Obstetric Nursing
- ANA-MCH Joint Certification Program

NCC

The National Certification Corporation

CERTIFICATION MAINTENANCE PROGRAM

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NEW THIS YEAR – CATEGORIZING YOUR CE ACCORDING TO ITS SPECIALTY AREA

Starting in 2009, a new maintenance rule will go into effect requiring that all 45 contact hours used to maintain your core certification (RNC) must relate to certification specialty area. In 2008, the maintenance catalog will initiate a coding system to identify your specialty continuing education as well as to assist you in identifying what content is considered certification specialty content.

There will be a column on the maintenance application for you to record the pertinent code. There will be an “other” category to record other or secondary hours. **Up to 15 of the required 45 hours can still be assigned to the other/secondary category which will still be in effect in 2008.**

The sample specialty area categories are listed below (and are subject to change). These are general, broad categories. Don't over think the process if taking a course on contraception, it would fall under gynecology, hypertension, would fall under primary care, etc. For specific topics, you can visit the NCC website www.nccnet and follow maintenance links for the detailed listing of primary hour topics. If you cannot determine where the CE activity should be coded, you should record it as other.

Pharmacology, nursing ethics and legal aspects of nursing, resuscitation and stabilization and HIV would count for primary hours for core certification specialty areas.

Specialty Category Codes

- 1 Obstetrics - Antepartum*
- 2 Obstetrics - Intrapartum*
- 3 Obstetrics - High Risk*
- 4 Gynecology
- 5 Infertility and Reproductive Endocrinology
- 6 Menopause
- 7 Neonatal Intensive Care Nursing
- 8 Low Risk Neonatal Nursing
- 9 Postpartum Assessment, Care or Complications
- 10 Newborn Assessment, Care or Management of Complications
- 11 EFM
- 12 Breastfeeding
- 13 Home Care/Followup Care
- 14 Telephone Nursing
- 15 Primary Care
- 16 Maternal Factors Affecting the Newborn
- 17 Pharmacology
- 18 Physical Assessment, Physiology and Diagnostic and Laboratory Evaluation
- 19 Universal Hours (includes Legal and Ethical Issues, Research, Resuscitation and Stabilization & HIV)
- 20 Other hours

* Includes fetal assessment

The following should be noted as part of your specialty if applicable

- 21 NCC Pretest Participant
- 22 NCC Item Writer
- 23 NCC Self Assessment Reviewer or Author
- 24 Presenter of CE course or Preceptor
- 25 Author of book or article
- 26 NCC Self Assessment module user

Example: If you are WHNP and took a course on contraception, you would code it as 4.

If you are an inpatient obstetric nurse and took a course on shoulder dystocia, your code would be 2.

If the CE activity deals with multiple content, such as an annual convention, select the code that best represents the majority of the content so for an AWHONN convention, if you primarily attended sessions on women's health content regarding pregnancy you would select code 1. Or an NANN Convention, you could code the activity as 7 or 10 based on the nature of the content.

2008 CERTIFICATION MAINTENANCE PROGRAM OVERVIEW

All RNCs are required to maintain certification every three years either by demonstrating 45 contact hours of continuing education or through re-examination.

All RNCs must demonstrate current, active, RN or advanced nursing practice licensure as applicable in the U.S. or Canada.

All RNCs must file a maintenance application, pay the applicable fee and list their continuing education activities on the maintenance application or notify NCC they wish to maintain via re-examination, by completing the appropriate information on the maintenance application.

APPLICATION SUBMISSION

Online: Go to www.nccnet.org, click the Maintaining Your RNC link on the home page. This is the fastest, easiest way to maintain.

By Mail: Send to NCC, Post Office Box 11082, Chicago, IL 60611. If sending by courier (non USPS delivery services): Send to NCC, 142 East Ontario, #1700, Chicago, IL 60611

Fax and Telephone: NCC does NOT accept fax applications or take application information over the phone.

NCC is not responsible for lost, damaged or misdirected mail.

APPLICATION RECEIPT NOTIFICATION

You will receive automatic acknowledgement of your application if you maintain online. If you wish to receive a notification that your application has been received (not approved) by NCC, include a postage paid postcard with your application. This will be sent back to you when your application is opened for processing. NCC will NOT confirm application receipt by phone, fax or email.

YOUR NCC ID NUMBER

Your NCC ID number can be found on your maintenance card or it can be emailed to you by visiting the NCC website www.nccnet.org. Go to the RNC only link on the NCC website www.nccnet.org. Click on RNC/certificate holder only link on the homepage.

APPLICATION PROCESSING TIME

It can take up to four weeks to process an application. It may take longer the closer you remit your application to your maintenance due date. You are not required to wait until your due date to remit your application. You can send it in as soon as you are ready to maintain your RNC credential. Online submissions generally have faster processing times.

MAINTENANCE BY RE-EXAMINATION

THE PROCESS

All those maintaining by re-examination must meet current examination eligibility criteria.

You must successfully pass the examination PRIOR to your current maintenance due date and during your current period of certification.

1. Complete the first page of the application on page 21.
2. Check the box for the re-examination option.
3. Submit or send in your application without fee.
4. Upon receipt, you will be sent a specially marked examination application to complete.
5. You need to return the examination application, documentation and stated fee.

Both computer and paper/pencil tests are available. Paper and pencil testing is available for groups of a minimum of 6 individuals only.

6. You must meet **current** examination eligibility requirements. These requirements may be different from when you were originally certified.

This option is not available for those RNCs who are certified in specialty areas NCC no longer offers a certification exam.*

PAYMENT OF MAINTENANCE FEE

Fees can be paid by check (U.S funds only). Checks should be made payable to NCC. Or fees can be paid by credit card (American Express, Visa and Mastercard only).

FEES FOR RE-EXAMINATION MAINTENANCE OPTION

- The maintenance fee for those maintaining by **re-examination** is the current examination registration fee of \$250 (for paper/pencil testing) or \$300 for computer testing. Visit the NCC website regarding test site availability and dates for testing. *(Fees are subject to change without notice.)*

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

FEES FOR CONTINUING EDUCATION MAINTENANCE OPTION

- The maintenance fee is \$100 for maintaining by **continuing education**.

Discounts are afforded to those who use NCC Self Assessment hard copy or online modules to maintain their certification or have earned continuing education credit through participation in the NCC pretest examination program. NCC self assessment modules can earn 5, 10 or 15 contact hours of continuing education credit. Pretest participation earns 15 contact hours of continuing education credit.

If you have earned 15 contact hours of credit through any of the above programs, the fee is \$70

If you have earned 30 contact hours of credit through any of the above programs, the fee is \$60

If you have earned 45 contact hours of credit through any of the above programs, the fee is \$50

The maximum number of continuing education credits that can be earned through these programs that can be applied for a discount is 45 contact hours and a maximum discount of \$50.

Any combination of hard copy, online self assessment modules or pretest examinations can be used to achieve the number of continuing education hours to qualify for a discount.

For example, if one 15 contact hour hard copy self assessment module and 3 five contact hour online modules are successfully completed, the fee would be \$60.

Only NCC self assessment modules qualifies for the fee discounts as noted.

RE-PROCESSING FEE

All incomplete applications are subject to a \$10 nonrefundable re-processing fee. Incomplete applications are defined as those:

- ✓ missing required information
- ✓ containing incorrect or no fees
- ✓ resulting in returned checks (i.e. NSF or stop payments, etc.)
- ✓ resulting in declined or nonauthorization of credit card payment
- ✓ demonstrating inadequate or non-applicable continuing education
- ✓ listing inadequate continuing education hours to meet maintenance requirements
- ✓ failing to provide copies of NCC self assessment certificate as required to qualify for fee discounts or
- ✓ for any other reason that requires the application be returned to the RNC because a determination of status cannot be made

MAINTENANCE BY CONTINUING EDUCATION

THE PROCESS

1. Complete the maintenance application on page 21 or submit online at the NCC website www.nccnet.org.

Your application must be postmarked no later than your maintenance due date. 2008 maintenance due dates will be one of the following:

March 31, 2008

June 30, 2008

September 30 2008

December 31, 2008

If you are submitting your application online, you have until 12 Midnight in your time zone of your maintenance due date to submit the application online. Go to www.nccnet.org and click on the Maintaining Your RNC link for online submission.

If you don't know your certification maintenance due date, check your maintenance card which was provided with your last maintenance or go to the NCC website www.nccnet.org and click on RNC/Member link and look up your due date in the NCC database.

2. List continuing education activities on the back of the application.

This is required. Even if you are using NCC self assessment module(s) to maintain, you must list your continuing education activities. This application becomes part of your RNC record and must reflect your compliance with maintenance requirements.

You do not need to provide copies of your continuing education certificates. The exception is for those using the NCC Self Assessment Program. You should provide copies of the continuing education certificates received for the NCC Self Assessment Modules only. If you are using other continuing education credit to maintain in addition to the NCC self assessment modules, you do NOT have to include those continuing education certificates.

Submission of the self assessment module certificates are required to qualify you for the discount for participating in the Self Assessment Program. Online submissions are exempt from submitting CE certificate copies. These certificates are NOT maintained as part of your RNC record so you must also list the module(s) successfully taken on the application. Applications submitted with discount fees but no NCC self assessment certificates will be considered incomplete and subject to the \$10 reprocessing fee.

3. Record the number of primary, secondary (other), and total hours. You must document at least 45 contact hours of continuing education credit. At least 30 contact hours must be in your specialty area of certification. Up to 15 contact hours can be in other nursing related areas. See pages 11-13 for more information about primary and secondary (other) hours. For information on what is acceptable continuing education credit, see page 8. You must also code each continuing education activity to a specialty content designation. This is a new procedure. See page 3 for changes.

WHAT CONTINUING EDUCATION CREDIT CAN BE USED FOR THOSE MAINTAINING BY CONTINUING EDUCATION

For those whose certification is due for maintenance in 2008, all applicable continuing education credit must be earned during your current period of certification as follows:

- Due Date: March 31, 2008
Use credit earned during 4/1/05 to 3/31/08
- Due Date: June 30, 2008
Use credit earned during 7/1/05 to 6/30/08
- Due Date: September 30, 2008
Use credit earned during 10/1/05 to 9/30/08
- Due Date: December 31, 2008
Use credit earned during 1/1/06 to 12/31/08

For those maintaining via [re-examination](#), the test must be successfully completed **PRIOR** to your maintenance due date but during your current period of certification.

RECOGNIZED SPONSORING ORGANIZATIONS FOR CONTINUING EDUCATION CREDIT

For continuing education credit to be accepted for the purpose of maintenance, the continuing education activity **MUST BE ACCREDITED** by one of the following agencies:

- ✓ NCC
- ✓ State boards of nursing
- ✓ State nursing associations
- ✓ Nursing, Medical or Health Care Organizations *This would include, for example, such organizations as: AWHONN, NPWH, NANN, ACOG, etc.*
- ✓ Colleges or universities
- ✓ For profit or not-for-profit continuing education organizations *such as Contemporary Forums, Western Schools, Professional Education Consultants, etc. provided that programs sponsored by such organization have been accredited for continuing education.* Most of the for-profit organizations have achieved accreditation for their offering through a state board of nursing or health care organization. Review accreditation details in the registration brochure you received when registering for the particular continuing education activity.

Conversion formulas to contact hours

Academic credit (U.S. and Canadian institutions only)

1 quarter hour	=	10 contact hours
1 semester hour	=	15 contact hours

Other

1 CEU	=	10 contact hours
1 AMA Category 1 hour	=	1 contact hour
1 CME	=	1 contact hour
1 CEARP	=	1 contact hour
1 ACOG cognate	=	1 contact hour

For other designations, contact the CE provider for conversion translation of their accredited hours.

All continuing education programs must be accredited and provide evidence of such in the form of a certificate of completion issued to participants.

UNIVERSAL HOURS

The following topics are considered universal and may be used as primary hours for any core certification: Core certifications are those that lead to the NCC RNC credential and listed on the cover of this publication.

- Legal or ethical issue relative to professional nursing practice
- Nursing research
- HIV/AIDS
- Resuscitation and stabilization (maternal or neonatal)
- Pharmacology

OTHER RECOGNIZED EDUCATIONAL ACTIVITIES

The following activities can also qualify for meeting maintenance requirements:

Pretest Program

Pretests are the method NCC uses to collect statistical performance data on test questions. All questions used on any certification examination are composed of questions with proven statistical history. Pretest examinations are offered for Women's Health Care Nurse Practitioner, Inpatient Obstetric Nursing, Neonatal Intensive Care Nursing, Neonatal Nurse Practitioner, Low Risk Neonatal Nursing and Maternal Newborn Nursing. Other examinations may be added to the program but pretest exams are offered based on the number of new items NCC has in the exam item banks. Recently introduced and discontinued examinations may not have enough new items or no new item development is being initiated so these examinations are not part of the pretest program. The availability of a pretest for all core examinations may be variable. You should check availability of the pretest offerings on the NCC website for the latest information.

Participation in the NCC Pretest Program earns 15 contact hours. These hours can only be used for maintenance of your NCC certification. Participants take the pretest at one of NCC's regular paper/pencil test administrations or at an AMP computer test center anytime throughout the year. You can only use one pretest each renewal period for the purposes of maintenance. The cost to participate is \$85 and is separate from maintenance fees.

To obtain more information, visit the NCC website and download a pretest registration catalog. All those participating must register, meet the qualifications and only pretests in the same certification specialty apply. Discounts on maintenance fees can be earned by participating in the NCC Pretest Program (See page 6).

Presentation of Continuing Education Programs

RNCs who present continuing education programs can use the same amount of credit awarded to the participants attending the presentation to maintain their certification. This activity must be outside the individual RNC's current job responsibilities. Programs presented must earn credit within NCC guidelines. Any given presentation of the same program can be used only once during an individual certification period, even if it is presented multiple times.

Publications

- 5 contact hours will be awarded to those RNCs who have written a journal article or a chapter of a book.
- 15 contact hours will be awarded to those RNCs who are a primary or secondary author of a book.
- 10 contact hours will be awarded to those RNCs who serve as reviewers or writers of a self assessment module or monograph.

Rules for Using Publications for Maintenance

- The publication date of the article/book/module will determine its applicability for your current certification maintenance.
- You are limited to using one article, book authorship or service as an NCC Self Assessment reviewer or monograph author per certification maintenance cycle.
- Articles/books must be related to the RNC's certification specialty area.
- Proof of authorship can be established by including a copy of the title page of the article with the title of the article, your name as author and the publication date.
- For primary or secondary book authorship, pages from the book that identify the title, author and publication date must be submitted.
- For self assessment reviewers or monograph writers, a copy of your continuing education certificate issued by NCC indicating your reviewer/writer role must be submitted.

Preceptorship Hours

Those RNCs who precept nursing or nurse practitioners in their certification specialty area can earn 10 contact hours for this activity. You must precept students for at least one academic quarter, semester or entire clinical rotation if less than an academic quarter or semester.

To earn the 10 hours, a letter from the sponsoring institution (on official letterhead and signed by the appropriate authorizing person) must be submitted indicating your responsibilities as preceptor and dates and hours of your preceptor time. If this time is less than 10 hours, this preceptorship time cannot be used for maintenance. This letter must be submitted with your maintenance application. 10 hours is the maximum that can be earned for this activity.

THE SELF ASSESSMENT PROGRAM

Don't Have Enough CE to Maintain?

If you don't have enough CE to maintain your NCC certification, the NCC self assessment program may be the right choice for you. The NCC Self Assessment Program is a home study program that provides continuing education through hard copy modules or online (web-based) modules. Modules can earn 5 to 15 contact hours.

There are topics relate to all certification specialty areas. You can also earn discounts on your maintenance fee by using the NCC Self Assessment Program. **Any NCC Self Assessment module can be used to meet primary hours regardless of specialty.**

This does NOT apply to maintaining NCC subspecialty certificates of added qualification. See the subspecialty maintenance catalog for more information.

For more information about Self Assessment modules, visit the NCC website at www.nccnet.org and click on the link for Self Assessment.

Online Testing Center

For those who have taken NCC web-based (online) modules to maintain certification, access to certificates of completion of online activities are available for download at any time at the online testing center. Go to the NCC website www.nccnet.org and click on the Online Testing Center link on the home page. This applies to CE earned from the NCC online (web) self assessment modules after January 2005.

DETERMINATION OF PRIMARY VS. SECONDARY (OTHER) HOURS

- Primary hours are those that relate to content tested on the certification examinations and patient populations related to a specific NCC certification specialty.
- To review a more detailed outline, go to the NCC website at www.nccnet.org and review the test outline for your specialty certification.
- Please don't overthink this process. For example breastfeeding would fall under postpartum, epidural anesthesia would fall under pain management, TPN would fall under nutrition, etc.
- Secondary (Other) Hours are related to **nursing** content outside your certification specialty.
- Content that would NOT be applicable includes any content in general nursing management, e.g., IV maintenance, general patient safety, use of restraints, bioterrorism protocols or nursing content that would be expected of any nurse regardless of specialty.

The following provides a brief listing of topics that are considered primary for the various certification specialty areas.

Women's Health Care Nurse Practitioner/Ambulatory Women's Health Care Nursing

- Physical Assessment and Diagnostic/Laboratory Evaluation
- Primary Care including recognition, basic management and/or referral of common health problems
- Health Promotion and Patient Counseling
- Gynecology including normal physiology, gynecologic deviations and fertility control
- Obstetrics including physiology of pregnancy, prenatal care, assessment of fetal well being, complications of pregnancy and postpartum

Inpatient Obstetric Nursing/High Risk Obstetric Nursing

- Maternal factors affecting the fetus and newborn including disease process and pregnancy risks
- Fetal Assessment including antepartum assessment, electronic and non-electronic fetal monitoring and acid base assessment
- Labor and Delivery including physiology of labor, labor management, obstetrical procedures, pain and obstetric complications (e.g. preterm labor), multiple gestation, labor and placenta disorders and prolonged pregnancy
- Postpartum including physiology, family adaptation, lactation, maternal complications, discharge planning and home care
- Newborn Nursing (normal) including physiologic adaptation to extrauterine life, physical assessment, common pathophysiology and infant nutrition

Neonatal Intensive Care Nursing/Neonatal Nurse Practitioner

- Maternal History and Risk Factors
- Gestational Age and Physical Assessment
- Fluids and Electrolytes
- Nutrition and Feeding
- Oxygenation and Acid Base Homeostasis
- Thermoregulation
- Developmental Care
- Management of Neonatal Pathophysiologic States (by body system)
- Psychosocial Management of Care

Low Risk Neonatal Nursing

- Factors Related to Maternal/Neonatal Outcomes
- Gestational Age Assessment
- Clinical Laboratory/Diagnostic Data
- Thermoregulation
- Behavioral/Developmental Care
- Physical Assessment and Management of Neonatal Complications
- Neonatal Nutrition, Feeding and Lactation
- Family Integration

Maternal Newborn Nursing

- Risk Factors Related to Maternal/Neonatal Outcomes
- Maternal Assessment and Management in the Postpartum Period including physiologic changes and physical assessment
- Nursing Care and Education
- Lactation and Newborn Feeding
- Family Dynamics after Childbirth
- Postpartum Complications
- Newborn Assessment and Management including transition to extrauterine life, physiologic changes and physical assessment
- Neonatal Nursing Care and Family Education
- Neonatal Complications

Telephone Nursing Practice—(Primary care and populations covering the entire life span from neonatal to geriatrics.)

- Principles of Telephone Nursing including assessment, prioritization, planning and evaluation of calls
- Application of Telephone Nursing Protocols
- Clinical Aspects including treatment/advice relative to complications by body system
- General Health Problems
- General Health Advice
- Psychosocial Issues

Reproductive Endocrinology/Infertility Nursing

- Reproductive Anatomy and Physiology
- Menopause
- Assessment/Management of Early Pregnancy (prior to 12 weeks gestation)
- Management of Pathophysiologic States related to gynecology and infertility
- New Reproductive Technologies
- Psychosocial Aspects of Care of the Infertile Patient

ANA-MCH/NCC Joint Certification Program—This certification program was sponsored jointly by NCC and the ANA Maternal Child Division from 1976 to 1979. Topics must relate to maternal, gynecologic and neonatal nursing specialty areas.

FOR ALL THOSE DUE TO MAINTAIN THEIR RNC CERTIFICATION IN 2009 AND THERE AFTER, ALL REQUIRED CONTINUING EDUCATION (45 CONTACT HOURS) WILL NEED TO BE IN THE AREA OF THE CERTIFICATION SPECIALTY.

SPECIAL SITUATIONS

Multiple Certifications

If you are maintaining more than one NCC certification and/or a subspecialty certificate, **you must submit a separate application and fee for each certification/certificate.** There is a separate application for maintaining subspecialty certificates. If applicable, you may use the same continuing education credit for multiple certifications.* If you plan to maintain via re-examination, you need to take and pass all examinations prior to your maintenance due date.

Audits

NCC randomly selects for audit a percentage of RNCs who are due to maintain their certification. **All incomplete applications are automatically selected for audit.** An audit requires the RNC to submit copies of the certificates of continuing education being used for the purposes of maintenance. The notice of audit may come with your notice that your certification is due or you may be subject to an audit after you have submitted your certification maintenance application.

If selected for audit and you fail to provide continuing education certificates or fail to meet the deadline to submit additional documentation that would complete your application, your certification will lapse. Incomplete applications are subject to a nonrefundable \$10 reprocessing fee.

EXTENDING YOUR MAINTENANCE DUE DATE

If you can't maintain by your maintenance due date or haven't earned enough continuing education credits, you can request a one time, three month extension. This extends the time to file. It does **NOT change your next maintenance due date.** During this extension period, any request for verification of certification status will be reported as lapsed. If you do not file within the stated extension time, your certification will lapse. You can use continuing education earned in the extension period to maintain the extended certification. The cost to extend your certification is **\$30.** If using CE earned during the extension period to maintain this cycle, this same CE cannot be used to maintain the next cycle.

You may request an extension in the following ways:

- ONLINE** Go to the NCC website (www.nccnet.org). On the homepage, click on the link for maintenance extension. Complete the online form.
- BY MAIL** Place your request in writing (a convenient form is included in this catalog) along with your \$30 fee (checks should be payable to NCC) and send to:
- NCC**
PO Box 11082
Chicago, IL 60611

You must file your extension request no later than the postmark date of your maintenance due date or if filing on line no later than midnight (in your time zone) of your maintenance due date. Requests received without fees will be returned. An acknowledgement of the granting of the extension will be sent to you. Extension requests received after the maintenance due date will not be honored. Such individuals will need to reinstate in order to maintain certification.

*Subspecialty certificate maintenance requires all continuing education be related to the subspecialty content area.

INCOMPLETE APPLICATIONS

All incomplete applications are subject to a nonrefundable \$10 re-processing fee. See page 6 for a definition of an incomplete application.

BIOGRAPHICAL QUESTIONNAIRE

To update your RNC biographical profile, go to the NCC website (www.nccnet.org) and click on the biographical update link on the homepage.

IF YOU LET YOUR CERTIFICATION LAPSE: THE REINSTATEMENT PROGRAM

Lapsed Certifications – Your certification will lapse (expire) if:

- you do not file the required application or extension request and/or fees by the designated maintenance due date.
- you choose to maintain by re-examination and do not successfully pass the exam.
- you do not earn the required hours of continuing education, participate in continuing education activities not accredited by agencies recognized by NCC or if you do not earn at least 30 hours in your primary certification area.
- you do not satisfactorily remediate an incomplete application within the requested deadline date.
- your RN license or advanced practice license is not active.

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

Reinstatement Program

For those who fail to maintain their certification by their maintenance due date, a reinstatement program is available. The reinstatement program allows RNCs to come back into the system without re-examination. RNCs so affected must file a reinstatement application online via the NCC website (mail applications will not be accepted), and pay a \$175 reinstatement fee.

Reinstatement applications must be submitted no later than 12 months of the original certification maintenance due date. If successfully reinstated, the next maintenance date remains unchanged from the original maintenance due date.

All lapsed RNCs will automatically be notified approximately 30 days after their certification lapses. If the completed reinstatement application is not received within the 12 month period following the original maintenance due date, the only way certification can be regained is by re-examination. All current exam eligibility requirements in effect at the time will need to be met.

RNC-E (RNC EMERITUS)

Emeritus status can be opted by those who have completed their nursing careers but want to continue their relationship with NCC. The purpose of the RNC-E program is to provide special recognition to RNCs who have contributed to the specialty. Any NCC core certified nurse in good standing who is permanently retired from active employment in nursing (and those who are retired but continue to volunteer their nursing skills) are eligible to apply. If a nurse with RNC-E status wishes to regain RNC status, the only way this can be accomplished is through re-examination. Current eligibility requirements in effect at the time must be met. The RNC-E fee is \$30 for a three year cycle. Fees are subject to change without notice. You may request an RNC-E application from the NCC office or download one from the NCC website.

MAINTAINING ONLINE

You are now able to maintain online. Go to the NCC website at www.nccnet.org and click on the hyperlink for certification maintenance on the homepage.

Make sure you have handy, your:

- RN license number and expiration date.
- NCC ID number.
- CE certificates. You will need to enter information regarding course title, date of the program, number of hours awarded and accrediting agency/sponsoring organization.
- It is recommended that you list the CE activities that equate to at least 45 hours (30 of which must be in the primary area). Entering large amounts of materials will cause your computer system to time out.
- Credit card information.
- Computer requirements: cookie settings must be set to on or enabled.

Maintaining online is quick and convenient.

GENERAL POLICIES

All maintenance and maintenance extension fees are nonrefundable and must be in U.S. funds.

Administrative Fees

The administrative fees listed below are **in addition** to the nonrefundable re-processing fee to which all incomplete applications are subject.

Returned Checks

A \$25 administrative fee will be assessed to any RNC whose check is returned to NCC due to insufficient funds, stop payments or any other reason. Remittance of fees thereafter must be by money order or certified check.

Credit Card Chargebacks

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, the applicant will be required to submit to NCC a certified check or money order to cover the original cost plus an administrative fee of \$25.

Certification will be revoked or withheld if a returned check or a chargeback request on a credit card payment results in a loss of income to NCC and the monies are not recovered in an alternate payment or if the RNC fails to pay

GENERAL POLICIES (CONTINUED)

any additional fees within 30 days of receiving notice such fees are required.

Credit Card Denials

In the event a credit card payment is declined, the credit card information is submitted a second time by a different individual to assure correct data entry. Notice of credit card denials are only issued after this process. NCC does not remit address or CV code information on credit card payment. If you receive a notice of credit card denial, you will be required to submit the \$10 reprocessing fee. There will be no exceptions.

Third Party Verifications of Certification

If you require a verification of your certification status to a third party, you can submit your request through the online verification system. Go to the NCC website www.nccnet.org for guidance. A \$30 fee must be submitted. Processing is immediate. NCC no longer accepts or sends verification requests via mail.

Nondiscrimination Policy

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

Appeals Procedure

Any request to waive any policy of the NCC Board of Directors regarding certification maintenance must be received in writing within 60 days of the dispute. The correspondence should contain a detailed account as to why the NCC policy should be waived or the candidate's status changed. Such requests are referred to the NCC Board of Directors via the Policy Review Committee. All decisions will be provided in writing. Cases in which consensus cannot be reached by the Policy Review Committee are referred to the full Board of Directors.

NCCA Accreditation

NCC is accredited by the National Commission for Certifying Agencies (NCCA). The current accreditation is in effect until December 31, 2009.

Replacement Maintenance Cards

A charge of \$8.00 is assessed to issue a replacement maintenance card. Requests should be made in writing along with a check made payable to NCC. Send to NCC, PO Box 11082, Chicago, IL 60611.

Other Policies

- Any policy, requirement or fee is subject to change without notice.
- All fees submitted must be in US dollars and are non-refundable.
- Only American Express, Visa and Mastercard are accepted for credit card payment.
- NCC does not accept debit cards.
- NCC will not accept split payments (part credit card/part check payment)
- NCC is not responsible for lost, misdirected or damaged mail.
- It is the RNC's responsibility to maintain a current mailing address on file with NCC. Address or other contact information changes should be submitted to NCC in writing or via the NCC website.

Fax on Demand

Additional maintenance applications or any NCC publication may be obtained 24/7 via fax by calling 1-800-367-5613.

Receipts

A receipt for your payment of the maintenance fee will automatically be provided with your updated maintenance card. You do not need to request a receipt of your payment separately.

FREQUENTLY ASKED QUESTIONS

Employment

Question: I am not currently employed, can I still maintain my certification?

Answer: Yes, there is no practice requirement to maintain your RNC.

Filing Early

Question: My certification maintenance due date is December 31, 2008. I will have all my credits done by March 2008. May I file early?

Answer: Yes, you may file at any time. You do not have to wait until your specific maintenance due date to file. Two caveats apply to filing early: (1) The continuing education credit you submit must fall within the current range of your certification period. See page 8 for those due in 2008. And (2) your next certification period will NOT change. So, if you file in March, your next certification period will begin on January 1, 2009. Any credit earned in the remaining months of 2008 cannot be used to maintain your next cycle of certification.

Multiple Certifications

Question: I hold an inpatient obstetric nursing certification and an EFM certificate. They are due the same time. May I use the same CE for both?

Answer: Maybe. The EFM certificate requires that you demonstrate 15 contact hours in EFM. Those credits can also be used to maintain your inpatient obstetric nursing certification. But the reverse is not true, you cannot use general obstetric CE that does not cover EFM content to maintain your EFM certificate. You must file two separate applications and pay two separate maintenance fees.

Primary Vs. Secondary (Other) Hours

Question: I am a certified neonatal intensive care nurse but have taken several pediatric courses and want to use them for maintenance. Is that ok?

Answer: While topic areas may be similar to primary hour designations (see page 11) if the course's focus was on care of older children and not the neonate, these hours can only be used for secondary (other) hours. If neonatal content was also covered, you would need to determine the amount of time devoted to neonatal content and you may record that time as primary hours with the remaining being considered secondary hours.

Graduate Education

Question: I am in a Master's program. May I use that credit for my maintenance?

Answer: Academic credit can be used to maintain certification. Applicability depends on the major for the degree. For example, you are an Neonatal Intensive Care nurse and are going to a NNP program, courses related to the neonate may be used as primary hours for maintenance. Remember to review the topics under universal hours. These also could be used for primary hour maintenance requirements and the conversion of academic credit and to contact hours can be respectively found on pages 8 and 9. But on the other hand, an MBA might not qualify. You would have to match content topics on pages 11-13 to courses taken.

RN License

Question: I have put my license on inactive status because I am staying home to raise my children. Is that a problem?

Answer: Yes, the RN license has to be active for maintenance purposes. An inactive license is not recognized and your certification will lapse.

Use of NCC Pretest and Self Assessment Modules for Maintenance

Question: I've taken a pretest examination and have earned 15 contact hours and have just now completed 3 self assessment modules which awarded 15 contact hours each. I have earned 60 hours. Would my maintenance fee be \$20, based on a \$30 discount for the pretest participation and \$50 discount for taking the self assessment modules?

Answer: No, your maintenance would be \$50. Discounts are offered only up to a maximum of 45 contact hours of credit through either the NCC Self Assessment Program or the Pretest Program. Earning hours beyond the 45 hours does not entitle you to additional discounts. The maximum discount is \$50 or a maintenance fee of \$50.

TIPS ON COMPLETING YOUR MAINTENANCE APPLICATION ERROR FREE

- ✓ Make sure you provide your license number, expiration date and issuing state. **This is the #1 reason why applications are returned.**
- ✓ Your ID number can be obtained on the NCC website by clicking on the RNC/Certificate only link.
- ✓ Please provide name, address and contact information and whether this information is new or there has been no change. Check the box only if the information you are listing is new information. This alerts us to update your record.
- ✓ If you want an acknowledgement of receipt of your maintenance application by NCC, include a postage paid postcard and it will be mailed back to you when your maintenance envelope is received and opened by NCC. This postcard does not reflect approval of your maintenance, just receipt of your application. You will receive confirmation of receipt if you submit online via email.
- ✓ Note: receipts for payment are automatically issued with your new maintenance card mailing. Separate requests for receipts are not required to obtain a receipt. If you need a receipt, look for it in your maintenance packet.
- ✓ Sign and date your application. Applications must be completed in ink and must contain original signatures if sending via mail.
- ✓ You **MUST** list your continuing education activities on the back of the application. You need to list the name of the activity, date of the activity, if it is primary or secondary (other) hours, specialty content code and the sponsoring or accrediting agency for each activity. Applications will be returned if this information is not provided and you will be subject to the nonrefundable \$10 re-processing fee.

Please list the closest amount of continuing education that equals 45 contact hours. Even if you earned many more hours, it is only required to document 45 hours. Please save time in making the application process as easy as possible for both you and the NCC staff.

DO NOT INCLUDE COPIES OF CERTIFICATES EXCEPT THOSE FOR NCC SELF ASSESSMENT MODULES TO QUALIFY FOR THE FEE DISCOUNT. NCC does not maintain copies of the certificates on file. Your application alone becomes part of your NCC record.

Complete the biographical profile on the NCC website (www.nccnet.org).

**REMEMBER: INCOMPLETE MAINTENANCE APPLICATIONS
ARE SUBJECT TO A NONREFUNDABLE \$10 RE-PROCESSING FEE.**

MAINTENANCE EXTENSION REQUEST FORM

You can request a three month extension by completing this form. It must be received in the NCC office with a postmark date no later than your certification maintenance due date. A \$30 fee is required.

Please check as appropriate:

- I am due 3/31/08 and want to extend to 6/30/08 I am due 6/30/08 and want to extend to 9/30/08
 I am due 9/30/08 and want to extend to 12/31/08 I am due 12/31/08 and want to extend to 3/31/09

Indicate your certification specialty: _____

Please indicate the following information:

ID Number

Last Name

First Name

Mailing Address

City

State

Zip

Email Address

You will receive a written confirmation that your request for extension of certification has been approved.

Include this form and your \$30 check made payable to NCC and mail to:
NCC • PO Box 11082 • Chicago, IL 60611

Or you can file an extension request online – Go to www.nccnet.org.

Extension fees are nonrefundable.

Your Easy Guide to Certification Maintenance Information

3 Categorizing Your CE	4 2008 Certification Maintenance Program Overview	5 Payment of Maintenance Fee	5-7 Maintenance The Process
8 Accrediting Agencies for CE	9-10 Other Recognized Educational Activities	11-13 Primary Vs. Other Hours	14 Certification Extensions
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NCC is accredited by the National Commission for Certifying Agencies

Based on your certification, you need to categorize your continuing education hours according to the listings. The following shows the specialty code that relate to each certification or credential. For secondary or other hours, categorize the CE as other. Beginning in 2009, all CE will have to relate to the specialty hours.

Specialty Category Codes

- 1 *Obstetrics - Antepartum
- 2 *Obstetrics - Intrapartum
- 3 *Obstetrics - High Risk
- 4 Gynecology
- 5 Infertility and Reproductive Endocrinology
- 6 Menopause
- 7 Neonatal Intensive Care Nursing
- 8 Low Risk Neonatal Nursing
- 9 Postpartum Assessment, Care or Complications
- 10 Newborn Assessment, Care or Management of Complications
- 11 EFM
- 12 Breastfeeding
- 13 Home Care/Followup Care
- 14 Telephone Nursing
- 15 Primary Care
- 16 Maternal Factors Affecting the Newborn
- 17 Pharmacology
- 18 Physical Assessment, Physiology and Diagnostic and Laboratory Evaluation
- 19 Universal Hours (includes Legal and Ethical Issues, Research, Resuscitation and Stabilization & HIV)
- 20 Other hours
- 21 NCC Pretest Participant
- 22 NCC Item Writer
- 23 NCC Self Assessment Reviewer or Author
- 24 Presenter of CE course or Preceptor
- 25 Author of book or article
- 26 NCC Self Assessment module user

Certification

- Women's Health Nurse Practitioner
- Inpatient Obstetric Nursing
- Neonatal Intensive Care Nursing
- Neonatal Nurse Practitioner
- Low Risk Neonatal Nursing
- Maternal Newborn Nursing
- Telephone Nursing Practice
- Reproductive Endocrinology Infertility Nursing
- Ambulatory Women's Health Care Nursing
- High Risk Obstetric Nursing
- ANA-MCH/NCC Joint Certification Program

What counts as primary specialty hours

- 1, 4, 5, 6, 9, 10, 12, 15, 16, 17, 18, 19
- 1, 2, 3, 8, 9, 10, 11, 12, 13, 16, 17, 18, 19
- 1, 7, 8, 10, 12, 13, 16, 17, 18, 19
- 1, 7, 8, 10, 12, 13, 16, 17, 18, 19
- 1, 8, 10, 12, 13, 16, 17, 18, 19
- 1, 8, 9, 10, 12, 13, 16, 17, 18, 19
- 1, 4, 5, 6, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19
- 1, 4, 5, 6
- 1, 4, 5, 6, 9, 12, 15, 16, 17, 18, 19
- 1, 2, 3, 11, 16, 17, 18, 19
- 1, 2, 3, 4, 9, 10, 12, 16, 17, 18, 19

Example: If you are WHNP and took a course on contraception, you would code it as 4.

If you are an inpatient obstetric nurse and took a course on shoulder dystocia, your code would be 2.

If the CE activity deals with multiple content, such as an annual convention, select the code that best represents the majority of the content so for an AWHONN convention, if you primarily attended sessions on women's health content regarding pregnancy you would select code 1. Or an NANN Convention, you could code the activity as 7 or 10 based on the nature of the content.

*Includes fetal assessment