

**AAFCP INITIAL CERTIFICATION OF
FERTILITYCARE MEDICAL CONSULTANTS
AT A GLANCE**

Updated July 2015

- 1) The candidate who has requested information receives a packet with
- * cover letter
 - * application for initial certification, including 4 attachments
 - * at a glance review (this document)
 - * AAFCP standards for initial certification
 - * AAFCP code of ethics
 - * list of chapters in NaProTechnology textbook for the examination

This and most subsequent correspondence can be sent by email, fax, or mail, whichever is most convenient for the candidate.

2) The candidate completed and sends in the application, the application fee and the requested documentation, including three attachments. This includes a *de-identified* list of 10 patients candidate has treated with NaProTechnology. The original application and attachments are sent to Debra Gramlich, MD, CFCCM, Chairman, Subcommittee on Physician Certification. A copy of the application and the application fee (by cheque or email receipt if paid at the AAFCP website www.aafcp.net) is sent to Elizabeth Kauffeld, CFCE, Chairman of the Commission on Certification.

3) The candidate arranges for Attachment 2-B (if applicable) to be sent by a FertilityCare Practitioner directly to Dr. Gramlich; and for Attachment 5 (letter of reference regarding Code of Ethics to be sent by its author directly to Dr. Gramlich.

4) Dr. Gramlich assigns the application to a physician application reviewer. The application reviewer requests more detailed information from the candidate about three of the patients listed in the application. *This step may take up to 3 weeks.*

5) The candidate sends the more detailed (fully de-identified) information for the three NaProTechnology patients requested by the case reviewer.

6) The application reviewer sends the detailed case information to a case reviewer, who is another physician or clinician who is currently certified as a FertilityCare Medical Consultant, and who is of the same specialty as the applicant, or as closely related as possible.

7) The case reviewer reviews this information for appropriate management with NaProTechnology. *Steps 5 and 6 may take up to 6 weeks.*

8) *Overall, it may take 3-6 months to complete steps 2-6.* The amount of time will depend on the time the applicant takes to complete steps 2 and 4, as well as the times that the commission takes for steps 3, 5, and 6.

9) Once steps 1-6 have been completed satisfactorily, the candidate will be notified that he or she is eligible to sit for the FertilityCare examination, which is based on the chapters in the NaProTechnology textbook that were sent with the initial packet. The exam is given four times per year, on the third Saturday of February, May, August, and November.

10) The examination is administered locally to the candidate, through a proctor identified by the candidate, on a specified examination date. Arrangements for administration of the examination are made through the Pope Paul VI Institute for the Study of Human Reproduction.

11) After candidate passes the examination, candidate will be certified by the Commission on Certification.

For questions about any of these procedures, please contact:

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