



WCC

Candidate Examination

Handbook

April 2015

The National Alliance of Wound Care and Ostomy® (NAWCO®) is a non-profit organization that is dedicated to the advancement and promotion of excellence in wound care through the certification of wound care practitioners in the United States. The Certification Committee of the NAWCO is the governing body of the WCC® credential.

The aspiration of the NAWCO is to unify wound care providers & practitioners from different educational backgrounds along the health care continuum in an effort to streamline the delivery of quality wound care.

The NAWCO offers the "Wound Care Certification Examination" to measure the academic and technical competence of eligible candidates in the area of Skin and Wound Care Management above their basic licensure. The WCC credential is performed in accordance with legislation code and practice guidelines as determined by each respective professional state regulatory/licensing board. Therefore, WCC certification alone does not determine a practitioner's scope of practice.

NAWCO does not discriminate against any individual on the basis of race, color, creed, age, sex, national origin, religion, disability, marital status, parental status, ancestry, sexual orientation, military discharge status, source of income or any other reason prohibited by law. Individuals applying for the examination will be judged solely on the published eligibility requirements.

This handbook contains information regarding the Wound Care Certification examination process of the National Alliance of Wound Care and Ostomy.

The information contained in this Candidate Handbook is the property of National Alliance of Wound Care and Ostomy, and is provided to candidates who will be taking the certification examination. Copies of this handbook may be downloaded for single personal use, but no part of this handbook may be copied for preparing new works, distribution or for commercial use. NAWCO does not provide permission for use of any part of the handbook.

To avoid problems in processing your application, it is important that you follow the guidelines outlined in this handbook and comply with our required deadlines. If you have any questions about the policies, procedures, or processing of your application after reading this handbook, please contact the National Alliance of Wound Care and Ostomy. Additional copies of the handbook may be obtained from our website: www.nawccb.org.

WE RECOMMEND YOU KEEP THIS CANDIDATE HANDBOOK FOR REFERENCE THROUGHOUT THE APPLICATION AND EXAMINATION PROCESS.

9/2014

CHECK LIST

- Read the Handbook cover to cover?
- Understand ALL National Alliance of Wound Care and Ostomy policies?
- Understand the WCC eligibility requirements and the application process?
- Read and agreed to be bound by the NAWCO Code of Ethics, Standards of Practice, Candidate Agreement and the policies and procedures outlined in this handbook?
- Filled out the application form in its entirety?
- Completed work experience verification section with appropriate signatures that document work experience related to wound care?
- Signed your application form?
- Enclosed the application/examination fees of \$330.00, made payable to NAWCO?
- Made a copy of your entire application packet for your records? (Your original records will not be returned to you.)
- Address your application envelope to:
National Alliance of Wound Care and Ostomy
717 Saint Joseph Dr Ste 297
Saint Joseph, MI 49085-2425 or Fax: 800-352-8339

Contents

Objectives of Certification	5
Administration	5
Credentials	5
Certificate of Certification	5
Scope of Practice	5
Eligibility Requirements	6
a. Education Option	6
b. Certification Option	6
c. Experiential Option	6
d. Preceptor Option	6
Approved Wound Management Training Courses for Education/Preceptor Options	6
Fees	7
Content of Examination	7
Application Process	7
Education Option:	7
Certification Option:	8
Experiential Option:	8
Preceptor Option:	8
Re-examination:	8
Application Key Points	8
Rules for the Examination	8
Accommodation Procedures	9
Examination Results	9
Review of Examinations	9
Retesting Policy	10
Examination Disclosure	10
Confidentiality	10
Computer Examination Procedures	10
Reschedule of Examination Appointments	10
Security	11
Practice Test	11

Timed Examination	11
Examination Results.....	11
Paper & Pencil Test Procedures.....	11
Admission.....	11
Reporting Time	11
Answer Sheets	12
Examination Results.....	12
Revocation of Certification	12
Appeals	12
Complaints & Discipline	12
Recertification.....	13
Preparation for the Examination	13
References for Study.....	13
Examination Content Outline	13
Sample Examination Questions	16
WCC Certification Program-Candidate Agreement / Statement of Understanding.....	18
Request for Special Examination Accommodations	21
Documentation of Disability-Related Needs	22
WCC Examination Application	23
Work Experience Verification	24
Agreement Authorization and Certification Information Release.....	25
Continuing Education Verification Record.....	26

Objectives of Certification

The purpose of the certification is to demonstrate a candidate's proficiency and mastery of essential knowledge and skills in Skin and Wound Care Management above basic licensure.

It promotes consumer protection and confers peer and public recognition to those individuals who prove proficient in their practice.

Administration

The Wound Care Certification Examination is sponsored by the National Alliance of Wound Care and Ostomy. The independent NAWCO Certification Committee has been established to develop and maintain the WCC certification program and all its essential activities. Computerized versions of the examination are administered at computer based testing facilities managed by PSI Computer Testing, Inc. PSI has testing sites in the United States and other countries. Proctored paper and pencil examinations are available in various scheduled locations around the US for those attending live classes through the Education Pathway.

Credentials

Upon successful completion of the Certification examination, candidates may use the initials WCC, Wound Care Certified, to designate their status. Credentials are awarded for a five (5) year period following obtaining a passing score on the examination.

Upon expiration of credentialing term, a WCC is required to recertify with the NAWCO to maintain their credentials. "WCC" has been registered with the United States Patent and Trademark Office as the official certification mark of the National Alliance of Wound Care and Ostomy.

Certificate of Certification

The NAWCO will award an official numbered certificate to all candidates upon passing the NAWCO certification examination, denoting status as WCC, Wound Care Certified.

Scope of Practice

The WCC provides direct patient skin and wound care in acute, outpatient, long-term care and home care settings. The WCC plays an important role as a direct care provider, educator and resource for optimum patient outcomes in wound and skin care management.

Skin and wound management includes the identification, assessment, management, prevention, and continuing evaluation of patients with alterations in skin/tissue integrity, which includes but is not limited to pressure, vascular, arterial and diabetic ulcerations, as well as skin conditions resulting from incontinence, surgical procedures and/or trauma.

Skin and wound management is a specialized area that focuses on overall skin care and promotion of an optimal wound environment, including prevention, therapeutic interventions and rehabilitative interventions.

Skin and Wound Management requires the skills of the interdisciplinary team that includes the physician, nurse, WCC, dietitian, physical therapist, occupational therapist, social worker, and other health care disciplines or providers depending upon each individual patient assessment.

The WCC scope of practice is performed in accordance with legislation code and scope of practice as determined by each respective professional state regulatory board.

Eligibility Requirements

Applicants for the NAWCO WCC certification examination must meet all of the following criteria:

1. Active unrestricted license as a Registered Nurse, Licensed Practical/Vocational Nurse, Nurse Practitioner, Physical Therapist, Physical Therapist Assistant, Occupational Therapist, Physician or Physician Assistant.
2. Must meet one of the following:
 - a. Education Option**
 - 1) Successful graduate of approved "Wound Management Training Course".
 - 2) Documentation of active involvement in the care of wound care patients, or in management, education or research directly related to wound care while actively licensed for at least two years full-time/four years part-time within the past five years.
 - b. Certification Option**
 - 1) Current active certification with Wound Ostomy Continence Nursing Certification Board (WOCNCB) as a "CWCN", "CWON" or "CWOCN" or Current active certification with American Board of Wound Management (ABWM) as a "CWS".
 - 2) Documentation of active involvement in the care of wound care patients, or in management, education or research directly related to wound care while actively licensed for at least two years full-time/four years part-time within the past five years.
 - c. Experiential Option**
 - 1) Documentation of active involvement in the care of wound care patients, or in management, education or research directly related to wound care while actively licensed for at least four years full-time within the past five years.
 - 2) Sixty (60) contact hours in skin and wound care within the past 5 years.

To receive credit, the contact hours must be from an accredited provider of continuing nursing education by American Nurses Credentialing Center's Commission on Accreditation (ANCC); or an approved course from American Physical Therapy Association, (APTA), National Alliance of Wound Care and Ostomy (NAWCO), Accreditation Council for Continuing Medical Education (ACCME), Council on Podiatric Medical Education (CPME), or American Medical Association (AMA).
 - d. Preceptor Option**
 - 1) Successful graduate of approved "Wound Management Training Course".
 - 2) Complete a minimum of 120 hours of hands on clinical training with an NAWCO approved clinical preceptor after completion of "Wound Management Training Course". (Detailed program information is located in the preceptor manual, available on our website at www.nawccb.org.)
3. Completion of application and required supporting documentation.
4. Payment of required fees.
5. Receive passing score on the NAWCO WCC Examination.

Approved Wound Management Training Courses for Education/Preceptor Options

Wound Care Education Institute
877-462-9234
www.wcei.net

Fees

\$30.00 non-refundable processing fee is required with application submission and examination fee.

Examination Fee

Initial Certification	\$300.00
Recertification	\$300.00
Re-examination	\$300.00

Make check or money order payable to: National Alliance of Wound Care and Ostomy. If for any reason you are deemed ineligible to sit for the exam, the \$300 examination fee will be refunded within two weeks. Refunds will not be issued post-authorization for any reason.

Content of Examination

The certification exam is an objective, multiple choice test consisting of up to 110 questions and is available in a computerized format or paper & pencil format with a total testing time of two (2) hours. Candidates are only scored on 100 questions for exams that consist of 110 questions as 10 questions are not scored. Those 10 questions are used to create future exams.

The questions for the certification examination are prepared by the NAWCO Certification Committee and teams of Subject Matter Experts (SMEs). The examination questions are written to assess cognitive levels of knowledge, comprehension, application and analysis related to skin and wound management.

The content for examination questions is based upon job practice analyses conducted to ensure the content is current, job-related and representative of the responsibilities of wound care practitioners. Each question is subjected to editing for grammar, bias and technical adequacy by experts from the testing agency. For detailed content listing see page 11 of this handbook.

The passing point is determined by the Certification Committee relying on recommendations from standard setting procedures conducted by NAWCO's psychometric vendor, Alpine Testing Solutions. The standard setting method applied by NAWCO is a criterion-referenced process that involves a committee of subject matter experts making judgments about the difficulty of each exam question relative to a defined level of performance for the minimally qualified candidate.

The examination is weighted in approximately the following breakdown:

- Structures & functions of normal skin 5%
- Identification & management of risk factors impacting skin integrity 10%
- Wound healing process 15%
- Patient assessment, data collection & analysis 20%
- Wound etiology & description 20%
- Treatment administration & management 20%
- Education & training 5%
- Legal, ethics & policy 5%

Application Process

Education Option:

If you are attending the Wound Management Training Course provided by the Wound Care Education Institute (WCEI), your examination application is a part of their application. Once you successfully complete the WCEI course, you have two (2) years from the date of course completion or a total of four (4) examination attempts in which to pass it, whichever comes first. After exhausting the four (4) exam attempts, you would be required to wait one (1) year prior to taking the exam again. If you have exhausted the two (2) year time limit, but not the four (4) exam attempts, you do not need to wait one (1) year prior to retaking the exam. However, all candidates exhausting either the four (4) exam attempts OR the two (2) years would be required to meet all the eligibility requirements under one of the existing certification options prior to applying to take the examination again.

Certification Option:

1. Complete the NAWCO WCC examination application.
2. Submit proof of current wound care certification.
3. Submit all of the above along with \$330 to:
National Alliance of Wound Care and Ostomy
717 Saint Joseph Dr Ste 297
Saint Joseph, MI 49085-2428

Experiential Option:

1. Complete the NAWCO WCC examination application.
2. Complete the continuing education verification form. (Minimum contact hours per requirements must be documented)
3. Submit copies of original "certificates of completion" forms from each continuing education program entered on your continuing education verification form. Certificate of completion forms must include your name, date, program title, provider, approved accrediting organization, and the number of contact hours awarded.
4. Submit all the above along with \$330 to:
National Alliance of Wound Care and Ostomy
717 Saint Joseph Dr Ste 297
Saint Joseph, MI 49085-2428

Preceptor Option:

If you are attending the Wound Management Training Course provided by the Wound Care Education Institute, your examination application is a part of their application process.

Re-examination:

1. Complete the NAWCO WCC re-examination application found at www.nawccb.org.
2. Submit the above along with \$330 to:
National Alliance of Wound Care and Ostomy
717 Saint Joseph Dr Ste 297
Saint Joseph, MI 49085-2428

Application Key Points

Application forms should be submitted at least one month prior to requested examination date.

Upon receipt of the completed application the certification office will review the information and determine the applicant's eligibility to sit for the examination.

An application is considered complete only if all information requested is complete, legible and accurate.

Sufficient wound care experience must be verified with appropriate signatures on the application form.

Within approximately 2-3 weeks of receipt of the Certification Examination application, a confirmation notice of eligibility with a unique authorization number will be sent to the candidate via US mail.

Applicants who are determined to be ineligible to sit for the exam may appeal the decision by submitting a written letter of appeal to the Certification Committee within 30 days of the eligibility decision.

Applicants may request a copy of the appeal policy from NAWCO.

Rules for the Examination

1. A candidate who informs a Test Site Administrator that he or she does not wish to continue taking the examination being administered may not complete the examination later that day. If the candidate retakes the examination at a later date, he or she must submit the retake fee.
2. Candidates who arrive late for the examination may not take the examination.
3. Disruptive behavior is cause for dismissal from the test site by the Test Site Administrator. No refunds will be given to candidates expelled for disruptive behavior.
4. No visitors are permitted in testing rooms (including children).
5. Candidates may not bring coats, book bags, luggage, etc. to their examination desks.
6. Only the individual named on the registration roster will be permitted to take the examination. No substitutions are allowed for registered candidates.
7. Candidates must present valid US Gov. issued picture identification at check-in.
8. Examination Misconduct - Before, during and after examination section, all examinees are expected to conduct themselves in an ethical manner and to avoid hampering the ability of fellow examinees around them to perform independently on the examination.
9. Incidents of reported cheating will be investigated by the NAWCO. If a candidate is found to have cheated, that candidate's exam will not be scored, and the candidate will be barred from taking any further NAWCO examinations indefinitely.
10. Failure to Appear -If you fail to appear for the examination, you will forfeit the entire examination fee. Waivers of exam fee forfeiture will be considered in the case of medical emergencies. Refer to the Medical or Other Emergencies heading for more information.
11. Medical or Other Emergencies - Waivers of withdrawal penalties or exam fee forfeiture will be considered in the case of medical emergencies. Requests for such waivers must be made in writing and supported by appropriate physician documentation. Requests must be received within three weeks following the examination. They will be reviewed on a case-by-case basis.
12. Candidates are encouraged to wear a watch to the examination to pace themselves as the testing sites may not provide a clock.
13. Any cell phones brought into the testing center are to be turned off and placed under/away from the desk along with the candidate's other personal items.

Accommodation Procedures

An applicant may request a change in examination procedures or process due to disability, handicap, or other reason. The forms "Request for Special Accommodations" and "Documentation of Disability Needs" (located toward the back of this handbook) must be completed and received at least six weeks prior to the requested examination date. The request must be specific as to the nature of the problem. The applicant is responsible for demonstrating that the request should be granted.

Examination Results

Your exam results will indicate "pass" or "fail".

Preliminary examination results are sent via e-mail directly to the candidate within 7-10 business days of exam date. E-mail must be provided on examination application. Hard copy results will be sent via US mail to candidates within 4 weeks of the paper and pencil examination. No candidate exam results will be given by telephone or facsimile for any reason. Exam results are released ONLY to the candidate via email or US mail. Candidates taking the computerized version of the examination will receive their results immediately following the completion of the exam. Exam results are kept on file for five years, and score reports may be provided to candidates upon request any time during this period.

Review of Examinations

For security reasons, examination materials are not available for review. Neither the testing corporation nor the NAWCO will discuss specific questions on any of the examinations. Comments about questions should be directed in writing to the NAWCO Certification Committee. The NAWCO will review comments relating to the exam but will not make a written response to comments.

Candidates who believe their examination results were improperly recorded or their examination graded inaccurately may request that their examination be hand scored. To request examination hand scoring,

candidates should complete a signature form available either from NAWCO or on the NAWCO website. This request must be postmarked no later than 100 days after the test administration date.

Retesting Policy

Candidates who take the WCC certification examination and are unsuccessful may retake the examination for a total of three (3) additional reexamination attempts within two (2) years of attending the WCEI course through the Education pathway, or within two (2) years of the original examination date if through the Experiential or the Certification pathway. After four (4) attempts, you would be required to wait for a period of one (1) year prior to taking the exam again.

Candidates who allow the two (2) year time limit to expire, but who do not exhaust the four (4) exam attempts, are not required to wait one (1) year prior to reapplying to take the exam again. However, all unsuccessful candidates must meet all eligibility requirements under one of the existing certification options in order to retake the examination. Candidates are encouraged to self-study or attend a wound management training course during this time. Unsuccessful candidates are not eligible for any refunds.

Examination Disclosure

The examination and answer sheets remain solely the property of the NAWCO. These materials are confidential and are not available for review by any person or agency for any reason.

Confidentiality

NAWCO strictly protects the security of your personal information and honors your choices for its intended use. We carefully protect your data from loss, misuse, unauthorized access or disclosure, alteration, or destruction. Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process. If we are required by law to release your confidential information, you will be notified by email at the address we have on file, unless prohibited by law. Otherwise, your personal information is never shared outside the company without your permission. Inside the company, data is stored in password-controlled servers with limited access. NAWCO does not release information to anyone as to whether a particular candidate has applied or what their exam results were. Anyone may obtain basic certification information including name, city, state, original certification date, current certification date, certification expiration date, and certification status by using the credential verification feature on the home page of our website: www.nawccb.org. If a certificant wishes NAWCO to verify his or her certification status in writing for an employer, a request signed by the certificant must first be received by the NAWCO office.

Computer Examination Procedures

Scheduling Your Examination Appointment

The confirmation notice includes a toll-free telephone number for the candidate to contact PSI Services, LLC. to schedule the examination at a testing center.

The candidate must be prepared to confirm a date and location for testing and to provide their NAWCO eligibility authorization number when calling PSI to schedule the appointment. A listing of available testing centers with detailed maps may be viewed at www.psiexams.com.

To gain admission to the testing center, you must present the confirmation notice of eligibility and a US Government issued photo ID. Acceptable IDs include: driver's license, valid passport, military ID card with photo, state issued photo ID. (Unacceptable forms are employment ID, student ID, etc.) ID must be current and include candidate's current name and signature.

Reschedule of Examination Appointments

If you need to cancel your examination appointment or reschedule to a different date, you must contact PSI at (800) 211-2754 no later than 24 hours prior to your scheduled time. If your appointment falls

either on a Monday or the day after a holiday, you must call the last business day prior to your appointment to reschedule. If you fail to arrive for your appointment or cancel without giving the required notice, you will be subject to forfeiture of your testing fee.

Security

NAWCO and PSI maintain test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The assessment center is continuously monitored by surveillance equipment for security purposes.

Practice Test

Prior to attempting the examination, you will be given the opportunity to practice taking a test on the computer. The time you use for this practice test is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice test and begin the timed examination.

Timed Examination

Following the practice test, you will begin the actual examination. Before beginning, instructions for taking the examination are provided on-screen. Two (2) hours are allotted to complete the examination.

Examination Results

After you finish the examination, you are asked to complete a short evaluation of your testing experience. Upon completion of the evaluation, you are instructed to report to the testing supervisor to receive your examination results. Your exam report will indicate “pass” or “fail.”

Successful candidates may begin using the “WCC” credential immediately and will receive their WCC certification certificate via US mail within 4-6 weeks. No candidate exam results will be given by telephone or facsimile for any reason. Exam results are released ONLY to the candidate at the testing center, or by the NAWCO via US mail. Exam results are kept on file for five years, and score reports may be provided to candidates upon request any time during this period.

Paper & Pencil Test Procedures

Admission

Approved candidates (See Application Process section) will be emailed a confirmation notice of eligibility prior to the examination date. If you elect to change your testing location after that time, a \$75 administrative fee will apply.

The specific test location and reporting time is referenced on this notice along with the candidate’s name and address. To gain admission to the testing center, you MUST present a US Government issued photo ID. Acceptable ID’s include: driver’s license, valid passport, military ID card with photo, state issued photo ID. (Unacceptable forms are employment ID, student ID, etc.) ID must be current and include candidate’s current name and address.

Reporting Time

The time, date and location of the paper and pencil examination are printed on the candidate’s course admission letter. Computer testing candidates will be notified by email of their chosen appointment location, date and time. All candidates should report to testing location at the reporting time for registration and check-in. Two (2) hours are allotted for candidates to complete the examination.

Candidates may wear a watch to help pace themselves if they so desire. Latecomers may be admitted to the examination at the discretion of the test location supervisor, as long as the test has not been started, but candidates will not be permitted to work beyond the time scheduled for completion of the examination.

Answer Sheets

Candidates will be required to enter examination answers onto a Scantron answer form. Care should be taken to complete this form accurately to assure prompt reporting of test results. Fill in each 'bubble' completely and neatly. Answers that are not dark enough or that do not fill the circle completely may not scan properly. Erasures should be complete.

The Scantron answer form requires the use of a #2 pencil (provided at test site). Corresponding answers to examination questions are to be indicated on the answer form. No credit will be awarded for answers marked in the test book.

Examination Results

Preliminary Examination results are sent via e-mail within 7-10 business days of exam date. Email must be confirmed at testing site. Official results will be sent via US mail to candidates within 4 weeks of the paper and pencil examination. No candidate exam results will be given by telephone or facsimile for any reason. Exam results are kept on file for five years, and score reports may be provided to candidates upon request any time during this period. A \$15 fee will be assessed for requested duplication of credentials.

Revocation of Certification

NAWCO may revoke individual WCC Certification upon the occurrence of any one or more of the following events:

1. Applicant fails to adhere to the NAWCO code of ethics.
2. Any Government agency, licensing board or court finds that any services as provided by WCC are defective or improper in any way, manner or form.
3. Use of certification credentials and/or failure to notify NAWCO within 10 business days subsequent to revocation, suspension, probation or expiration of the primary professional license of the WCC.
4. Applicant fails to meet recertification criteria prior to expiration date of their WCC credentials.
5. Falsification of application materials.
6. Actual or potential adverse publicity, false advertising or other information, emanating from a third party or parties, about Applicant, the services provided by Applicant, or the use of the Marks by Applicant causes NAWCO, in its sole judgment, to believe that the reputation of the NAWCO will be adversely affected.

Appeals

Individuals may appeal decisions regarding eligibility, examination results, and disciplinary matters made by the NAWCO certification program by submitting a written letter of appeal to the NAWCO Certification Committee within 30 days of the NAWCO decision or action that is being appealed. Candidates may request a copy of the appeal policy by contacting the NAWCO office.

Complaints & Discipline

Complaints against a WCC may be submitted by any individual or entity. Complaints should be reported to the Certification Committee in writing to either the NAWCO office, or email to edirector@nawccb.org, and should include the name of the person submitting the complaint, the name of the person the complaint is regarding along with other relevant identifying information, a detailed description of factual allegations supporting the charges, and any relevant supporting documentation. Information submitted during the complaint and investigation process is considered confidential and will be handled in accordance with the Certification Committee's Confidentiality policy. Inquiries or submissions other than complaints may be reviewed and handled by the Certification Committee or its staff members at its discretion. For full policy, please see the NAWCO website homepage: www.nawccb.org, under "Want to Provide Feedback?"

Recertification

Certification is awarded for a five (5) year period following successful passing of the examination. Upon expiration of the credentialing term, a WCC is required to recertify with the NAWCO to maintain their credentials. A WCC may recertify by examination, training, continuing education or by the Continuing Education & Outreach Program (CEOP). Details of the options will be mailed to successful candidates within one year of expiration of credential. They may also be accessed at the NAWCO website: nawccb.org.

Preparation for the Examination

Examination questions are not based on any sole source for content. NAWCO suggests that applicants closely review the examination content outline as a guideline for study preparation. Review of current wound care journals, wound care text books, and reference materials will help prepare for the test.

References for Study

The following reference list may be helpful in preparing for the examination. This list does not attempt to include all the acceptable references available, nor is the examination based solely on these sources. The NAWCO does not sponsor or endorse any one reference over another. Some of the references can be accessed online, while others are available at local book stores.

"Clinical Guide to Wound Care" by Cathy Thomas Hess, Sixth Edition, Lippincott Williams & Wilkins Publishers. 2008.

"Acute and Chronic Wounds: Current Management Concepts" Third Edition by Ruth A Bryant and Denise P Nix, Mosby, Inc. Publisher, 2007.

"Wound, Ostomy, and Continence Nursing Secrets," by Catherine Milne, Lisa Q. Corbett, and Debra Duboc; Publisher Hanley & Belfus, 2002.

"Wound Care: A Collaborative Practice Manual for Health Professionals" Third Edition by Carrie Sussman, Barbara Bates Jensen, Publisher: Lippincott, Williams, & Wilkins, 2007.

Advances in Skin & Wound Care Journal, Published by Lippincott, Williams, & Wilkins.

Ostomy/Wound Management Journal, Published by HMP Communications.

Examination Content Outline

1. **Structures and functions of normal skin - 5%**
 - a. Identify and describe the structures and functions of normal skin and its components.
 - b. Identify and describe the characteristics of normal skin.
 - c. Describe growth and regeneration of normal skin.
2. **Identification and management of risk factors impacting skin integrity - 10%**
 - a. Understand potential influences of intrinsic factors on skin (e.g., age, BMI, bio-burden, comorbidities, allergies, infection, non-adherence, nutrition/hydration, mobility, cultural beliefs, blood flow, tissue perfusion, necrotic tissue, cognitive impairment, allergies and/or adverse reaction to treatment modalities). - 3%
 - b. Understand potential influences of extrinsic factors on skin (e.g., infection, medications, pressure, mechanical insult, exposure to moisture, smoking, stress, radiation, cytotoxic solutions, bio-burden, foreign body). - 4%
 - c. Identify appropriate risk management strategies based on a comprehensive risk assessment (i.e., validated risk assessment tool (e.g., Braden, Norton) along with individual risk factors). - 3%
3. **Wound healing process - 15%**
 - a. Identify and describe the normal wound healing phases and what should occur in each phase. - 4%
 - b. Identify and describe the three methods of wound closure. - 3%

- c. Identify and reevaluate on an ongoing basis intrinsic factors and their potential impact on wound healing (e.g., age, bio-burden, BMI, comorbidities, allergies, infection, non-adherence, nutrition/hydration, mobility, cultural beliefs, blood flow, tissue perfusion, necrotic tissue, cognitive impairment, allergies and/or adverse reaction to treatment modalities). – 4%
 - d. Identify and reevaluate on an ongoing basis extrinsic factors and their potential impact on wound healing (e.g., infection, medications, pressure, mechanical insult, exposure to moisture, smoking, stress, radiation, cytotoxic solutions, bio-burden, foreign body). – 4%
- 4. Patient assessment, data collection and analysis – 20%**
- a. Review, investigate, and document the patient’s history (current complaint and condition, past medical and surgical history including medications and allergies, family history, social history, and past wound history). – 2%
 - b. Read and interpret lab studies (e.g., blood sugar, prealbumin, albumin, complete blood count, zinc level, coagulation studies, hemoglobin A1C, transferrin) and indicate situations in which these tests should be recommended and/or addressed. – 2%
 - c. Read and interpret non-laboratory diagnostics (e.g., monofilament test, TCPO₂, TCPCO₂, turgor test, vital signs) and indicate situations in which these tests should be recommended and/or addressed. – 2%
 - d. Identify circumstances indicating need for interdisciplinary consults. – 2%
 - e. Read and interpret risk assessment tools such as Braden and Norton and recommend clinical interventions as appropriate. – 2%
 - f. Read and interpret healing assessment tools such as the PUSH tool and recommend clinical interventions as appropriate. – 2%
 - g. Evaluate patient’s physical, mental, and psychosocial status (e.g., cognition, overall skin condition, circulatory, respiratory, neurological, musculoskeletal, urological, gastrointestinal). – 3%
 - h. Considering physical and mental status of the patient, determine appropriate method for assessing a patient’s level of pain and plan appropriate interventions. – 3%
 - i. Evaluate the patient’s current nutritional status including, but not limited to, intake pattern, BMI, and physical constraints limiting the patient’s ability to receive nutrition (e.g., inability to use utensils, impaired or unable to swallow, inability to chew solid food). – 2%
- 5. Wound etiology and description – 20%**
- a. Identify and differentiate between wound types (e.g., acute vs. chronic, partial thickness vs. full thickness). – 2%
 - b. Identify and differentiate between wound classifications (*see examples*). – 2%
 - i. Pressure (Stage I – IV, unstageable, deep tissue injury, Mucosal pressure ulcer, mechanical device associated pressure ulcer),
 - ii. Vascular (neuropathic/diabetic (Wagner scale I – V), arterial, and venous),
 - iii. Traumatic
 - iv. Surgical
 - v. Burns (first degree, second degree, third degree, fourth degree)
 - vi. Other: dermatological, immunological, systemic, malignancy, chemical, allergic, radiation, Kennedy terminal ulcer
 - c. Describe and document wound location and size including presence of tunneling, undermining, and sinus tract(s). – 2%
 - d. Describe and document the appearance of the wound bed: type of tissue, color, presence of underlying structures, and wound margins. – 2%

- e. Describe and document wound drainage: Type, Amount, Color, and Odor. – 2%
- f. Describe and document the appearance of the periwound area. – 2%
- g. Identify and differentiate between signs and symptoms of wound infection and different levels of wound contamination. – 2%
- h. Identify signs and symptoms of complications and differentiate among complications that can occur in a wound (e.g., infection, hemorrhage, dehiscence, evisceration, fistula). – 2%
- i. Describe how wound etiology contributes to determining appropriate treatment. – 2%
- j. Describe factors to be considered in determining wound etiology. – 2%

6. Treatment administration and management – 20%

- a. Considering wound type, overall patient status, and cost, identify the most appropriate wound cleanser [e.g., saline (spray, foam, unit dose, large dose), commercial sprays, antibiotic solutions (e.g., chlorhexidine, maenad acetate, metronidazole solution, triple antibiotic solutions), antiseptic solutions (e.g., acetic acid, hydrogen peroxide, iodine, Dakin’s solution)]. – 2%
- b. Considering wound type, overall patient status, and cost, identify the most appropriate type of dressing, topical, and other treatment (e.g., alginates, antimicrobial, collagen, composites, contact layers, foams, growth factors, hydrocolloids, hydrogels, special absorptives, transparent films, wound fillers, impregnated gauze, silicon, and bio-engineered tissues (e.g., cadaver, porcine, autologous grafts)). – 3%
- c. Considering wound type, overall patient status, and cost, identify the most appropriate type of pressure redistribution strategy [e.g., mattresses (low air loss, air fluidized, alternating air, foam, gel, powered, non-powered), cushions (static (air, foam, or gel) and alternating (air)), mattress overlays (low air loss, alternating air, foam, gel, powered, non-powered), specialty beds (bariatric, air fluidized)]. – 3%
- d. Considering wound type, overall patient status, and cost, identify the most appropriate type of positioning, offloading, or adaptive device (e.g., positioning wedges, cushions, cradles, reachers, beds, side rails, shower chairs, wheelchairs, geriatric chairs, custom chairs, walking devices, anti-shear devices, grab bars, ramps, commodes, trapezes, lifts). – 2%
- e. Considering wound type, overall patient status, and cost, identify the most appropriate type of orthotic, insert, diabetic shoe, or contact casting. – 2%
- f. Considering wound type, overall patient status, and cost, identify the most appropriate type of wound bed preparation (e.g., selective debridement types (autolysis, enzymatic, biosurgical), non-selective debridement types (mechanical, sharp/surgical, chemical), and bacterial balancing (cleansing)). – 3%
- g. Considering wound type, overall patient status, and cost, identify the most appropriate type of adjunctive therapy (e.g., ultrasounds, diathermy, electrical stimulation, monochromatic therapy, magnet therapy, negative pressure therapy, radiant therapy, acupuncture, laser, total contact casting, edema management (compression therapy (support stockings, bandages, pumps), massage), hyperbaric, topical growth factors, surgical). – 2%
- h. Understand and apply principles of infection control during all patient interactions. – 3%

7. Education and training – 5%

- a. Identify and address educational needs of the patient, healthcare team members, and/or family/support network. – 2%
- b. Educate the patient and family/support network of the benefits of adherence to the treatment plan and the risk of non-adherence. – 2%

- c. Identify and address critical elements of a discharge/transitional plan for patient and family. – 1%
8. **Legal, ethics, and policy** – 5%
- a. Demonstrate an understanding of the legal aspects of wound care (e.g., corporate compliance, Stark Act, documentation, malpractice, negligence, assault, abuse, neglect, scope of practice, harassment, facility protocols and procedures, consent (e.g., participation in a research project, dissemination of information/findings, photograph wound(s), treat wound(s), debridement of wound(s)), HIPAA, abandonment). – 2%
 - b. Demonstrate an understanding of the ethical aspects of wound care [e.g., HIPAA, informed consent, advance directives, IRB (clinical trials, research, dissemination of findings), patient's preferences (cultural, religious, and personal beliefs)]. – 1%
 - c. Provide documentation throughout the process that complies with legal and institutional requirements and expectations for clear, concise, legible, and consistent documentation. – 2%

Sample Examination Questions

1. Which of the following occurs in the inflammatory phase of wound healing?
 - a. Granulation
 - b. Fibroplasia
 - c. Angiogenesis
 - d. Migration of neutrophils to the site
2. Which of the following phases of wound healing characterize chronic wounds?
 - a. Inflammatory and proliferative
 - b. Inflammatory and maturation
 - c. Hemostasis and proliferative
 - d. Hemostasis and maturation
3. Which of the following is an indication for using a foam dressing?
 - a. Scant serosanguinous drainage
 - b. Intact stable eschar on heel
 - c. Stage IV tunneling wound with moderate exudate
 - d. Hypergranulation tissue
4. Mr. Edwards, a non-ambulatory patient has a full thickness venous ulcer on his right medial calf. The ulcer bed is 100% red granulation tissue with significant drainage. Which of the following dressing materials would be the best choice for treatment?
 - a. Hydrogel dressing and Unna's Boot
 - b. Alginate and multilayer elastic compression bandaging
 - c. Hydrocolloid and Unna's Boot
 - d. Saline gauze and multilayer compression bandaging
5. Which of the following symptoms are associated with wound infection?
 - a. Increased exudate, necrotic tissue, odor, granulation
 - b. Odor and albumin 3.5 gm/dL, protein 7 gm/dL, BUN 18mg/dL
 - c. Necrotic tissue and WBC -10 K/ul
 - d. Quantitative culture of >100,000 bacteria per gram
6. Three wound complications are:
 - a. Infection, hemorrhage, approximation
 - b. Dehiscence, epithelialization, evisceration
 - c. Infection, dehiscence, evisceration
 - d. Contraction, abscess, fistula formation
7. A surgical wound closed with surgical staples is an example of:
 - a. Primary intention
 - b. Secondary intention
 - c. Tertiary intention

- d. Artificial intention
8. Which of the following is a form of selective debridement?
- a. Whirlpool
 - b. Sharp surgical
 - c. Wet-to-dry
 - d. Bio surgical
9. A 26-year-old woman who has had type 1 diabetes for 3 years. She is able to feel a monofilament on both of her feet; however her heels are very dry and cracked. You should advise her to:
- a. Soak her feet in warm water every day for 30 minutes
 - b. Apply powder or cornstarch to her feet
 - c. Use lotion on the dry, cracked areas
 - d. Use a callus remover daily
10. You suspect your patient has osteomyelitis. What lab tests would help confirm this diagnosis?
- a. Hgb A1c, prealbumin, CBC
 - b. CBC, BMP, albumin
 - c. Calcium level, CBC, PT/INR
 - d. CBC, ESR, C-reactive protein

Answers: 1-D, 2-A, 3-D, 4-B, 5-D, 6-C, 7-A, 8-D, 9-C, 10-D.

WCC Certification Program-Candidate Agreement / Statement of Understanding

Purpose

National Alliance of Wound Care and Ostomy (NAWCO) is dedicated to the advancement and promotion of excellence in the delivery of wound care and skin management to the consumer. NAWCO has established a formally documented program under which individuals may take examinations to demonstrate competence relating to their proficiency in skin and wound management. This program includes the WCC professional Wound Care Certified certification credentials. Successful participants in this program may become authorized to use the WCC certification.

Definitions

Applicant means the individual who, in consideration for being allowed to take the certification examinations offered by NAWCO, agreed to the terms of this NAWCO Certification Program Candidate Agreement (“Agreement”). **Marks** means the service mark and logo pertaining to the certification credential WCC that the Applicant has completed.

Nondisclosure

Applicant shall not disclose to any third party or use any information concerning any certification examination of NAWCO, including, but not limited to questions, form of questions, or answers. The foregoing obligations of nondisclosure and nonuse are binding on Applicant until such time, if ever, as the specific information covered by the obligations are made generally available to the public. The foregoing obligations of nondisclosure and nonuse shall survive termination or expiration of this agreement and all NAWCO certification programs for any reason. Further, any reported incidence of disclosure of exam item content will be fully investigated by the NAWCO as a Breach of Contract and Copyright Infringement, and shall result in immediate termination of the individual’s WCC Credential.

Certification

Applicant’s certification credential is based on Applicant’s successful completion of the required testing and Applicant’s compliance with this Agreement and the requirements described in the corresponding NAWCO trademark guidelines, the terms of which are incorporated herein by reference and which may be changed from time to time by NAWCO in its sole discretion. Applicant acknowledges that NAWCO has the right to change at any time the requirements for obtaining or maintaining any certification and/or to discontinue any certification is NAWCO’s sole discretion. Once certification is granted, Applicant may maintain Applicant’s certification by completing, within the time frame specified by NAWCO, all continuing certification requirements, if any, that correspond with Applicant’s WCC credential. Applicant is responsible for keeping Applicant informed of NAWCO’s continuing certification requirements and for maintaining Applicant’s certification. If Applicant does not complete the continuing certification requirements within the time frame specified by NAWCO, Applicant’s certification for that credential will be revoked without further notice, and all rights pertaining to that certification (including the right to use the applicable Marks) will terminate. Applicant retains Applicant’s certification status if Applicant leaves Applicant’s current employment and/or begins working with a new organization. However, Applicant may not transfer Applicant’s certification status to another person. Applicant agrees to make claims regarding certification only with respect to the scope for which the certification has been granted. Applicant agrees to discontinue use of the WCC credential and promotion of the certification immediately upon expiration, suspension or withdrawal of certification. Applicant further swears to notify the NAWCO in writing within 10 business days if they learn they are no longer eligible to hold the WCC credential, such as in the event of suspension, placement of restrictions upon or revocation of the primary professional license. In the event of revocation of the credential, the applicant agrees to return the Certificate of Certification via postal mail to the NAWCO address listed on the website at www.nawccb.org.

NOTWITHSTANDING ANYTHING IN THIS AGREEMENT TO THE CONTRARY, NAWCO HAS THE RIGHT NOT TO GRANT, CONTINUE, OR RENEW APPLICANT’S CERTIFICATION IF NAWCO REASONABLY DETERMINES THAT APPLICANT’S CERTIFICATION OR USE OF THE CORRESPONDING MARKS WILL

ADVERSELY AFFECT THE NAWCO. THIS AGREEMENT APPLIES TO WCC CERTIFICATION OBTAINED BY APPLICANT.

Grant and Consideration

Subject to the terms and conditions of this Agreement, NAWCO grants to Applicant a non-exclusive, personal and nontransferable license to use the Marks solely in connection with providing services corresponding to the certification credential Applicant has achieved. Applicant may use the Marks on such promotional, display, and advertising materials as may, in Applicant's reasonable judgment, promote the services corresponding to Applicant's certification credential and which are permitted by the terms of the NAWCO's trademark guidelines corresponding to the certification credential. Applicant may not use the Marks for any purposes that are not directly related to the provision of the services corresponding to Applicant's particular certification. Applicant may not use the Marks of WCC unless Applicant has completed the certification requirements for the WCC certification credential and has been notified by NAWCO in writing that Applicant has achieved certification status of WCC. NAWCO reserves the right to revise the terms of this Agreement from time to time. In the event of a revision, Applicant's signing or otherwise manifesting assent to a new agreement may be a condition of continued certification.

Term and Termination

Term-This Agreement will commence immediately upon Applicant's acceptance of the terms and conditions of this Agreement prior to taking a certification examination. Either party may terminate this Agreement without cause by giving thirty (30) days or more prior written notice to the other party. Termination by NAWCO - Without prejudice to any other rights it may have under this Agreement or in law, equity, or otherwise, NAWCO may terminate this Agreement upon the occurrence of any one or more of the following events ("Default"):

- (i) If Applicant fails to perform any of Applicant's obligations under this Agreement;
- (ii) If any Government agency or court finds that any services as provided by Applicant are defective or improper in any way, manner or form; or
- (iii) If actual or potential adverse publicity or other information, emanating from a third party or parties, about Applicant, the services provided by Applicant, or the use of the Marks by Applicant causes NAWCO, in its sole judgment, to believe that NAWCO's reputation will be adversely affected. In the event of a Default, NAWCO will give Applicant written notice of termination of this Agreement.
- (iv) Applicant fails to meet recertification criteria prior to expiration date of their credentials.

In the event of a Default under (ii) or (iii) or above, NAWCO may immediately terminate this Agreement with no period for correction and without further notice. In the event of a Default under (i) or (iv) above, or at NAWCO's option under (ii) or (iii) above, Applicant will be given thirty (30) days from receipt of notice in which to correct any Default. If Applicant fails to correct the Default within the notice period, this Agreement will automatically terminate on the last day of the notice period without further notice.

Effect of Termination

Upon termination of this Agreement for any reason, Applicant will immediately cease all display, advertising, and other use of the Marks and cease all representations of current certification. Upon termination, all rights granted under this Agreement will immediately and automatically revert to NAWCO.

Conduct of Business

Applicant shall: exercise its independent business judgment in rendering services to Applicant's customers; avoid deceptive, misleading, or unethical practices which are or might be detrimental to NAWCO or its products; and refrain from making any representations, warranties, or guarantees to customers on behalf of NAWCO. Without limiting the foregoing, Applicant agrees to not misrepresent Applicant's certification status or Applicant's level of skill and knowledge related thereto.

Indemnification by Applicant

Applicant agrees to indemnify and hold NAWCO harmless against any loss, liability, damage, cost or expense (including reasonable legal fees) arising out of any claims or suits made against NAWCO by reason of Applicant's performance or nonperformance under this Agreement; arising out of Applicant's use of the Marks in any manner whatsoever except in the form expressly licensed under this Agreement; and/or for any personal injury, product liability, or other claim arising from the promotion and/or provision of any products or services by Applicant. In the event NAWCO seeks indemnification under this Section, NAWCO will notify Applicant in writing of any claim or proceeding brought against it for which it seeks indemnification under this Agreement. In no event may Applicant enter into any third party agreements which would in any manner whatsoever affect the Rights of, or bind, NAWCO in any manner, without the prior written consent of NAWCO. This Section shall survive termination or expiration of this Agreement and all NAWCO certification programs for any reason.

Disclaimer of Warranties; Limitation of Liabilities

NAWCO makes, and Applicant receives, no warranties or conditions of any kind, express, implied or statutory, related to or arising in any way out of any certification examination, any NAWCO certification program, or this Agreement. NAWCO specifically disclaims any implied warranty of merchantability, fitness for a particular purpose and non-infringement of any third party rights. In no event shall NAWCO be liable for indirect, consequential, or incidental damages (including damages for loss of profits, revenue, data, or use) arising out of this Agreement, any NAWCO certification program, or incurred by any party, whether in an action in contract or tort, even if NAWCO has been advised of the possibility of such damages. NAWCO's liability for damages relating to any certification examination, any NAWCO certification program, or this Agreement shall in no event exceed the amount of application fees actually paid to NAWCO by Applicant. Some jurisdictions do not allow limitations of the liability so certain of these limitations may not apply; however, they apply to the greatest extent permitted by law. Applicant acknowledges and agrees that NAWCO has made no representation, warranty, or guarantee as to the benefits, if any, to be received by Applicant from third parties as a result of receiving certification. This Section shall survive termination or expiration of this Agreement and all NAWCO certification programs for any reason.

General Provisions

Wisconsin law, excluding choice of law provisions, and the laws of the United States of America govern this Agreement. Failure to require compliance with a part of this Agreement is not a waiver of that part. If a court of competent jurisdiction finds any part of this Agreement unenforceable, that part is excluded, but the rest of this Agreement remains in full force and effect. Any attempt by Applicant to transfer or assign this Agreement or any rights hereunder is void. Applicant acknowledges and agrees that Applicant and NAWCO are independent contractors and that Applicant will not represent Applicant as an agent or legal representative of NAWCO. This Agreement and all documents incorporated herein by reference are the parties' complete and exclusive statement relating to their subject matter. This Agreement will not be supplemented or modified by any course of dealing or usage of trade. Any modifications to this Agreement must be in writing and signed by both parties. Applicant agrees to comply, at Applicant's own expense, with all statutes, regulations, rules, ordinances, and orders of any Governmental body, department, or agency which apply to or result from Applicant's rights and obligations under this Agreement.

Request for Special Examination Accommodations

Please complete/return this form and the "Documentation of Disability-Related Needs" on the next page **at least six weeks prior to test date**, so your accommodation for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without your express written consent. If you have existing documentation of the same or similar accommodation provided for you in another test situation, you may submit such documentation instead of having the reverse side of the form completed by an appropriate professional.

Applicant Information

Last Name	First Name	Middle Name
Address		
City	State	Zip Code
Daytime Telephone	Fax	E-mail

Special Accommodations

I request special accommodations for the ____ / ____ administration of the NAWCO WCC examination.
Month Year

Please provide (check all that applies):

- Accessible testing site
- Special seating
- Large print test (available for paper & pencil proctored examination only)
- Circle answers in test booklet (available for paper & pencil proctored examination only)
- Extended testing time (available for computer examination at a PSI testing center- max 2 hours)
- Separate testing area (table only at PSI testing center)
- Other special accommodations (please specify)

Comments:

Signed: _____ Date: _____

Return this form with your examination application to:

National Alliance of Wound Care and Ostomy
717 Saint Joseph Dr Ste 297
Saint Joseph, MI 49085-2428

Documentation of Disability-Related Needs

If you have a learning disability, a psychological disability, or other disability that requires an accommodation in testing, please have this section completed by an appropriate professional (education professional, doctor, psychologist, psychiatrist) to certify that your disabling condition requires the requested test accommodation. If you have existing documentation of the same or similar accommodation provided for you in another test situation, you may submit such documentation instead of completing the "Professional Documentation" portion of this form.

Professional Documentation

I have known _____ since ____ / ____ / ____
(Applicant)

in my capacity as _____.
(Professional Title)

The applicant discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements identified on the Special Examination Accommodation Form.

Comments: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ Email: _____

License # (If applicable): _____ Date: _____

Return this form with your examination application and request for special examination accommodations to:

National Alliance of Wound Care and Ostomy
717 Saint Joseph Dr Ste 297
Saint Joseph, MI 49085-2428

WCC Examination Application

Phone: 877-922-6292 Fax: 800-352-8339

717 Saint Joseph Dr Ste 297

Saint Joseph, MI 49085-2428

ANY MISSING OR INCOMPLETE INFORMATION MAY CAUSE DELAY IN PROCESSING -PLEASE PRINT LEGIBLY (7/2014)



National Alliance of Wound Care and Ostomy®

1. PRINT NAME (as listed on your professional license) Last: _____ First: _____ MI: _____	
2. MAILING ADDRESS Street: _____ City: _____ State/Province: _____ Country: _____ Zip/Postal Code: _____	3. DATE OF BIRTH _____
Daytime Telephone: _____ Evening Telephone: _____ Email: _____ () _____ () _____	
4. PROFESSIONAL LICENSES (Check and complete all that apply) <input type="checkbox"/> LPN/LVN <input type="checkbox"/> RN <input type="checkbox"/> NP/APN <input type="checkbox"/> OT <input type="checkbox"/> PTA <input type="checkbox"/> PT <input type="checkbox"/> PA <input type="checkbox"/> MD/DO/DPM License Number(s): _____ State: _____ ORIGINAL Issue Date: _____ Expiration Date: _____	5. EDUCATION <input type="checkbox"/> Diploma <input type="checkbox"/> MSN <input type="checkbox"/> Associate <input type="checkbox"/> PhD <input type="checkbox"/> BS <input type="checkbox"/> MD/DO/DPM <input type="checkbox"/> BSN <input type="checkbox"/> Other: _____ <input type="checkbox"/> BA Field of Study: _____
6. OTHER BOARD CERTIFICATIONS (Check any that apply) MUST PROVIDE A COPY OF CURRENT CERTIFICATE <input type="checkbox"/> CWS Certification # _____ <input type="checkbox"/> CWCN Certification # _____ <input type="checkbox"/> CWON Certification # _____ <input type="checkbox"/> CWOCN Certification # _____	7. LICENSED EXPERIENCE/PRACTICE WOUND CARE <input type="checkbox"/> Two to Five years <input type="checkbox"/> More than Five but fewer than Ten <input type="checkbox"/> Ten or more Years
8. PRIMARY PLACE OF EMPLOYMENT <input type="checkbox"/> Hospital <input type="checkbox"/> Outpatient <input type="checkbox"/> Long Term Care <input type="checkbox"/> Education <input type="checkbox"/> Home Care <input type="checkbox"/> Administration <input type="checkbox"/> Independent Consultant <input type="checkbox"/> Sales	9. EXAMINATION ELIGIBILITY OPTION <input type="checkbox"/> Education (Attended Wound Care Education Institute Course) <input type="checkbox"/> Certification <input type="checkbox"/> Experiential
10. EXAMINATION TYPE <input type="checkbox"/> Initial Certification <input type="checkbox"/> Reinstatement of Lapsed WCC Credentials	
11. EXAMINATION APPLIED FOR: <input type="checkbox"/> Computerized Version at PSI Testing Center (for locations go to www.psiexams.com) Please allow 2-3 weeks for processing of your examination application. Once your application is approved, you will receive an examination Authorization letter by email. You will use that authorization letter to Call and schedule your appointment for the examination at the PSI testing Center most convenient to you. You will also need to take that letter with you to the PSI testing center. ADA ACCOMMODATION <input type="checkbox"/> YES, special arrangements will be necessary for me to complete the examination. (If yes, complete forms on pages 18 & 19)	13. APPLICATION EXAMINATION FEES Non-refundable processing fee. \$30 Computerized Certification Examination . . \$300 Paper/Pencil Proctored Examination. . . . \$300 TOTAL AMOUNT: _____ Make checks or Money order payable in US dollars to National Alliance of Wound Care and Ostomy and submit with this application. If you wish to make your payment by credit card (Visa or MasterCard) complete Section 17. If for any reason you are deemed ineligible to sit for the examination, the \$300 exam fee will be refunded to you within two weeks.-No refunds for applications processed and approved.

Work Experience Verification

All candidates complete the following section(s) to document required wound care related work experience. Any missing or incomplete information will cause delay in processing. Please print clearly. (You may make copies of this page as needed to document required work experience.)

IMPORTANT NOTE: Although supervisor signature is not required except as indicated in (b) below, NAWCO reserves the right to audit your form, and if misrepresentation is discovered, may deny eligibility OR revoke credential if discovered after certification.

Candidate's Name (Please print) _____

Employer _____

Employer Full Address _____

Employment Dates From: ___ / ___ / ___ to: ___ / ___ / ___ Full Time Part Time

Supervisor Name: _____ Supervisor Phone Number: _____

Supervisor Email: _____

Employer _____

Employer Full Address _____

Employment Dates From: ___ / ___ / ___ to: ___ / ___ / ___ Full Time Part Time

Supervisor Name: _____ Supervisor Phone Number: _____

Supervisor Email: _____

Employer _____

Employer Full Address _____

Employment Dates From: ___ / ___ / ___ to: ___ / ___ / ___ Full Time Part Time

Supervisor Name: _____ Supervisor Phone Number: _____

Supervisor Email: _____

EXPERIENTIAL OPTION CANDIDATES ONLY- SUPERVISOR VERIFICATION REQUIRED HERE

I verify that the candidate named above was actively involved in the treatment of wound care patients, or in management, education or research directly related to wound care, while actively licensed, for a MINIMUM of four years full-time within the past five years.

Supervisor Signature

Date

Print Supervisor Name

Supervisor Phone Number

Supervisor Email (Required)

Agreement Authorization and Certification Information Release

I hereby affirm that I have been a _____ actively and directly involved in the delivery of wound care or in Management, Education or Research directly related to wound care for a:

(Please check one)

- MINIMUM of two years full-time or four years part-time within the past five years.
- MINIMUM of four years full-time within the past five years. (Required for Experiential Option)

I further affirm that I am currently licensed to practice as a _____ in the state of _____.
(LICENSE TYPE)

I further affirm that *no licensing authority has current disciplinary action pending against my license to practice* in the aforementioned or any other state, and that my license to practice is not currently suspended, restricted or revoked by any state or jurisdiction.

I authorize the National Alliance of Wound Care and Ostomy to make whatever inquiries and investigations that it deems necessary to verify my credentials and professional standing. I further allow the National Alliance of Wound Care and Ostomy to use information from my application and subsequent examination for the purpose of statistical analysis, provided my personal identification with that information has been deleted.

I hereby understand the National Alliance of Wound Care and Ostomy will publish my name, professional license type, city, state, past and present certification status under the NAWCO WCC Certification Directory, in print and electronic versions of a worldwide directory of NAWCO WCC Certified Practitioners. I release the NAWCO, its subsidiaries and affiliates and their employees, successors and assigns from any claims of damages for libel, slander, invasion of rights of privacy or publicity, and any other claim based on the publication or release of any Certification Information as specified in this Certification Information Release.

I agree to make claims regarding certification only with respect to the scope for which the certification has been granted. I agree to discontinue use of the WCC credential and promotion of the certification immediately upon expiration, suspension or withdrawal of certification. I further swear to notify the NAWCO in writing within 10 business days if I learn I am no longer eligible to hold the WCC credential, such as in the event of suspension, placement of restrictions upon or revocation of the primary professional license. In the event of revocation of the credential, I agree to return the Certificate of Certification via postal mail to the NAWCO address listed on the website at www.nawccb.org.

By signing this agreement, I hereby swear and attest to all the contents of the Candidate Agreement/Statement of Understanding contained within this Candidate Handbook. As the applicant, I declare that the foregoing statements are true. I understand false information may be cause for denial or loss of the credential.

Applicant signature

Print Name

Date

17. Credit Card Authorization Form (Complete this section ONLY if paying by credit card)

I, _____, hereby authorize the National Alliance of Wound Care and Ostomy
(Name exactly as it appears on card)

to charge my credit card account for the amount of the Certification Examination of \$300.00 plus Application fee of \$30.00.

Visa MasterCard American Express Credit Card Number _____

Expiration Date ____/____ Security Code* _____ *3-digit code found on signature strip at the end of a series of numbers. Amex is 4 digits.

Street: _____ City: _____ State: _____ ZIP: _____

(Billing Address Required)

SIGNATURE: _____ Date: _____



National Alliance of Wound Care
and Ostomy®

RETURN COMPLETED APPLICATION WITH FEES TO:

National Alliance of Wound Care and Ostomy
717 Saint Joseph Dr Ste 297
Saint Joseph, MI 49085-2428
Fax: 800-352-8339