NCC

National Certification Corporation

Certification Maintenance

NPT

MAINTENANCE

Neonatal Pediatric Transport

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 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.*

NPT MAINTENANCE

SUBSPECIALTY MAINTENANCE PROGRAM REQUIREMENTS

> Subspecialty certification must be maintained on an ongoing basis every three years by continuing education.

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 practice licensure as applicable in the U.S. or Canada will need to be provided.
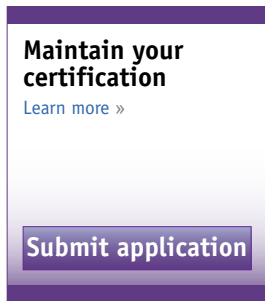
CONTINUING EDUCATION

You must earn 15 hours of CE in neonatal pediatric transport within your current period of certification.

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.

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HOW TO SUBMIT YOUR MAINTENANCE APPLICATION

Maintain your certification

Learn more »

Submit application

STEP 1

What are the maintenance requirements?

Determine your eligibility.
Please see *page 3* for eligibility details.

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 at 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 before your due date. **Applications can be submitted early - up to (but not more than) one year prior to your due date.**

{ It can take up to **four weeks** to approve an application.

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

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.

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(continued from previous page)

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** account for a new maintenance due date. After your maintenance has been approved, official certification documentation will appear in your **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 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.

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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.

The maintenance fee is $50.

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 provided by NCC. Contact NCC for requirements.

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.

Maintenance due dates for 2018 are on the 15th:

Due March 15, 2018	Use credit earned during 4/1/15 to 3/15/18
Due June 15, 2018	Use credit earned during 7/1/15 to 6/15/18
Due September 15, 2018	Use credit earned during 10/1/15 to 9/15/18
Due December 15, 2018	Use credit earned during 1/1/16 to 12/15/18

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.*

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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.
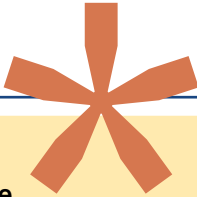
Listing Example
ACADEMIC CREDIT

Program /Activity name: Course 301 Pathophysiology of the Newborn

Date of program: 9/30/16 (list the date you finished the program)

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**
- Click "Learn More" in the purple "Maintain your certification" box
- Scroll down to Documenting CE & specialty codes
- Click "Is my CE acceptable?"

Maintain your certification

Learn more »

Submit application
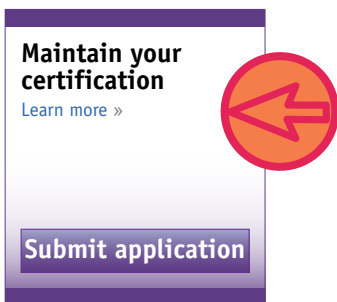
The specialty content code for NPT is 27.

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**.

SPECIALTY CONTENT AREAS

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

CORE KNOWLEDGE
(Applicable to both neonatal and Pediatric Transport Situation and/or Population)

- Professional Issues
- Transport Environment
- Environmental Issues
  – Safety
  – Crew Stressors
  – Communications
- Transport-related Clinical Management and Skills
  – Cardiopulmonary Arrest (NRP & PALS)
  – Thermal Management
  – Special Skills
- Physical Asssessment
- Developmental/behavioral status
- Fluid & electrolyte therapy
- Infection control issues
- Principles of mechanical ventilation support during transport
- Pharmacology
- Physiologic impacts

NEONATAL
- Pulmonary
- Cardiovascular
- Gastrointestinal
- Metabolic
- CNS/Neurological
- Surgical Emergencies
- Special situations
  – Care of the ELBW neonate during transport

PEDIATRIC
- Pulmonary
- Cardiovascular
- Gastrointestinal
- Hematologic
- Metabolic/Endocrine
- CNS/Neurological
- Special situations
  – Bites
  – Ingestions Poisonings
  – Near drowning
- Multi-system
- Trauma

The specialty content code for NPT is 27.

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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.

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.

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
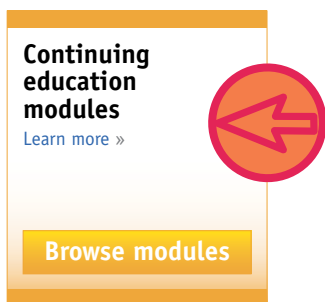
ADMINISTRATIVE POLICIES

Lapsed or Expired 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.
- 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 $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 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 quality 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 Charge Backs)
- 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 certificate holders 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

Please login into your **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**
- 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"

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.

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

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 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.

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 practice licensure as applicable in the U.S. or Canada.

CONTINUING EDUCATION
You have earned 15 hours of CE in neonatal pediatric transport within your current period of certification. You have coded your CE with the appropriate specialty code.

The specialty content code for NPT is 27.

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 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).