

**AAFCP RENEWAL OF CERTIFICATION OF
FERTILITYCARE MEDICAL CONSULTANTS
OVERVIEW**

Updated November, 2014

1) The *candidate* who has requested information or is due for certification renewal receives a packet with

- * cover letter
- * application for renewal of certification, including 3 attachments
- * overview of renewal of certification process (this document)
- * AAFCP standards for renewal of certification
- * AAFCP code of ethics

This and most subsequent correspondence can be sent by email, fax, or mail. Email communication is preferred wherever possible. All of these items can also be downloaded from the Academy website (www.aafcp.net), certification section.

2) The *candidate* completed and sends in the application, the application fee, and the requested documentation, including three attachments and the signature page. The attachments include a *de-identified* list of 5 patients the candidate has treated with NaProTechnology. The original application and attachments are sent to Debra Gramlich, MD, CFCMC, 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) 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 4 (letter of reference regarding Code of Ethics to be sent by its author directly to Dr. Gramlich.

4) Dr. Gramlich assigns the application to an *application reviewer*, who is also currently certified as a FertilityCare Medical Consultant. The *application reviewer* requests more detailed information from the *candidate* about 1 or 2 of the patients listed in the application. If necessary, the *application reviewer* may also request other information from the *candidate* for clarification to ensure a complete and acceptable application.

5) The *candidate* sends the more detailed (fully de-identified) information for the 1-2 NaProTechnology patients requested to the *application reviewer*.

6) The *application reviewer* sends the detailed case information to a *NaPro 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 *NaPro case reviewer* reviews this information for appropriate management with NaProTechnology. A summary of the review is sent to the *application reviewer*, who sends the summary on to *candidate*.

8) If necessary, the *NaPro case reviewer* may request some clarifying information before making a final summary of the review. If so, this will be done through the application reviewer. The identity of the *NaPro case reviewer* is not released to the candidate until after the final summary of the review is completed.

It may take 3 or more months to complete steps 2-7.

8) Once steps 1-6 have been completed satisfactorily, the *application reviewer* will notify the Commission on Certification.

9) The Commission on Certification will vote to approve the final certification.

Overall, it may take 6 or more months to complete the entire certification process. In some cases, it may be done more quickly. The amount of time will depend on the time the candidate takes to complete his or her steps, and as well as the times that the commission takes for each of its steps.

For questions about any of these procedures, please contact:

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