

Application Requirements for NPCC Credentials

This is a **brief** outline of the steps and requirements for portfolio submission by new and renewal applicants desiring the Clinical Genomic Nursing credentials through NPCC. The electronic assessment platform used for this process is “Via by Watermark”.

Once your payment is received and documented by NPCC (5-7 business days), an individualized code will be sent to your email so you can access the Via website platform. **You will find it contains a more detailed descriptions of each portfolio requirement.** Please read the definitive descriptions on the Via platform carefully prior to submission, to be sure tyou have fulfilled each requirement in its entirety.

- I. **Standards of Practice**— The Genetic/Genomic Nursing Scope and Standards of Practice, 2nd Edition (2016).
- II. **Pay for portfolio review** via PayPal button under Price List on www.nurseportfolio.org
- III. **Application requirements**
 - a. New application requirements evaluated for the past three years.
 - b. Renewal application requirements evaluated over the past five years.
- IV. **Required for BOTH new and renewal applications**
 - a. **Licensure:** Copy of current and active RN/APRN license.
 - b. **Transcript:** Copy of transcript showing terminal degree and any additional courses taken, all educational preparation; all graduate work and any education related to genetics.
 - c. **Credential:** Renewal applicants only, please submit a copy of your **current** genetic credential.
 - d. **CV/Resume:**
 - 1) Education – transcripts for all educational preparation; all graduate work and all education related to genetics.
 - 2) Employment – include the last three positions held or employment over the past 5 years, whichever is longer. Include percent of time devoted to genetic care at each position.

- 3) Accomplishments over the past five years. Begin with the most recent.
 - membership in professional organizations and duties/offices held
 - publications/presentations
 - research and grants written (include if funded)
 - description of any activities or accomplishments not included in other sections of the application. Examples might include attendance at national or regional conferences, awards, honors, promotions, commendations, coaching, mentoring, policy or legislative development, professional organizations, participation in media or software development, etc.

V. **Required Continuing Education in Genetics-**

a. **For New NPCC certification**

- ACGN** - 50 Contact hours in past three years, 15 of those in pharmacology/pharmacogenomics
- CGN** - 30 contact hours in past three years

b. **For Renewal certification (ANCC or GNCC)**

- For ACGN and CGN - 75 contact hours over five years
- ACGN also requires 25 of those contact hours in pharmacology/pharmacogenomics

-Additional contact hours collected above the required hours related to genetics/genomics should also be included.

OF NOTE: CEUs, Contact hours, and credit hours are not, by definition the same. Typically, 3 academic credit hours= 3 contact hours but this is based on **individual** university definition. If you are going to use academic credits for some of your continuing education requirement, be certain to include the college or university where the academic credit was obtained.

A **contact hour** is a measure that represents an **hour** of scheduled instruction given to students. A semester **credit hour** is normally granted for satisfactory completion of one 50-minute session (**contact hour**) of classroom instruction *per week* for a semester of not less than fifteen weeks.

One contact hour of **continuing education** is equal to 60 minutes (one clock hour) of an organized learning activity. One CEU is equal to **10** contact hours (or 600 minutes) of an educational activity.

A CEU is an educational measurement utilizing criteria from the International Association for Continuing Education and Training.

The American Nurses Credentialing Center (ANCC) **does not use the CEU** to measure continuing nursing education credit. **Nursing, as a profession, uses contact hours to count continuing education credit.**

VI. **Clinical Practice Hours:**

a. For new, initial certification

- 1) ACGN - 1500 practice hours in genetics in last three years
- 2) CGN – 750 practice hours in genetics in last three years

b. For renewal certification

- 1) ACGN – 2500 clinical practice hours in genetics in past five years
- 2) CGN – 1250 clinical practice hours in genetics in past five years

Include:

-total number of hours/week in nursing position.

-percent of time/number of hours/week directly related to genetic practice.

(Practice hours can be through employment or volunteer service. Faculty can use hours of direct clinical supervision of students for Genetics/Genomics clinical practice.

VII. **Professional Development:**

a. For new/initial certification

ACGN/CGN - three in last three years

b. For renewal certification

- 1) ACGN - five in last five years
- 2) CGN – three in last five years

c. Categories/Presentations

- 1) *Lecture* – title of presentation, all authors, date and place; you must be primary presenter of *first-time* presentation.
- 2) *Poster Presentation* - Poster presentation at a conference, an outside organization or within your organization.
- 3) *Publications* – Title of publication and all authors, where and when published, indicate peer reviewed journal, intended audience.

d. Research –

-Complete a research project related to genetics/genomics within three years of application (initial) or five years for renewal, for which you are clearly identified as one of the primary researchers.

OR - Complete a dissertation, thesis or scholarly project related to genetics/genomics.

OR - Serve as content reviewer on an IRB, dissertation, thesis or scholarly project that is not a component of your employment duties.

OR - Serve as content expert reviewer of other activities related to genetics/genomics (such as content reviewer for journal article, software, e learning, etc.)

e. Preceptor Hours- Complete a minimum of 120 hours as a preceptor providing direct clinical supervision or teaching to students in an academic program related to genetics/genomics.

OR provide a minimum of 120 hours of clinical supervision related to genetics/genomics in a formal fellowship, residency or internship program at the same practice level or higher.

f. Professional Volunteer Service- Complete two or more years of volunteer service within the past three/five years with an international, national, state, or local healthcare-related organization in which your genetics/genomics expertise is required. Accepted volunteer activities include serving on boards of directors, committees, editorial boards, review boards, task forces and medical missions.

g. Case Studies-*New, Initial Applications only. No case studies are required for renewal* applications.

-Four case studies within the past three years; the case studies should include a summary of the nurse's encounter with a client regarding genetic assessment and health care. Case studies are typically 3-5 typewritten pages.

The four case studies need to address the following four areas of clinical practice, with one focusing on each topic:

- Legal/ethical considerations**
- Collaboration with other professionals**
- Challenging client interaction**
- Unexpected findings**

- VIII. **Evaluation of Performance**-Download blank evaluation form from the portfolio platform and submit to two colleagues for completion; preferably one from a peer, another from a supervisor.
- IX. **Verification of employment/job responsibilities/validation of case studies**-A signed letter from a direct supervisor on letterhead verifying employment, job responsibility, validation of hours and case studies should be uploaded when complete.
- The supervisor letter** submitted with the application should confirm the practice hours listed. If you have changed jobs, multiple letters may be required to confirm practice hours.
- X. **Attestation**-A signed attestation document that RN license is in good standing, that NPCC credentialing application is true, complete and correct and that you will notify NPCC if any restriction is placed on your nursing license *within 30 days after you are notified*.
- If you are self-employed**, you must submit a statement attesting that you have practiced the minimum # of practice hours in genetics/genomics and it must be **notarized** prior to submission.