



# Applicant Handbook

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# About Newborn Care International

Newborn Care International (NCI), founded in 2017 is the international certifying body for International Certified Newborn Care Specialists (ICNCS). The certification function is a critical aspect of professional quality assurance in newborn care. Newborn Care Specialists are certified by examination and prerequisites. Professional standards are clear that examinations should be separated from the educational organization, thus the foundation of Newborn Care International. These functions include initial certification, recertification and discipline.

NCI consists of officers, a Board, a full-time staff member and committees responsible for the creation of the certification examination, certificate maintenance, and research and credentialing/reporting.

NCI develops and administers the ICNCS examination to assess knowledge and skills that underlie competent practice in newborn care. The development, administration and scoring of the exam promotes competency in newborn care and knowledge and thereby fulfills the mission of NCI.

The purpose of NCI is to protect the public by identifying individuals who are competent in newborn care skills and knowledge. By extension, NCI seeks to promote, protect and support newborn care for individuals and society at large.

## Contact Information

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[Info@newborncareinternational.org](mailto:Info@newborncareinternational.org)

[certification@newborncareinternational.org](mailto:certification@newborncareinternational.org)

[www.newborncareinternational.org](http://www.newborncareinternational.org)

# Scope of Practice

The Scope of practice describes a set of standard services that a newborn care professional, who is educated, trained and deemed competent to perform while on the job. The Newborn Care Specialist profession can be defined as the care of newborns within the home. Routine newborn care skills such as diapering, feeding and sleep conditioning are performed while on the job. Medical care or advanced lactation skills are outside of the scope of practice for newborn care specialists. All newborn care specialists should follow and be updated on all AAP practices and guidelines.

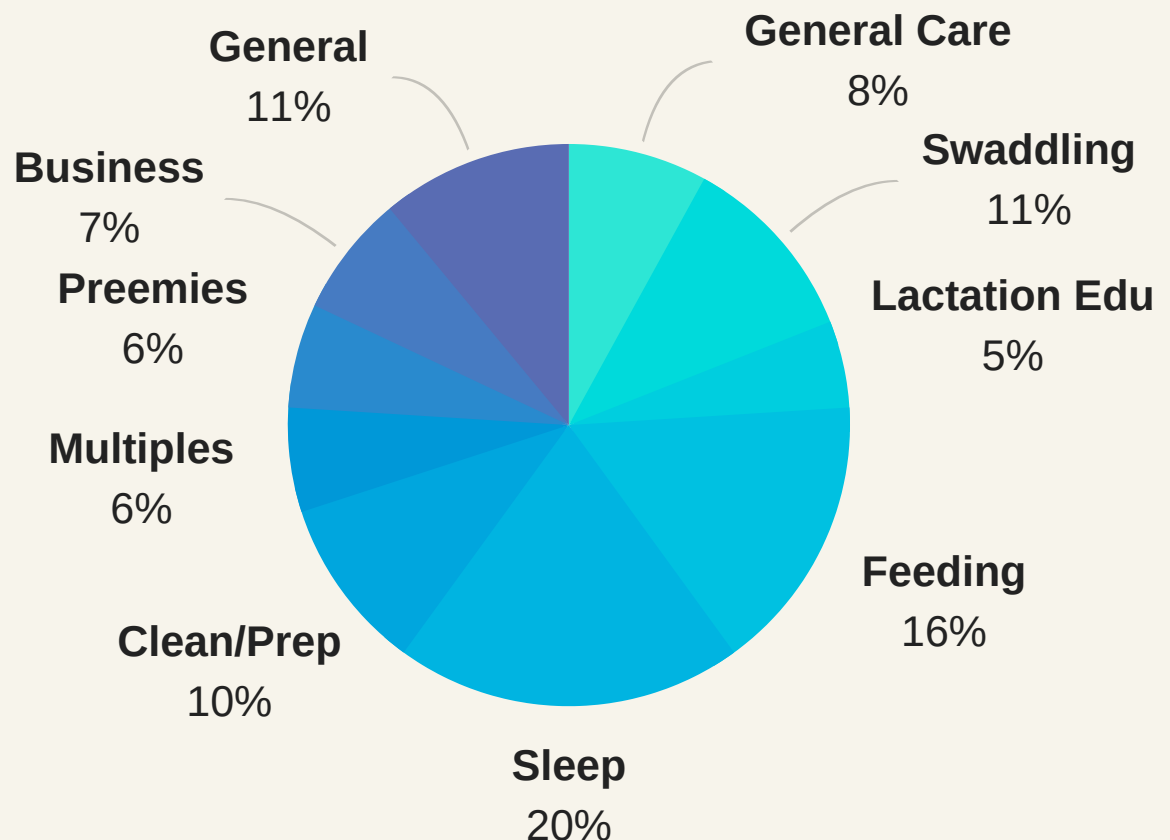
## Purpose

- To set the international certification standard for the profession of newborn care.
- To develop and administer the certification examination for assessment of entry-level competencies for the practice of newborn care.
- To award international certification as a International Newborn Care Specialist (ICNCS).
- To maintain professional discipline of all ICNCS.
- To adhere to national standards for certification bodies.
- To liaison with other organizations to assure quality processes of midwifery certification and professional discipline.

# Task Analysis

The Task Analysis Survey was created by Subject Matter Experts from Newborn Care International. SME are individuals who have been in the field at minimum 5 years and currently practice as Newborn Care Specialists. Our intent with this survey is to attempt to capture tasks that are performed on the job while using this information to establish an examination that is representative of the roles of a Newborn Care Specialist.

The content of the NCI examination and the percentages for each area are based on the Task Analysis. Below are the current percentages effective 1/1/2020.



# Certification Process

- 1** Complete Prerequisites
- 2** Submit Application for Review
- 3** Application Under Review (1-4 weeks)
- 4** Receive Notification of Approval
- 5** Prepare for Examination
- 6** Complete Examination within 4 week window
- 7** Receive Notification of Examination Results
- 8** Upon Examination Results Receive Certification or Apply to Re-Take the Examination

# Certification Prerequisites



COMPLETE APPROVED NEWBORN CARE TRAINING COURSE  
COMPLETE 6 HOURS OF ADDITIONAL TRAINING

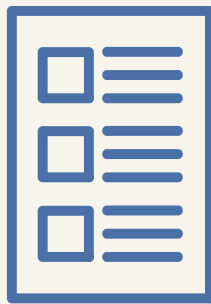
Additional training can be in the areas of lactation, multiples care or postpartum doula care.

Must provide a certificate of completion with application.



COMPLETE 1000 CONTACT HOURS.  
MUST SERVE AT MINIMUM 5 CLIENTS  
ONE CLIENT REQUIRED TO HAVE MULTIPLES

12 hour shifts, 24 hour shifts and hours with service dates up to 2 years prior can be counted. Consultations and sleep training clients apply.



COMPILE RESUME, REFERENCES  
FOR SUBMISSION WITH APPLICATION.

Resume does not need to include detailed client list. References should include a written testimonial about your services. 3 references are required.

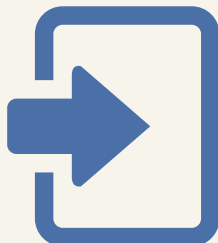


COMPILE HOURS FOR SUBMISSION  
RECOMMENDED TO USE AN EXCEL SPREAD SHEET.  
A LINK TO AN EXAMPLE IS BELOW FOR REFERENCE.



CURRENT BACKGROUND CHECK REQUIRED  
CURRENT INFANT CPR/FIRST AID REQUIRE

Certificates will need to be uploaded for proof.  
Click the link here for background check services.



ONCE YOU HAVE ALL 5 PREREQUISITES COMPLETE  
YOU ARE READY TO MOVE ON TO STEP 2 AND SUBMIT YOUR APPLICATION.

It is important to remember you will need all of these items to complete your application in step 2. You will be required to pay your application fee of \$100 to begin your application.

## **Complete the Application Form**

The online application is currently available in English only.

## **Fees and Payments**

There is a one time application and examination fee of \$99.

Re-certification fee is \$69.

Re-Examination fee is \$49.

## **Exam**

NCI offers computer based testing (CBT) for the exam through Classmarker.

## **Reasonable Accommodations**

NCI works with candidates to provide reasonable accommodations during the exam administration for medical conditions and disabilities. The NCI exam application form will ask exam candidates to disclose the reasons for requesting reasonable accommodations during the exam. Candidates will be required to provide documentation of the medical need for reasonable accommodations.

To allow sufficient time for making reasonable accommodations, candidates must notify NCI of their requests at the time they apply for the exam. If an issue arises after submitting the exam application, candidates must report their request to NCI as soon as possible.

## **Confidentiality Policy**

NCI is committed to protecting confidential and/or proprietary information related to applicants; certificants; and the examination development process. NCI will not disclose any confidential applicant/certificant information unless authorized in writing by the individual or as required by law.

## **Examination Results**

Individual examination results are considered confidential. Exam scores are released only to the individual candidate unless a signed release is provided in advance. Results are not released by phone or fax. Personal information submitted by applicants/certificants with an application for initial certification or recertification is considered confidential.

## **Application Status**

An individual's application status is considered confidential. NCI does not disclose information regarding whether or not an individual has applied for certification or has taken the examination.

## **Credential Verification**

The names of certified individuals are not considered confidential and may be published by NCI. Published information may include name, city, state, country and certification status.

An online Registry of certificants is provided to the public.

Employers may also receive written verification provided that NCI has received a signed release from the certificant.

## **Notification of Exam Eligibility**

Applicants who successfully meet all requirements will be notified by mail/email of their eligibility to take the exam. This eligibility notification will include information about exam and exam procedures. Applicants who do not meet the exam eligibility requirements will be notified by mail/email and will not be eligible for a refund of fees paid.



## **Eligibility Appeals Policy**

NCI will review eligibility appeals of adverse certification decisions from applicants. An adverse decision may be appealed for the following reasons: NCI did not apply certification or recertification criteria correctly or by a factual error that affected the outcome, or by a verified extraordinary circumstance. More information can be found in the NCI Appeals Policies found on the NCI website.

## **Exam Results Notification**

Official exam results will be emailed to candidates 2 weeks following the exam. Candidates who pass the exam will also receive their ICNCS certificate along with their exam score report.

## **Appealing an Exam Outcome**

NCI will review appeals of adverse certification decisions from exam candidates. An adverse decision may be appealed for the following reasons: (1) alleged inappropriate examination administration procedures, (2) environmental testing conditions severe enough to cause a major disruption of the examination process and/or or other irregularities. Appeals regarding the following will NOT be accepted: (1) the determination of the passing score, (2) the examination or other measurement tool or individual test items, or (3) test content validity.

## **Exam Resit Policy**

There is no limit to the number of times an unsuccessful candidate may apply to resit for the NCI certification exam, but a candidate may only re-sit for the exam one additional time in a 12 month period. Applicants who plan to resit for the exam should carefully review their exam score report and complete education in those areas of the exam in which their performance was poor. To be eligible to take the exam again, a candidate must meet current eligibility requirements, submit an application for the applicable exam year and pay the relevant exam fee.

## **Appealing Eligibility Decision**

NCI will review eligibility appeals of adverse certification decisions from applicants. An adverse decision may be appealed for the following reasons: NCI did not apply certification or re-certification criteria correctly or by a factual error that affected the outcome, or by a verified extraordinary circumstance. Certificants or applicants may appeal the denial of eligibility to take the exam or eligibility to re-certify by continuing education recognition credits. Those who wish to appeal will be required to submit an Eligibility Form which is located on the resource page of the NCI website.

Candidates who are ineligible to take the examination or ineligible to recertify will be notified by NCI. Once the notice has been given that a candidate is not eligible they have 30 days to appeal the decision that has been made by NCI. NCI will not review eligibility should an applicant have a criminal record.

## **Anti-Discrimination Policy**

NCI shall be non-sectarian and shall not discriminate on the basis of ability/disability, gender identity, sexual orientation, sex, ethnicity, race, national origin, political persuasion, marital status, geographic location, religion, socioeconomic status, age, or any other basis prohibited by the laws of the United States of America or of the State of Florida, in its administration of its applications, examinations, or certification activities.