ELIGIBILITY CRITERIA

CURRENT LICENSURE
Current licensure in the U.S. or Canada as a nurse, nurse practitioner, nurse midwife, physician or physician assistant is required. This information should be recorded on the online application in Section 1 on the paper application.

DOCUMENTATION REQUIREMENTS

APPLICATION
All applicants must complete an online or paper application. It must be signed and dated or an affidavit check box must be checked off for online submissions.

LICENSURE
Provision of current license must be recorded on the application. This includes license number, expiration date and state/province of origin.

CANDIDATE AFFIDAVIT
You are required to sign the application indicating that you attest that the information and documentation provided are accurate, that you have read all policies contained in the catalog and you agree to be subject to them. When submitting registration by mail, your signature must be an original and signed in ink. Unsigned applications or signed applications by others on behalf of the applicants are incomplete and will be returned. They will be subject to the nonrefundable $25 re-processing fee.

For online applications for computer testing, you will be required to 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 provide your signature. Applications cannot be submitted without this agreement being stipulated.

ALL ELIGIBILITY CRITERIA MUST BE MET AT THE TIME OF APPLICATION.
## CONTENT OUTLINES

### THE ELECTRONIC MONITORING EQUIPMENT
(5-10%)

- Fetal heart rate monitoring
  - Internal
  - External
- Uterine monitoring
  - External
  - IUPC
- Equipment failure and troubleshooting
- Artifact Detection
- Patient Education

### PHYSIOLOGY
(5-10%)

- Uteroplacental
  - Uteroplacental circulation
- Fetal circulation
- Fetal heart rate regulation
- Uterine activity
  - Resting tone
  - Contractions
  - Frequency
  - Duration
  - Intensity
  - Factors affecting fetal oxygenation
    - Uterine activity
    - Maternal factors
    - Anesthesia
    - Drugs (Therapeutic and Recreational)
    - Placental factors
    - Umbilical blood flow

### PATTERN RECOGNITION, INTERPRETATION AND INTERVENTION
(60-70%)

- 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

### ADJUNCT FETAL SURVEILLANCE METHODS
(5-10%)

- Auscultation
- Fetal movement counting
- Nonstress testing
- Contraction stress testing
- Fetal acid base testing
- Biophysical profile
- Fetal acoustic stimulation

### LEGAL ASPECTS OF ELECTRONIC FETAL MONITORING
(<5%)

- Documentation/charting
- Standard of Care and EFM Outcomes
- Chain of Command
- Legal Liability Issues

*previously hyperstimulation

“For detailed test outline, download a Candidate Guide from the NCC website www.nccwebsite.org.”
ABOUT NCC

NCC is a not for profit organization that has certified over 75,000 health care professionals in women’s health, obstetric, primary care and specialty areas. Established in 1975, NCC sponsors certification examinations and subspecialty exams for competency validation.

NCC’S PHILOSOPHY OF CERTIFICATION

The NCC subspecialty program which leads to a certificate of added qualification is a voluntary process designed to provide health care professionals who provide EFM services the opportunity to publicly demonstrate and to be recognized for their specialty knowledge.

The subspecialty examinations provide for evaluation of the individual’s special knowledge at a specific point in time.

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. Over 100 institutions have participated. 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 applicant taking an NCC exam under these special circumstances and this memo of understanding outlines specific policies to which each individual applicant is subject.
GENERAL POLICIES

- It is the policy of NCC that no individual shall be excluded from the opportunity to participate in the NCC examination program on the basis of race, national origin, religion, sex, age or disability.
- Any requests for special testing accommodations pursuant to the Americans with Disabilities Act must be made in writing and submitted with the application and documentation forms. The special request form can be requested by writing to NCC or downloaded from the NCC website. Upon receipt of such requests for special accommodations, NCC will contact the applicant. 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.
- Written requests to change examination category must be postmarked no later than August 8, 2011 for paper and pencil testing. For computer testing, this request must be made before a candidate makes an appointment with AMP to take the test. Eligibility must be re-established and additional documentation may be requested. There is a $30 fee assessed for this service.
- Examinees must take the examination for which they have been determined eligible. No changes will be permitted on examination day. If a candidate knowingly or unknowingly takes an examination other than the one she/he applied for and was found eligible to take, the examination will not be scored. No refund(s) will be allowed. All fee policies will apply if the candidate reapplies for any NCC examination at a later date. This policy applies not only to the exam taken but also to the mode of administration as well. Switching between computer and any paper/pencil exam modes is NOT allowed without express written approval from NCC.
- It is recommended that applicants make a copy of their application and documentation and keep this copy for their records.
- NCC is not responsible for lost, misdirected or damaged mail.
- All policies and procedures are subject to change without notice.

HOW EXAMINATIONS ARE SCORED

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

NCC utilizes the item response theory of psychometrics for the analysis of its examinations. Item Response Theory (Rasch analysis) is the study of tests and item scores based on assumptions concerning the mathematical relationship between abilities and item responses. Each test item has a difficulty and ability level. The higher the difficulty of an item, the greater the ability score one achieves. Pass/fail is determined based on the number of questions answered correctly. As a question is answered correctly, the ability score is increased and 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.
GENERAL POLICIES

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.

RETEST

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

This 90 day time period

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

MAINTAINING YOUR CERTIFICATE OF ADDED QUALIFICATION

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

Those maintaining an EFM certificate of added qualification must either successfully retest or earn 15 contact hours of continuing education in EFM.

Verification of Credentail

If you require a third party verification of your newly held certificate of added qualification, you must process your request through the NCC website. Click on the verification links on the home page. You cannot request a verification until you have received your official results from NCC in writing. NCC cannot verify your certificate of added qualification 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 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.

Verifications of eligibility to take the test are provided gratis. Such requests should be included with registration applications along with a prepaid envelope addressed to the intended recipient. Verifications of eligibility will be sent at the same time as the applicant's eligibility letter.
2011 NCC APPLICATION FOR ELECTRONIC FETAL MONITORING SUBSPECIALITY EXAMS

Mail to:
Attn: Kara Lacey
BETA Healthcare Group
330 North Brand Blvd Suite 1090
Glendale, Ca. 91203

1. Current Licensure
   Current License # ____________________________
   Expiration Date ________________
   Issuing State/Province __________________________

2. Professional Status
   □ NCC credentialed (RNC/NP)  □ Registered Nurse (RN)
   □ Nurse Midwife (CNM)  □ Physician (MD/DO)
   □ Physician Assistant (PA)  □ Don’t belong to an organization
   Indicate the code above here ____________________________

3. Fee Discount
   If NCC credentialed, MUST submit PROOF of NCC credential to qualify for discount
   List your NCC ID number below (include a copy of your official NCC credential documentation )
   Specialty ____________________________ Expiration Date ________________

4. Year of birth ____________________________

5. Name
   Last Name ____________________________
   First Name ____________________________
   Middle Name ____________________________

6. Address
   Street/Post Office Box ____________________________
   City ____________________________ State ____________________________ Zip ____________________________

7. Contact Information
   Daytime phone ____________________________
   May NCC contact you by email? □ Yes □ No
   Cell phone ____________________________
   May NCC send you Text messages? □ Yes □ No
   Email Address ____________________________

8. How did you receive this application? □ ICP Program  □ Telephone request
   □ NCC Website  □ Colleague  □ Direct mail/NCC  □ Other

9. Do you have a membership in
   □ AWHNN  □ ACNM  □ ACOG  □ AAPA  □ AMA  □ ANA
   □ Don’t belong to an organization  □ Other

10. How are you taking the exam?
    □ By Computer
    □ By Paper/Pencil Testing on September 7, 2011

11. What is your test site if taking the examination via paper/pencil testing?
    Hosting Institution: BETA Healthcare Group
    Test Site City: San Francisco
    Test Site Code: BHG11

12. Fees
    Paper/Pencil Testing $100 for RNCs and certificate holders
    Paper/Pencil Testing $135 for all others
    Includes $25 paper submission fee (Online submissions do not incur this fee.)
    Checks: Make payable to NCC  Check # __________
    Credit Cards: Visa and MasterCard only
    Complete the information below. The charge will be listed as “NCC” on your credit card statement. Keep a copy of your application as your receipt.
    Check one:  □ Visa  □ MasterCard
    Account Number ____________________________
    Expiration Date ________________ (Month/Year)
    Amount ____________________________
    Printed name of cardholder ____________________________
    Cardholder’s signature ____________________________

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

Remember to review your application to insure it is complete.
✓ Licensure information provided?
✓ Application form signed and dated?
✓ EFM applicant profile

YOU MUST COMPLETE THE EFM PROFILE / REMEMBER - INCOMPLETE APPLICATIONS ARE SUBJECT TO A NON-REFUNDABLE $25 RE-PROCESSING FEE.
**APPLICANT PROFILE**

Applicant's Name (First and Last)

Current Employer

Job Title

Institution

Address

City State Zip

Telephone

Email

Supervisor's Name

Supervisor’s Email

☐ Check here if currently unemployed.

How long have you been in this position?

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

Highest level of education?

☐ MD/DO
☐ Doctorate
☐ Master’s
☐ Baccalaureate
☐ Associate
☐ Diploma

Are you certified by:

☐ NCC
☐ ACC
☐ ABOG
☐ NCCPA
☐ ANCC
☐ Not certified
☐ Other _______________________

Remember, incomplete applications are subject to a $25 re-processing fee.
Memo of Understanding
Institutional Certification Plan

This form must be signed by the individual candidate and returned with their registration application. All communications and applications for an exam at the Institution must be made to the Institution Coordinator.

A candidate who chooses to be tested at the Institution test site is subject to the following policies and must sign this Memo of Understanding. By signing this form, the candidate acknowledges receipt of these policies and verifies he or she understands that he or she will be subject to the stated policies without exception. It should be understood that these policies may be different from those for a candidate taking an NCC examination at standard test sites.

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.

CARRYOVER: A candidate who fails to appear to take the examination may be eligible to participate in the carryover process. The candidate must apply within 30 days of the original examination date by submitting a letter requesting this carryover and submitting it to NCC along with the carryover fee of $125.

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

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.

PAYMENT: All applications must include full payment. A $25 fee will be assessed for an incomplete application, a returned check or a chargeback on a credit card.

TEST RESULTS: NCC shall provide final test results reports to individual candidates within 4 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.

Please sign below to indicate your understanding that you will subject to the policies as stated in this Memo of Understanding.

______________________________________________
Signature

______________________________________________
Date

H:\OtherNCC\ICP\Memo of Understanding