Recognition, Value, Expertise...
It is what credentialing is all about!

ABOUT CERTIFICATION

What makes a credentialed health care provider different?
Essentially, is the willingness of the credentialed health care provider to be accountable for his/her knowledge and the willingness to take the risk of undergoing a third party review of their knowledge. Credentialed professionals 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.

Credentialing is more than an initial after your name... You owe it to yourself to take the next step in your professional development. The EFM credential validates expertise and gives tangible recognition of an ongoing professional commitment.

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NCC certification and subspecialty programs are accredited by the National Commission for Certifying Agencies.
ELIGIBILITY CRITERIA

Current licensure in the U.S. or Canada as a registered nurse, nurse practitioner, nurse midwife, physician, physician assistant or paramedic is required. The license number, licensing state or province and expiration date will need to be recorded.
COMPUTER TESTING

HOW TO REGISTER TO TAKE NCC EXAM BY COMPUTER

1. **STEP 1**
   - **Are you eligible?**
   - Determine your eligibility - see page 3

2. **STEP 2**
   - **Submitting your application**
   - Submit your application online at the NCC website 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.

3. **STEP 3**
   - **What information does the application require?**
   - To get prepared to complete the application - see the application check list on page 14. It is a handy listing of all the information you will need to supply.

4. **STEP 4**
   - **Email confirmation of your registration**
   - After completing and submitting the application, you will receive confirmation via email. This will be the ONLY confirmation notice you will receive for your application.

5. **STEP 5**
   - **Application approval procedure**
   - The application will be reviewed to determine qualification to take the examination. This process can take up to four weeks, depending on the volume of applications received at the time of submission. Typical review time is two weeks. If the application is incomplete, see page 9 to learn how to resubmit the application and what fees will need to be paid.

6. **STEP 6**
   - **Notification of eligibility to take the exam**
   - Once the application is approved, an eligibility notification will be sent by mail with instructions on how to set up the 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. It is critical that you receive this notice and know when to anticipate your eligibility letter. NCC is not liable for lost or miss-directed mail. If you do not receive your eligibility letter in the anticipated time frame - contact NCC.

   You will be assigned a 90 day testing window starting at either the 5th or the 20th of the month. If the test appointment is not set up during this window, additional costs will apply.
HOW TO SET UP YOUR COMPUTER TEST APPOINTMENT

Once you receive your eligibility letter

• 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. Approval is not required for a candidate to obtain a Candidate Guide.

• Make an appointment to take the test with NCC’s testing vendor Applied Measurement Professional, Inc. (AMP). The eligibility letter will list the telephone number and website to set up the appointment. **An appointment cannot be set up until you receive the eligibility letter.** To see where sites are located, go to [www.goamp.com](http://www.goamp.com) and select “Candidates” on the home page – this information can be viewed at any time. Registration is not required to see where sites are located. See a list of test site centers on page 15. Appointments are available at 9 am and 1:30 pm Monday-Saturday.

• Schedule the appointment as soon as possible after receiving an eligibility letter. If there is no space at the preferred site and you waited beyond the first month of your testing window, another site will have to be selected or a change request form will need to be submitted - see change request policy page 10.

• The exam can be rescheduled once at no charge by contacting AMP, this reschedule must occur within the testing window.

• Candidates who cannot take the 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 10.

• If you change your mind and don’t want to take the exam, you can withdraw - see withdrawal policy page 9.
COMPUTER TESTING

EXAMINATION DAY PROCEDURES

- Arrival by the appointment time is required. Anyone more than 15 minutes late will not be admitted.
- Two forms of ID are required for admittance to the test center. One must be a photo ID.
- Do NOT bring any materials or personal items with you. There are no secure facilities for storing personal items.
- A picture will be taken and will remain on the computer screen during the time the test is being administered.
- There is an opportunity to have a practice session prior to the actual test administration. This does not count against the testing time.
- 2 hours are allotted for testing. There are no scheduled breaks.
- Candidates can leave once they have completed the test. They need not wait until the testing time period has expired.
- Preliminary pass/fail results are given at the test site.
- Confirmed test results will be mailed from NCC within 21 business days of the test date. Certificate of Added Qualification is not official until written notification from NCC is received.
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.

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]

Other Exam Related Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Request</td>
<td>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 10 for details.</td>
</tr>
<tr>
<td>Withdrawal Fees</td>
<td>An individual who withdraws from testing will receive $105 of their $210 payment. - see page 9 for details.</td>
</tr>
<tr>
<td>Retest Fees</td>
<td>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.</td>
</tr>
<tr>
<td>Substitution Fees</td>
<td>Candidate substitutions are not allowed for ineligible, withdrawal, or candidates who filed a change request.</td>
</tr>
</tbody>
</table>

**Refunds**

Ineligible Applicants

Receive a $160 refund on their examination fees.

**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
ADMINISTRATIVE POLICIES

Withdrawal Policy - Computer Testing

- Only the applicant/candidate can withdraw from the examination process.
- Withdrawing from a Subspecialty exam will receive a $105 refund of their $210 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.

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 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 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
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 computer examinees who wish to retest by computer.

...Affects Institutional Certification Plan (ICP) examinees who wish to retest at another ICP test administration, or computer testing.

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.
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, 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.
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 Certificate of Added Qualification
The NCC Maintenance Program requires credentialed professionals to maintain their certificate of added qualification on a three year basis. The purpose of the maintenance program is to insure that each credentialed individual maintains their specialty knowledge competencies over time through continuing education.

Those maintaining a credential must earn continuing education in the specified specialty area. 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 credential to lapse can regain their status only through re-examination. If that occurs, the then current examination eligibility criteria will need to be met.

For further details, visit the NCC website 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
A third party verification of the newly held credential, must be processed by request through the NCC website. Click on Request a Verification on the home page. A verification cannot be requested until official results have been received from NCC in writing. NCC cannot verify certification until after it is achieved.

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

- **APPLICATION AGREEMENT:**
  - Demonstration of your agreement to abide by NCC policies through a check off box procedure is required. 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 for the most current listing.

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
Huntsville
Mobile
Montgomery

ALASKA
Anchorage

ARKANSAS
Fayetteville
Little Rock

ARIZONA
Phoenix (Glendale)
Phoenix (Mesa)
Tucson

CALIFORNIA
Chino
Fresno
Glendale
Irvine
La Mesa
Long Beach
Modesto
Monrovia
Oakland
Palm Springs
Sacramento
San Francisco
San Jose
Santa Maria
Upland
Van Nuys

COLORADO
Denver (Aurora)
Grand Junction

CONNECTICUT
Southington
West Haven

DC
Washington

DELWARE
Wilmington

FLORIDA
Casselberry
Doral
Fort Lauderdale
Jacksonville
Lakeland
Ocala

GEORGIA
Decatur
Lilburn
Macon
Marietta
Savannah

HAWAII
Honolulu

IDAHO
Boise

ILLINOIS
Buffalo Grove
Carbondale
Chicago
Franklin Park
Glen Ellyn
Matteson
Naperville
Rockford
Springfield
Urbana

INDIANA
Evansville
Fort Wayne
Indianapolis
Mishawaka

IOWA
Davenport
Windsor Heights

KANSAS
Olathe
Wichita

KENTUCKY
Lexington
Louisville

LOUISIANA
Baton Rouge
Metairie
Shreveport

MAINE
Holden
Portland

MARYLAND
Glen Burnie
Randalltown

MASSACHUSETTS
Framingham
Holyoke
Saugus

MICHIGAN
Detroit
Flint
Wyoming

MINNESOTA
Blaine
Duluth
Rochester

MISSISSIPPI
Jackson

MISSOURI
Gladstone
Jefferson City
Springfield
St. Louis

MONTANA
Billings
Great Falls
Missoula

NEBRASKA
Lincoln
North Platte
Omaha
Scottsbluff

NEVADA
Henderson
Reno

NEW HAMPSHIRE
Concord
Manchester
Nashua
Portsmouth

NEW JERSEY
Robbinsville
Wayne

NEW MEXICO
Albuquerque

NEW YORK
Astoria
Clifton Park
Hicksville
New York City
Rochester
Selden
White Plains
Whitesboro
Williamsville

NORTH CAROLINA
Asheville
Charlotte
Durham
Fayetteville
Gaston
Greensboro
Raleigh
Winston-Salem

NORTH DAKOTA
Bismarck
Fargo

OHIO
Brook Park
Cincinnati
Columbus
Dayton
Toledo

OKLAHOMA
Oklahoma City

OREGON
Bend
Eugene
Klamath Falls
Medford
Portland

PENNSYLVANIA
Harrisburg
Philadelphia
Pittsburgh

RHODE ISLAND
Warwick

SOUTH CAROLINA
Columbia
N. Charleston
Spartanburg

SOUTH DAKOTA
Rapid City
Sioux Falls

TENNESSEE
Chattanooga
Johnson City
Knoxville
Memphis
Nashville

TEXAS
Austin
Dallas
El Paso
Fort Worth
Houston
Lubbock
McAllen
San Antonio

UTAH
Salt Lake City

VERMONT
Burlington

VIRGINIA
Alexandria
Chester
Fredericksburg
Norfolk
Roanoke

WASHINGTON
Bellevue
East Wenatchee
Everett

WISCONSIN
Green Bay
Pewaukee

WYOMING
Cheyenne
Green River

NCC website.org
CONTENT OUTLINES FOR EFM EXAM

THE ELECTRONIC MONITORING EQUIPMENT (5%)
- Fetal heart rate monitoring
  - Internal
  - External
- Uterine monitoring
  - External
  - IUPC
- Equipment failure and troubleshooting
- Artifact detection

PHYSIOLOGY (10%)
- Uteroplacental
  - Uteroplacental circulation
  - Fetal circulation
  - Fetal heart rate regulation
- Uterine activity
  - Resting tone
  - Contractions
    - Frequency
    - Duration
    - Intensity
- Factors affecting fetal oxygenation
  - Uterine activity
  - Maternal factors
  - Anesthesia
  - Drugs (Therapeutic and Recreational)
  - Placental factors
  - Umbilical blood flow
  - Acid base and cord blood gases
- Effects of maternal drugs on the fetus

PATTERN RECOGNITION AND INTERVENTION (70%)
- Baseline heart rate
  - Bradycardia
  - Tachycardia
  - Variability
  - Sinusoidal
- Fetal heart rate patterns
  - Accelerations
  - Decelerations
  - Early
  - Variable
  - Late
  - Prolonged
- Response to tachysystole*
- Dysrhythmias and other variant patterns
  - Supraventricular tachycardia
  - Congenital heart block
  - Ectopic beats
- Common complications
  - Preterm labor
  - Hypertension
    - Gestational (PIH)
    - Preeclampsia - eclampsia
    - HELLP syndrome
    - Chronic
  - Postdates pregnancy
  - Diabetes (gestational, Type 1, Type 2)
  - Placental disorders (previa, abruptio)
  - Uterine rupture/scar dehiscence
  - Infections
  - Multiple gestation
  - Maternal obesity

ADJUNCT FETAL SURVEILLANCE METHODS (10%)
- Auscultation
- Fetal movement counting
- Nonstress testing
- Cord blood
- Cord blood acid base interpretation
- Biophysical profile
- Fetal acoustic stimulation

PROFESSIONAL ISSUES (5%)
Includes:
- Evidence Based Practice,
- Professional/Legal,
- Ethical Principles and Patient Safety

*previously hyperstimulation
ABOUT NCC

NCC is a not for profit organization that has certified over 100,000 health care professionals 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

Credentialing is an evaluative process that provides health care professionals in women’s health, obstetric, gynecologic, and neonatal 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 and subspecialty examinations are designed to test for special knowledge.

The NCC credential carries no licensing authority. The ability to practice is regulated by the relevant state boards of licensure and while certification may be required in some states, 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 specialty organizations and the education community.

NCC encourages individuals 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 relevant national specialty organizations and employment expectations in their community. Contact with state boards of licensure, universities and colleges, professional specialty 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
Institutional Certification Plan (ICP)

In 2004, NCC launched the Institutional Certification Plan (ICP) program which allowed institutions to sponsor NCC certification and subspecialty exam testing at their own institutions. The ICP program provides institutions flexibility in testing times. If the institution has between 25 and 100 participants, the institution can select up to a 21-day period during which time the testing will occur. If a test site has over 100 participants, fee discounts are also 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.