

**NIDCAP Nursery Assessment and**

**Certification Program (NNACP)**

**NNACP Certification Renewal Application: Year 6**

***Overview, Submission Instructions & Application Form***

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**Overview**

It has been six years since the nursery received the NFI NIDCAP Nursery Certification Award. The following certification renewal application helps to ensure that the nursery is continuing to offer a high standard of NIDCAP care to infants, their families and the caregivers that care for them. The applicant is now invited to complete the ***NNACP Certification Renewal Application: Year 6*.**

**Submission Instructions**

**Step 1**: Complete *NNACP Certification Renewal* Application: Year 6.

 Email the application and scored *NNACP Nursery Assessment Manual Score Sheets, the*

 *Summary Report of the Nursery Assessment and Six Letters of Support* to Rodd Hedlund, MEd as a pdf attachment at: [www.nnacpdirector@nidcap.org](http://www.nnacpdirector@nidcap.org)

 Follow the instructions in the Nursery Assessment Manual: Provision of Evidence to submit this document and all corroborating evidence.

**Step 2**: Send the non-refundable application fee of $1,000.00 to:

 Gloria McAnulty, PhD

 National NIDCAP Training Center

 Children’s Hospital Boston, EN107

 320 Longwood Avenue

 Boston, MA, 02115

 617-3555-8249; 617-730-0224 (fax)

 nidcap@childrens.harvard.edu

If you wish to wire transfer the application fee to the NFI, please contact Mr. Rodd Hedlund, MEd for wire transfer instructions. Once the non-refundable recertification fee has been received, the certification renewal process will continue.

For the estimated costs of the NNACP Site Review Visit, including the application fee, review/evaluation fees and travel expenses of the two-member Site Review Team, please see: *Cost Analysis & Budget Justification: NNACP Certification Renewal.*

**Additional Information**

For all NNACP inquiries, certification renewal application materials, guidance and/or questions, please contact:

 Rodd E. Hedlund, MEd

 NNACP Director

 2208 Rhode Island Street

 Lawrence, Kansas 66046

 nnacpdirector@nidcap.org

 785-841-5440



**NIDCAP Nursery Assessment and Certification Program (NNACP)**

**NNACP Certification Renewal Application: Year 6**

Please complete this application by typing in the expandable shaded text boxes. *Please provide concise, detailed information when filling out this application. This will help expedite the certification renewal process.*

1. Date:

2. Hospital Name:

3. Hospital Address:

4. Phone Number:

5. Email Address:

6. Hospital’s Institutional Affiliations (Medical School, etc):

7. Nursery Name(s):

8. Nursery Leadership Team: For each individual listed below, please include: credentials, position,

 title, address, telephone and FAX numbers, and email address.

a.

b.

c.

d.

9. Person(s) Completing the NNACP Certification Renewal Application:Please include the

 credentials and title of persons listed below.

a.

b.

c.

d.

10. Person(s) Completing the NNACP Nursery Assessment Manual: Provision of Evidence. Please include the credentials and title of persons listed below.

a.

b.

c.

d.

11. Assurance of Support

a. Does your nursery provide financial support for staff seeking NIDCAP reliability?

If so, please describe:

Has this changed?

If so, please describe:

Has this change had an effect upon the care of infants, their families, or the caregivers who

care for them?

If so, please describe:

 b. Is your nursery leadership across all disciplines formally committed to practice the NIDCAP approach to care (i.e., Hospital Administration, Medicine, Nursing, Psychologists, Social Work,

 Occupational and Physical Therapists, Respiratory Therapists)?

If so, please describe and/or provide descriptive evidence that demonstrates this formal commitment:

Is this a change?

If so, please, describe:

 Are certain groups (e.g., Hospital Administration, Medicine, Nursing, Psychologists, Social Work, Occupational and Physical Therapists, Respiratory Therapists) more committed to the NIDCAP approach to care than others?

 If so, please describe:

Does this have an effect upon the care of infants, their families, or the caregivers who care for them?

If so, please describe:

12. Rate your nursery using the *Nursery Assessment Manual* and *Score Sheets*

Pease rate your nursery in each of the scales of the four categories of the *Nursery Assessment Manual* (i.e., Environment, Infant, Family, Staff) using the five score points below. Enter the scores in the *Nursery Assessment Manual Excel Workbook Site Edition* and generate the *Summary Report of the Self-Rated* *Nursery Assessment.* Submit the report with your renewal application. The manual and score sheets as well as the instructions for generating the report are on the NNACP web page [www.nidcap.org](http://nidcap.org/en/programs-and-certifications/nidcap-nursery-assessment-and-certification/how-to-apply-4/) (nidcap.org > Programs + Certifications > NNACP > How to Apply).

Scores 1 – 5 defined:

 (1) Traditional, conventional care;

 (2) The beginning or a minimal degree or level of NIDCAP implementation;

 (3) An inconsistent, variable or moderate degree or level of NIDCAP implementation;

 (4) A consistent well‐integrated level or degree of NIDCAP implementation; and

 (5) A highly attuned, distinguished level or degree of NIDCAP implementation.

13. Submit the completed *Nursery Assessment Manual: Provision of Evidence*

The *Nursery Assessment Manual: Provision of Evidenc*e offers the nursery certification renewal applicant the opportunity to demonstrate its implementation of relationship-based, family-centered, developmental care. The NNACP Director will evaluate the documentation submitted for scores of *four* (4) and *five* (5) attained in any of the four categories of the Nursery Assessment Manual (i.e., Environment, Infant, Family, Staff), and may request further documentation and/or clarification of the materials that were submitted. Follow the instructions in the Nursery Assessment Manual: Provision of Evidence to submit this document and all corroborating evidence.

14. Submit six letters of support from the following individuals:

1. Nursing Hospital Leadership (e.g., Vice President of Nursing);
2. Financial Hospital Leadership (e.g., Chief Operating Officer, Chief Executive Officer);
3. Administrative Hospital Leadership for the nursery (e.g., Administrator for Children’s Services);
4. Nursery Medical Leadership (e.g., Nursery Medical Director);
5. Nursery Nursing Leadership (e.g., Nursing Director); and
6. Family Leader Representative(s).