



## 2013 CANDIDATE GUIDE

### INPATIENT OBSTETRIC NURSING

*Congratulations on taking the next step in your career*

*– earning your RNC-OB credential!*

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**IT IS IMPORTANT TO READ THE INFORMATION IN THIS GUIDE. IT WILL ANSWER YOUR QUESTIONS AND WILL EXPLAIN ALL POLICIES TO WHICH YOU WILL BE SUBJECT.**

***NCC core and subspecialty programs are accredited by the National Commission for Certifying Agencies***

#### ABOUT THIS GUIDE

This guide provides general information about the NCC examination process. There are different rules and policies based on how you are taking the exam: computer testing with AMP, paper and pencil testing at designated academic centers, testing with PEC courses or contracted by your institution through the ICP program. Please make sure you review the pertinent information for the appropriate exam administration option. It includes specific information about the further communication you will have with NCC before you take the examination, the policies of the examination program, and the procedures to be followed on the day you take the examination. In addition, this guide provides information that will help you prepare for the examination including sample questions to familiarize you with question format, competency statements and examination content outline. Study resources are also suggested for your review. It is recommended that you familiarize yourself with the information in this guide. It should answer your questions about the NCC examination process. If you have other questions, please feel free to contact NCC through the NCC website at [www.nccwebsite.org](http://www.nccwebsite.org).

#### NCC'S PHILOSOPHY OF TESTING

Certification is an evaluative process that provides the opportunity for nurses in the obstetric, gynecologic and/or neonatal specialty to demonstrate publicly what they know and to be recognized for the special knowledge they possess. The NCC certification credential carries no licensing authority. The ability to practice as a nurse is regulated by the state boards of nursing, and while certification may be required in some states for advanced practice roles, NCC has no regulatory power to require states to recognize NCC certification for this purpose. Practice and educational standards are reflected in the certification process, but the responsibility for development of such standards rests with the professional nursing specialty organizations and the nursing educational community. NCC encourages individual nurses to seek out information about how certification relates to state licensure requirements, program accreditation of the educational institutions attended, the educational and practice standards of national nursing specialty organizations, and employment expectations in the community.

# COMPUTER TESTING WITH AMP

## KEY POINTS

**Schedule your test as soon as possible** with AMP either by phone on their website – see eligibility letter for details.

Remember to bring **two forms of ID** with you; one must be with a picture and both must be current. You will not be allowed admittance without proper ID.

You must arrive at least 15 minutes prior to your scheduled appointment time. **AN APPLICANT WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED** and will not receive a refund. Applicants who are late or fail to take the test can file a Change Request Form with applicable fees.

Preliminary results are given at the site but your **official (verified) results will come to you in the mail** within 21 days of testing. You are **NOT** certified until you receive your official letter.

**Verification of certification to third parties** can only be done by request via our **online system on the NCC website**. Your information will not be on the system until you receive your official letter in the mail. NCC does not issue verifications automatically to any entity. Cost is \$30.

## SCHEDULING TO TAKE YOUR EXAM

It is your responsibility to schedule when you wish to take the examination. You have **90 days to schedule and to take** your examination. The specific starting and ending days are provided in your eligibility letter - you cannot set up an appointment until you receive your eligibility letter. It is recommended that you schedule your appointment as soon as possible. **Space availability at any specific test center cannot be guaranteed.** If you schedule later than the first month of your testing window and space is not available in your assigned window, you will have to file a Change Request Form and pay all applicable fees.

You can schedule your examination at one of Applied Measurement Professional (AMP) test centers via **telephone** or via the **web**. Refer to your eligibility letter for the specific telephone number and web site address. A candidate can reschedule a testing date **ONCE** at no charge. You must select a reschedule date when you call to cancel your original test date and that date must be within your assigned 90 day window for testing. Subsequent reschedules require payment of a \$125 fee. Any rescheduling must take place at least 4 business days prior to the most recently scheduled test date.

The examination is administered by appointment only. Walk in candidates cannot be accommodated. Examinations may be scheduled **Monday-Saturday only** and are available on a first come, first served basis. Therefore, you are encouraged to schedule your appointment as soon as possible. Examinations are scheduled at **9 am or 1:30 pm, Monday-Saturday**.

A list of AMP test sites is provided in this guide and at [www.GOAMP.com](http://www.GOAMP.com). AMP Assessment Centers are located in selected H & R Block offices. When you call or visit the web to schedule your appointment, the specific address will be provided, and directions to all AMP sites are available on the AMP web site. **Sites are subject to change.** AMP personnel will be able to advise you about the availability of test centers.

All AMP test centers are **closed** on the following days:

New Year's Day	Columbus Day
Martin Luther King Day	Thanksgiving (& the following Friday)
Presidents' Day	Christmas Eve
Good Friday	Christmas Day
Memorial Day	The week between Christmas Day and New Year's Day
Independence Day (July 4)	
Labor Day	

# COMPUTER TESTING WITH AMP

## INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

### How to Determine if a Test Center is Closed Due to Weather Conditions

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the test center. If power to a testing center is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination.

Candidates may contact AMP at the same number they called to schedule their appointment, or visit the AMP website at [www.goamp.com](http://www.goamp.com) to determine weather related test site closures. Such information is located on the AMP website homepage. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a test center, all scheduled candidates will receive notification regarding a rescheduled examination date or reapplication procedures.

## THE DAY OF THE EXAM – ARRIVAL & ADMISSION

When you arrive at an AMP test center (located in H & R Block offices), look for the signs indicating AMP Assessment Center Check-in. You must check in with the test supervisor.

To gain admission to the Assessment Center, a candidate needs to present **two forms of identification**, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will also be required to sign a roster for verification of identity.

Acceptable forms of photo identification include: a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable. Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the Assessment Center. **YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE TEST CENTER.**

Bring the copy of your eligibility letter with you.

You should arrive at least 15 minutes prior to your scheduled appointment time. **AN APPLICANT WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED** and will not receive a refund. Applicants who are late or fail to take the test can file a Change Request Form with applicable fees.

If you have any problem during your test session, you should alert the proctor. This could be related to computer function, environment or any other issue.

While every effort is made to provide a comfortable environment, individual temperature responses or facility management beyond the proctor's control can make the site too hot or too cold for your individual taste. Please bring a sweater or jacket that you can remove or put on as needed.

# COMPUTER TESTING WITH AMP

## PREPARING FOR THE EXAM

After your identification has been confirmed, you will be directed to a testing carrel. The computer will be turned on and will be ready to be used. You will be prompted on-screen to enter your NCC assigned ID number. Your photograph will be taken, and it will remain on-screen throughout your testing session. This photograph will also print on your preliminary pass/fail report.

### SECURITY

NCC and AMP adhere to test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

### PRACTICE TEST

Prior to attempting the examination, you will be given the opportunity to practice taking a test on the computer. The time you use for this practice test is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination. If you have any questions about how the computer testing works, please ask your proctor.

## TAKING THE EXAM BY COMPUTER – WHAT TO EXPECT

### TIMED EXAMINATION

Following the practice test, you will begin the actual examination. Before beginning, instructions for taking the examination are provided on-screen.

Three (3) hours are allotted to complete the examination.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time limit. You may click on the “Time” button in the lower right portion of the screen or select the TIME key to monitor your time. A digital clock indicating the time remaining for you to complete the examination will appear. The time feature may also be turned off during the examination. Only one test item is presented at a time. The item number appears in the lower right portion of the screen. The entire test item appears on-screen (i.e., stem and three options labeled A, B, and C). **Indicate your choice by either entering the letter of the option you think is correct (A, B, or C) or clicking on the option using the mouse.** To change your answer, enter a different option by pressing the A, B, or C key or by clicking on the option using the mouse. You may change your answers as many times as you wish during the testing time limit.



To move to the next item, click on the forward arrow (>) in the lower right portion of the screen (*see diagram above*) or select the NEXT key. This action will move you forward through the examination item by item. If you wish to review any item or items, click the backward arrow (<) or use the left arrow key to move backward through the examination.

A test item may be left unanswered and returned to later in the testing session. Items may also be bookmarked (flagged) for later review by clicking in the blank square to the right of the Time button. Click on the forward pointing hand or select the NEXT key to advance to the next unanswered or bookmarked item on the examination. To identify all unanswered and bookmarked items, repeatedly click on the forward pointing hand or press the NEXT key. When the examination is completed, the number of test items answered is reported. If not all items have been answered and there is time remaining, return to the examination and answer those items. **Be sure to provide an answer for each test item before ending the examination. There is no penalty for guessing.**

Online comments may be provided for any item by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. **Comments will be reviewed, but individual responses will not be provided. NOTE: the time to make comments will be counted toward the test time, and no comments are acceptable as answers.**

# COMPUTER TESTING WITH AMP

## FEES NOT REFUNDED

A candidate will not receive a refund, but may file a **Change Request Form** with applicable fees, any of the following reasons:

- Failure to appear at the test center (no-show)
- Failure to call for an appointment within the 90 day window
- Arrival too late at the test center
- Refusal of entry because of failure to have proper ID or to meet any required rule

## RULES OF COMPUTER TESTING

### RESTRICTIONS AND SECURITY

Report to your designated Assessment Center location on the day of the examination at the time you were instructed when your appointment was scheduled. **Candidates arriving more than 15 minutes late will not be admitted.** No guests, visitors or family members are allowed in the testing room or reception areas.

No books, papers, dictionaries, other reference materials or personal items (e.g., purses, briefcases, coats) may be taken into the Assessment Center; you must leave all personal items at home or in your automobile. AMP will not be responsible for loss of or damage to personal items.

**No electronic devices** other than approved calculators are permitted in the Assessment Center, **including telephones, signaling devices such as pagers and alarms and photographic or duplicating devices.** In addition, personal digital assistants (PDAs) and other hand-held computers, including smart phones, tablets and digital music players (e.g., Ipad & Ipad) are prohibited.

NCC allows candidates to bring a battery-operated noiseless, non-programmable calculator without alpha keys or printing capabilities to the test site.

You will be provided with scratch paper and pencils to use during the examination which must be returned to the supervisor at the completion of testing, or you will not receive a pass/fail report. **No documents or notes of any kind may be removed from the examination room.** All computer screens, questions, paper and written materials are the property of NCC and AMP and may not be reproduced in any form.

**No** questions concerning the **content** of the examination may be asked during the test.

Eating, drinking or smoking will not be permitted in the Assessment Center.

You may take a break whenever you wish, but you will **not** be allowed additional time to make up for time lost during breaks.

# COMPUTER TESTING WITH AMP

## FORFEITURE OF FEES

All fees will be forfeited by the candidate for any of the following:

- Failure to follow any AMP rules
- Dismissal from the test center for being disruptive or otherwise disorderly to other test candidates, test center personnel or others at the test center
- Dismissal from the test center for any reason.

**See Misconduct.**

**VIOLATION OF ANY OF THE ABOVE PROVISIONS RESULTS IN DISMISSAL FROM THE TESTING SESSION AND HAVING THE CANDIDATE'S RESULTS ON THE EXAMINATION VOIDED AND EXAMINATION FEES NOT REFUNDED.**

## RULES OF COMPUTER TESTING

### PERSONAL BELONGINGS

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

### MISCONDUCT

The supervisor may **dismiss a candidate from the examination** for any of the following reasons:

- the candidate's admission to the examination is unauthorized
- the candidate creates a disturbance, is abusive, or otherwise uncooperative
- the candidate gives or receives help or is suspected of doing so
- the candidate attempts to record test questions or to make notes
- the candidate displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs
- the candidate talks or participates in conversations with other examination candidates
- the candidate leaves the Assessment Center during the administration
- the candidate attempts to take the examination for someone else
- the candidate is observed with personal belongings
- the candidate is observed with notes, books or other aids without it being noted on the roster

If a candidate engages in misconduct and is dismissed -- the exam score will not be reported and examination fees will not be refunded.



# COMPUTER TESTING WITH AMP

## RESULTS NOTIFICATION

After completing the exam or once the allotted time has expired, candidates are asked to complete a short evaluation of their testing experience. Then candidates are instructed to report to the testing supervisor to receive their pass/fail report.

The pass/fail report received at the test site will preliminarily indicate pass or fail status only and **will be unofficial until you receive official written notice** from NCC. This process allows NCC to verify the accuracy of all test results.

Your official notice will be sent within 21 business days of your test date **via US first class mail**. Pass/fail status will not be reported over the telephone, the NCC website, by electronic mail, express mail or by fax. **There are no exceptions to this policy.**

Your official notice will confirm your PASS or FAIL status. Additional reporting regarding areas of strength and weakness in the various examination content areas will be included.

**Third party notification of pass/fail status will not be released without authorization from the candidate.** A \$30 fee is required for any third party notification or issuance of duplicate pass/fail reports. Such verifications will not be issued until written confirmation of pass/fail is made by NCC and the candidate is so notified. **Verification requests can only be made via the online verification system on the NCC website.** NCC no longer issues verifications via mail or fax.

## WHAT HAPPENS IF YOU CAN'T TAKE THE EXAM OR NEED TO MAKE A CHANGE?

### CHANGE YOUR TESTING DATE, METHOD OF TESTING OR EXAM CATEGORY

Candidates who cannot take their currently scheduled examination, have missed their testing date or need to take a different exam - can request a change. Candidates may request to change their examination category, reschedule their testing date or even change their method of testing, provided that they meet the requirements listed below. **Candidates are only allowed one change option** (ex. if you reschedule your examination date, you will not be able to change your examination category). All change requests must be approved by NCC and you may be required to provide additional information. **There will be no refund of original fees or Change Request Form fees.** Candidates who fail to take the examination under this change option must re-apply with full fees.

#### In order to request a change you must:

- Submit the change request within one calendar year from the last date of your assigned testing window for computer candidates
- Submit a non-refundable fee of \$125 with the Change Request Form
- Use the NCC website online Change Request Form (*changes requested in any other format, will not be accepted*)
- Candidates changing a current computer test must have canceled or never made their appointment to take the exam at an AMP center

### WITHDRAWING CANDIDATES

- Only the applicant/candidate can withdraw from the examination process.
- Candidates withdrawing from a Core Certification exam will receive a \$160 refund of their \$325 payment.
- All withdrawal requests must be submitted online at the **NCC website BEFORE the final day of the assigned testing window** and provided that:
  - > the candidate has not made an appointment to take the exam at an AMP center or
  - > if the candidate has made an appointment with AMP, it must be cancelled no later than four business days prior to the scheduled testing date.
- Candidates who have previously submitted a Change Request Form (to change test mode, category or date of exam) **CANNOT** subsequently withdraw.
- **No refund will be considered after the exam date.**

### SUBSTITUTIONS

New candidate substitutions **CANNOT BE MADE** for ineligible, withdrawn or candidates who have submitted a Change Request Form.

**NO REFUND WILL BE CONSIDERED AFTER THE CANDIDATE HAS TAKEN AN EXAMINATION.**

# COMPUTER TESTING WITH AMP

## COMPUTER TEST CENTERS

The AMP test centers are located in H & R Block Centers and are listed below. Sites are subject to change. Go to [www.GoAMP.com](http://www.GoAMP.com) for the most current list.

### Alabama

Athens  
Birmingham  
(Lakeshore Pkwy)  
Birmingham  
(Crestwood Blvd)  
Huntsville  
Mobile  
Montgomery

### Alaska

Anchorage

### Arkansas

Fayetteville  
Little Rock

### Arizona

Phoenix (Glendale)  
Phoenix (Mesa)  
Tucson

### California

Bakersfield  
Chino  
Fresno  
Irvine  
Long Beach  
Los Angeles  
(Glendale)  
Los Angeles  
(Stanton)  
Modesto  
Monrovia  
Palm Springs  
Sacramento  
San Diego (La Mesa)  
San Francisco  
San Jose  
Santa Maria  
Upland  
Van Nuys

### Colorado

Denver (Aurora)  
Grand Junction

### Connecticut

Southington  
(Hartford)  
West Haven

### DC

Washington

### Delaware

Wilmington

### Florida

Fort Lauderdale  
Jacksonville  
Lakeland  
Miami  
Ocala  
Orlando  
(Casselberry)  
Sarasota  
Tallahassee  
West Palm Beach

### Georgia

Atlanta (Decatur)  
Atlanta (Lilburn)  
Macon  
Savannah

### Hawaii

Honolulu

### Idaho

Boise

### Illinois

Buffalo Grove  
Carbondale  
Chicago (LaSalle St)  
Chicago  
(Washington St)  
Franklin Park  
Glen Ellyn  
Libertyville  
Matteson  
Naperville  
Rockford  
Springfield  
Urbana

### Indiana

Evansville  
Fort Wayne  
Indianapolis  
Mishawaka

### Iowa

Davenport  
Des Moines

### Kansas

Kansas City  
(Olathe)  
Wichita

### Kentucky

Lexington  
Louisville

### Louisiana

Baton Rouge  
New Orleans  
Shreveport

### Massachusetts

Boston (Saugus)  
Framingham  
Holyoke

### Maryland

Baltimore (Glen Burnie)  
Randalltown

### Maine

Bangor (Holden)  
Portland

### Michigan

Detroit  
Flint  
Grand Rapids  
(Wyoming)

### Minnesota

Duluth  
Minneapolis  
(Blaine)  
Rochester

### Missouri

Jefferson City  
Kansas City  
(Gladstone)  
Springfield  
St. Louis

### Mississippi

Jackson (Ridgeland)

### Montana

Billings  
Great Falls  
Missoula

### North Carolina

Asheville  
Charlotte  
Fayetteville  
Gastonia  
Greensboro  
Raleigh  
Wilmington  
Winston-Salem

### North Dakota

Bismarck  
Fargo

### Nebraska

Lincoln  
North Platte  
Omaha (Bellevue)  
Scottsbluff

### New Hampshire

Concord  
Manchester  
Nashua  
Portsmouth

### New Jersey

Trenton  
(Robbinsville)  
Wayne

### New Mexico

Albuquerque

### Nevada

Las Vegas  
(Henderson)  
Reno

### New York

Albany  
Buffalo  
Long Island  
New York City  
Queens (Astoria)  
Rochester  
Selden  
Utica (Whitesboro)  
White Plains

### Ohio

Cincinnati  
Cleveland (Brook Pk)  
Columbus  
Toledo

### Oklahoma

Oklahoma City  
Tulsa

### Oregon

Eugene  
Klamath Falls  
Medford  
Portland  
Salem

### Pennsylvania

Harrisburg  
Philadelphia  
Pittsburgh  
Wyoming

### Rhode Island

Providence  
(Warwick)

### South Carolina

Columbia  
Georgetown  
Spartanburg

### South Dakota

Rapid City  
Sioux Falls

### Tennessee

Chattanooga  
Johnson City  
Knoxville  
Memphis  
Nashville

### Texas

Austin  
Dallas  
El Paso  
Fort Worth  
Houston  
(Beechnut)  
Houston (Jones Rd)  
Lubbock  
McAllen  
San Antonio

### Utah

Salt Lake City

### Virginia

Fredericksburg  
Norfolk  
Richmond  
Roanoke

### Vermont

Burlington

### Washington

East Wenatchee  
Everett  
Seattle (Bellevue)  
Seattle  
Spokane  
Tacoma  
Vancouver  
Yakima

### Wisconsin

Green Bay  
Milwaukee

### West Virginia

Charleston

### Wyoming

Casper  
Cheyenne  
Green River



# PAPER & PENCIL TESTING WITH AMP

## PREPARING FOR EXAM DAY

### ADMISSION LETTER

You will receive your Admission Letter approximately two weeks prior to examination day. Your Admission Letter will list your name, address, your NCC assigned ID number, the examination you are taking and the schedule for exam day.

Your Admission Letter will also include specific information about reporting to your test site.

You should review the Admission Letter as soon as you receive it to verify that the information on it is correct.

If your name or address is different than what is listed on your Admission Letter (due to moving or marital status, etc.), please notify AMP as soon as possible. They will reissue your Admission Letter with the correct information (*if time permits*) and notify NCC.

### LOST ADMISSION LETTERS

If you misplace your Admission Letter, report to the test site at the scheduled exam time. **Make sure you bring a photo IDs with your name and signature.** You will be asked to submit an affidavit of identification that will be submitted to NCC.

## THE DAY OF THE EXAM – ARRIVAL & ADMISSION

Only the candidate who has applied for and been found eligible to take the examination will be admitted to the test site.

To gain admission to the test site, a candidate needs to present **two forms of identification**, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will also be required to sign a roster for verification of identity.

Acceptable forms of photo identification include: a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable. Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the Assessment Center. **YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE TEST SITE.**

**Bring your Admission Letter with you.** If you misplace your Admission Letter, report to the test site at the scheduled exam time. You will be asked to submit an affidavit of identification that will be submitted to NCC.

You must report to the test site by the time stated in your Admission Letter. It is recommended that you arrive at least 30 minutes prior to your examination time. **AN APPLICANT WHO ARRIVES LATE WILL NOT BE ADMITTED** and will not receive a refund. Applicants who are late or fail to take the test can file a Change Request Form with applicable fees.

### INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation of an examination. The examination will usually not be cancelled if the Test Site personnel are able to open the test site. If power to a test site is temporarily interrupted during an administration, you will resume your examination where you left off and any time lost during the outage will not count toward test taking time.

Candidates may contact AMP to determine weather related test site closures. Contact information is in your Admission Letter. Every attempt is made to administer the examination as scheduled; however, **should an examination be canceled at a test site, all scheduled candidates will be reassigned to computer testing.**

# PAPER & PENCIL TESTING WITH AMP

## TAKING THE EXAM – WHAT TO EXPECT

### TIMED EXAMINATION

- Before beginning, instructions for taking the examination are provided.
- Three (3) hours are allotted to complete the examination. Please be advised that a candidate may take only one examination per test administration date. The exam is specified in the eligibility letter and on the admission ticket.

### PROCTOR RESPONSIBILITIES

The proctor at your test site has three primary functions:

- maintaining security of the examination,
- providing an orderly processing of candidate credentials for admittance to the examination, and
- facilitating an optimal testing environment for candidates.

Proctors are there to help you. If during the examination, there is an environmental problem, please let the proctor know. S/he cannot help you if the problem is not identified. Proctors cannot assist you with interpretation of examination content.

While every effort is made to provide a comfortable environment, individual temperature responses or facility management beyond the proctor's control can make the site too hot or too cold for your individual taste. Please bring a sweater or jacket that you can remove or put on as needed.

# PAPER & PENCIL TESTING WITH AMP

## FEES NOT REFUNDED

A candidate will not receive a refund, but may file a **Change Request Form** with applicable fees, any of the following reasons:

- Failure to appear at the test site (no-show)
- Arrival too late at the test site
- Refusal of entry because of failure to have proper ID or to meet any required rule

## INCOMPLETE APPLICATIONS:

Incomplete applications are those missing any requested information or documentation, contain wrong or have no fees, do not contain original signatures or for any other reason resulting in an inability to determine applicant eligibility status. Such applications, if re-filed, are subject to a \$30 re-processing fee.

Incomplete Paper/Pencil applicants will be reassigned to Computer Testing.

**INELIGIBLE APPLICANTS** are subject to a \$50 non-refundable fee.

## RULES OF PAPER & PENCIL TESTING

### RESTRICTIONS AND SECURITY

You must report to the test site by the time stated in your Admission Letter. **AN APPLICANT WHO ARRIVES LATE WILL NOT BE ADMITTED** and will not receive a refund. Applicants who are late or fail to take the test can file a Change Request Form with applicable fees. No guests, visitors or family members are allowed in the testing room or reception areas.

No books, papers, dictionaries, other reference materials or personal items (e.g., purses, briefcases, coats) may be taken into the test site; you must leave all personal items at home or in your automobile. AMP will not be responsible for loss of or damage to personal items.

**No electronic devices** other than approved calculators are permitted in the Test Site, **including telephones, signaling devices such as pagers and alarms and photographic or duplicating devices.** In addition, personal digital assistants (PDAs) and other hand-held computers, including smart phones, tablets and digital music players (e.g., Ipod & Ipad) are prohibited.

NCC allows candidates to bring a battery-operated noiseless, non-programmable calculator without alpha keys or printing capabilities to the test site.

You will be provided with scratch paper and pencils to use during the examination which must be returned to the supervisor at the completion of testing, or you will not receive a pass/fail report. **No documents or notes of any kind may be removed from the examination room.** All test questions, paper and written materials are the property of NCC and AMP and may not be reproduced in any form.

**No** questions concerning the **content** of the examination may be asked during the test.

Eating, drinking or smoking will not be permitted in the Test Site.

You may take a break whenever you wish, but you will **not** be allowed additional time to make up for time lost during breaks.

NCC and AMP adhere to test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Test Site is continuously monitored for security purposes.

# PAPER & PENCIL TESTING WITH AMP

## FORFEITURE OF FEES

All fees will be forfeited by the candidate for any of the following:

- Failure to follow any AMP rules
- Dismissal from the test center for being disruptive or otherwise disorderly to other test candidates, test center personnel or others at the test center
- Dismissal from the test center for any reason.

**See Misconduct.**

**VIOLATION OF ANY OF THE ABOVE PROVISIONS RESULTS IN DISMISSAL FROM THE TESTING SESSION AND HAVING THE CANDIDATE'S RESULTS ON THE EXAMINATION VOIDED AND EXAMINATION FEES NOT REFUNDED.**

## RULES OF PAPER & PENCIL TESTING

### PERSONAL AND PROHIBITED ITEMS

No personal items, valuables, or weapons should be brought to the Test Site. You are prohibited to be in possession of a cellular/smart phone, personal digital assistant (PDA), camera, tape recorder, pager, timer or other electronic recording or transmitting device while in or out of the examination room during the examination. If you did bring any of these devices, you must turn it off and leave it, along with any other personal items such as coats, purses, hats, notes, etc. at the designated location the proctor has assigned. Please note the following items will not be allowed in the test site.

watches • hats • purses • notes • coats

You will be asked to pull out your pockets to ensure they are empty.

If you are observed with any of the prohibited items or if any of the prohibited items go off during the examination, you will be dismissed immediately and the administration will be forfeited.

### MISCONDUCT

The supervisor may **dismiss a candidate from the examination** for any of the following reasons:

- the candidate's admission to the examination is unauthorized
- the candidate creates a disturbance, is abusive, or otherwise uncooperative
- the candidate gives or receives help or is suspected of doing so
- the candidate attempts to record test questions or to make notes
- the candidate displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs
- the candidate talks or participates in conversations with other examination candidates
- the candidate leaves the Assessment Center during the administration
- the candidate attempts to take the examination for someone else
- the candidate is observed with personal belongings
- the candidate is observed with notes, books or other aids without it being noted on the roster

If a candidate engages in misconduct and is dismissed -- the exam score will not be reported and examination fees will not be refunded.

# PAPER & PENCIL TESTING WITH AMP

## RESULTS NOTIFICATION SCORE REPORT

Test results will be sent by U.S. first class mail, 4-6 weeks following test administration. No test results will be given over the telephone, faxed, express mailed, or e-mailed. **There are no exceptions to this policy.**

Your test results will give your PASS or FAIL status. Additional reporting regarding areas of strength and weakness in the various examination content areas will be included.

Third party notification of status will not be released without authorization from the certified nurse (RNC-OB). A \$30 fee is required for any third party notification or issuance of duplicates of test results reports. **Verification requests can only be submitted after official written results have been received in the mail.** Verification requests can only be made via the online verification system on the NCC website. NCC no longer issues verifications via the mail or fax.

## ANSWER SHEET REVIEW

All answer sheets are scored electronically.

If you believe there might be a discrepancy in your results, you may request a review of your answer sheet for a fee of \$30. This request must be submitted online at the NCC website (certification section, under "other helpful information") within 30 days of receiving your results.. Requests received after that time will not be honored

You will be notified of the results by mail.

## WHAT HAPPENS IF YOU CAN'T TAKE THE EXAM OR NEED TO MAKE A CHANGE?

### CHANGE YOUR TESTING DATE, METHOD OF TESTING OR EXAM CATEGORY

Candidates who cannot take their currently scheduled examination, have missed their testing date or need to take a different exam - can request a change. Candidates may request to change their examination category, reschedule their testing date or even change their method of testing, provided that they meet the requirements listed below. **Candidates are only allowed one change option** (ex. if you reschedule your examination date, you will not be able to change your examination category). All change requests must be approved by NCC and you may be required to provide additional information. **There will be no refund of original fees or Change Request Form fees.** Candidates who fail to take the examination under this change option must re-apply with full fees.

#### In order to request a change you must:

- Submit the change request within one calendar year from the date of the exam you are changing
- Candidates changing a paper & pencil test must have their assigned test site code
- Submit a non-refundable fee of \$125 with the Change Request Form
- Use the NCC website online Change Request Form (*changes requested in any other format, will not be accepted*)

#### To Change Examination Category:

- Paper/Pencil Candidates must have their assigned test site code and submit their request at least 45 days prior to testing date

### WITHDRAWING CANDIDATES

- Only the applicant/candidate can withdraw from the examination process.
- Candidates withdrawing from a Core Certification exam will receive a \$160 refund of their \$325 payment.
- All withdrawal requests must be submitted online at the **NCC website 30 days BEFORE their scheduled paper & pencil exam:**
- Candidates who have previously submitted a Change Request Form (to change test mode, category or date of exam) **CANNOT** subsequently withdraw.
- **No refund will be considered after the exam date.**

### SUBSTITUTIONS

New candidate substitutions **CANNOT BE MADE** for ineligible, withdrawn or candidates who have submitted a Change Request Form.

**NO REFUND WILL BE CONSIDERED AFTER THE CANDIDATE HAS TAKEN AN EXAMINATION.**

# SPONSORED PAPER & PENCIL TEST SITES

## SPONSORED INDIVIDUAL PAPER & PENCIL TEST SITES

*NCC has discontinued Annual Paper & Pencil Testing . . .*

but you can still sponsor a test site at your institution if you have 1- 24 applicants!

Paper & Pencil testing dates for sponsored tests sites will start in 2014. Testing windows will be offered in 90-day cycles.

2014 Testing Windows (90 day cycle)	Test Site Request Deadlines
January 1, 2014 - March 31, 2014	September 15, 2013
April 1, 2014 - June 30, 2014	January 15, 2014
July 1, 2014 - September 30, 2014	March 15, 2014
October 1, 2014 - December 31, 2014	June 15, 2014

**Requests to sponsor a test site must be submitted online, before the deadline for the requested testing window and include a \$750 fee.** The online form is available in the certification section [NCCwebsite.org](http://NCCwebsite.org) , "How to apply to sponsor a test site"

*There will be some changes to the prior procedures and they include:*

- You will only need to provide a room for testing
- Professional proctors will be come to your site for test administration duties
- The proctors will handle all test materials for delivery to your site and sending materials back to NCC
- Test results will be issued sooner
- Testing windows will be offered in 90-day cycles. You can select a day within your 90-day testing window cycle for test administration.
- All NCC examinations (both CORE and subspecialty) will be available for this mode of test administration
- There will be no minimum number of applicants required — maximum is 24
- The institution will be charged a \$750 fee to be an individualized site. Exam fees for individuals testing at a sponsored test site remain the same.

If you have more than 25 applicants, then you should contact Betty Sobala at [bsobala@nccnet.org](mailto:bsobala@nccnet.org) for information on the Institutional Certification Plan or visit the NCC website.



# PROFESSIONAL EDUCATION CENTER (PEC) TESTING

## PEC INTRODUCTION

PEC testing is administered through special arrangements with NCC. All aspects of NCC quality and integrity of exam administration are maintained but certain special rules do apply (see the following) in addition to the usual NCC rules. For specific questions regarding these exams, contact Betty Sobala at [Bsobala@nccnet.org](mailto:Bsobala@nccnet.org)

**IF YOU LOSE YOUR ELIGIBILITY LETTER, BRING YOUR PHOTO ID TO THE TEST SITE AT YOUR SCHEDULED EXAM TIME.**

*All applications for PEC testing must be obtained at the PEC website.*

### TEST RESULTS:

NCC shall provide final test results reports to individual candidates within 6 weeks of receipt of the answer sheets. All communications regarding the exam must be to NCC at the email provided to you by PEC on the exam application

### UNSUCCESSFUL CANDIDATES:

A candidate who sits for the examination and does not receive a passing score is not eligible for any refund nor for any credit on any later NCC exam.

## SPECIAL RULES FOR PEC

### REFUNDS:

No refund will be issued for any reason. A candidate who signs up for the NCC exam and does not successfully complete the PEC course, fails to take the exam after signing up for the exam, fails to appear at the site, or fails to take the exam for any other reason will not be entitled to a refund.

### WITHDRAWAL:

Once the candidate is determined eligible for the exam, withdrawal from the process will not be allowed.

### CHANGE YOUR TESTING DATE OR METHOD OF TESTING

Candidates who cannot take their currently scheduled examination or have missed their testing date - can request a change. Candidates may request to reschedule their testing date or even change their method of testing, provided that they meet the requirements. **Candidates are only allowed one change option** All change requests must be approved by NCC and you may be required to provide additional information. **There will be no refund of original fees or Change Request Form fees.** Candidates who fail to take the examination under this change option must re-apply with full fees. In order to request a change you must:

- Submit the change request within one calendar year from the date of the exam you are changing for PEC candidates
- Candidates must have their assigned PEC class code
- Submit a non-refundable fee of \$125 with the Change Request Form
- Use the NCC website online Change Request Form (*changes requested in any other format, will not be accepted*)
- PEC Candidates CANNOT change their examination category

### REGISTRATION:

All applicants must complete an application and send it along with the stated payment on the application to NCC. The application must be received by the stated deadline date. All applicants must be approved by NCC to sit for the exam. PEC has no authority to accept or to allow any applicant to take the NCC exam. Incomplete applications or those postmarked after the deadline for the NCC exam will be returned.

### INCOMPLETE APPLICATIONS:

Incomplete applications are those missing any requested information or documentation, contain wrong or have no fees, do not contain original signatures or for any other reason resulting in an inability to determine applicant eligibility status. Such applications, if re-filed, are subject to a \$30 re-processing fee, but all documents and fees must be reconciled in full no later than 21 days prior to the exam. **INELIGIBLE APPLICANTS** are subject to a \$50 non-refundable fee.

### PAYMENT:

All applications must include full payment. A \$30 fee will be assessed for an incomplete application, a returned check or a charge back of a credit card.

# INSTITUTIONAL CERTIFICATION PLAN (ICP) TESTING

## SPECIAL RULES FOR ICP

### ICP INTRODUCTION

ICP testing is administered through special arrangements with NCC. All aspects of NCC quality and integrity of exam administration are maintained but certain special rules do apply (see the following) in addition to the usual NCC rules. For specific questions regarding these exams contact your local test coordinator.

**IF YOU LOSE YOUR ELIGIBILITY LETTER, BRING YOUR PHOTO ID TO THE TEST SITE AT YOUR SCHEDULED EXAM TIME.**

### TEST RESULTS:

NCC shall provide final test results reports to individual candidates within 6 weeks of receipt of the answer sheets. All communications regarding the exam must be to the Coordinator of the exam. Do not contact NCC for any reason concerning the exam

### UNSUCCESSFUL CANDIDATES:

A candidate who sits for the examination and does not receive a passing score is not eligible for any refund.

### REFUNDS:

No refund will be issued for any reason. A candidate who does not successfully complete the program and has submitted his/her application and fees will not be entitled to a refund.

### WITHDRAWAL:

Once the candidate is determined eligible, withdrawal from the process will not be allowed.

### CHANGE YOUR TESTING DATE, METHOD OF TESTING OR EXAM CATEGORY

Candidates who cannot take their currently scheduled examination, have missed their testing date or need to take a different exam - can request a change. Candidates may request to change their examination category, reschedule their testing date or even change their method of testing, provided that they meet the requirements listed below. **Candidates are only allowed one change option** (ex. if you reschedule your examination date, you will not be able to change your examination category). All change requests must be approved by NCC and you may be required to provide additional information. **There will be no refund of original fees or Change Request Form fees.** Candidates who fail to take the examination under this change option must re-apply with full fees.

### In order to request a change you must:

- Submit the change request within one calendar year from the date of the exam you are changing for ICP
- Candidates changing from an ICP test must have their assigned test site code
- Submit a non-refundable fee of \$125 with the Change Request Form
- Use the NCC website online Change Request Form (*changes requested in any other format, will not be accepted*)

### To change examination category:

- ICP Candidates must have their assigned test site code and submit their request at least 45 days prior to testing date

### REGISTRATION:

All applications must be given to the Coordinator by the stated deadline to be considered – see your Coordinator for the deadline date. Applications received after that time will be returned.

### INCOMPLETE APPLICATIONS:

Incomplete applications are those missing any requested information or documentation, contain wrong or have no fees, do not contain original signatures or for any other reason resulting in an inability to determine applicant eligibility status. Such applications, if re-filed, are subject to a \$30 re-processing fee, but all documents and fees must be reconciled in full no later than 21 days prior to the exam. **INELIGIBLE APPLICANTS** are subject to a \$50 non-refundable fee.

### PAYMENT:

All applications must include full payment. A \$30 fee will be assessed for an incomplete application, a returned check or a charge back of a credit card..

# TERMS OF CERTIFICATION AND CERTIFICATION MAINTENANCE

## WHEN YOU PASS THE EXAM

### CREDENTIAL

Your NCC certification status entitles you to use the credential RNC-OB (Registered Nurse Inpatient Obstetric Nursing).

### TERMS OF CERTIFICATION

NCC certification is awarded for a period of three years.

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

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

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**NO CONTINUING  
EDUCATION IS ISSUED FOR  
TAKING THE  
INPATIENT OBSTETRIC  
NURSING EXAM.**

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## MAINTAINING YOUR CERTIFICATION

- NCC certification must be maintained on an ongoing basis every three years.
- Certification that is not maintained will expire
  - The NCC certification maintenance program allows you to continue your certification status by obtaining specific hours of continuing education credit as defined in your Stage 2 Education Plan, generated by your Stage 2 Specialty Assessment
- For continuing education credit to be used for certification maintenance it must be earned **AFTER you have taken the Stage 2 Specialty Assessment and in the areas defined by your Stage 2 Education Plan** before your maintenance is due.
- The maintenance process includes filing a maintenance application prior to your maintenance due date with appropriate fees and requested documentation. All CE must be in the areas defined by your Stage 2 Education Plan. Using NCC CE modules does NOT automatically maintain your certification. You must file a maintenance application and pay a maintenance fee in addition to any CE fees.

You may apply for maintenance up to 1 year prior of your maintenance date. As long as you have obtained the required contact hours of continuing education credit—**you do not need to wait until your maintenance deadline to apply**. Maintenance will be due no later than the last day of the quarter in which you were notified of your certification (not the date on which you took the examination). Please refer to the following for guidance:

### Date of Notification of Certification

January-March 2013  
April-June 2013  
July-September 2013  
October-December 2013

### Certification Maintenance Due Dates

March 31, 2016  
June 30, 2016  
September 30, 2016  
December 31, 2016

### NCC website.org has your answers.

For more information about the certification maintenance program, click the purple "Maintain your Certification" box.

For more information on your Education Plan and the Continuing Competency Initiative, click on the green "Continuing Competency Specialty Assessment" box.

# TERMS OF CERTIFICATION AND CERTIFICATION MAINTENANCE

## CONTINUING COMPETENCY INITIATIVE

In June 2010, NCC implemented Stage 1 of the Continuing Competency Initiative, which has become part of NCC's certification maintenance program.

Focused on providing tools to the certified nurse and nurse practitioner to assess continuing education needs through a specialty assessment evaluation, the new program was implemented in two stages.

**Stage 1** This was an orientation phase for those who were already certified when the program was introduced.

**Stage 2** All individuals certified (or maintained) after 2010 are in Stage 2 of the program. In Stage 2, beginning with a maintenance due date in 2014, the results of the specialty assessment evaluation will drive what CE is needed for certification maintenance which in most cases will decrease your CE requirements.

The program will be applicable only to NCC certified nurses and nurse practitioners. For those holding credentials no longer offered by NCC or who hold a certificate of added qualification, the new requirements will not apply. Download Continuing Competency Initiative brochures for details by clicking the links below.

<https://www.nccwebsite.org/resources/docs/2013-cci-steps.pdf>

<https://www.nccwebsite.org/resources/docs/2013-cci-plan.pdf>

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**VISIT THE NCC WEBSITE  
AND DOWNLOAD YOUR  
CONTINUING COMPETENCY  
INITIATIVE BROCHURE FOR  
COMPLETE DETAILS!**

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# FEES & GENERAL POLICIES

## FEES

### RETURNED CHECK FEE

A **\$30 fee** will be assessed to any applicant whose check is returned to NCC for insufficient funds, stop payment or any other reason. Remittance thereafter of fees and applications must be in the form requested by NCC. Contact NCC for requirements.

### CREDIT CARD CHARGEBACK

A **\$30 fee** will be assessed if an applicant's credit card company issues a notice of retrieval or a chargeback in response to the cardholder's dispute of the credit card charge. Remittance thereafter of fees and applications must be in the form requested by NCC. Contact NCC for requirements.

### THIRD PARTY PAYMENTS

Applicant fees paid by third parties will be reimbursed to the third party in the event the applicant is determined ineligible or withdraws within the specified time. Reimbursement will be in accordance with stated refund policies.

Certification will be revoked or withheld if a returned check or a chargeback request on a credit card payment results in loss of income to NCC and the monies are not recovered in an alternate payment. Fees received at any time will first be applied to any unpaid prior certification/special fees.

## GENERAL POLICIES

### UNSUCCESSFUL CANDIDATES

Candidates who do not pass the examination are not eligible for any refund.

### EXAM CATEGORY CHANGES

Requests to change examination category must be made prior to making an appointment to take the test. You can only request an exam category change by completing a **Change Request Form** on the NCC website and submitting with non-refundable payment of \$125. **Candidates are only allowed one change option** (ex. if you reschedule your exam date, you will not be able to change your exam category). All change requests must be approved by NCC. **There will be no refund of original or Change Request Form fees.** Eligibility must be re-established for the new exam category, and additional documentation and fees may be required. The time to consider eligibility for the new category will count toward the original 90 day window assigned to take the examination. Examinees must take the exam for which they have been determined eligible. No changes will be permitted on examination day. If a candidate knowingly or unknowingly takes an examination other than the one she/he was found eligible to take, the examination will not be scored. No refunds will be allowed, and all fee policies will apply if the candidate reapplies for an examination.

### RETENTION OF ANSWER SHEETS AND EXAMINATION BOOKLETS

All answer sheets are kept for one year from the date of the examination. Examination booklets used by the candidates are kept for six months from the date of the examination. Computer answer strings are kept for at least one year from the date of the examination.

### RETEST POLICY

You may retake the examination if you do not pass. You must reapply, submit all applicable fees and documentation, and re-establish eligibility according to the appropriate deadlines. There is no limit to the number of times you may retake the examination, however candidates must wait at least **90 days before making application to retake the examination** by computer or paper and pencil. All submission deadlines for application for paper and pencil testing must be met. No accommodation will be given to those who are retesting via paper and pencil mode if they cannot meet application deadline because of the 90 day wait rule. The **maximum number of times a candidate can take the same NCC test in a calendar year is two.**

### AMERICANS WITH DISABILITIES ACT

Special testing accommodations will be provided pursuant to the Americans with Disabilities Act. Contact the NCC office for further information before submitting your application.

# FEES & GENERAL POLICIES

## GENERAL POLICIES (CONTINUED)

### REVIEW COURSES AND MATERIALS

NCC does not offer or sponsor review courses or review materials for its certification examinations. Examination candidates should review any purported course of study as being independent of NCC. You should carefully examine the merits of any individual exam preparation offering before you participate.

### TEST DISCLOSURE

NCC does not make test questions available for review. Because test questions may be used for more than one examination administration, distributing this information would compromise the security of the test questions and would increase the cost of certification if the questions had to be replaced each year.

### APPEALS PROCEDURE

Any request to waive any policy of the NCC Board of Directors relative to eligibility, administration, examination content issues, or certification maintenance must be received in writing within 60 days of the dispute. The correspondence should contain a detailed account as to why the NCC policy should be waived or the candidate's status should be changed. Such requests are referred to the NCC Policy Review Committee of the Board of Directors. All decisions will be provided in writing. Cases not resolved by the Policy Review Committee will be referred to the full Board of Directors.

### NONDISCRIMINATION

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

### REVOCATION

Your certification may be revoked for falsifying any information submitted relative to eligibility to take the certification examination or for maintaining certification, for losing your license to practice nursing, or for failing to pay designated certification or maintenance fees.

### ANSWER SHEET REVIEW OF PAPER AND PENCIL EXAMINATIONS

All answer sheets are scored electronically. If you believe there might be a discrepancy in your results, you may request a review of your answer sheet for a fee of \$30. This request must be submitted online at the NCC website within 60 days of the exam date. The online request form is under "Other helpful information" in the Certification Exam section of the "Get Certified" tab. You will be notified of the results by mail.

### VERIFICATION OF CERTIFICATION

Third party notification of status will not be released without authorization from the RNC. A \$30 fee is required for any third party notification or issuance of duplicates of test results reports. Verification requests can only be submitted after official written results have been received in the mail. Verification requests can only be made via the online verification system on the NCC website. NCC no longer issues verifications via the mail or fax.

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**POLICIES ARE SUBJECT  
TO CHANGE  
WITHOUT NOTICE.**

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# ABOUT THE EXAM

## CONTENT TEAMS

Content team members are experienced practitioners and are appointed on an annual basis by the NCC President. Content teams are solicited from the RNC (Registered Nurse Certified) population, NCC item writer workshop participants and from experts in the field. To see the current membership composition of the Content Team responsible for the Inpatient Obstetric Nursing examination, please visit the NCC website under the section on NCC Leadership.

## EXAMINATION CONTENT DEVELOPMENT

The development of NCC credentialing involves many individuals and involves a meticulous process of review. There are three major groups that contribute to the test development process:

### ITEM WRITERS:

RNCs and others identified with special expertise have the responsibility of drafting test items per designated assignment for review by the content team and expert reviewers. Item writers are solicited from the RNC population and through recommendations.

### REVIEWERS:

Reviewers are RNCs or other designated experts who assist the content teams in review of test items developed by the item writers. Reviewers are responsible for reviewing items for content relevance and confirming that references cited for the questions support the items as written.

### CONTENT TEAM MEMBERS:

Content team members are RNCs or other identified experts who:

- develop and update the test outline and competency statements
- review test items developed by item writers
- set the pass/fail standard
- review item statistics from exam administrations and pretest examinations
- approve the exam forms to be administered
- review item banks
- undertake content validation studies

## TIMED EXAMINATION

Three (3) hours are allotted to complete the examination.

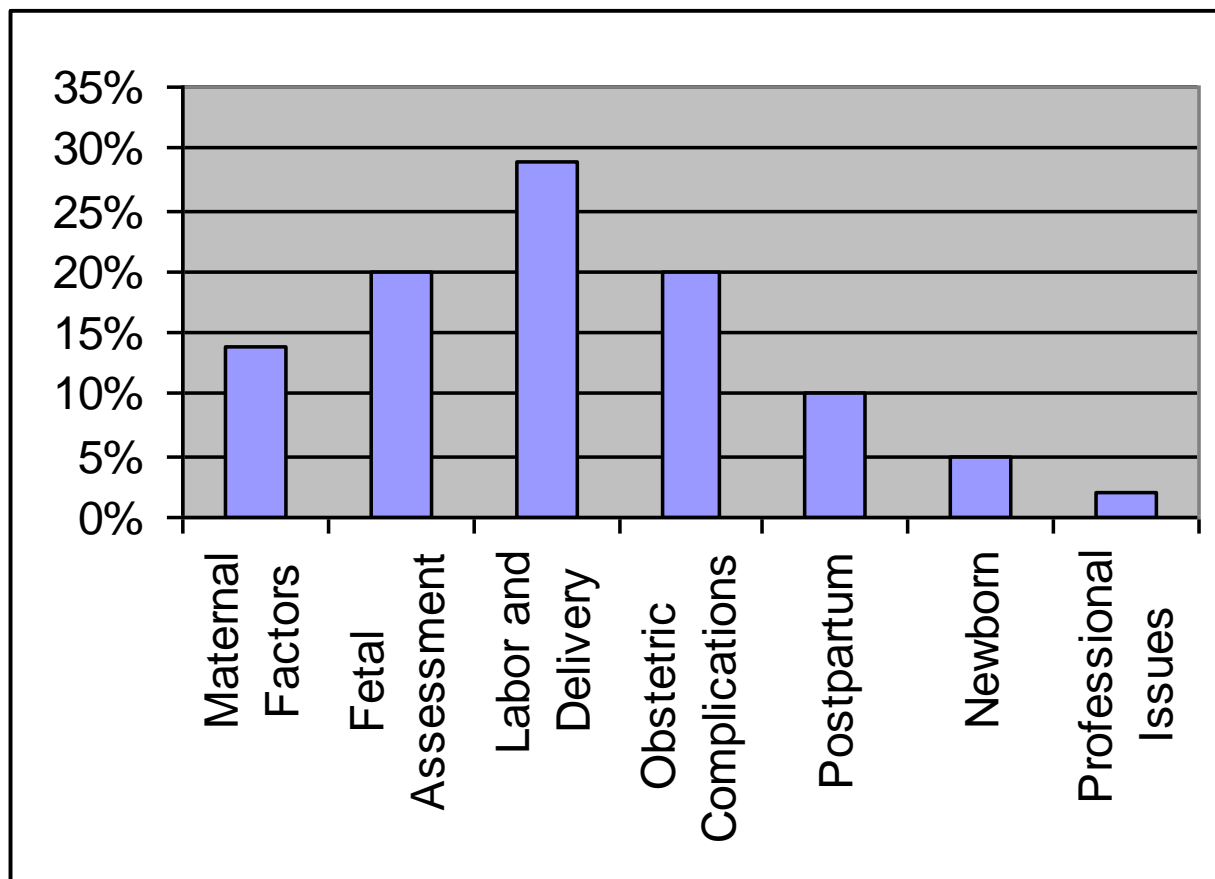
## EXAM FORMAT

The Inpatient Obstetric Nursing examination consists of up to 175 test questions. 150 are counted for scoring and the remainder are embedded in the exam as pretest items. The pretest items do not count toward the examinee's final results.

- There is one question format used for all NCC examinations.
- Each question has a premise (stem) and three alternative answers.
- The answer options are alphabetized by the first word in each answer option to randomize the answers.
- Computer tests are delivered in a different random order for each candidate.
- Questions will test both basic knowledge and application of knowledge.
- Questions that contain laboratory data will show results in conventional units of measure with international units in parentheses.
- Drugs are listed in both generic and trade names where appropriate.

# EXAMINATION CONTENT

## CONDENSED EXAM OUTLINE



The above chart shows the percentage distribution of questions on the Inpatient Obstetric Nursing exam across the major content categories covered on the examination. The major focus of the examination is on labor and delivery, fetal assessment and obstetric complications components with labor and delivery having the most emphasis. Lesser emphasis is on newborn and professional issues with professional issues having the least number of questions assigned to this content category.

Expectations for inpatient obstetric nursing is that nurses practicing in this field will have knowledge of caring of pregnant women (after 20 weeks) in the antepartum, intrapartum, postpartum and normal newborn areas.

# EXAMINATION CONTENT

## CONDENSED EXAM OUTLINE

### CONDENSED EXAM OUTLINE

Areas of knowledge to be tested on the Inpatient Obstetric Nursing examination are listed in the following outline. This list is not intended as an all-inclusive review of the scope of knowledge of the inpatient obstetric nursing. It is provided only to help certification candidates evaluate their own nursing practice.

Percentages identified for the topic areas represent a range of the number of test questions assigned to each content area and therefore might total more or less than percent. These ranges do not necessarily reflect the content of future examinations.

Focus of the examination will primarily be on the pregnant woman after 20 weeks of gestation through discharge.

#### 10.00 Maternal Factors Affecting The Fetus and Newborn (10-15%)

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##### 10.01 Disease Processes

##### 10.02 Pregnancy Risks

#### 11.00 Fetal Assessment (15-25%)

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##### 11.01 Antepartum Assessment

##### 11.02 Electronic Fetal Monitoring

##### 11.03 Non-electronic Fetal Monitoring

##### 11.04 Acid-base Assessment

#### 12.00 Labor And Delivery (25-30%)

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##### 12.01 Physiology of Labor

##### 12.02 Labor Management

###### a. General Assessment

###### b. Stages of Labor

##### 12.03 Obstetrical Procedures

##### 12.04 Pain Management

#### 13.00 Obstetric Complications (15-25%)

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##### 13.01 Labor and Placental Disorders

##### 13.02 Preterm Labor

##### 13.03 Multiple Gestation

##### 13.04 Prolonged Pregnancy

#### 14.00 Postpartum (5-10%)

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##### 14.01 Physiology of the Postpartum Woman

##### 14.02 Family Adaptation

##### 14.03 Lactation

##### 14.04 Complications of Postpartum Period

##### 14.05 Discharge Planning & Home Care

#### 15.00 Newborn (5-10%)

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##### 15.01 Adaptation to Extrauterine Life

##### 15.02 Assessment

##### 15.03 Resuscitation

##### 15.04 Pathophysiology

##### 15.05 Infant Nutrition

#### 16.00 Professional Issues (Less than 2%)

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##### 16.01 Ethical Principles

##### 16.02 Legal Issues

##### 16.03 Research/Patient Safety

# EXAMINATION CONTENT

## COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

### MATERNAL FACTORS AFFECTING THE FETUS AND NEWBORN

#### ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother/fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members

#### DISEASE PROCESSES

##### Hypertension

Gestational (Pregnancy-induced hypertension)  
Preeclampsia-eclampsia  
HELLP syndrome  
Chronic (essential)

##### Diabetes

Preexisting  
Gestational

##### Maternal cardiac disease/ anomalies

##### Infectious diseases

###### *Sexually transmitted diseases*

HIV infection  
Herpes  
Gonorrhea  
Chlamydia  
Human papilloma virus  
Syphilis

###### *Non-sexually transmitted diseases*

Viral infections  
Bacterial infections  
Fungal infections  
Other infections

##### Blood disorders

Anemia  
Thrombocytopenia  
Hemolytic disease  
Disseminated intravascular coagulation (DIC)

#### Renal/GU disease

#### Hyperthyroidism/ hypothyroidism

#### Systemic lupus erythematosus

#### Appendicitis

#### Rh incompatibility

#### PREGNANCY RISKS

##### Life-style

##### Substance use/abuse

Alcohol  
Caffeine  
Nicotine  
Cocaine  
Heroin  
Methadone  
Marijuana  
Other Drugs/Substances

##### Domestic Violence

##### Environmental

Toxic waste  
Heavy metals  
Pesticides  
Occupational exposure

#### STUDY RESOURCES

- Cunningham, et al., Williams Obstetrics, McGraw-Hill, 2010.
- Ladewig, et al., Contemporary Maternal-Newborn Nursing Care, Prentice Hall, 2013.
- Mattson, Core Curriculum for Maternal Newborn Nursing, Saunders Elsevier, 2011.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Across the Life Span, Pearson Prentice Hall, 2011.
- Simpson, et al., Perinatal Nursing, LWW, 2014.
- Creasy, et al., Maternal Fetal Medicine Principles and Practice, Saunders-Elsevier, 2009.

# EXAMINATION CONTENT

## COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

### FETAL ASSESSMENT

#### ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother, fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members.
- Develop a comprehensive plan for individualized nursing care, including diagnostic, therapeutic and patient educational components.
- Evaluate interventions and modify the plan of care.

#### Antepartum Assessment

Ultrasound  
Non-stress testing  
Contraction stress testing  
Biophysical Profile  
Fetal Movement Counting  
Tests for fetal lung maturity  
Prenatal diagnosis  
Amniocentesis  
Chorionic Villus Sampling (CVS)  
Cordocentesis  
Maternal Serum Screening (AFP)

#### Electronic Monitoring

##### Fetal Heart Assessment

Baseline Features  
Rate  
Variability  
Dysrhythmias  
Artifact  
Periodic Changes  
Accelerations  
Decelerations  
Nonperiodic changes  
Accelerations  
Prolonged decelerations  
Uterine Activity  
Hypertonus  
Tachysystole

#### Non-electronic Monitoring

Auscultation  
Palpation

#### Acid-base Assessment

Fetal blood sampling  
Cord blood sampling  
Fetal stimulation

### STUDY RESOURCES

- Freeman, et al., Fetal Heart Rate Monitoring, LWW, 2012.
- Cunningham, et al., Williams Obstetrics, McGraw-Hill, New York, 2010.
- Gilbert, et al., Manual of High Risk Pregnancy and Delivery, Mosby, 2011.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Across the Life Span, Pearson Prentice Hall, 2011.
- Simpson, et al., Perinatal Nursing, LWW, 2014.
- Miller, et al., Fetal Monitoring: A Multidisciplinary Approach, Mosby, 2012.
- Lyndon, et al., Fetal Heart Monitoring Principles and Practices, Kendall Hunt, 2009.
- NCC Monograph, NICHD Definitions and Classifications: Application to EFM Interpretation, Vol. 1, No. 1, 2010.
- "Management of intrapartum fetal heart rate tracings", Practice Bulletin, No. 116, American College of Obstetricians and Gynecologists, Obstetrics & Gynecology 2010;116:1232-40.

THE EXAM REFLECTS THE NICHD TERMINOLOGY RELATIVE TO ELECTRONIC FETAL MONITORING ADOPTED IN 2008.

# EXAMINATION CONTENT

## COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

### LABOR AND DELIVERY

#### ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother, fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members.
- Develop a comprehensive plan for individualized nursing care, including diagnostic, therapeutic and patient educational components.
- Evaluate interventions and modify the plan of care.

#### PHYSIOLOGY OF LABOR

Theories on initiation of labor  
Characteristics of true labor  
Uteroplacental physiology  
Maternal physiology

#### LABOR MANAGEMENT

##### General Assessment

Physical assessment (initial & ongoing)  
General  
Abdominal  
Vaginal  
Psychosocial

##### Stages of Labor (First, Second, Third)

Characteristics  
Support interventions  
Nursing responsibility  
Prepared childbirth

#### OBSTETRICAL PROCEDURES

##### Version

Indications and contraindications  
Complications  
Nursing responsibilities

##### Episiotomy

Indications and contraindications  
Complications  
Nursing responsibilities

##### Forceps/vacuum extraction

Indications and contraindications  
Complications  
Nursing responsibilities

##### Cesarean birth

Indications and contraindications  
Types  
Nursing Interventions/support  
Complications  
Post anesthesia care

#### Vaginal Birth after Cesarean Birth

Indications and contraindications  
Complications  
Nursing interventions /support

#### Induction of labor/Cervical

##### Ripening

Indications and contraindications  
Cervical Readiness  
Methods

Amniotomy  
Oxytocin Infusion  
Prostaglandins  
Mechanical

Nursing management & interventions

Fetal and neonatal complications

#### PAIN MANAGEMENT

##### (ANALGESIA/ANESTHESIA)

##### Non-pharmacological methods

Relaxation  
Breathing  
Positioning  
Coaching

##### Pharmacological methods

##### Systemic

Narcotics  
Agonists  
Sedatives

##### Regional

Epidural/Caudal Anesthetics/  
Narcotics  
Subarachnoid/Spinal  
Pudendal/Local Blocks

General Anesthesia

##### Complications

Maternal  
Fetal  
Nursing responsibilities

#### STUDY RESOURCES

- Creasy, et al., Maternal-Fetal Medicine, Saunders-Elsevier, 2009.
- Cunningham, et al., Williams Obstetrics, McGraw-Hill, 2010.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Across the Life Span, Pearson Prentice Hall, 2011.
- Simpson, et al., Perinatal Nursing, LWW, 2014.
- Matteson, et al., Core Curriculum for Maternal Newborn Nursing, Saunders Elsevier, 2011.
- Decherney, et al., Current Diagnosis & Treatment: Obstetrics & Gynecology, McGraw Hill, 2013.
- Di Saia, et al., Women's Health Review, A Clinical Update in Obstetrics-Gynecology, Elsevier-Saunders, 2012.



# EXAMINATION CONTENT

## COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

### OBSTETRIC COMPLICATIONS

#### ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother, fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members.
- Develop a comprehensive plan for individualized nursing care, including diagnostic, therapeutic and patient educational components.
- Evaluate interventions and modify the plan of care.

#### LABOR AND PLACENTAL

##### DISORDERS (*Nursing management /intervention*)

##### Dysfunctional labor

Prolonged  
Precipitous

##### Dystocias

Maternal implications  
Fetal-neonatal implications  
    Malposition or  
        malpresentation  
    Macrosomia  
    Shoulder dystocia  
Nursing interventions

##### Problems associated with umbilical cord

Vasa previa  
Velamentous cord insertion  
Prolapsed cord

##### Problems associated with amniotic fluid

Amniotic fluid embolism  
Hydramnios  
Oligohydramnios  
Rupture of membranes  
    Preterm  
    Term

##### Placental problems

Abruptio Placenta  
Placenta Previa  
Abnormal implantation

#### PRETERM LABOR

Definition/risks  
Diagnosis  
Management  
    Non-pharmacologic  
    Pharmacologic  
Fetal and neonatal complications

#### Multiple Gestation

Definition/risks  
Management  
Fetal and neonatal complications

#### Prolonged pregnancy

Definition/risks  
Management  
Fetal and neonatal complications

### STUDY RESOURCES

- Creasy, et al., Maternal-Fetal Medicine, Principles and Practice, Saunders-Elsevier, 2009.
- Cunningham, et al., Williams Obstetrics, McGraw-Hill, 2010.
- Gilbert, et al., Manual of High Risk Pregnancy and Delivery, Mosby , 2011.
- Ladewig, et al., Contemporary Maternal-Newborn Nursing Care, Prentice Hall, 2013.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Care Across the Life Span, Pearson Prentice Hall, 2011.
- Simpson, et al., Perinatal Nursing, LWW, 2014.
- Mattson, et al., Core Curriculum for Maternal Newborn Nursing, Saunders Elsevier, 2011.
- Decherney, et al., Current Diagnosis & Treatment: Obstetrics & Gynecology, McGraw Hill, 2013.
- Di Saia, et al., Women's Health Review, A Clinical Update in Obstetrics-Gynecology, Elsevier-Saunders, 2012.
- Troiano, et al., High-Risk & Critical Care Obstetrics, LWW, 2013.

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# EXAMINATION CONTENT

## COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

### POSTPARTUM

#### ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother, fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members.
- Develop a comprehensive plan for individualized nursing care, including diagnostic, therapeutic and patient educational components
- Evaluate interventions and modify the plan of care

#### Postpartum Physiology

Physiological changes  
Reproductive system  
Other organ systems  
Nursing care of the postpartum woman

#### Family adaptation

Psycho/Social/Cultural  
Parent infant interactions

#### Lactation

Physiology of lactation  
Nutritional needs of lactating woman  
Breast feeding techniques  
Complications  
Contraindications to breastfeeding  
Care of the non-breastfeeding mother

#### Complications of postpartum period

Infection  
Hemorrhage  
Thromboembolic  
Psychological  
Other medical/obstetrical conditions

#### Discharge Planning and Home Care

Patient education  
Maternal self-care  
Warning signs  
Routine neonatal care  
Safety care issues

#### STUDY RESOURCES

- Gilbert, et al., Manual of High Risk Pregnancy and Delivery, Mosby Elsevier , 2010.
- Ladewig, et al., Contemporary Maternal-Newborn Nursing Care, Prentice Hall, 2013.
- Lawrence, et al., Breastfeeding: A Guide for the Medical Profession, Elsevier Mosby, 2011.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Across the Life Span, Pearson Prentice Hall, 2011.
- Simpson, et al., Perinatal Nursing, LWW, 2014.
- Mattson, et al., Core Curriculum for Maternal Newborn Nursing, Saunders Elsevier, 2011.
- Lentz, et al., Comprehensive Gynecology, Elsevier-Mosby, 2012.

# EXAMINATION CONTENT

## COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

### NEWBORN

#### ASSOCIATED COMPETENCIES

- Demonstrate knowledge of biological, physiological, psychological, and sociocultural factors that influence the pregnant family, developing fetus, and newborn.
- Identify alterations in the biological, physiological, psychological and sociocultural status of the mother, fetus and newborn.
- Identify patient's actual or potential problems/needs utilizing information received from the patient, the family, appropriate records and other health team members.
- Develop a comprehensive plan for individualized nursing care, including diagnostic, therapeutic and patient educational components.
- Evaluate interventions and modify the plan of care.

#### ADAPTATION TO EXTRAUTERINE

##### LIFE

Respiratory changes  
Cardiovascular changes  
Temperature regulation  
Metabolic

##### ASSESSMENT

Physical  
    Normal transition  
    Abnormal findings  
    Common congenital anomalies  
Laboratory evaluation  
Neurological/behavioral  
Gestational age

##### RESUSCITATION

Initial evaluation  
Personnel and equipment  
Indications and techniques  
Indications for transport

##### PATHOPHYSIOLOGY: INITIAL ASSESSMENT/ NURSING INTERVENTIONS

##### Respiratory disorders

##### Temperature disturbances

##### Cardiovascular disorders

##### Glucose regulation

##### Jaundice

##### Hematological disorders

Anemia  
Polycythemia

#### Gastrointestinal disorders

##### Infectious diseases

HIV  
Group B Streptococcus  
Sepsis  
Hepatitis  
Common sexually transmitted diseases

##### Birth injuries/trauma

Cephalohematoma  
Caput succedaneum  
Fractures  
Nerve injury

##### Infant of drug using mother

##### Infant nutrition

Feeding  
Problems/complications

#### STUDY RESOURCES

- Tappero, Physical Assessment of the Newborn, NICU, Ink., 2009.
- Ladewig, et al., Contemporary Maternal-Newborn Nursing Care, Prentice Hall, 2013.
- Davidson, et al., Maternal Newborn Nursing & Women's Health Across the Life Span, Pearson Prentice Hall, 2011.
- Simpson, et al., Perinatal Nursing, LWW, 2014.

# EXAMINATION CONTENT

## COMPETENCY STATEMENTS, TEST CONTENT OUTLINE & STUDY RESOURCES

### PROFESSIONAL ISSUES

#### ASSOCIATED COMPETENCIES

- Apply current standards of practice, research findings and ethical/legal principles in providing nursing care to the normal and high risk antepartal, intrapartal and postpartal family.

#### Ethical Principles

Autonomy  
Beneficence  
Non-maleficence  
Justice

#### Legal Issues

Consent  
Documentation/medical records  
Impaired nurse  
Communication  
Negligence/malpractice  
Standards

#### Research

Terminology  
Application of research findings

#### Patient Safety

#### STUDY RESOURCES

- Davidson, et al., Maternal Newborn Nursing & Women's Health Care, Pearson Prentice Hall, 2011.
- Simpson, et al., Perinatal Nursing, LWW, 2014.

# SAMPLE QUESTIONS

## INPATIENT OBSTETRIC NURSING SAMPLE QUESTIONS

Listed below are five sample questions to acquaint you with the test question format. These questions do not reflect the scope or the difficulty level of the questions on the actual examination. The reference from which each question is derived is also cited. However, other references might substantiate a different answer, and the answer shown here might be substantiated by other references. The rigorous review to which actual test questions are subject is not applied to these sample questions. The focus that should be attended to in reviewing these items is format, not content.

1. Bacteria in the newborn's gastrointestinal tract are essential for

- A. digesting complex carbohydrates
- B. enhancing fat absorption
- C. synthesizing vitamin K

Answer: C

Simpson, et al., Perinatal Nursing, LWW, 2008, p. 540

2. The definitive indication that a woman is in labor is

- A. increasing abdominal pain
- B. presence of regular or irregular contractions
- C. progressive cervical change

Answer: C

Gilbert, et al., Manual of High Risk Pregnancy & Delivery, Mosby Elsevier, 2011, p. 612

3. Magnesium sulfate is given to a patient with preeclampsia to

- A. lower blood pressure
- B. prevent seizures
- C. promote blood vessel dilatation

Answer: B

Mattson, et al., Core Curriculum for Maternal Newborn Nursing, Saunders Elsevier, 2011, p. 441

4. The milk ejection (let down reflex) is initiated by

- A. decreasing estrogen and progesterone levels
- B. oxytocin release from the posterior pituitary
- C. prolactin release from the anterior pituitary

Answer: B

Simpson, et al., Perinatal Nursing, LWW, Philadelphia, 2008, pp. 586-587

5. The most important nursing action following administration of epidural anesthesia is to

- A. administer oxytocin to counteract the effect of the epidural
- B. maintain the patient in a flat position to avoid post-anesthesia headache
- C. monitor the blood pressure for possible hypotension

Answer: C

Ladewig, et al., Contemporary Maternal Newborn Nursing Care, Pearson, 2010, p. 472

# SCORING & SCORE REPORT

## HOW EXAMS ARE SCORED

NCC examinations are criterion-referenced. This means the passing score is based on a predetermined criterion. This criterion is a statistical ability level established by the Content Team based on evaluation of criticality of content and the test questions' past statistical performance. Questions used to determine pass/fail have proven statistical history that demonstrates the question is appropriate for use to measure an individual's ability level.

There is no set percentage passing level, but pass/fail status is based on achieving a predetermined ability level. Each test item has a difficulty level. The higher the difficulty of an item, the greater the ability score one achieves. Pass/fail is determined based on the number of questions answered correctly, and the pass/fail standard is a predetermined ability criterion. As questions are answered correctly, the examinees build on their ability score and subtract from it when questions are answered incorrectly. When different forms of the examination are used, a process called equating is initiated. This procedure converts all results to a common scale. So someone who takes a slightly more difficult form of the exam will need to answer fewer questions correctly than someone who takes a slightly easier form of the exam.

NCC utilizes the item response theory of psychometrics for the analysis of its examinations. Item response theory (Rasch analysis) is the study of test and item scores based on assumptions concerning the mathematical relationship between abilities and item responses. This is a commonly used system, and such examinations as the NCLEX and other health related certification examinations utilize this type of psychometric analysis.

Test results reports will identify a pass/fail status and will give feedback on the various content areas of the examination in the form of word descriptors: very weak, weak, average, strong and very strong. No percentage or standard score will be given.



# SCORING & SCORE REPORTS

## SAMPLE SCORE REPORT

Whether you take the computer or paper and pencil version of the examination, you will receive an official test results report from NCC. Shown below is a sample test result report for a candidate who has passed the examination.

### INPATIENT OBSTETRIC NURSING EXAMINATION

#### Test Results

NAME

DATE

ADDRESS

Pass/Fail: PASS

#### Exam Content Report

The following provides information regarding your performance on the different content areas tested on the examination.

This report is provided for informational purposes only to assist in identifying your areas of strength and weakness. There is no requirement that a certain number of questions in each content category must be answered correctly to pass the examination. Passing the examination is based on the total number of questions answered correctly on the entire examination.

#### Content Area & Percentage

#### Your Results:

##### Range of Questions Asked:

Maternal Factors Affecting  
the Fetus and Newborn  
(10-15%)

AVERAGE

Fetal Assessment  
(20-25%)

AVERAGE

Labor and Delivery/  
Obstetric Complications  
(40-55%)

STRONG

Postpartum, Newborn,  
and Professional Issues  
(10-15%)

WEAK