



Certification
Maintenance

CORE MAINTENANCE

Inpatient Obstetric Nursing
Low Risk Neonatal Nursing
Maternal Newborn Nursing
Neonatal Intensive Care Nursing
Neonatal Nurse Practitioner
Women's Health Care Nurse Practitioner

Effective January 1, 2016 -- All NCC Maintenance dates have changed to the 15th of the month. ***This change effects ALL individuals holding a NCC credential, including RNC-E and those newly certified.***

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

ABOUT CERTIFICATION

What makes a certified nurse or nurse practitioner different?

Essentially, it is the willingness of the nurse or nurse practitioner 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 and nurse practitioners make a difference to their patients and to their institutions. They are unique professionals who 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. The RNC or NP-BC credential validates expertise and gives tangible recognition of an ongoing commitment to the profession of nursing.

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Notices to RNCs and NP-BCs

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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NCC 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 NCCA.



Certification must be maintained on an ongoing basis every three years by continuing education.

CORE MAINTENANCE

MAINTENANCE PROGRAM REQUIREMENTS

Inpatient Obstetric Nursing
Low Risk Neonatal Nursing
Maternal Newborn Nursing
Neonatal Intensive Care Nursing
Neonatal Nurse Practitioner
Women's Health Care Nurse Practitioner

NCC WEBSITE ACCOUNT

The NCC account must be set up at NCCwebsite.org with your personal information. This includes your address, phone, email and NCC ID number. It is important to keep your account updated if there have been any changes in your information.

LICENSURE

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

CONTINUING COMPETENCY ASSESSMENT

Each nurse or nurse practitioner certified in one of the above listed specialties MUST complete a continuing competency assessment (CCA) developed for their specialty area of certification at the beginning of each maintenance cycle. The CCA evaluates knowledge in the core competency content areas and provides a new education plan outlining what CE needs to be earned during the new maintenance cycle.

To complete your CCA and obtain your education plan at the beginning of each maintenance cycle, login to your NCCwebsite.org account, go to the green Continuing Competency Assessment section and click on "Take the assessment". The specialty assessment is free.

EDUCATION PLAN

The education plan will identify those specialty "core" competency areas that the individual will need to focus their continuing education on. Individuals may also have a baseline requirement for CE which can be done in any core area. Each education plan outlines the CE (code) needed to maintain NCC certification. An individual can add CE at any time to their maintenance application and can see how the CE is meeting their education plan needs. To get to the maintenance application click "Add/track or submit your CE" on the purple tab and continue on to the application. The application can be updated throughout the maintenance cycle.

CONTINUING EDUCATION

You must earn CE as specified by your Education Plan. Both the amount and the content of the CE hours needed to maintain your NCC certification, will be reflected in your Education Plan. All CE must be earned after you take your continued competency assessment and within your current maintenance cycle. Coding books can be found under the "Maintain your Certification" tab to code any CE you take.

Track completed and needed CE

Access and update the online maintenance application throughout the maintenance cycle. Enter CE as it is earned and on an ongoing basis. An individual may open and close their online application, tracking completed and needed CE activities as earned. CE earned from successful completion of any NCC CE module will automatically be coded and entered into the maintenance application. Only CE earned after the specialty assessment is completed can be used to maintain.



HOW TO SUBMIT YOUR MAINTENANCE APPLICATION

STEP 1

What are the maintenance requirements?

Determine your eligibility. Both the number and nature of CE required for maintenance is determined by your education plan. Please see *page 3* for eligibility details and *page 12* for information on your education plan.

STEP 2

Submitting your application

Complete and submit your application online at 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 any time and enter your CE into the online maintenance as it is earned and on an ongoing basis. An individual may open and close their online application, tracking their completed and needed CE activities as they earn them.

STEP 3

When is your maintenance deadline?

The maintenance application must be submitted no later than 12 Midnight Central 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.

STEP 4

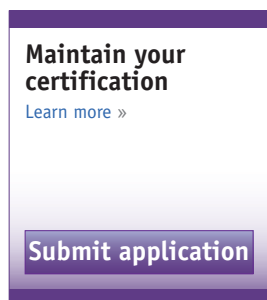
What information does the application require?

To get prepared to complete the application - see the application check list on *pages 21 & 22*. It is a handy listing of all the information you will need to supply.

STEP 5

Email confirmation of your application

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.



It can take
up to **four**
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 but may also be sent by mail. 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 conference or lecture description for all non-NCC CE activities listed in the maintenance application. You would 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 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

MAINTENANCE FEES

The maintenance fee is \$100.

Discounts are afforded to those who use NCC continuing education online modules or participated in the NCC Pretest Program.

Earning at least **15 hours of continuing education** through any of the above programs, lowers the fee to **\$80**

Earning at least **30 hours of continuing education** through any of the above programs, lowers the fee to **\$70**

Earning at least **45 hours of continuing education** through any of the above programs, lowers the fee to **\$60**

Discounts do not apply to alternative maintenance.

All fees are non-refundable

Maintenance Fees

- All fees are non-refundable 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 re-processing fee (not refundable)
- 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.



ABOUT CONTINUING EDUCATION CREDITS

Time Frames when CE Needs to be Earned

Only CE earned after taking the assessment can be used to maintain certification. It must meet the CE needed in the educational plan and have been earned during your current three year period of certification.

The assessment is used to develop each individualized education plan. Once the education plan is developed CE can be earned to meet the educational needs. Only CE earned after the assessment and within the three year maintenance cycle can be used to maintain. Your specific dates are in your maintenance application. The total cycle is three years but it is amended when you take the assessment.

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. In addition, the use of NCC modules may also reduce the cost of the maintenance fee.

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. NCC coding books have been developed for each core certification. These coding books will assist you in coding all CE earned from sources outside of NCC. The coding books can be found on the Maintenance page and are provided by certification specialty. **All CE must be accredited.** See pages 8-10 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 Consultants, 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.

NCC Continuing Education Reviewer or Author

10 hours of continuing education will be awarded to those RNCs or certified NPs who serve as reviewers or writers of a continuing education module or monograph. A maximum of 10 hours of continuing education can be used as a NCC Continuing Education reviewer or monograph author per certification maintenance cycle. CE is awarded in the same specialty code as the NCC CE module written or reviewed.

Listing Example


ACADEMIC CREDIT

Program /Activity name: Course 301 Pathophysiology of the Newborn

Date of program: 9/30/16 (list the date you finished the program, must be after your took your specialty assessment)

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.

OTHER RECOGNIZED EDUCATIONAL ACTIVITIES

Some activities can also qualify for meeting maintenance requirements.

These activities can only be used as baseline hours and not hours designated in the education plan assigned to a specific competency area (code). Baseline hours are those hours that can be assigned to any core competency area (code) and appear at the bottom of your educational plan.

Presenter of Continuing Education Course

RNCs or certified NPs who present continuing education programs can use the same amount of credit awarded to the participants attending the presentation to maintain their certification. This activity must be outside the individual RNC's or certified NP's current job responsibilities and cannot be an expectation of their current position. Programs presented must earn credit within NCC guidelines. Any given presentation of the same program can be used only once during an individual certification period, even if it is presented multiple times.

Preceptor

Those RNCs or certified NPs who precept nursing or nurse practitioners in their certification specialty area can earn 10 hours of continuing education for this activity. You must precept students for at least one academic quarter, semester or entire clinical rotation. To earn the 10 hours, you must have a letter from the sponsoring institution (on official letterhead and signed by the appropriate authorizing person) indicating your responsibilities as preceptor and dates and hours of your preceptor time, and this letter must be submitted if you are selected for audit. If this time is less than 10 hours, this preceptorship time cannot be used for maintenance. 10 hours is the maximum that can be earned for this activity. This option does not apply to orienting new staff to your workplace.

Listing Example

PRECEPTORSHIP

Program/Activity name:

Preceptor of students for University of Massachusetts clinical rotation in obstetrics

Date of program: 12/14/16

(list the date when you finished precepting, must be after you took your specialty assessment.)

Number of hours: maximum that can be used is 10 hours

Sponsor or accrediting agency/organization:

University of Massachusetts

Select code 24 preceptorship from the specialty code list

PRESENTER OF CE

Program/Activity name:

Managing Shoulder Dystocia

Date of program: 5/10/16

(must be after you took your specialty assessment.)

Number of hours: Same numbers as awarded to participants

Sponsor or accrediting agency/organization:
AWHONN

Select code 24 presenter of CE program from the specialty code list



OTHER RECOGNIZED EDUCATIONAL ACTIVITIES

Some activities can also qualify for meeting maintenance requirements.

These activities can only be used as baseline hours and not hours designated in the education plan assigned to a specific competency area (code). Baseline hours are those hours that can be assigned to any core competency area (code) and appear at the bottom of your educational plan.



Author or Editor of Book, Book Chapter or Journal Article

10 hours of continuing education will be awarded to those RNCs or certified NPs who:

- are primary or secondary author of a book
- are editor of a book
- have authored a book chapter
- have authored a journal article

Following are the rules to use publications for maintenance:

- The publication date of the article/ book/module will determine its applicability for your current certification maintenance.
- Only one article or book authorship can be used per certification maintenance cycle.
- Articles/books must be related to the certification specialty area.
- Proof of authorship can be established by including a copy of the title page of the article with the title of the article, your name as author and the publication date. This information must be supplied if your application is selected for audit.
- For primary or secondary book authorship, pages from the book that identify the title, author and publication date must be submitted.

Listing Example FOR AN AUTHOR

Select code 25 author option
from the specialty list

Program/Activity name:

Chapter 12 on Oral Contraceptives in Comprehensive Gyn

Date of program: 3/08/16

(list the date the work was published, must be after you took your specialty assessment.)

Number of hours:

Refer to maximum depending on the type of work

Sponsor or accrediting agency/organization:

Lippincott Williams and Wilkins



SPECIALTY CONTENT AND CODING

CE and NCC Coding Requirements

What is Specialty Content?

Maintenance is designed to insure that each certified nurse or NP maintains the core certification knowledge competencies of the specialty over time. Specialty content is the information in core competency areas for each specific specialty.

The core certification knowledge competencies reflect the knowledge tested on each certification exam.

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

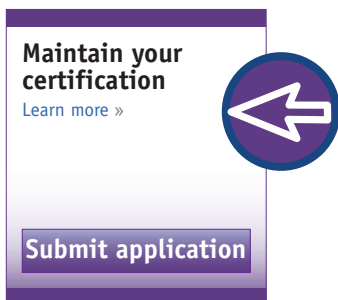
Maintenance is tied to the core competencies for the specialty and not to individualized practice settings. The overarching competencies and body of knowledge for the specialty are reassessed early in each maintenance cycle.

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
- Click "Learn More" in the purple "Maintain your certification" box
- Scroll down to Documenting CE & specialty codes
- Click "Is my CE acceptable?"
- Or select from the right hand column the coding brochure specific to your specialty



NCC Maintenance Pre-Approval

Pre-approval is optional and should ONLY be used if you want NCC to provide specialty codes 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 \$25 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 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.



CONTINUING COMPETENCY ASSESSMENT (CCA)

The Certification Maintenance Program is required for nurses and nurse practitioners holding the following credentials:

- Inpatient Obstetric Nursing
- Low Risk Neonatal Nursing
- Maternal Newborn Nursing
- Neonatal Intensive Care Nursing
- Neonatal Nurse Practitioner
- Women's Health Care Nurse Practitioner

All NCC certified nurses and nurse practitioners holding a NCC RNC or NP credential are required to take the Continuing Competency Assessment as part of the certification maintenance program.

The CCA provides an education plan that identifies individual content strengths and knowledge gaps - through a non-pass/fail assessment. Completion of the assessment generates an Education Plan. The CCA should be completed as early in the new maintenance window as possible

KEY POINTS

- Continuing competency assessment results will provide an education plan that will identify the amount and nature of CE required to maintain certification.
- CE must be earned in the core competency areas designated by the Education Plan. A code is assigned to each core competency area.
- Only CE earned AFTER you take the assessment (CCA) can be used to maintain certification.
- All CE must be accredited. ANCC, state boards of nursing, CME, academic credit and NCC continuing education are acceptable. See accrediting agency list on page 7.
- Earn 5 hours of continuing education for taking the assessment.

When should the Continuing Competency Assessment be taken?

The Assessment must be taken BEFORE earning any CE towards Maintenance.

After maintaining, take the assessment and generate the Education Plan for the next maintenance cycle.

Complete the assessment as soon as possible in each new maintenance cycle. This provides you with the educational plan for that cycle.

Only CE earned AFTER you have taken the Assessment and as specified by the Education Plan can be used towards NCC maintenance.



Certifications that do NOT need a Continuing Competency Assessment

- Ambulatory Women's Health Care Nursing
- High Risk Obstetric Nursing
- Reproductive Endocrinology/ Infertility Nursing
- Telephone Nursing Practice
- ANA-MCH/NCC Joint Certification

To access your assessment, login to your [NCCwebsite.org](https://www.nccwebsite.org) account, go to the green Continuing Competency Assessment section and click "**Take the assessment**".



ALTERNATIVES TO TAKING THE CONTINUING COMPETENCY ASSESSMENT

For those who do not wish to take the Continuing Competency Assessment an alternate maintenance option is available.

No alternate maintenance applications will be accepted any earlier than 6 months prior to the maintenance due date.

The process will entail the following (subject to change)

- The alternate maintenance process must be selected by signing a statement of declaration that you have voluntarily opted out of the continuing competency initiative.
- To choose alternative maintenance, go to the online maintenance application and opt out.

REQUIREMENTS

- 50 hours of CE is required which is assigned to each of the designated competency areas for the specific specialty. An alternate education plan will be generated and must be followed.
- The fee is \$175, and **no discounts will be afforded for taking any NCC CE modules.**
- All CE activities must be documented by uploading a copy of each educational activity's curriculum/description in PDF format.
- A copy of each CE certificate of completion must also be provided in PDF format which will show title, date, accreditor and amount of CE.
- When choosing alternative maintenance - NCC CE is automatically posted into the maintenance application, and CE earned through NCC CE modules do not require uploaded descriptions or certificates of completions.
- Each activity must be listed, and title, accreditor and number of hours awarded must be completed in the online alternate maintenance application.
- Each activity must match the uploaded documentation otherwise it will not be accepted.
- Activities such as preceptorship, presentation of education sessions, etc., will not be accepted for meeting maintenance requirements.
- All CE must be accredited by agencies recognized by NCC.
- If individuals fail to maintain under this alternate option and qualify for reinstatement, the filing requirements for reinstatement will mimic those of alternate maintenance.
- It will take four weeks for these applications to be processed.

Please note components of the program are subject to change.



APPROVAL OF YOUR MAINTENANCE

Once the maintenance application has been approved, notification will be sent by email or mail. Once notified that the maintenance application is approved the maintenance card can be downloaded directly from the website in the “your certifications” section under “Your Account”.

An email will be sent when the maintenance application is approved. In addition, to track when the application is approved, go to your account and see if the certificate date is updated. Once you see it updated you can take your next assessment to get your new Education Plan.

Official Documentation

Maintenance Cards and Certification

To download official documentation of current certification, login to NCCwebsite.org and click “Your Certifications”. The maintenance card and certificate can be downloaded and printed. If an official printed maintenance card is desired, it can be provided for the fee of \$35, which includes shipping.

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. A request for a receipt of payment is not necessary.

Press Release

After your maintenance has been approved, consider sending a press release to colleagues, leaders and faculty to inform them of this certification that 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 from your maintenance order in your account.

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. 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.

The continuing competency assessment should be taken as soon as possible after maintenance is approved. This will provide the new education plan for the next certification cycle.

Maintain your
certification

[Learn more »](#)



Submit application

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



ADMINISTRATIVE POLICIES

Multiple Certifications

To maintain more than one NCC certification and/or a subspecialty certificate, a separate maintenance application and fee for each certification/ certificate must be submitted. There is a separate application for maintaining subspecialty certificates. If applicable, the same continuing education can be used credit for multiple 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 www.NCCwebsite.org
- Click "Learn More" in the purple "Maintain your certification" box
- Scroll down to What happens if I can't maintain on time?
- Click "Extensions"
- Fill out the online Extension form and pay the fee

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 5 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:

- Visit NCCwebsite.org
- Click "Browse modules" in the yellow "Continuing education modules" box
- Choose your specialty from the list
- Sort by code to see what offerings cover what core competency areas

All policies and procedures are subject to change without notice

Continuing
education
modules

[Learn more »](#)



Browse modules



ADMINISTRATIVE POLICIES

Lapsed or Expired Certifications

Lapsed Certifications

Certification will lapse (expire) if:

- the required application or extension request and/or fees are not filed by the designated maintenance due date.
- after an extension request if the required application within the three month extension period is not submitted.
- the required hours of continuing education are not earned or participation in continuing education activities not accredited by agencies recognized by NCC
- an incomplete application, is not remediated within the requested deadline date.
- your RN license or advanced practice license 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.

All policies and procedures are subject to change without notice



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 formally 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 below for specific dates).

Lapsed Date	Deadline for Application Submission
March 15, 2017	March 15, 2018
June 15, 2017	June 15, 2018
September 15, 2017	September 15, 2018
December 15, 2017	December 15, 2018

To submit a reinstatement request:

- Visit NCCwebsite.org
- Click "Learn More" in the purple "Maintain your certification" box
- Scroll down to What happens if I can't maintain on time?
- Click "Reinstatement of lapsed NCC credential"
- Fill out the online 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 \$215 reinstatement fee.**

Core certifications require completion of a 50 hour CE education plan that earns CE in all core competency areas. *Previous education plans generated from an assessment while the certification was active will no longer apply.*

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 need to submit your CE certificates for all non-NCC CE activities listed in the reinstatement application. You would be required to upload these and directions would be emailed to you. If you are unable to upload the CE certificates 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 and reinstatement due date time frame for the reinstatement application to be considered. All CE audit materials 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.

For NPs, please note: it is a qualification that you must be within 8 years of graduation from your NP program to retest. For those beyond that 8 year period, you must go back to school and earn a post graduate degree or certificate in the NP specialty to qualify to retest.

There are no exceptions to this rule.



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 Charge Backs)
- utilizing/listing CE outside of your Education Plan requirements
- 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 re-processing 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) that were documented for the purposes of maintenance in the maintenance application. 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 you fail to upload the required continuing education certificates or fail to meet the deadline to submit additional documentation that would complete your application, 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.

YOUR CONTACT INFORMATION

NCC uses your information to keep you up-to-date with everything NCC. A current email address is the best way to stay informed.

The following is just a few examples of NCC notifications:

- Maintenance Reminders
- CE offerings
- News from NCC
- Recognition
- Public Awareness Campaigns

Please login into your [NCCwebsite.org](https://nccwebsite.org) account, click "Update your profile" and check/update your contact information.

BIOGRAPHICAL QUESTIONNAIRE

To update your RNC or certified NP biographical profile:

- Visit [NCCwebsite.org](https://nccwebsite.org)
- Sign into your NCC account
- Click "Learn More" in the purple "Maintain your certification" box
- Scroll down to Maintenance submission
- Click "Complete your biographical data survey"



ADMINISTRATIVE POLICIES

NCC-E (RNC OR CERTIFIED NP EMERITUS)

Emeritus status can be opted by those who have completed their nursing careers but want to continue their relationship with NCC. The purpose of the NCC-E program is to provide special recognition to RNCs and certified NPs who have contributed to the specialty. Any NCC core certified nurse in good standing who is permanently retired from active employment in nursing (and those who are retired but continue to volunteer their nursing skills) are eligible to apply.

If a nurse or NP with NCC-E status wishes to regain RNC or NP-BC status, the only way this can be accomplished is through re-examination. Current eligibility requirements in effect at the time must be met. The NCC-E fee is \$30 for a three year cycle. Fees are subject to change without notice. You may request an NCC-E application from the NCC office or download one from the NCC website.

To request NCC-E status:

- Visit NCCwebsite.org
- Click "Learn More" in the purple "Maintain your certification" box
- Scroll to Certification and certificate of added qualification maintenance
- Click "Am I eligible for NCC-E emeritus status"
- Complete the online NCC-E application form and submit with the \$30 fee

All policies and procedures are subject to change without notice



GENERAL POLICIES

Credit Card Denials

In the event a credit card payment is declined, the credit card information is submitted a second time by a different individual to assure correct data entry. Notice of credit card denials are only issued after this process. NCC does not remit address or CV code information on credit card payment. If you receive a notice of credit card denial, you will be required to submit the \$10 reprocessing fee. There will be no exceptions.

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 RNC's or certified NP's responsibility to maintain a current mailing address on file with NCC.
- Address or other contact information changes should be submitted to NCC via the NCC website.

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. 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

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

ASSESSMENT & EDUCATION PLAN

The Assessment has been taken and Education Plan has been generated.

CONTINUING EDUCATION

The appropriate number of CE has been earned in the content areas specified by the personalized Education Plan. **REMEMBER:** *Only CE earned AFTER completion of the specialty assessment can be used for NCC certification maintenance and all CE earned must address the needs as outlined by the Education Plan which develops from the specialty assessment.*

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 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.



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 credential 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.

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).

