

REGISTRATION CATALOG

2013 EDITION

July 1, 2013

Certification
Examination

2013 CORE

RNC

Registered Nurse
Certified

Inpatient Obstetric Nursing

Neonatal Intensive Care Nursing

Low Risk Neonatal Nursing

Maternal Newborn Nursing



The National Certification Corporation

Recognition, Value, Expertise...

It is what certification is all about!

ABOUT CERTIFICATION

What makes a certified nurse different? Essentially, we believe it is the willingness of the nurse to be accountable for his/her knowledge and the willingness to take the risk of undergoing a third party review of their knowledge. Certified nurses make a difference to their patients and to their institutions. They are unique professionals that have made the commitment to life long learning, patient advocacy and professional practice.

Certification is more than an initial after your name... **You owe it to yourself** to take the next step in your professional development. Earning your RNC certification will validate your expertise and will give you tangible recognition of your commitment to the profession of nursing.



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ELIGIBILITY CRITERIA

CORE RNC

Registered Nurse
Certified

Inpatient Obstetric Nursing
Neonatal Intensive Care Nursing
Low Risk Neonatal Nursing
Maternal Newborn Nursing

All eligibility
criteria
must be
met at the time
of application

NCC offers
both computer
and paper
& pencil testing.
The choice is yours!

CURRENT LICENSURE

Current nursing licensure in the U.S. or Canada is required. You will need to record your license number, licensing state or province, expiration date along with your original licensure information.

PRACTICE EXPERIENCE

You must document two years (24 months) of experience comprised of at least 2000 hours of practice time as a U.S. or Canadian RN in one of the above exam specialties. **This is not an either/or requirement – both time and hours must be met.** All practice experience must have occurred while you were/are a U.S. or Canadian RN. This practice time can occur anytime during your nursing career.

EMPLOYMENT HISTORY

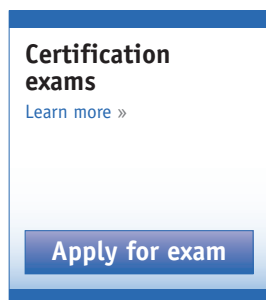
You must record your employment history. Employment is defined as direct clinical practice, education, administration or research.

RECENT HISTORY

You must have been employed in the designated exam specialty area sometime in the last 24 months.

COMPUTER TESTING

HOW TO REGISTER TO TAKE NCC EXAM BY COMPUTER



STEP 1

Are you eligible?

Determine your eligibility - see *page 3*

STEP 2

Submitting your application

Submit your application online at the NCC website www.nccwebsite.org. Applications can only be submitted online. You cannot submit an application by mail, telephone or fax. Payment can be made online by credit card or check and individual or group payments can be made.

STEP 3

What information does the application require?

To get prepared to complete the application - see *the application check list on page 18*. It is a handy listing of all the information you will need to supply.

STEP 4

Email confirmation of your registration

After you complete and submit your application, you will receive an email confirmation of your registration.

STEP 5

Application approval procedure

Your application will be reviewed to determine if you qualify to take the examination. This process can take up to four weeks, depending on the volume of applications received at the time of your submission. Typical review time is two weeks. If your application is incomplete, see *page 13* to learn how you can resubmit your application and what fees will need to be paid.

STEP 6

Notification of eligibility to take the exam

Once your application is approved, you will be notified by mail of your eligibility with instructions on how to set up your testing appointment. These letters go out only twice a month on the 15th and the last day of the month.

You will receive an email notice alerting you when the eligibility letters are mailed.

You will be assigned a 90 day testing window starting at either the 5th or the 20th of the month.

COMPUTER TESTING

FEES

\$325

which is composed of a **\$50** non-refundable application fee and **\$275** testing fee



HOW TO SET UP YOUR COMPUTER TEST APPOINTMENT

Once you receive your eligibility letter

- You will also be directed to download and print a Candidate Guide from the NCC website. The Guide details the testing process, includes test outlines & competency statements and lists all NCC policies and procedures. The Candidate Guide is accessible from the NCC website at any time. You don't have to be an approved candidate to obtain a Candidate Guide.
- You will be responsible for making an appointment to take the test with NCC's testing vendor Applied Measurement Professional, Inc. (AMP). Your eligibility letter will list the telephone number and website where you can set up your appointment. **You cannot set up an appointment until you receive your eligibility letter.** To see where sites are located, go to **www.goamp.com** and select "Candidates" on the home page - you can view this information at any time; you don't have to be registered to see where sites are located. See a list of test site centers on *page 19*. Appointments are available at 9am and 1:30 pm Monday-Saturday.
- You should schedule your appointment as soon as possible after receiving your eligibility letter. If there is no space at your preferred site and you waited beyond the first month of your testing window, you will have to select another site or submit a change request form - see *change request policy page 14*.
- You can reschedule once at no charge by contacting AMP, this reschedule must occur within your testing window.
- Candidates who cannot take their currently scheduled examination and cannot reschedule within their current window, have missed their testing date or need to take a different exam - can request a change - see *change request policy page 14*.
- If you change your mind and don't want to take the exam, you can withdraw - see *withdrawal policy page 13*.

COMPUTER TESTING

EXAMINATION DAY PROCEDURES

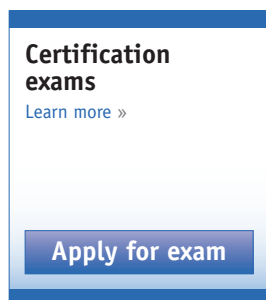


- You must arrive by your appointment time. If you are more than 15 minutes late, you will not be admitted.
- You will be required to show two forms of ID for admittance to the test center. One must be a photo ID.
- It is encouraged that you NOT bring any materials or personal items with you. There are no secure facilities for storing personal items.
- Your picture will be taken and will remain on the computer screen during the time you are taking the test.
- You will be given the opportunity to have a practice session prior to the actual test administration. This does not count against your testing time.
- 3 hours are allotted for testing. There are no scheduled breaks.
- Candidates can leave once they have completed the test. You need not wait until the testing time period has expired.
- You will be given preliminary pass/fail results at the test site.
- Confirmed test results will be mailed from NCC within 21 business days of the test date. **You are not officially certified until you receive written notification from NCC.**



PAPER & PENCIL TESTING

HOW TO REGISTER TO TAKE A NCC PAPER & PENCIL EXAM



STEP
1

Are you eligible?

Determine your eligibility - see *page 3*

STEP
2

Submitting your application

Submit your application online at the NCC website www.nccwebsite.org. Applications can only be submitted online. You cannot submit an application by mail, telephone or fax. Payment can be made online by credit card or check and individual or group payments can be made.

STEP
3

What information does the application require?

To get prepared to complete the application - see *the application check list on page 18*. It is a handy listing of all the information you will need to supply.

STEP
4

Email confirmation of your registration

After you complete and submit your application, you will receive an email confirmation of your registration.

STEP
5

Application approval procedure

Your application will be reviewed to determine if you qualify to take the examination. This process can take up to four weeks, depending on the volume of applications received at the time of your submission. Typical review time is two weeks. If your application is incomplete (see *page 13*), you will be subject to a \$30 incomplete application fee (non-refundable), and you will be reassigned to Computer testing.

STEP
6

Notification of eligibility to take the exam

Once your application is approved, you will be notified by mail of your eligibility. These letters go out only twice a month on the 15th and the last day of the month.

You will receive an email notice alerting you when the eligibility letters are mailed.

STEP
7

Admission letter

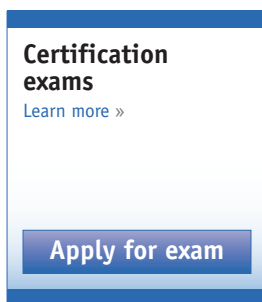
Approximately two weeks prior to your paper & pencil test date, you will receive an admission letter that will recap reporting time and the address of your test site.

PAPER & PENCIL TESTING

FEES

\$325

which is composed of a **\$50** non-refundable application fee and **\$275** testing fee



Individual Paper & Pencil Testing

Paper and pencil testing will be given at designated academic and/or other centers across the country. Each testing date has a different group of available testing centers. Review the list on page 20 to make sure your preferred testing date is available as an accessible testing center.

The first Paper & Pencil testing date will be
Saturday, November 2, 2013.

Registration is open now and will close on September 18, 2013.

Once you receive your eligibility letter

- You will also be directed to download and print a Candidate Guide from the NCC website. The Guide details the testing process, includes test outlines & competency statements and lists all NCC policies and procedures. The Candidate Guide is accessible from the NCC website at any time. You don't have to be an approved candidate to obtain a Candidate Guide.
- Candidates who cannot take their currently scheduled examination, have missed their testing date or need to take different exam - can request a change - see *change request policy page 14*.
- If you change your mind and don't want to take the exam, you can withdraw - see *withdrawal policy page 13*.

PAPER & PENCIL TESTING

EXAMINATION DAY PROCEDURES



- Bring your admission letter with you to the test site. If you lose your ticket, report to the test site but make sure you have a picture ID. You will be asked to sign an affidavit for admission.
- Candidates must report to the test site by the time stated on their admission letter to allow for check-in procedures.
- You will be required to show two forms of ID for admittance to the test center. One must be a photo ID.
- It is encouraged that you NOT bring any materials or personal items with you. There are no secure facilities for storing personal items.
- 3 hours are allotted for testing. There are no scheduled breaks.
- Candidates can leave once they have completed the test. You need not wait until the testing time period has expired.



PAPER & PENCIL TESTING

Sponsored Individual Test Sites for Paper & Pencil Testing



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

Test Site Request deadlines:

January 1, 2014 thru March 31, 2014	September 15, 2013
April 1, 2014 thru June 30, 2014	January 15, 2014
July 1, 2014 thru September 30, 2014	March 15, 2014
October 1, 2014 thru 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.

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 for information on the Institutional Certification Plan or visit the NCC website.

FEES

All fees are
non-refundable

Group Fee Payments

NCC will accept group payments for certification exams from institutions. Details are on the NCC website.



Examination Fees

- All applications are subject to a nonrefundable application fee.
- All fees are nonrefundable except where otherwise noted.
- Payments can be made by credit card (Visa, American Express and MasterCard only).
- Payments can be made by check: bank routing number and account number required.
- For payments made by third parties, any refund reimbursement will be issued to the third party and not to the applicant.
- All payments must be in US funds.
- NCC does not accept debit cards or split payments (part check and part credit card).
- Exam fees can be submitted only online at the NCC website. Applications will not be accepted by mail, phone or fax.
- All refunds for paper and pencil testing will be issued after the test administration date.



\$325

COMPUTER EXAM FEES

The above fee includes the non-refundable \$50 application fee.



\$325

PAPER/PENCIL EXAM FEES

The above fee includes the non-refundable \$50 application fee.

Other Payment Related Fees

Incomplete Application Fee	>	All incomplete applications are subject to a \$30 incomplete application fee (not refundable).
Ineligible Fee	>	Any applicant determined ineligible (for any reason) will be assessed the \$50 nonrefundable application fee. The examination fee will be refunded.
Returned Checks	>	A \$30 fee will be assessed for any check or e-check returned for any reason. Remittance thereafter of all 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 a credit card payment is disputed for any reason. Remittance thereafter of all fees and applications must be in the form requested by NCC. Contact NCC for requirements.

FEES

All fees are
non-refundable

Refunds

Ineligible Applicants

Receive a \$275
refund on their
examination fees

Other Exam Related Fees

Change Request



Candidates who cannot take their currently scheduled examination, have missed their testing date or need to take a different exam - can request a change for a fee of \$125. - see page 14 for details.

Withdrawal Fees



An individual who withdraws from testing will receive \$160 of their \$325 payment - see page 13 for details.

Retest Fees



Retest candidates must pay full application and examination fees. There are no discounts and they must wait at least 90 days before resubmitting an application for testing.

Substitution Fees



Candidate substitutions are not allowed for ineligible, withdrawal, or candidates who filed a change request.



No refunds

will be issued for the following circumstances:

- Any candidate that is not successful in achieving certification
- For candidates who failed to take the exam via computer within their 90 day testing window and did not submit a change request within stated time frames
- For candidates who failed to take the paper/pencil examination at the stated time and do not submit a change request within stated deadline

ADMINISTRATIVE POLICIES

Withdrawal Policy - Computer Testing

- 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.
- No refund will be considered after the exam date.

Withdrawing Candidates - Paper/Pencil Testing

- 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**
- No refund will be considered after the exam date.

Incomplete Application Processing

Incomplete applications are defined as:

- missing or incomplete information
- incorrect information
- inadequate fees (*Returned Checks, Credit Card Declines or Credit Card Charge Backs*)
- any reason resulting in an inability to determine candidate eligibility status

Incomplete applications will be returned with instructions and the candidate will need to resubmit with an additional nonrefundable \$30 reprocessing fee. Upon resubmission, applications that do not include this fee or do not adequately address the identified deficiencies will be declared ineligible. All filing deadlines will apply. Applications that are determined ineligible will be subject to the non-refundable \$50 application fee in addition to the non-refundable \$30 reprocessing fee.

All policies and procedures are subject to change without notice

ADMINISTRATIVE POLICIES

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 paper/pencil, ICP or PEC candidates
 - 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
- Candidates changing from a paper/pencil test must have their assigned test site code
- Candidates changing from an ICP test must have their assigned test site code
- Candidates changing from a PEC test must have their assigned PEC class code
- Candidates changing to a PEC test must have already enrolled in the PEC course and have their assigned PEC class code

All policies and procedures are subject to change without notice

ADMINISTRATIVE POLICIES

Retest Policy

Retest candidates must submit a new application, meet the then current eligibility criteria and pay all applicable fees. NCC does not limit the number of times a candidate can retake an NCC examination; however, the maximum number of times a candidate can take an NCC exam in any given calendar year is two. Retest candidates will be assigned a different form of the examination. **All retest candidates must wait at least 90 days from the original testing date before they can submit a new application to retest.**

This 90 day time period...

...Affects paper/pencil examinees who wish to retest by computer or by paper/pencil testing.

...Affects computer examinees who wish to retest by computer or by paper/pencil testing.

...Affects Institutional Certification Plan (ICP) paper/pencil examinees who wish to retest at another ICP test administration, paper/pencil test administration or computer testing. If there is not a 90 day interval from the time a computer or ICP examinee originally takes the exam and the next available paper/pencil test administration, this option will not be available to the candidate. Application submission deadlines for paper/pencil testing must also be adhered to and will not be altered for computer retest candidates.

If a retest application is submitted prior to the 90 day wait period, the application will be returned as ineligible. The applicant will be subject to the \$50 nonrefundable application fee.

Auditing Applications

All applications are subject to audit and individual applicants may have to provide corroborating documentation of practice time on demand or supervisors may be individually contacted for verification. By submitting an application, the applicant agrees to be subject to these rules.

All policies and procedures are subject to change without notice

GENERAL POLICIES

How Exams are Scored

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

NCC utilizes the item response theory of psychometrics for the analysis of its examinations. Item Response Theory (Rasch analysis) is the study of tests and item scores based on assumptions concerning the mathematical relationship between abilities and item responses. Each test item has a difficulty and ability level. The higher the difficulty of an item, the greater the ability score one achieves. Pass/ fail is determined based on the number of questions answered correctly. As a question is answered correctly, the ability score is increased and it decreases when a question is answered incorrectly. The difficulty of the examination determines the actual number of questions that must be answered correctly in order to achieve the passing ability level.

Because more than one form of the examination is given, a process called equating is used. This procedure converts all results to a common scale. Someone who takes a slightly more difficult form of the examination will need to answer fewer questions correctly than someone who takes a slightly easier form of the examination.

Test result reports will identify pass/fail status and give feedback on the various content areas of the exam in the form of word descriptors: very weak, weak, average, strong, very strong. Pass/fail rates for previous NCC exams can be viewed on the NCC website, www.nccwebsite.org.

How to Study

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

ADA and Related Policies

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

Any requests for special testing accommodations pursuant to the Americans with Disabilities Act must be made in writing and submitted with the application and documentation forms. The special request form can be downloaded from the NCC website. Upon receipt of such requests for special accommodations, NCC will contact the applicant. Such requests must be signed by a clinician, physician, or other qualified specialist with training and experience appropriate to diagnose and treat the specified disability.

All policies and procedures are subject to change without notice

CCPR CENTER FOR CERTIFICATION PREPARATION AND REVIEW

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

www.ccprwebsite.org

GENERAL POLICIES

Appeals Procedure

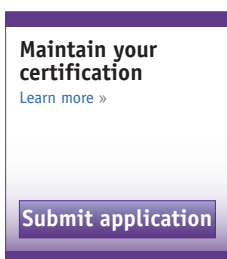
Any request to waive any policy of the NCC Board of Directors relative to eligibility, administration, examination content issues, or certification maintenance must be received in writing within 60 days of the dispute. The correspondence should contain a detailed account as to why the NCC policy should 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.

Maintaining Your Certification

The NCC Maintenance Program requires certified RNCs to maintain their certification on a three year basis. The purpose of the maintenance program is to assess the ongoing core certification knowledge competencies of the RNC.

Those maintaining a certification must earn continuing education in the specified certification specialty area, this CE will be specified by the Stage 2 Education Plan generated by the individual's continuing competency specialty assessment. Each certified professional is required to complete a maintenance application and pay a maintenance fee in addition to documentation of the appropriate continuing education activities. Individuals who allow their certification to lapse can regain their status only through re-examination. If that occurs, the then current examination eligibility criteria will need to be met.

All policies and procedures are subject to change without notice



For further details, visit the NCC website www.nccwebsite.org and download the maintenance catalog for a full description of the maintenance process. Click on **Maintain your Certification** on the home page.

Verification of Your Credential

If you require a third party verification of your newly held certification, you must process your request through the NCC website. Click on **Request a Verification** on the home page. **You cannot request a verification until you have received your official results from NCC in writing.** NCC cannot verify your certification until after you have achieved it.

There is a \$30 charge for each request. Verifications are sent instantaneously via email to your designated party. Verifications include original date of certification, maintenance due date, certification specialty and NCC President's signature and the NCC corporate seal. You will need an email address to use the process. Where available, NCC has listed on the website email addresses of the state boards of nursing who have provided them.

- » Request a verification
- » Download exam catalogs
- » Download maintenance catalogs
- » See the latest NCC news

APPLICATION CHECK LIST

Before you file your application look over the below check list and gather the information needed for your application.

☐

PERSONAL INFORMATION:

complete contact information including, address, phone and email

☐

ELIGIBILITY:

You have read the eligibility requirements and are eligible to take this exam.

☐

LICENSURE:

- ☐ current license number, licensing state or province and expiration date
- ☐ original licensing state or province and license date

☐

EMPLOYMENT:

- ☐ current employer contact information including, address phone and email
- ☐ employment history for the past 5 years including, title, specialty area, supervisor name and employer contact information.

☐

APPLICATION AGREEMENT: You must demonstrate your agreement to abide by NCC policies through a check off box procedure. By checking the designated box, this is deemed as equivalent to providing your signature. Applications cannot be submitted without the below agreement being stipulated.

I have read the policies on this website and in the registration catalog and understand that I will be subject to them. To the best of my knowledge, I certify that all information contained in this application is complete and correct. I understand and agree that any knowingly false information provided by me or others may result in denial or revocation of my certification. I understand that my application may be subject to audit for verification of the information provided and I authorize NCC to make contact with individuals listed for this purpose.



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

www.nccwebsite.org

COMPUTER TEST CENTERS

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

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 (Lilburn)
Atlanta (Marietta)
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 (Metairie)
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
Durham
Fayetteville
Gastonia
Greensboro
Greenville
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
Lake Success
Long Island
New York City
Queens (Astoria)
Rochester
Selden
Utica (Whitesboro)
White Plains

OHIO

Cincinnati
Cleveland (Brook Park)
Columbus
Dayton
Toledo

OKLAHOMA

Oklahoma City
Tulsa

OREGON

Bend
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
Kennewick
Seattle (Bellevue)
Seattle
Spokane
Tacoma
Vancouver
Yakima

WISCONSIN

Green Bay
Milwaukee

WEST VIRGINIA

Charleston

WYOMING

Casper
Cheyenne
Green River

PAPER & PENCIL TESTING

ACADEMIC AND/OR OTHER CENTERS FOR TESTING

– November 2, 2013

Birmingham, AL
Phoenix, AZ
Little Rock, AR
Irvine, CA
San Jose, CA
San Diego, CA
Washington, DC
Miami, FL
Pensacola, FL
Tampa, FL
Atlanta, GA
Honolulu, HI
Lexington, KY

Louisville, KY
Baton Rouge, LA
New Orleans, LA
College Park, MD
Jackson, MS
Las Vegas, NV
Albuquerque, NM
Charlotte, NC
Raleigh, NC
Oklahoma City, OK
Columbia, SC
Memphis, TN

Nashville, TN
Amarillo, TX
Dallas, TX
Lubbock, TX
Norfolk, VA
Richmond, VA
Huntington, WV



Sites are subject to change. View upcoming test dates and sites for paper & pencil testing at NCCwebsite.org.

– April 4, 2014

Anchorage, AK
Los Angeles, CA
Oakland, CA
Sacramento, CA
Denver, CO
W. Hartford, CT
Jacksonville, FL
Orlando, FL
Boise, ID
Chicago, IL
Indianapolis, IN
Iowa City, IA
Wichita, KS
Portland, ME
Boston, MA
Detroit, MI

Grand Rapids, MI
Minneapolis, MN
Kansas City, MO
St Louis, MO
Bozeman, MT
Great Falls, MT
Omaha, NE
Concord, NH
Lincroft, NJ
Trenton, NJ
Albany, NY
Buffalo, NY
New York, NY
Long Island, NY
Syracuse, NY
Fargo, ND

Cincinnati, OH
Cleveland, OH
Columbus, OH
Portland, OR
Philadelphia, PA
Pittsburgh, PA
Austin, TX
Corpus Christi, TX
Houston, TX
San Antonio, TX
Salt Lake City, UT
Seattle, WA
Madison, WI
Milwaukee, WI



CONTENT OUTLINES FOR EXAMS

INPATIENT OBSTETRIC NURSING

- 1. Maternal Factors Affecting The Fetus and Newborn (10-20%)**
 - Disease Processes
 - Pregnancy Risks
- 2. Fetal Assessment (15-25%)**
 - Antepartum Assessment
 - Electronic Fetal Monitoring
 - Non-electronic Fetal Monitoring
 - Acid-base Assessment
- 3. Labor And Delivery (25-35%)**
 - Physiology of Labor
 - Labor Management (General Assessment & Stages of Labor)
 - Obstetrical Procedures
 - Pain Management
- 4. Obstetric Complications (15-25%)**
 - Labor and Placental Disorders
 - Preterm Labor
 - Multiple Gestation
 - Prolonged Pregnancy
- 5. Maternal (Postpartum) and Newborn (10-20%)**

MATERNAL

- Physiology of the Postpartum Woman
- Family Adaptation
- Lactation
- Complications of Postpartum Period
- Discharge Planning & Home Care

NEWBORN

- Adaptation to Extrauterine Life
 - Assessment
 - Resuscitation
 - Pathophysiology
 - Infant Nutrition
- 6. Professional Issues (2% or less)**
 - Ethical Principles
 - Legal Issues
 - Research
 - Patient Safety

MATERNAL NEWBORN NURSING

- 1. Factors Affecting Maternal/ Neonatal Outcomes (5-10%)**
 - Antenatal Factors
 - Intrapart Factors
- 2. Maternal Assessment And Management In The Postpartum Period (40-45%)**
 - Physiologic Changes & Physical Assessment (to include laboratory values)
 - Nursing Care and Education
 - Lactation and Newborn Feeding
 - Family Dynamics after Childbirth
 - Complications
- 3. Newborn Assessment and Management (40-45%)**
 - Transition to extrauterine life
 - Physiologic Changes and Physical Assessment (to include laboratory values)
 - Nursing Care and Family Education
 - Complications
- 4. Aspects of Professional Practice (Less than 5%)**
 - Research
 - Guidelines for Practice
 - Ethical/Legal Issues
 - Patient Safety

LOW RISK NEONATAL NURSING

- 1. Mother/Fetus (10-15%)**
 - Assessment and Evaluation of Intrauterine Environment
 - Maternal Factors and Complications Affecting the Fetus/Neonate
- 2. Newborn (50-60%)**

Focus of the newborn section will be on physical examination techniques, procedures and findings, as well as assessment and management of normal and abnormal findings and

identification of potential complications.

- General Physiologic Assessment
 - Gestational Age
 - Clinical Laboratory & Diagnostic Data
 - Thermoregulation
 - Behavioral/ Developmental
- Physical Assessment and Management of Complications
 - Systems
 - Cardiac
 - Respiratory
 - Gastrointestinal
 - Integumentary
 - Musculoskeletal
 - Head, Ears, Eyes, Nose and Throat
 - Hematopoietic
 - Neurological
 - Immune System
 - Endocrine/Metabolic
 - Genitourinary
 - Genetic Disorders
 - Hyperbilirubinemia
 - Perinatal Substance Abuse

- 3. General Management (10-20%)**
 - Resuscitation & Stabilization
 - Neonatal Nutrition, Feeding and Lactation
 - Pharmacology
- 4. Family Integration (<10%)**
 - Role Adaptation
 - Discharge Planning/ Home Care
- 5. Professional Issues (<5%)**
 - Research
 - Legal/Ethical Issues

NEONATAL INTENSIVE CARE NURSING

- 1. General Assessment and Management (45-50%)**
 - Maternal History and Risk Factors
 - Gestational Age (At Birth)
 - Physical Assessment
 - Resuscitation and Stabilization
 - Fluids and Electrolytes
 - Nutrition and Feeding
 - Oxygenation and Acid Base Homeostasis
 - Thermoregulation
 - Pharmacology
 - Developmental Care
- 2. Assess & Manage Pathophysiologic States (40-45%)**
 - Cardiac
 - Respiratory
 - Gastrointestinal
 - Genitourinary
 - Hematopoietic
 - Neurological/ Neuromuscular
 - Infectious Diseases
 - Metabolic/Endocrine
 - Genetic Disorders
 - Head, Eye, Ear, Nose Throat
- 3. Assess and Manage Psychosocial/ Behavioral Adjustments (<5%)**
 - Discharge Planning and Follow up
 - Grieving Process
 - Family Integration
- 4. Professional Issues (<5%)**

ABOUT NCC

NCC is a not for profit organization that has certified over 100,000 nurses and nurse practitioners in the women's health, obstetric and neonatal nursing specialty areas. Established in 1975, NCC sponsors certification examinations and subspecialty exams for competency validation.



NCC'S PHILOSOPHY OF CERTIFICATION

Certification is an evaluative process that provides nurses in the obstetric, gynecologic, and neonatal nursing specialties the opportunity to demonstrate publicly what they know and to be recognized for the knowledge they possess. As a voluntary process, the NCC certification examinations are designed to test for special knowledge.

The NCC certification carries no licensing authority. The ability to practice is regulated by the state boards of nursing and while certification may be required

in some states for advance practice nursing roles, NCC has no regulatory power to require states to recognize certification for this purpose. Practice and educational standards are reflected in the credentialing process but the responsibility for development of such standards rests with the professional nursing specialty organizations and the nursing education 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 the national nursing specialty organizations and employment expectations in their community. Contact with state boards of nursing, universities and colleges, professional specialty nursing organizations and individual employers for specific requirements is highly recommended.

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

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

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

COMPUTER TESTING MYTHS

ICP program

Institutional Certification Plan (ICP)

In 2004, NCC launched the Institutional Certification Plan program which allowed institutions to sponsor NCC certification and subspecialty exam testing at their own institutions. The program has several options based on the volume of participants and when testing will occur. The ICP program provides institutions flexibility in testing times. If the institution has between 25 and 100 participants, the institution can select the time in which testing will occur. If over 100 participants, the testing time is also on demand and fee discounts are offered. All NCC core and Subspecialty examinations can be used to qualify for the minimum participation.

Under the plan, an institution designates a test coordinator who serves as the main contact person for NCC. The program is operated under a written contract between NCC and the individual hospital or hospital system. Individuals CANNOT participate in the program on their own. There must be a sponsoring institution. For more information about the ICP program, visit the NCC website or email Betty Sobala, ICP coordinator at bsobala@nccnet.org.

Rules for those applicants taking the test under the ICP program which is sponsored by an employer or other organization may be different than what is listed in this catalog. A memo of understanding is signed by the applicant taking an NCC exam under these special circumstances that outlines specific policies to which each individual applicant is subject.