

## PRACTICAL GUIDELINES FOR INITIAL CERTIFICATION

The certification process is first and foremost a personal review. As in other professions, one of your peers will review your delivery of the Creighton Model FertilityCare services.

1. Start by glancing through the application form.
2. Read the Academy Standards. The specific Standard is listed next to each section in the application form. This should help to clarify the information requested.

**NOTE: If you cannot meet the “Field Service Requirements” (see Terms / Requirements Defined – to follow) or do not have your application fee, STOP! Put your application form away until you can meet these requirements. If you are very close, contact your Application Reviewer for input.**

**The application process cannot begin until the fee is paid. If it is delayed, the data on the application form will become outdated and therefore void.**

3. Your Application reviewer is eager to help you. Feel free to contact your Application Reviewer at any time during the application process.
4. Ask an individual to write a letter of reference for you right away. Waiting until the last minute may hold up the application process.
5. The information on your application form must be current. The Code of Ethics date on page two (2) and the date on page seven (7) may not vary more than two (2) weeks.
6. Gather all of your client information: client files, census sheets, log book, evaluation forms, etc. to help you work more efficiently.
7. Now you are ready to begin to fill out the application form. On the next page, you will find some defined terminology to assist you.
8. Be sure to keep a copy of the completed application for your records!

**TERMS / REQUIREMENTS DEFINED**

**ACADEMY:** The American Academy of FertilityCare Professionals

**SERVICE DELIVERY PROGRAM:** The program through which you offer FertilityCare services.

**FIELD SERVICE COMPONENT:** The time period immediately prior to the date of completion of this application. This time period may begin upon completion of your education program. This field service component may not exceed 36 months prior to application. (It may be shorter.) Three of the required ten clients must be taught in the twelve months prior to application for initial certification.

EXAMPLE #1—You finished your education program in November. By the following April, you have taught ten new clients. You may apply for certification at this time.

EXAMPLE #2—You finished your education program six years ago, but have never applied for certification. You may apply if you have taught ten new clients in the past 3 years, 3 of them in the past year.

**CREIGHTON MODEL EDUCATION PROGRAM:** The program through which you received your Creighton Model FertilityCare education.

**FIELD SERVICE REQUIREMENTS:** (Minimum number of new clients, follow-ups, introductory sessions)

Instructors:            10 new clients, 3 in the past 12 months  
                                 40 follow-ups, 8 in the past 12 months  
                                 4 introductory sessions, 2 in the past 12 months

Practitioners:           10 new clients, 3 in the past 12 months  
                                 50 follow-ups, 10 in the past 12 months  
                                 4 introductory sessions, 2 in the past 12 months

**EVALUATION TALLIES:** Includes introductory session, teacher, and program evaluation forms.