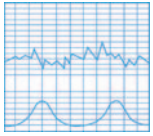




Registration Catalog  
2008 Edition

**Over 30 years of  
Certification & Recognition**

Promoting quality health care  
through credentialing and education  
of health care professionals



expertise  
quality  
excellence  
dedication  
**commitment**  
role model  
advocacy  
leadership  
innovation

earn your NCC  
EFM credential.

**SUBSPECIALTY**  
EXAMINATION FOR EFM



The National Certification Corporation

# CREDENTIALING EQUALS VALUE

Ask your patients if they value credentialed health care professionals—You bet they do!

Ask a colleague who holds an EFM subspecialty certificate what they believe about this added recognition. You are most likely to hear that they think earning this credential is one of the most important things they have done to assure that their patients are receiving quality care.

The EFM certificate of added qualification is open to all those who provide best care EFM practices to their patients—nurses, physicians, nurse practitioners, nurse midwives or physicians assistants are eligible to apply.

You owe it to yourself to take the next step in your professional development. Earning your certificate of added qualification will validate your expertise and will give you tangible recognition of your commitment to quality care.

---

## COMPUTER TESTING MYTHS

**Extensive computer knowledge is needed.** If you can press a key on the keyboard or click on a mouse, you have all the requisite skills to take an NCC computer test. A tutorial is provided at the test center to familiarize you with the computer process and the time for the tutorial doesn't count toward your allotted testing time.

**You cannot go back to your previous answers or re-review questions.** NCC allows individuals to re-review questions. You can mark questions and re-visit them at any time you wish.

**Computer tests are harder.** Computer tests are developed the same way as paper/pencil tests are. The only difference between the two is how they are administered. Pass rates are similar to paper and pencil tests.

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# COMPUTER TESTING OVERVIEW

## WHEN

Candidates taking the test via computer can apply to take the certification examination at any time during the year. There are no annual exam dates and no application filing deadlines. You apply when you're ready.

## WHERE

NCC has contracted with Applied Measurement Professionals (AMP) for computer testing. There are approximately 100 test centers across the nation. See page 10 for test center cities or visit the AMP website at [goamp.com](http://goamp.com) for specific test center information. A testing time cannot be scheduled until you are determined eligible by written notice by NCC.

## HOW

- Complete the application on page 16 and submit it along with the appropriate documentation and fee.
- Once you have been determined eligible, you will be assigned a 90 day window to take the examination. You will be notified in writing of your eligibility status and your testing window.
- Eligibility letters are issued twice a month on the 15th or last day of the month or the [closest](#) business day if these dates fall on a weekend. The 90 day window for testing starts either on the 5th of the month or the 20th of the month based on when eligibility is determined. With your eligibility letter, you will receive a Candidate Guide which will provide you with an overview of all test policies, procedures and a test outline, competency statements and sample questions to familiarize you with the test format.

Candidate Guides can also be downloaded from the NCC website at any time.

- It can take up to four weeks to process an application from time of receipt.
- You schedule your own exam time during your 90 day window with AMP via telephone or on the AMP website.
- Preliminary pass/fail test results are issued at the time of testing. The official results follow in 21 days in writing from NCC. You are not certified until you receive your official written results from NCC.

[Verifications of certification status cannot be made until you receive your official written notification and upload of your information to the verification does not occur until after your letter of notification is sent.](#)

## FEES

- The fee is \$150 for NCC RNCs and certificate holders and \$185 for all others. This includes the nonrefundable \$50 application fee.
- Checks should be made payable to NCC or fees can be charged to a credit card. NCC accepts American Express, VISA and MasterCard only.
- Incomplete applications are subject to a nonrefundable \$25 re-processing fee.

Cash is not accepted.

NCC does not accept debit cards.

NCC does not accept split payments, e.g. 1/2 check; 1/2 credit card.

**APPLICATION RECEIPT CONFIRMATION:** If you wish to receive an acknowledgment of receipt of your application by NCC, enclose with your application a self-addressed, stamped POSTCARD and it will be mailed back to you when your application arrives (not approved). Postcards with no postage or mailing address will not be returned. NCC will NOT verify application receipt by phone, email or fax.

## COMING SOON: ONLINE REGISTRATION FOR COMPUTER TESTING

# PAPER AND PENCIL TESTING OVERVIEW

## WHEN

The annual test date is Friday, September 19, 2008. The filing deadline is a postmark date of Friday, July 11, 2008. **This is the only paper/pencil test date for 2008.**

## WHERE

- There are no NCC sponsored sites.
- All paper/pencil test sites are established by request.
- A minimum of six candidates is needed to establish a test site. Any certification, subspecialty or pretest exam counts toward meeting the candidate minimum.
- All test sites must be approved by NCC.
- The request to be a test site must be received by NCC with a USPS postmark date no later than of Friday, June 6, 2008. Inquiries received after that time will not be considered.
- Test sites must provide free of charge to NCC, an examination room and two proctors according to NCC requirements (see page 11).
- All applications for the requested test site must be submitted together with individual check or credit card payments with a postmark no later than the filing deadline date of Friday July 11, 2008. NCC will not accept group payments of any sort.
- NCC will not accept individual applications for the paper/pencil test administration at any time. Applications received separate from the group submission will not be accepted and such individuals will not be able to test for the September 19, 2008 test administration.
- Complete the test site request form on page 11 to be considered as a 2008 test site.

## HOW

- Complete the application on page 16 and submit it along with the appropriate documentation and fee to your test site coordinator for submission to NCC. All applications must be submitted as a group in ONE envelope. Individual applications will not be accepted by NCC.

- Once you have been determined eligible, you will receive an eligibility letter. It takes approximately four weeks to process an application from time of receipt. With your eligibility letter, you will receive a Candidate Guide which provides you with an overview of all test policies and procedures and a test outline, competency statements and sample questions to familiarize you with the test format. Candidate Guides can be downloaded from the NCC website at any time.
- Approximately two weeks prior to the test date, you will receive your admission ticket to the test site.
- You take the examination on the appointed day.
- You receive your test results in the mail within 6 weeks of the test date.

**Verifications of your EFM credential cannot be made until you receive your official written notification.**

## FEES

- The fee is \$100 for NCC RNCs and certificate holders and \$135 for all others. This includes the nonrefundable \$50 application fee.
- Checks should be made payable to NCC or fees can be charged to a credit card. NCC accepts American Express, VISA and MasterCard only.
- Incomplete applications are subject to a nonrefundable \$25 re-processing fee.

Cash is not accepted.

NCC does not accept debit cards.

NCC does not accept split payments, e.g. 1/2 check; 1/2 credit card.

Individuals CANNOT submit individual applications for paper/pencil testing. You **MUST** be a part of a group.

**APPLICATION RECEIPT CONFIRMATION:** If you wish to receive an acknowledgment of receipt of your application by NCC, enclose with your application a self-addressed, stamped POSTCARD and it will be mailed back to you when your application arrives (not approved). Postcards with no postage or mailing address will not be returned. NCC will NOT verify application receipt by phone, email or fax.

# FILING INFORMATION AND EXAM FEES

## COMPUTER TESTING

All applicants must:

- ✓ Complete the application.
- ✓ Submit the requested documentation.
- ✓ Pay the \$150 or \$185 fee (Checks should be made payable to NCC or charged to a credit card. NCC accepts American Express, VISA or MasterCard only).
- All fees must be in U.S. Funds.
- Fax, internet or telephone registrations are **not** accepted.
- The application, documentation and fee must be submitted together in one envelope. If the application, documentation or fees are received separately from one another, the information will be returned and the applicant will be subject to a re-processing fee of \$25.
- ✓ Mail to NCC.

## PAPER/PENCIL TESTING

All applicants must:

- ✓ Complete application.
- ✓ Submit the requested documentation.
- ✓ Pay the \$100 or \$135 fee (Checks should be made payable to NCC or charged to a credit card. NCC accepts American Express, VISA and MasterCard only).
- ✓ Applications must have a USPS POSTMARK no later than Friday, July 11, 2008. Applications received after that time will be returned.
- All fees must be in U.S. Funds.
- Fax, internet or telephone registrations are **not** accepted.
- The application, documentation and fee should be submitted together with all the other applications for the test site in one envelope. If the application, documentation or fee are received separately from this mailing, it will be returned to the applicant. Any incomplete application received with this mailing will be returned to the test coordinator for distribution to the applicant and will be subject to a nonrefundable

\$25 re-processing fee. Applicants will have until August 8 to respond to an incomplete notice. If this issue is not resolved by that date, applicants will be determined ineligible. Both the application fee and re-processing fee are nonrefundable

- ✓ Mail to NCC.

## INCOMPLETE APPLICATIONS

Incomplete applications are defined as those that:

- are missing any requested information or documentation
- contain wrong or have no fees
- do not contain original candidate or employer/supervisor signatures or
- for any other reason resulting in an inability to determine candidate eligibility status

Such applications will be returned with instructions and the candidate will need to resubmit with an additional nonrefundable \$25 re-processing fee. Upon re-submission, applications that do not include this fee or do not adequately address the identified deficiencies will be declared ineligible and will be subject to the nonrefundable \$50 application fee in addition to the reprocessing fee of \$25. All filing deadlines will apply if applicable. The re-processing fee is also not refundable.

## MAILING INSTRUCTIONS

Mail applications, documentation and fees (do not send information separately) to:

NCC  
PO Box 11082  
Chicago, IL 60611

A mailing envelope is included in this registration catalog.

If sending an application by a non-US post office delivery service, you need to send to our street address at:

NCC  
142 E. Ontario #1700  
Chicago, IL 60611

**ALL INCOMPLETE APPLICATIONS WILL BE SUBJECT TO A NONREFUNDABLE \$25 RE-PROCESSING FEE.**

# ELIGIBILITY CRITERIA

## CURRENT LICENSURE

Current licensure in the U.S. or Canada as one of the following:

- Nurse or Nurse Practitioner
- Physician
- Nurse Midwife
- Physician Assistant

## DOCUMENTATION

- Licensure information should be recorded on the application to include license number, expiration date and issuing state or province
- To qualify for the fee discount, a copy of a current NCC ID card or certificate must be submitted.
- EFM Applicant Profile Form must be completed.

## CANDIDATE AFFIDAVIT

You are required to sign the application indicating you attest to the information provided in the application, that documentation is true, that you have read all policies contained in the catalog and you agree to be subject to them. **Your signature must be an original and signed in ink.** Unsigned applications are incomplete and will be returned. They will be subject to the \$25 re-processing fee.

**ALL ELIGIBILITY CRITERIA MUST BE MET AT THE TIME OF APPLICATION.**

## INSTITUTIONAL CERTIFICATION PLAN PROGRAM

If your institution is seeking a way to get members of the obstetric team credentialed in EFM, the NCC Institutional Certification Plan (ICP) Program is an easy way to accomplish this.

## THE ICP PROGRAM

- Allows institutions to sponsor testing at their own institution (minimum participation 25 examinees)
- Additionally provides fee discounts to institutions (minimum participation 100 examinees)
- Provides testing times by negotiation
- Allows testing of NCC Exams other than EFM to also be offered
- All procedures and rules are identified via a written agreement

Need to validate if your staff knows NICHD terminology and can apply it to EFM interpretation? Is your institution seeking Magnet status? Does your institution need an excellent risk management tool or a JCAHO EFM validation mechanism? Then the NCC ICP Program Plan is for you.

Download an informational brochure for the NCC website [www.nccnet.org](http://www.nccnet.org) or contact Betty Sobala at [bsobala@nccnet.org](mailto:bsobala@nccnet.org).

**THE TIME FOR THE ICP PROGRAM IS NOW!**

# TEST OUTLINES

## ELECTRONIC FETAL MONITORING

### **The Electronic Monitoring Equipment (<5%)**

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Fetal heart rate monitoring

Internal

External

Uterine monitoring

External

IUPC

Equipment failure and troubleshooting

Artifact Detection

Patient Education

### **Physiology (5-10%)**

---

Uteroplacental

Uteroplacental circulation

Fetal circulation

Fetal heart rate regulation

Uterine activity

Resting tone

Contractions

Frequency

Duration

Intensity

Factors affecting fetal oxygenation

Uterine activity

Maternal factors

Anesthesia

Drugs (Therapeutic and Recreational)

Placental factors

Umbilical blood flow

### **Adjunct Fetal Surveillance Methods (5-10%)**

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Auscultation

Fetal movement counting

Nonstress testing

Contraction stress testing

Fetal acid base testing

Biophysical profile

Fetal acoustic stimulation

### **Pattern Recognition, Interpretation and Intervention (60-70%)**

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Baseline heart rate

Bradycardia

Tachycardia

Variability

Sinusoidal

Fetal heart rate patterns

Accelerations

Decelerations

Early

Variable

Late

Prolonged

Dysrhythmias and other variant patterns

Supraventricular tachycardia

Congenital heart block

Ectopic beats

Common complications

Preterm labor

Hypertension

Gestational (PIH)

Preeclampsia - eclampsia

HELLP syndrome

Chronic

Postdates pregnancy

Diabetes (gestational, Type 1, Type 2)

Placental disorders (previa, abruptio)

Uterine rupture/scar dehiscence

Infections

Multiple gestation

### **Legal Aspects of Electronic Fetal Monitoring (<5%)**

---

Documentation/charting

Standard of Care and EFM Outcomes

Chain of Command

Legal Liability Issues

# ABOUT NCC

## ABOUT NCC

NCC is a not for profit organization which has credentialed over 65,000 healthcare professionals in the women's health, primary care, obstetrics, and neonatal specialty areas. Established in 1975, NCC sponsors certification examinations and subspecialty exams for competency validation.

## NCC'S PHILOSOPHY OF CREDENTIALING

The NCC subspecialty program which leads to a certificate of added qualification is a voluntary process designed to provide health care professionals who provide EFM services the opportunity to publicly demonstrate and to be recognized for their specialty knowledge. The subspecialty examinations provide for evaluation of the individual's special knowledge at a specific point in time.

## HOW EXAMINATIONS ARE SCORED

NCC examinations are criterion referenced. This means the passing score is based on predetermined criteria. The passing score is established by the NCC Board of Directors.

NCC utilizes the item response theory of psychometrics for the analysis of its examinations. Item Response Theory (Rasch analysis) is the study of tests and item scores based on assumptions concerning the mathematical relationship between abilities and item responses.

Each test item has a difficulty and ability level. The higher the difficulty of an item, the greater the ability score one achieves. Pass/fail is determined based on the number of questions answered correctly. As a question is answered correctly, the ability score is increased and decreased when a question is answered incorrectly.

The difficulty of the examination determines the actual number of questions that must be answered correctly in order to achieve the passing ability level. Because more than one form of the examination is given, a process called equating is used. This procedure converts all results to a common scale. Someone who takes a slightly more difficult form of the examination will need to answer fewer questions correctly than someone who takes a slightly easier form of the examination. Test result reports will identify pass/fail status and give feedback on the various content areas of the exam in the form of word descriptors: very weak, weak, average, strong, very strong.

Pass/fail rates for previous NCC exams can be viewed on the NCC website [www.nccnet.org](http://www.nccnet.org).

# TEST ADMINISTRATION

## COMPUTER TESTING

### Assignment of your 90 Day Window for Testing

- Once you have been determined eligible, you will be assigned a 90 day window to take the examination.
- Eligibility letters are issued on a twice monthly basis on the 15th or last day of the month or the closest business day if these dates fall on a weekend. The 90 day window for testing starts either on the 5th of the month or the 20th of the month based on when eligibility is determined.

### Test Scheduling

Once you are determined eligible, you will receive specific information on how to schedule your examination with AMP. Both phone and web registration will be available. Examinations are administered by appointment only and are available at 9 am and 1:30 pm, Monday through Friday. Times for testing are subject to change. Walk-in candidates will NOT be admitted. It is recommended that test scheduling be done 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 an extension and pay all applicable fees.

#### *Rescheduling an AMP Exam Appointment*

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 the new date must be within your assigned 90 day window for testing. Subsequent reschedules require payment of a \$100 fee. Any rescheduling must take place at least 4 days prior to the original scheduled test date.

### Examination Day

- You need to arrive by your appointment time. If you are more than 15 minutes late, you will not be admitted.
- You will be required to show two forms of ID for admittance to the test center. One must be a photo ID.

- It is encouraged that you NOT bring any materials or personal items with you.
- There are no secure facilities for storing personal items.
- Your picture will be taken and will remain on the computer screen during the time you are taking the test.
- You will be given the opportunity to have a practice session prior to the actual test administration.
- 2 hours are allotted for testing. There are no scheduled breaks.
- Candidates can leave once they have completed the test. You need not wait until the testing time period has expired.
- You will be given preliminary pass/fail results at the test site.
- Confirmed test results will be mailed from NCC within 21 business days of the test date. You are not officially certified until you receive written notification from NCC.

## PAPER/PENCIL TESTING

- Test administration will begin at 9 am local time on Friday, September 19, 2008.
- An admission ticket will be sent to the candidate approximately two (2) weeks prior to the test administration date. Candidates must bring this ticket to the test on examination day.
- Candidates must report to the test site by 8:30 am local time to allow for check-in procedures.
- All candidates will be required to show photo ID for admittance.
- 2 hours are allotted for testing. There are no scheduled breaks.
- Candidates can leave once they have completed the test. You need not wait until the testing time period has expired.
- Examination results are mailed within six (6) weeks of test administration.

**ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

# COMPUTER TEST CENTERS

The AMP test centers are located in selected H & R Block Centers and the test center cities are listed below:

Alabama	Birmingham Huntsville Mobile Montgomery	Kansas	Des Moines Kansas City Wichita	Oklahoma	Oklahoma City Tulsa
Alaska	Anchorage	Kentucky	Lexington Louisville	Oregon	Bend Eugene Medford Portland Salem
Arkansas	Fayetteville Little Rock	Louisiana	Baton Rouge New Orleans Shreveport	Pennsylvania	Harrisburg Philadelphia Pittsburgh Wyoming
Arizona	Phoenix Tucson	Massachusetts	Boston (Dorchester) Holyoke	Rhode Island	Providence
California	Fresno Los Angeles (Glendale) Los Angeles (Stanton) Sacramento San Diego San Francisco San Jose Santa Maria	Maryland	Baltimore	South Carolina	Columbia Georgetown Spartanburg
Colorado	Denver Grand Junction	Maine	Portland	South Dakota	Rapid City Sioux Falls
Connecticut	West Haven	Michigan	Detroit Flint Grand Rapids	Tennessee	Chattanooga Johnson City Knoxville Memphis Nashville
DC	Washington	Minnesota	Duluth Minneapolis	Texas	Austin Dallas El Paso Fort Worth Houston Lubbock McAllen San Antonio Wichita Falls
Delaware	Wilmington	Mississippi	Jefferson City Kansas City Springfield St. Louis	Utah	Salt Lake City
Florida	Jacksonville Miami Orlando Sarasota Tallahassee West Palm Beach	Montana	Jackson Billings Missoula	Virginia	Norfolk Richmond Roanoke
Georgia	Atlanta (Decatur) Atlanta (Roswell) Macon Savannah	North Carolina	Charlotte Raleigh	Vermont	Burlington
Hawaii	Honolulu	North Dakota	Bismarck Fargo	Washington	Seattle (Bellevue) Spokane
Idaho	Boise	Nebraska	Lincoln North Platte Omaha Scottsbluff	Wisconsin	Green Bay Milwaukee
Illinois	Buffalo Grove Carbondale Chicago Franklin Park Glen Ellyn Libertyville Matteson Naperville Rockford Roselle/Urbana Springfield	New Hampshire	Concord Manchester Nashua Portsmouth	West Virginia	Charleston
Indiana	Evansville Fort Wayne Indianapolis Mishawaka	New Jersey	Robbinsville Wayne	Wyoming	Caspar Cheyenne
Iowa	Davenport	New Mexico	Albuquerque		
		Nevada	Las Vegas Reno		
		New York	Albany Buffalo Long Island New York City Rochester Utica White Plains		
		Ohio	Cincinnati Cleveland Columbus Toledo		

**Sites are subject to change. Go to the AMP Website [www.GoAMP.com](http://www.GoAMP.com) for the most current listing.**

# PAPER AND PENCIL TEST SITES

Test sites for paper/pencil testing in 2008 are established by request no later than June 6, 2008. The criteria to establish a test site are listed below.

- All test site requests must be approved by NCC and will be confirmed by written agreement.
- A minimum of six (6) persons is required to establish a site.
- Any NCC examination counts toward meeting the 6 person minimum including core, subspecialty or pretest examinations.
- Test sites must provide a testing facility at no charge to NCC. (Site must accommodate seating for each test taker every other seat).
- Test sites must provide proctors at no charge to NCC, with a minimum of two proctors per site. Additional proctors may be needed based on the number of individuals taking the test.
- All examination applications must be sent to NCC in one envelope together by the stated filing deadline.
- Applications must be submitted as a group with individual exam fee payments (checks or credit card). Group payments will not be accepted. Applications must be postmarked no later than Friday, July 11, 2008.
- NCC will not accept individual applications for the paper/pencil test administration at any time. Applications received separately from the group submission will be returned to the applicant.
- All policies and deadlines apply. Incomplete applications will be returned to the test coordinator for distribution to the applicant and will be subject to the nonrefundable \$25 re-processing fee.
- If a site fails to administer the exam for any reason, those scheduled to take the exam will be required to carryover to computer and pay \$125 carryover fee in order to take the exam.

A request to become a test site must be postmarked no later than June 6, 2008 and be approved by NCC. Applications must be postmarked by July 11, 2008.

If less than 6 applications are submitted, they will be returned and approval as a test site will be withdrawn.

## Test Site Request Form

Name of Test Site Coordinator \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Estimated Number Of Test Takers \_\_\_\_\_

Send to Betty Sobala  
NCC  
142 E. Ontario #1700  
Chicago, IL 60611  
bsobala@nccnet.org

If you need registration catalogs, you can obtain them in one of the following ways:

- Download from the NCC website at [www.nccnet.org](http://www.nccnet.org).
- Obtain via fax by calling 1-800-367-5613. Follow the menu and applications will be faxed to you.

It is encouraged that each of the candidates receives and reads the catalog. It is important they understand the policies and financial commitment to which they will be subject.

# MONETARY POLICIES

## ADMINISTRATIVE FEES

### Returned Check \$25

This fee will be assessed for any check returned for any reason. Remittance of all fees thereafter must be in the form of a money order or certified cashier's check.

### Credit Card Charge Back \$25

If the applicant's credit card company issues a notice of retrieval or charge back 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 for the original costs plus a \$25 administrative fee.

### Credit Card Decline \$25

If NCC receives a decline notice regarding credit card payment, your application will be declared incomplete (lack of appropriate fee) and you will be subject to the \$25 re-processing fee. In processing fees, NCC has two different individuals submit credit card information that is declined for payment to insure that it is not an entry error. The decline notice will be sent to you. NCC will NOT waive the \$25 re-processing for any reason.

## REFUNDS

All refunds are issued after the test administration date as follows:

### Ineligible Candidates

Applicants who do not meet or who fail to document eligibility requirements will receive a refund as shown in the preceding chart.

Refunds	NCC RNCs or Certificate Holders	All Others
Ineligible Computer Candidates	\$100	\$135
Withdrawing Computer Candidates	\$80	\$80
Ineligible Paper/Pencil Candidates	\$50	\$85
Withdrawing Paper/Pencil Candidates	\$50	\$50

## Withdrawing Candidates

### Paper/Pencil Exam Candidates

Only the applicant/candidate can withdraw from the examination process. Withdrawing candidates will receive refunds as indicated in the preceding chart.

All withdrawal requests must be made in writing, signed and dated. For paper and pencil testing, this request must be postmarked no later than Friday, August 15, 2008.

### For Computer Candidates

Only the applicant/candidate can withdraw from the examination process. Withdrawing candidates will receive refunds as indicated in the preceding chart.

All withdrawal requests must be made in writing, signed and dated and sent to NCC provided that:

- the candidate has not made an appointment to take the exam at an AMP center or
- if the candidate has made an appointment with AMP, it must be cancelled no later than four business days prior to the scheduled testing date.

This request must be postmarked no later than one month prior to the end of the candidate's 90 day test window. For example, if the test window concludes on September 20, 2008, the last day for withdrawal requests to be accepted would be August 20, 2008.

No refund will be considered after the candidate has taken either a computer or paper/pencil test.

No refunds will be considered for applicants who fail to take the exam via computer within their assigned 90 day testing window and do not request an extension or deferral within the stated time frames. No refunds will be considered for applicants who do not appear to take a paper and pencil exam and do not request a carryover within stated time frames.

# MONETARY POLICIES

## IF YOU CAN'T TAKE THE EXAM

### Paper/Pencil Candidates

**Carryover option:** Candidates who fail to appear to take the test on the scheduled test date or request a change to computer testing prior to the scheduled paper/pencil test date can carryover to take the computer test with an additional payment of \$125. This request must be received no later than a postmark date of **November 14, 2008** for those who failed to appear to take test as scheduled. Candidates will be assigned to the next available 90 day computer testing window after determination of their eligibility. Carryover to subsequent paper/pencil tests are no longer available because NCC is providing paper/pencil testing by request only.

Carryover candidates must submit a new application and documentation and meet the then current eligibility criteria. **THIS IS A ONE TIME ONLY OPTION.**

**Paper/pencil carryover candidates cannot withdraw, extend or defer their computer test fees.**

### Computer Candidates

#### *Extension Policy*

Any candidate can be granted one (1) extension for the next consecutive 90 day window after the extension request is received (not following the last day of the original testing window) and approved provided that the:

- request is made in writing with a nonrefundable extension fee of \$100 and postmarked before the final day of the assigned testing window.
- candidate's window of testing time has not expired.
- candidate has not made an appointment with AMP to take the examination or if an appointment has been made, it was cancelled no later than four business days prior to the scheduled testing.

Candidates who are approved to extend their 90 day window will not be allowed to subsequently withdraw or to request a deferral from the examination process.

#### *Deferral Policy*

Candidates who are unable to participate in the examination for which they are scheduled and it is beyond the time frame for rescheduling or cancellation of the appointment may request an additional 90 day window of time to take the examination. The request must be in writing. **This deferral is available on a**

**one time only basis and must be approved by NCC. Candidates who had requested extensions cannot withdraw and are not eligible for a deferral.**

Deferral candidates must submit a new application and any appropriate documentation and an additional non-refundable \$125 fee. Eligibility must be re-established. Candidates who request a deferral are not eligible for any refund. Deferral requests must be received no later than 30 days from the last day of the original 90 day window.

### Carryover to Paper/Pencil Testing

Carryover from computer testing to paper/pencil testing is not allowed. Since there are no NCC sponsored test sites, availability of a test site cannot be guaranteed.

### Application Fees

All applications received are subject to a nonrefundable application fee of \$50.

### Incomplete Application Fees

All incomplete applications or those submitted without appropriate fees will be returned with instructions and a nonrefundable \$25 re-processing fee will be required when the application is re-submitted. Upon resubmission, applications that do not include this fee or do not adequately address the identified deficiencies will be declared ineligible and will be subject to the nonrefundable \$50 application fee. All filing deadlines will apply, if applicable.

### Substitutions

Candidate substitutions **CANNOT BE MADE** for ineligible, withdrawn, carryover, extension or deferral candidates.

### Unsuccessful Candidates

Candidates who take the examination and do not receive a passing result are not eligible for any refund.

### Third Party Checks

Application fees paid by third parties will be reimbursed to the third party in the event the applicant is determined ineligible or withdraws. Reimbursement will be in accordance with stated policy.

# GENERAL POLICIES

- It is the policy of NCC that no individual shall be excluded from the opportunity to participate in the NCC examination program on the basis of race, national origin, religion, sex, age or disability.
- Any requests for special testing accommodations pursuant to the Americans with Disabilities Act must be made in writing and submitted with the application and documentation forms. The special request form can be requested by writing to NCC or downloaded from the NCC website. Upon receipt of such requests for special accommodations, NCC will contact the applicant.
- Written requests to change examination category must be postmarked no later than August 7, 2008 for paper and pencil testing. For computer testing, this request must be made before a candidate makes an appointment with AMP to take the test. Eligibility must be re-established and additional documentation may be requested. There is a \$25 fee assessed for this service.
- Examinees must take the examination 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 applied for and was found eligible to take, the examination will not be scored. No refund(s) will be allowed and all fee policies will apply if the candidate reapplies for any NCC examination at a later date.
- It is recommended that applicants make a copy of their application and documentation and keep this copy for their records.
- NCC is not responsible for lost, misdirected or damaged mail.
- All policies and procedures are subject to change without notice.

## CREDENTIAL DESIGNATION

All those who successfully complete the subspecialty exam will receive a certificate of added qualification in electronic fetal monitoring.

## HOW TO STUDY

NCC does not provide review courses or study materials for the examination. NCC views the examinations as an evaluative process. Eligibility criteria have been established to identify minimum levels of preparation for the examinations. NCC believes your practice experience is your best preparation. Candidates will receive detailed test outlines and suggested resources upon being determined eligible to take the examination.

### *Center for Certification Preparation and Review*

This organization offers practice examinations and other review/study materials that correspond to the NCC examination specialties.

Contact CCPR at PO Box 118267, Chicago, IL 60611, 312-951-9195 or visit the CCPR website at [www.ccprnet.org](http://www.ccprnet.org).

# GENERAL POLICIES

## RETEST

Retest candidates must submit a new application, meet the then current eligibility criteria and pay all applicable fees. NCC does not limit the number of times a candidate can retake an NCC examination; however, the maximum number of times a candidate can take an NCC exam in any given calendar year is two. Retest candidates will be assigned a different form of the examination.

All retest candidates must wait at least 90 days before they can reapply to retest. This 90 day time period affects:

- Annual paper/pencil examinees who wish to retest by computer.
- Computer examinees who wish to retest by computer or by paper/pencil testing.
- Institutional Certification Plan (ICP) paper/pencil examinees who wish to retest to another ICP test administration, annual paper/pencil test administration or computer testing.

If there is not a 90 day interval from the time a computer or ICP examinee originally takes the exam and the next available paper/pencil test administration, this option will not be available to the candidate.

Application submission deadlines for paper/pencil testing must also be adhered to and will not be altered for computer retest candidates.

## MAINTAINING YOUR CERTIFICATE OF ADDED QUALIFICATION

The NCC Maintenance Program requires certificate holders to maintain their certificate of added qualification on a three year basis. The purpose of the maintenance program is to assess the ongoing specialty knowledge of the certificate holder.

Those maintaining a certificate of added qualification must either successfully retest or earn 15 contact hours of continuing education. All 15 hours must be related to EFM.

Individuals who allow their certificate of added qualification to lapse can regain their status only through re-examination. If that occurs, the then current examination eligibility criteria will need to be met.

For further details, visit the NCC website [www.nccnet.org](http://www.nccnet.org) and download the maintenance catalog for a full description of the maintenance process. Click on the maintenance links on the home page.

**Mail to:**  
 NCC  
 Box 11082  
 Chicago, IL  
 60611-0082

**2008 NCC APPLICATION FOR ELECTRONIC FETAL MONITORING EFM SUBSPECIALTY EXAM**

FOR OFFICE USE ONLY  
 Date Recd: \_\_\_\_\_  
 Status OK \_\_\_\_\_  
 Incomplete \_\_\_\_\_  
 Authorization \_\_\_\_\_  
 PC \_\_\_\_\_

• It is the applicant's responsibility to complete ALL information.  
 • ADA special accommodations requests must be submitted with this application (see page 9).  
 ✓ **PLEASE NOTE: INCOMPLETE APPLICATIONS WILL BE SUBJECT TO A NONREFUNDABLE \$25 RE-PROCESSING FEE. CHECK TO MAKE SURE YOUR APPLICATION AND DOCUMENTATION ARE COMPLETE.**

**1. Current Licensure**  
 Current Licensure # \_\_\_\_\_  
 Expiration Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Issuing State/Province \_\_\_\_\_

**2. Professional Status** Indicate your professional status by checking the appropriate box below and place the corresponding code as noted in the parentheses in the space indicated.  
 NCC Certified Nurse (RNC)  Registered Nurse (RN)  Nurse Practitioner (NP)  
 Nurse Midwife (CNM)  Physician (MD/DO)  Physician Assistant (PA)  
 Indicate the code above; here \_\_\_\_\_

**3. Fee Discount**  
 If NCC credentialled, MUST submit PROOF of NCC credential to qualify for discount. Specialty \_\_\_\_\_ Expiration Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Computer Testing \$150 for RNCs and certificate holders  
 Paper/Pencil Testing \$185 for all others  
 Paper/Pencil Testing \$100 for RNCs and certificate holders  
 Paper/Pencil Testing \$135 for all others

**9. Do you hold membership in**  
 NPWH  AWHONN  ACOG  ANA  ACNM  AAPA  
 Don't belong to an organization  Other \_\_\_\_\_

**4. Year of Birth**  
 List your NCC ID number below (include a copy of your ID card):  
 \_\_\_\_\_

**10. How are you taking the exam?**  
 By computer  By paper/pencil testing on September 19, 2008

**5. Name**  
 Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

**11. What is your test site if taking the examination via paper/pencil testing?**  
 Test Site City \_\_\_\_\_  
 Sponsoring Institution for Test Site \_\_\_\_\_

**6. Address**  
 Street/Post Office Box \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**12. Fees**  
 Computer Testing \$150 for RNCs and certificate holders  
 Paper/Pencil Testing \$185 for all others  
 Paper/Pencil Testing \$100 for RNCs and certificate holders  
 Paper/Pencil Testing \$135 for all others  
 Checks: Make checks payable to NCC Check # \_\_\_\_\_  
 Credit Cards: American Express, Visa and MasterCard only  
 Complete the information below. The charge will be listed as "NCC" on your credit card statement. Keep a copy of your application as your receipt.  
 Check one:  American Express  Visa  MasterCard  
 Account Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Amount \_\_\_\_\_  
 Printed name of cardholder \_\_\_\_\_  
 Cardholder's signature \_\_\_\_\_

**7. Contact Information**  
 Work Phone \_\_\_\_\_  
 Home Phone \_\_\_\_\_

**13. Application Affidavit** (signature required)  
 I have read the policies in this catalog and understand that I will be subject to them. To the best of my knowledge, I certify that all information contained in this application is complete and correct. I understand and agree that any knowingly false information provided by me or others may result in denial or revocation of my EFM certificate of added qualification. I understand that my signature will remain on file so that I may conduct future NCC business via the web, if I so desire.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Original signature in ink required)

**8. How did you receive this application?**  
 Telephone request  NCC Poster  ICP Program  Employer  
 Direct mail brochure from NCC  NCC Website  Colleague  
 Application signed & dated  
 EFM Applicant Profile Completed

**REMEMBER TO REVIEW YOUR APPLICATION TO INSURE IT IS COMPLETE.**  
 ✓ Licensure information provided  
 ✓ Application signed & dated  
 ✓ EFM Applicant Profile Completed

**Email Address**  
 Can NCC contact you by Email?  Yes  No

# EFM APPLICANT PROFILE

## Complete all information

How long have you been in this position?

- Less than a year
- 1-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- Over 20 years

Highest Level of Education

- MD/DO
- Doctorate
- Master's
- Baccalaureate
- Associate
- Diploma

Are you certified by:

- NCC
- ACC
- ABOG
- NCCPA
- ANCC
- Not certified
- Other \_\_\_\_\_

Applicant's Name (First and Last) \_\_\_\_\_

Current Employer \_\_\_\_\_

Job Title \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

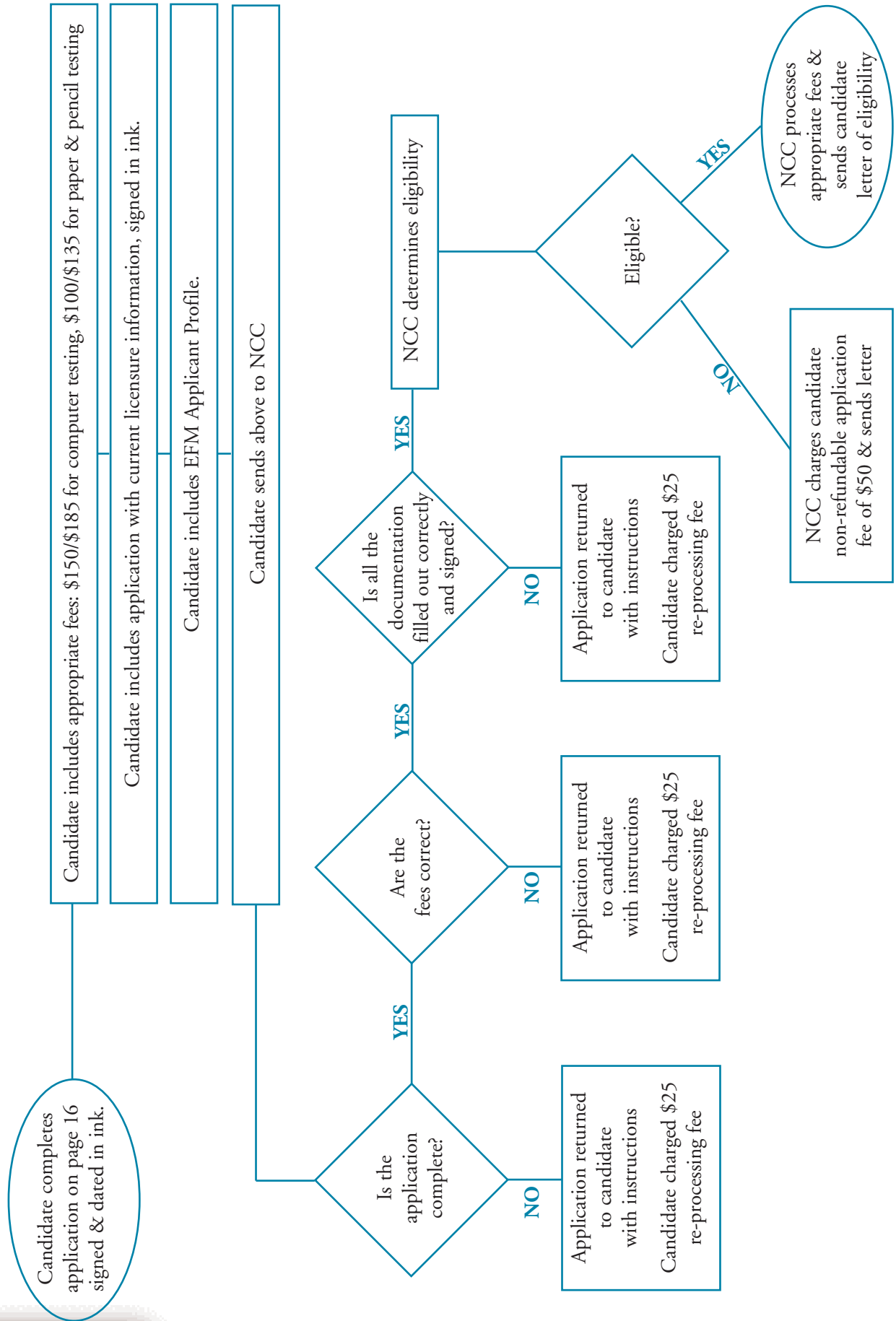
Telephone \_\_\_\_\_

Email \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

**REMEMBER, INCOMPLETE APPLICATIONS ARE SUBJECT TO A \$25 RE-PROCESSING FEE.**

# APPLICATION APPROVAL PROCESS



# Your Easy Guide to Certification Registration Information

<b>3</b> Computer Testing Overview	<b>4</b> Paper/Paper Testing Overview	<b>5</b> Filing Information and Exam Fees	<b>6</b> Eligibility Criteria
<b>7</b> Test Outlines	<b>8</b> How Exams are Scored	<b>10</b> Computer Test Centers	<b>11</b> Paper and Pencil Test Sites
<b>12-14</b> Monetary, General Policies, and How to Study	<b>15</b> Retest and Maintaining Certificate of Added Qualification	<b>16</b> Registration Application	<b>17</b> Documentation Forms



The National Certification Corporation

P.O. Box 11082  
Chicago, IL 60611-0082  
312-951-0207  
[www.nccnet.org](http://www.nccnet.org)

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