



Certification  
Maintenance

**ELBW**

# MAINTENANCE

Maintain your  
C-ELBW credential  
Certified - Care of  
the Extremely Low  
Birth Weight Neonate

# Recognition, Value, Expertise...

It is what certification is all about!

## ABOUT CERTIFICATION



### What makes a certified health care provider different?

Essentially, it is the willingness of the individual to be accountable for his/her knowledge and the willingness to take the risk of undergoing a third party review of their knowledge. Certified 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.

### Certification is more than an initial after your name...

The NCC Maintenance Program provides an opportunity to continue with certified status. Certification validates expertise and gives tangible recognition of an ongoing professional commitment.

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## Notices to Certified Professionals

NCC makes every effort to apprise individuals that their certification maintenance is coming due. NCC does this out of courtesy, not as a matter of obligation. It is up to the individual certified to know when it is time to maintain. During the course of the year prior to the maintenance due date and based on information submitted by the certified individual, NCC makes an effort to alert those affected of their maintenance due date via email. ***It is your responsibility to insure your email is up-to-date at all times.***

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# ELBW MAINTENANCE

## SUBSPECIALTY MAINTENANCE PROGRAM REQUIREMENTS



Subspecialty certification must be maintained every three years by continuing education.

### NCC WEBSITE ACCOUNT

Your NCC account must be set up at [NCCwebsite.org](http://NCCwebsite.org) with your personal information. This includes your address, phone, email and NCC ID number. It is important to keep your account updated whenever there have been any changes in your information.

### LICENSURE:

The current license number, licensing state or province and expiration date for your current/active/unencumbered practice licensure as applicable in the U.S. or Canada will need to be provided.

### CONTINUING EDUCATION

You must earn 15 hours of CE in Care of the Extremely Low Birth Weight Neonate within your current period of certification.

### Track completed and needed CE

Access and update the online maintenance application in your NCC website account throughout the maintenance cycle. Enter CE as it is earned on an ongoing basis. CE can be entered into the maintenance application throughout the maintenance cycle. It is important to save the CE certificate and a description of the CE offering in case of audit. CE earned from successful completion of any NCC CE module will automatically be coded and entered into the maintenance application.



# ABOUT CERTIFICATION MAINTENANCE

The certification maintenance program of the National Certification Corporation (NCC) is designed to provide its core and subspecialty certificants with a mechanism to demonstrate their continued specialty competence and professional development during each 3-year maintenance cycle. Core and subspecialty maintenance processes are structured to ensure that certificants are exposed to evolving scientific developments and evidence-based practice in the clinical aspects of their respective specialties. A key element in NCC's maintenance approach is a focus on the core competency knowledge content as it is represented in the certification examination for each specialty or subspecialty with established updating timelines based on content validation and task analysis study data.

Ongoing maintenance of certification demonstrates to the public and to the profession that the NCC-certified professional delivers a high standard of patient care within their chosen specialty area of neonatal, obstetric, gynecologic and/or women's health. A certification maintenance approach of this nature not only validates knowledge, expertise and dedication to a specialty area of practice, but it also affords each certificant with a tangible recognition of their professional commitment. Maintenance is required for everyone certified by NCC, and the maintenance procedure is part of the certification program that certificants must meet to maintain their certification.

As an accredited certifying body, The National Certification Corporation (NCC) must meet the Standards for Accreditation of Certification Programs established by the Accreditation Board for Specialty Nursing Certification, Inc. (ABSNC) and the National Commission for Certifying Agencies (NCCA). As certification accrediting bodies, ABSNC and NCCA have definitions for recertification and continuing competence. NCC's definitions are in line with these for both continuing competence and maintenance of certification to include:

- **Continuing Competence:** "Demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual's professional career demonstrating the ongoing ability to practice safely, effectively and ethically in a designated specialty." (*Adapted from the NCCA Standard 22, Nov. 2014*)
- **Maintenance of Certification:** "The requirements and procedures established as part of a certification program that certificants must meet to maintain current knowledge, skills and abilities, renew certification and provide safe, competent care." (*Adapted from NCCA Standard 22, Nov. 2014*)

## Rationale for Maintenance of Certification

To review, please visit:

[NCCwebsite.org/maintain-your-certification/maintenance-of-certification-and-rationale](http://NCCwebsite.org/maintain-your-certification/maintenance-of-certification-and-rationale)



# HOW TO SUBMIT YOUR MAINTENANCE APPLICATION

STEP 1

## What are the maintenance requirements?

Determine if you meet the maintenance requirements to maintain. A current, unencumbered license is required for all maintenance applications. Please see *page 3* for maintenance requirement details.

STEP 2

## Submitting your application

Complete, submit and pay your maintenance application online at [NCCwebsite.org](http://NCCwebsite.org). Applications can only be submitted online. You cannot submit an application by mail, telephone or fax. Payment can be made by credit card or check. You may access your online maintenance application at any time and enter your CE into the application as it is earned on an ongoing basis. CE can be entered into the maintenance application throughout the maintenance cycle. It is important to save the CE certificate and a description of the CE offering in case of audit.

STEP 3

## When is your maintenance deadline?

The maintenance application must be submitted no later than 12 Midnight Central Standard Time on the maintenance due date. Specific maintenance due dates can be found in your NCC website account. Sign in with your email and password and go to your account.

Once you have met all CE requirements you may submit your application up to 12 months before your due date. **Applications can be submitted early** - up to (but not more than) one year prior to your due date. **Early submission does not change your current or next maintenance cycle dates or when you can start earning CE for your next maintenance cycle.**

STEP 4

## What information does the application require?

To get prepared to complete the application - see the application check list on *page 17*. It is a handy listing of all the information you will need to supply.

STEP 5

## Email confirmation of your application

Before submitting your application, make sure that your email address is correct. After completing and submitting the application, you will receive confirmation via email. **This will be the ONLY confirmation notice you will receive.** If you do not receive, check your application to make sure you clicked the submit button.

Maintain your  
certification

[Learn More »](#)

Add/track or  
submit your CE

It can take  
up to **two weeks**  
to approve an  
application.

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## HOW TO SUBMIT YOUR MAINTENANCE APPLICATION

- STEP 6** **Notification of successful maintenance**
- Notification of maintenance will be sent via email. The progress of the maintenance application can be tracked by checking your [NCCwebsite.org](https://nccwebsite.org) account for a new maintenance due date. After your maintenance has been approved, official certification documentation will appear in your [NCCwebsite.org](https://nccwebsite.org) account.
- You can download the official documentation of your certification 24/7, free of charge from your account in both card and certificate format. *NCC no longer issues maintenance cards.* Notices are sent by email, it is important to make sure both email and mailing addresses are kept up to date in your profile.
- STEP 7** **Notification of audit**
- NCC randomly selects maintenance applications for audit. If selected you will need to submit your CE certificates along with the CE offering or Conference Agenda that includes the lecture description(s) for all non-NCC CE activities listed in the maintenance application. **You will be required to upload these documents.** Instructions for audit will be included in the audit notification email. If you are unable to upload the CE certificates and course/lecture descriptions required or if the CE does not meet the required core competency you would have to be able to submit additional CE earned in the maintenance due date time frame for the maintenance application to be considered. All CE audit materials are due within 2 weeks of the application submission and audit request.
- Failure to submit the required audit documents by the deadline will result in denial of the maintenance application. Once the maintenance due date passes you are considered lapsed and your only option would be to reinstate.

## FEES

All fees are  
non-refundable**Maintenance Fees**

- 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)
- Maintenance 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 \$10 reprocessing fee (not refundable)

Returned  
Checks and  
Credit Card  
Chargeback

A \$30 fee will be assessed for any check or e-check returned or a credit card payment disputed for any reason. Remittance thereafter of all fees must be in the form requested by NCC.

**The maintenance  
fee is \$50.**

# ABOUT CONTINUING EDUCATION CREDITS

## Time Frames when CE Needs to be Earned

Continuing Education must be earned during your current three year period of certification. Your specific dates are in your account.

## NCC Continuing Education Module User

You can use NCC continuing education modules to earn CE in your specialty area. There are topics that relate to all specialty areas. Modules can earn 2 to 15 hours of CE.

## Other Continuing Education Options

NCC modules are just one option for earning CE. Earning CE at conferences, online or at work are just a few examples for other continuing education options.

**All CE must be accredited.** See page 8 for additional details.





# ABOUT CONTINUING EDUCATION CREDITS

## Conversion Formulas for Hours of Continuing Education

### Academic Credit

(U.S. and Canadian institutions only)

1 quarter hour = 10 hours of continuing education

1 semester hour = 15 hours of continuing education

### Other

1 CE = 1 hour of continuing education

1 CEU = 10 hours of continuing education

1 AMA Category = 1 hour of continuing education

1 CME = 1 hour of continuing education

CEARP = 1 hour of continuing education

ACOG cognate = 1 hour of continuing education

*For other designations, contact the CE provider for conversion translation.*

### Accrediting Agencies for Continuing Education Credit

Academic and CME credit are accepted. For continuing education credit to be accepted for the purpose of maintenance, the continuing education activity must be accredited by one of the agencies below.

- NCC
- State boards of nursing
- State nursing associations
- Nursing, medical or health care organizations (this would include, for example, such organizations as: AWHONN, NPWH, NANN, ACOG, AMA etc.)
- Colleges or universities
- For profit or not-for-profit continuing education organizations such as Contemporary Forums, Western Schools, Professional Education Center, Perifacts, etc., provided that programs sponsored by such organizations have been accredited for continuing education.

Most of the for-profit organizations have achieved accreditation for their offering through a state board of nursing or health care organization. Review accreditation details in the registration brochure or other information received when registering for the particular continuing education activity.

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

## Listing Example


### ACADEMIC CREDIT

**Program /Activity name:** Course 301 Pathophysiology of the Newborn

**Date of program:** 9/14/20 (list the date you finished the program)

**Number of hours:** List in CE hours, see conversion formula

**Sponsor or accrediting agency/organization:** University of Chicago



Select the code that matches content of the course or lecture from the specialty list. Remember all content must be as specified by your Education Plan.

# SPECIALTY CONTENT AND CODING

## Your CE and NCC Coding Requirements

### What is Specialty Content?

Maintenance is designed to insure that each certified individual maintains their knowledge competencies of the specialty over time.

Each core competency for a specialty has an assigned specialty code. The certified individual decides what specialty code should be used based on their knowledge of the content covered in the specific continuing education activity.

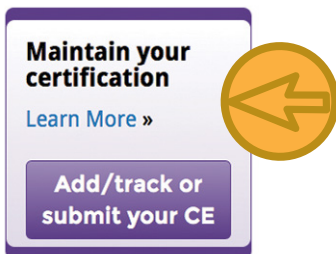
Maintenance is tied to the core competencies for the specialty and not to individualized practice settings.

### Where is the information I need for the coding system?

NCC has created coding booklets specific to each core certification and has a specialty code keyword search feature for browsing content categories and assigning the proper maintenance code.

To access content coding tools:

- visit [NCCwebsite.org](http://NCCwebsite.org)
- choose **Maintain Your Certification/Learn More**
- click **Subspecialty Certification**
- scroll down to **Documenting CE/Acceptable CE - browse keywords**



The specialty content code for C-ELBW is 7.

## NCC Maintenance Pre-Approval

**Pre-approval is optional and should ONLY be used if you want NCC to approve the specialty codes you have chosen for your CE activities.**

Individuals should choose the code that best represents the content of the CE activity. When unsure if your continuing education activities will meet NCC maintenance requirements, you can ask NCC to pre-approve the CE activities. The educational activities can be submitted online along with a non-refundable \$30 fee. NCC will review them, indicate if they are applicable to maintenance and will assign the appropriate specialty code to each activity you submit. NCC cannot code the content unless you provide the titles of the lectures or CE activity you attended. If the titles do not represent the content you must provide more specific information to assist with the coding. Any approved CE activity will be automatically posted to your online maintenance application on [NCCwebsite.org](http://NCCwebsite.org) with the appropriate specialty code so you won't have to re-enter them at the time you maintain. The NCC Maintenance Pre-Approval form is found in the maintenance section of [NCCwebsite.org](http://NCCwebsite.org).



# SPECIALTY CONTENT AREAS

## CONTENT OUTLINES FOR ELBW EXAM



CE earned for maintenance of your ELBW subspecialty certification must be related to one of the following content listing areas.

### GENERAL ASSESSMENT AND MANAGEMENT

- Physical, Gestational Age, Behavioral and Neurological Assessment
- Delivery Room Management, Stabilization and Transition
- Transport/Transfer
- Thermoregulation
- Fluid and Electrolytes
- Nutrition and Feeding
- Respiratory Management/Oxygenation (e.g. Blood gases, Ventilation)
- Skin Care
- Infection Risks (immaturity, prevention, bundles)

### DEVELOPMENTAL CARE

- Neurodevelopment (Structure, function, immaturity)
- Impact of NICU Environment
- Neuroprotective Intentional Caregiving and Promotion of Self-regulation
- Neurobehavioral Alterations and Responses (habituation, state and motor organization)
- Stress and Pain Assessment and Management
- Neuroprotection and Injury Prevention

### DESCRIBE & MANAGE PATHOPHYSIOLOGIC STATES DESCRIBE & MANAGE PATHOPHYSIOLOGIC STATES

- Perinatal Management, Maternal Risk Factors During Pregnancy and Obstetric Emergencies that Impact the ELBW Neonate
- Cardiac
- Respiratory
- GI/GU
- Hematopoietic
- Infectious Diseases
- Metabolic/Endocrine/Genetic
- Neurologic, Neuromuscular, Skin and Musculoskeletal
- Renal
- Head, Eyes, Ears, Nose and Throat
- Pharmacology

### ASSESS AND MANAGE PSYCHOSOCIAL BEHAVIORAL STATES AND ETHICAL ISSUES OF THE FAMILY THROUGHOUT HOSPITALIZATION AND DISCHARGE UTILIZING COMMUNICATION AND DATA TO IMPROVE OUTCOMES

- Family Integration
- Trauma Informed Care/Parental Coping and Grieving Process
- End of Life Care/Palliative Care, Viability and legal/ethical issues
- Discharge Planning, Teaching and Follow up
- Risks for motor, cognitive, language delays and expected milestones
- Professional Practice and Team Communication along the continuum of care
- EBP, QI, Research, Data Outcomes, Benchmarking

The specialty content code for C-ELBW is 7.

## APPROVAL OF YOUR MAINTENANCE

Once the maintenance application has been approved, notification will be sent by email. Those who want to monitor when their application is approved can go to their account and see if the certificate date is updated. Once either of these actions occur the maintained individual can:

- download a current maintenance card directly from the website in the “Certification(s) and/or Lifetime Emeritus” section
- take the next assessment for the new maintenance cycle
- request a verification from the website

### Official Documentation

#### Maintenance Cards and Certificates

To download official documentation of current certification, login to [NCCwebsite.org](http://NCCwebsite.org). The maintenance card and certificate can be downloaded and printed from links under the specific certifications on your profile page. If an official printed maintenance card is desired, it can be purchased for \$35 (includes shipping) when you submit your maintenance application.

#### Receipts

A receipt for your payment of the maintenance fee will automatically be provided with your notice that your maintenance has been successfully completed. A receipt can be downloaded at any time from “Your account” section of the website.

#### Press Release

After your maintenance has been approved, consider sending a press release to colleagues, leaders and faculty to inform them that your certification has been successfully maintained. This is an excellent way to let your colleagues, supervisor, mentors or other leadership in your institution know of your accomplishment.

A press release can be initiated at any time but should only be done after receiving official notification of successfully completing the certification maintenance process.

This is not a substitute for primary source verifications. The official documentation of your certification can be downloaded from your account. Access the press release by clicking the link **Issue press release**, under “Your certification”.

### Verification of Your Certification


If a third party verification of certification is required, a request through the NCC website must be submitted. Click on **Request a Verification** on the home page. **Do not request a verification until the certification in your account has been updated to reflect the new maintenance cycle.** Individuals who are newly certified cannot request a verification until they have received 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. 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 that have provided them.

**Maintain your certification**

[Learn More »](#)

**Add/track or submit your CE**



- » [Request a verification](#)
- » [Download exam catalogs](#)
- » [Download maintenance catalogs](#)
- » [See the latest NCC news](#)



# ADMINISTRATIVE POLICIES

## Your Contact Information

Please keep the contact information saved in your account up-to-date. NCC uses your email to keep you informed of news and events specific to your certification, including **Courtesy Maintenance Reminders**.

The following are a few examples of NCC notifications:

- **Courtesy Maintenance Reminders**
- Continuing Education Offerings
- New Certification Opportunities
- News from NCC

Please login into your NCCwebsite.org account, click "Update your profile" and check/update your contact information. *It is your responsibility to insure your email is up-to-date at all times.*

## Multiple Certifications

To maintain more than one NCC certification and/or a subspecialty certification, a separate maintenance application and fee for each certification must be submitted. There is a separate application for maintaining subspecialty certifications. If applicable, the same continuing education can be used across multiple certifications as long as it meets the maintenance requirements for the other certifications.

## Extending your Maintenance Due Date

A one time, three month extension can be requested when maintenance cannot be completed by the due date or when enough continuing education credits have not been earned. This extends the time to file. It does NOT change the next maintenance due date. During this extension period, any request for verification of certification status will be reported as lapsed. The certification remains lapsed if the extension deadline is not met! Continuing education earned in the extension period can be used to maintain the extended certification. The cost to extend the certification is \$30. The CE earned and used during the extension period to maintain this cycle, cannot be used to maintain the next cycle. **The extension request must be submitted online at the NCC website no later than midnight Central Standard time of your maintenance due date.** An acknowledgement of the granting of the extension will be sent. Extension requests received after the maintenance due date will not be honored. Such individuals will need to reinstate in order to maintain certification.

**To submit an extension request:**

- visit [NCCwebsite.org](https://nccwebsite.org)
- choose **Maintain Your Certification/Learn More**
- scroll to **Common Links**
- select **File an Extension for Maintenance**
- complete the **Extension Form** and pay the fee

All policies and procedures are subject to change without notice



# ADMINISTRATIVE POLICIES

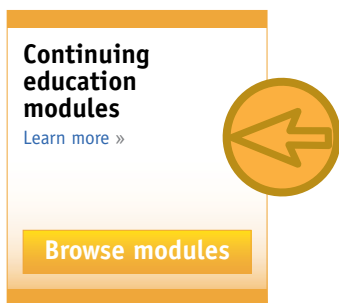
## Don't have enough CE to Maintain?

If you don't have enough CE to maintain your NCC certification, NCC offers online continuing education modules. **Using NCC CE modules is NOT a requirement for maintenance.** NCC developed this optional program as a response to individuals requesting relevant, convenient and cost-effective CE. Modules can earn 3 to 15 hours of continuing education. There are topics that relate to all specialty areas. Discounts can be earned on maintenance fees by using the NCC CE modules. NCC recognizes there are many ways to obtain CE. This is just one option that we provide.

### For more information about CE modules:

- Sign into [NCCwebsite.org](https://nccwebsite.org) with your email and password.
- Click "Continuing Education" in the yellow tab.
- Choose your specialty from certification specialty "browse modules" icons at the top of the page.
- A list of modules for your certification specialty will appear sorted by specialty code.

*You can also access specialty specific CE from your account page.* Look in your Certification Maintenance and under each certification you will be able to view available modules directly from your account.



**All policies and procedures are subject to change without notice**

## Lapsed or Expired Subspecialty Certifications

Certification will lapse (expire) if:

- the required application or extension request and/or fees are not filed by the designated maintenance due date.
- the required application is not submitted within the three month extension period.
- the required hours of continuing education are not earned or participation in continuing education activities are not accredited by agencies recognized by NCC.
- an incomplete application is not remediated within the requested deadline date.
- your license to practice is not active.
- you do not submit all required materials within the timeline if you are chosen for audit.

***Certification can be revoked if NCC determines any information on your maintenance application has been intentionally or unintentionally misrepresented.***

# ADMINISTRATIVE POLICIES

## The Reinstatement Program

A reinstatement program is available for individuals who failed to maintain their certification by their maintenance due date. The reinstatement program allows professionals formerly credentialed by NCC to come back into the system without re-examination. This program is time sensitive and must be completed within the 12 month period following the missed maintenance date and by that quarter's due date (see your specific date by going to your account). You must submit the application by midnight central standard time. Reinstatement application requires submission of CE certificates for all non-NCC CE activities listed in the reinstatement application along with the Conference/Program Agenda with the lecture descriptions.

To submit a reinstatement request:

- visit [NCCwebsite.org](http://NCCwebsite.org)
- choose **Maintain Your Certification/ Learn More**
- scroll to **Common Links**
- select **Reinstate your Certification**
- complete the **Reinstatement Form** and pay the fee

Individuals who take advantage of this program will need to enter their earned CE into the online reinstatement application **and pay the \$145 reinstatement fee.**

Subspecialty certificates require completion of 15 hours of CE in the subspecialty area. If successfully reinstated, the next maintenance date remains unchanged from the missed maintenance 3-year cycle.

NCC randomly selects reinstatement applications for audit. If selected, you will be required to upload these documents in a digital format and directions will be emailed to you. If the CE does not meet the required core competencies, or if the documents uploaded are not correct, you will need to submit additional CE earned in the time frame of the original maintenance cycle and reinstatement period for the reinstatement application to be considered. All CE audit materials requested are due within 2 weeks of the application submission and audit request. Failure to complete or meet the audit will result in a permanent lapse of the certification.

For those beyond the reinstatement period – permanently lapsed – testing is required to regain certification. Current eligibility criteria must be met to qualify to retest, which may be different from when the individual was originally certified.



# ADMINISTRATIVE POLICIES

## Incomplete Application Processing

Incomplete applications are defined as:

- missing required information
- incorrect information
- inadequate fees (Returned Checks, Credit Card Declines or Credit Card Chargebacks)
- demonstrating inadequate or non-applicable continuing education
- listing inadequate continuing education hours to meet maintenance requirements
- any reason resulting in an inability to determine the RNC or certified nurse practitioner's eligibility

All incomplete applications are subject to a nonrefundable \$10 reprocessing fee.

All policies and procedures are subject to change without notice

## Audits

NCC randomly selects for audit a percentage of certified professionals who are due to maintain their certification. **All incomplete applications are automatically selected for audit.**

An audit requires the certificant to submit copies of the certificates of continuing education (CE Certificates) to document the CE listed in the maintenance application along with the Conference/Program Agenda with the lecture descriptions. After the maintenance application is submitted, a notice of approval or a notice of audit is sent by email. The notice of audit outlines the audit process and provides a deadline for completion. Failure to meet the deadline results in lapse of certification. If selected for audit, and the required continuing education certificates along with the Conference/Program Agenda with the lecture descriptions are not provided or the deadline to submit additional documentation that would complete your application is not met, your certification will lapse. If additional CE documentation is submitted, it must have been earned within the current maintenance cycle. New CE cannot be earned and submitted unless your current maintenance window is still open.





# ADMINISTRATIVE POLICIES

## NCC-E

The NCC-E credential provides special recognition for the accomplishments of PERMANENTLY RETIRED Certified Professionals, made during the active part of their careers. This is not a certification, but a lifetime emeritus status demonstrating on-going recognition of previous certification. Please note: if you elect to become an NCC-E you cannot revert back to certification status without retesting which will require you to meet current eligibility criteria which may be different than when you were originally certified.

The NCC-E fee is \$90 for lifetime status. Fees are subject to change without notice.

All policies and procedures are subject to change without notice

### To request NCC-E status:

- visit [NCCwebsite.org](https://nccwebsite.org)
- choose **Maintain Your Certification/Learn More**
- scroll to **NCC-E Emeritus Credential**
- select **Access the NCC-E Application**
- review the terms and eligibility
- complete the **NCC-E Form** and pay the fee

## Designation Authorization

*Certification is a non-transferable, revocable, limited, non-exclusive license to use the certification designation "C-ELBW", subject to compliance with the policies and procedures, as may be revised from time to time.*

*Any use or display of NCC certification marks and/or logos without the prior written permission of the NCC is prohibited. Any candidate or certificant who manufactures, modifies, reproduces, distributes or uses a fraudulent or otherwise unauthorized NCC certificate, NCC designation or other credential may be subject to disciplinary action, including denial or revocation of eligibility or certification. Any individual who engages in such behavior also may be subject to legal action.*



# GENERAL POLICIES

## Nondiscrimination Policy

It is the policy of NCC that no individual will be excluded from the examinations as a result of age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, military status or gender identity.

## Other Policies

- Any policy, requirement or fee is subject to change without notice.
- All fees submitted must be in US dollars and are non-refundable.
- Only American Express, Visa and MasterCard are accepted for credit card payment.
- NCC does not accept debit cards.
- NCC will not accept split payments (part credit card/part check payment)
- NCC is not responsible for lost, misdirected or damaged mail or failed online submission attempts
- It is the certified individual's responsibility to maintain a current email and mailing address on file in their profile.
- Address or other contact information changes should be submitted to NCC via the NCC website. **Name changes must be submitted with corroborating legal documentation via the user's profile.**

## Appeals Procedure

Any request to waive any policy of the NCC Board of Directors regarding certification maintenance must be received in writing within 60 days of the dispute. This request should be emailed to [nccpresident@nccnet.org](mailto:nccpresident@nccnet.org). The correspondence should contain a detailed account as to why the NCC policy should be waived or the candidate's status changed. Such requests are referred to the NCC Board of Directors via the Policy Review Committee. All decisions will be provided in writing. Cases in which consensus cannot be reached by the Policy Review Committee are referred to the full Board of Directors.

All policies and procedures are subject to change without notice



# CHECKLIST FOR MAINTENANCE

Before filing the online maintenance application, look over the below check list and make sure that the necessary steps have been completed.

## NCC WEBSITE ACCOUNT

Your account on the NCC website with your personal information has been set up. This includes your current address, phone, email and NCC ID number.

## LICENSURE

Your current license number, licensing state or province and expiration date for your current/active practice licensure as applicable in the U.S. or Canada.

## CONTINUING EDUCATION

You have earned 15 hours of CE in **Care of the Extremely Low Birth Weight Neonate** within your current period of certification. You have coded your CE with the appropriate specialty code.

The specialty content code for C-ELBW is 7.

**APPLICATION AGREEMENT:** 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 maintenance 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 any false information knowingly 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.*

## ABOUT NCC

The National Certification Corporation (NCC) is a not for profit organization that provides a national certification program for nurses, physicians, and other licensed health care professionals. Certification is awarded to nurses and advanced practice nurses in the obstetric, gynecologic, and neonatal specialties. Multidisciplinary subspecialty certifications are awarded for Electronic Fetal Monitoring, Neonatal Pediatric Transport, Obstetric and Neonatal Quality and Safety, Care of the Extremely Low Birth Weight Neonate, and Neonatal Neuro-Intensive Care.

Since its inception in 1975, NCC has awarded certifications to more than 175,000 licensed health care professionals.



### NCC'S PHILOSOPHY OF CERTIFICATION

Certification 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 certification 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.

### NCCA & ABSNC Accreditation

NCC nurse and subspecialty certification programs are accredited by the National Commission for Certifying Agencies (NCCA).

NCC nurse practitioner certification programs are accredited by both the Accreditation Board for Specialty Nursing Certification (ABSNC) and the National Commission for Certifying Agencies (NCCA).

