

2008-2009 Edition

IT'S EASY!

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

Through the NCC Maintenance Program, you have the opportunity to continue your subspecialty certificate status.

Your certificate of added qualification must be maintained on an ongoing basis every three years. Your subspecialty certificate may be maintained by one of two ways:

**Re-examination or
Continuing Education**

expertise
quality
excellence
dedication
commitment
role model
advocacy
leadership
innovation

**maintain your
NCC certificate.**

EFM CERTIFICATE OF ADDED QUALIFICATION MAINTENANCE PROGRAM

This brochure should be used for those maintaining a subspecialty certificate:

- Electronic Fetal Monitoring

NCC
The National Certification Corporation

CERTIFICATION MAINTENANCE PROGRAM

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2008-2009 MAINTENANCE PROGRAM OVERVIEW

Each certificate holder is required to maintain their certificate of added qualification every three years either by demonstrating 15 contact hours of continuing education in the specialty area of their certificate of added qualification or through re-examination.

All certificate holders must demonstrate current active licensure as a nurse, nurse midwife, nurse practitioner, physician or physician assistant.

All certificate holders must file a maintenance application, pay the applicable fee and list their continuing education activities 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 online maintenance link on the home page. This is the easiest and quickest 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

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

Fax and Telephone

NCC does NOT accept fax applications or take application information over the phone.

APPLICATION RECEIPT NOTIFICATION

You will receive automatic acknowledgement of application if you maintain online. If you wish to receive a notification that your mailed 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 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. Click on the Certificate Only link on the homepage.

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.

Online submission generally has faster processing time.

MAINTENANCE BY CONTINUING EDUCATION – THE PROCESS

1. Complete the maintenance application on page 13.

Your application must be received with a the postmark date no later than your maintenance due date. 2008-2009 maintenance due dates will be one of the following:

March 31, 2008	March 31, 2009
June 30, 2008	June 30, 2009
September 30, 2008	September 30, 2009
December 31, 2008	December 31, 2009

If you are submitting your application on 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 follow the online maintenance links for online submission.

If you don't know your 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 Member only link and look up your due date in the NCC database.

2. List continuing education activities on the back of the application.
3. Record the number of contact hours of continuing education credit.

You must document at least 15 contact hours of continuing education credit.

All 15 contact hours must be electronic fetal monitoring (EFM).

WHAT CREDIT CAN BE USED FOR THOSE MAINTAINING BY CONTINUING EDUCATION

For those whose certificate of added qualification is due for maintenance in 2008 or 2009, all applicable continuing education credit must be earned during your current credentialing period 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
- Due Date: March 31, 2009
Use credit earned during 4/1/06 to 3/31/09
- Due Date: June 30, 2009
Use credit earned during 7/1/06 to 6/30/09
- Due Date: September 30, 2009
Use credit earned during 10/1/06 to 9/30/09
- Due Date: December 31, 2009
Use credit earned during 1/1/07 to 12/31/09

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

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.*

Conversion formulas to contact hours

Academic credit

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 ACOG cognate	=	1 contact hour

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

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.

1. Complete the first page of the application on page 13.
2. Check the box for the re-examination option.
3. 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.
6. You must meet **current** examination eligibility requirements. These requirements may be different from when you originally received your certificate of added qualification.

DON'T HAVE ENOUGH CE TO MAINTAIN?

If you don't have enough CE to maintain your NCC certificate of added qualification, the NCC self assessment program may be the right choice for you. Home study modules in hard copy format as well as web based modules in which you can earn your CE immediately are available.

There are topics relating to many different specialty areas.

You must earn CE in electronic fetal monitoring (EFM).

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

PAYMENT OF MAINTENANCE FEE

The maintenance fee is \$40 for maintaining by continuing education.

The maintenance fee for those maintaining by re-examination is the current examination registration fee of \$135 (for paper/pencil testing) and \$185 for computer testing. *(Fees are subject to change without notice.)*

Discounts are afforded to NCC RNCs and NCC certificate holders maintaining their certificate of added qualification by examination. The fee is \$100 for paper/pencil testing and \$150 for computer testing.

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 (**Visa and Mastercard only**).

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
- ✓ for any other reason that requires the application be returned to the RNC because a determination of status cannot be made

OTHER RECOGNIZED EDUCATIONAL ACTIVITIES

The following activities can also qualify for meeting maintenance requirements:

Presentation of Educational Programs

Certificate holders who present 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 certificate holder'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 who have written a journal article or a chapter of a book.
- 15 contact hours will be awarded to those who are a primary or secondary author of a book.
- 10 contact hours will be awarded to those 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 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 certificate holder's 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. Modules reviewed must be related to the certificate holder's specialty area of their certificate of added qualification.

Such activities must relate to electronic fetal monitoring (EFM) in order to be counted for maintenance.

SPECIAL SITUATIONS

Multiple Certificates of Added Qualification and/or Certifications

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

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

Audits

NCC randomly selects for audit a percentage of those who are due to maintain their certificate of added qualification. An audit requires the certificate holder 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 certificate is due or you may be subject to an audit after you have submitted your maintenance application.

All incomplete applications are automatically selected for audit. 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 certificate of added qualification will lapse. Incomplete applications are subject to a nonrefundable \$10 re-processing 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**. If you do not file within the stated extension time, your certificate of added qualification will lapse. You can use continuing education earned in the extension period to maintain the extended certificate. The cost to extend your certificate of added qualification is **\$30**. If using CE earned during the extension period to maintain this maintenance 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. A written acknowledgement of the granting of the extension will be sent to you. During the extension period, any request for verification of your certificate status will be reported as lapsed. Extension requests received after the maintenance due date will not be honored. Such individuals will need to reinstate in order to maintain their certificate of added qualification in electronic fetal monitoring (EFM).

INCOMPLETE APPLICATIONS

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

BIOGRAPHICAL QUESTIONNAIRE

To update your biographical profile, go to the NCC website www.nccnet.org and click on the biographical link on the home page.

IF YOU LET YOUR CERTIFICATE OF ADDED QUALIFICATION LAPSE THE REINSTATEMENT PROGRAM

Lapsed Certificates of Added Qualification – Your certificate will lapse (expire) if:

- you do not file the required application or extension request and/or fees by the designated deadline 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, or participate in continuing education activities not accredited by agencies recognized by NCC.
- your license is not active.

Certificates of added qualification 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 certificate by their maintenance due date, a reinstatement program is available. The reinstatement program allows certificate holders to come back into the system without re-examination. Individuals so affected must file a reinstatement application online via the NCC website (mail applications will not be accepted) and pay a \$145 reinstatement fee. Reinstatement applications must be submitted no later than 12 months from the original certification due date. If successfully reinstated, the next maintenance date remains unchanged from the original maintenance due date.

All lapsed certificate holders will automatically be notified approximately 30 days after their certificate lapses. If the reinstatement application is not submitted within the 12 month period following the original maintenance due date, the only way certificate of added qualification can be regained is by re-examination. All current exam eligibility requirements will need to be met.

MAINTAINING ONLINE

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

Make sure you have handy your:

- 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.

Maintaining online is quick and convenient.

GENERAL POLICIES

All maintenance 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.

Certificates of added qualification 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 a certificate holders fails to pay 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.

Nondiscrimination Policy

It is the policy of NCC that no individual shall be excluded from the opportunity to participate in the NCC 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 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 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 late mail.

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 EFM certificate of added qualification?

Answer: Yes, there is no practice requirement to maintain your EFM certificate of added qualification.

Filing Early

Question: My 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 any time. You do not have to wait until your specific maintenance due date to file. Two caveats applying to filing early: (1) The continuing education credit you submit must fall within the current range of your credentialing period. See page 4 for those due in 2008. And (2) your next credentialing period will NOT change. So, if you file in March, your next credentialing period will begin on January 1, 2009. Any credit earned in the remaining months of 2008 cannot be used to maintain your next cycle for your certificate of added qualification.

Multiple Certifications/Certificates

Question: I hold an EFM certificate and an inpatient obstetric nursing certification. 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.

License

Question: I have put my license on inactive status. Is that a problem?

Answer: Yes, the license has to be active for maintenance purposes. An inactive license is not recognized and your EFM certificate of added qualification will lapse.

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. If a license is not required in your state (MDs or DOs) please indicate so in the licensure section of the application.**
- ✓ Your ID number. Go to the NCC website www.nccnet.org and click on the RNC/Certificate Holder Only link. Provide the requested information and your ID number will be mailed to you.
- ✓ Please provide name, address and contact information and whether this information is new. 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 post card does not reflect approval of your maintenance, just receipt of your application. You will receive confirmation of receipt via email if you submit online.
- ✓ 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, 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. You do NOT need to submit copies of your CE certificates unless you are subject to audit.

Please list the closest amount of continuing education that equals 15 contact hours. Even if you earned many more hours, it is only required to document 15 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 CE certificates.

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 no later than your 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
- I am due 3/31/09 and want to extend to 6/30/09
- I am due 6/30/09 and want to extend to 9/30/09
- I am due 9/30/09 and want to extend to 12/31/09
- I am due 12/31/09 and want to extend to 3/31/10

Indicate your certificate of added qualification specialty: _____

Please indicate the following information:

NCC ID Number

Last Name

First Name

Mailing Address

City State Zip

Email Address

You will receive a confirmation that your request for extension 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.

Your Easy Guide to EFM Certificate of Added Qualification Maintenance

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