

AAFCP INITIAL CERTIFICATION OF FERTILITYCARE MEDICAL CONSULTANTS

Overview

Updated July, 2019

The *candidate* should have the application for renewal of certification and have reviewed the AAFCP Standards for Renewal of Certification and the AAFCP Code of Ethics. All of these application materials can be accessed at the AAFCP website (<https://aafcp.net/medical-consultant-certification/>)

The MC Subcommittee will happily send application documents via email or by other means acceptable to a candidate who needs so.

- 1) The candidate completes and sends in the application, the application fee, and the requested documentation, including three attachments preferably in a single PDF file labeled “Last name, degree, first name”. This includes a *de-identified* list of 10 patients the candidate has treated with NaProTechnology. The original application, attachments and fee payment confirmation are sent to Gretchen Marsh, D.O., CFCMC, Chairman, Subcommittee on Medical Consultant Certification.
- 2) The candidate arranges for Attachment 2-B (if applicable) to be sent by a FertilityCare Practitioner directly to Dr. Marsh; and for Attachment 5 (letter of reference regarding Code of Ethics) to be sent by its author directly to Dr. Marsh.
- 3) Dr. Marsh assigns the application to an *application reviewer* who is currently certified as a Medical Consultant. 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.*
- 4) The candidate sends the more detailed (fully de-identified) information for the three NaProTechnology patients requested to the *application reviewer*.
- 5) 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.
- 6) The *case reviewer* reviews this information for appropriate management with NaProTechnology. *Steps 5 and 6 may take up to 6 weeks.*
- 7) *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.

- 8) Once steps 1-6 have been completed satisfactorily, the candidate will be notified that he or she is eligible to sit for the FertilityCare MC examination, which is based on selected chapters in the NaProTechnology textbook (see Relevant Textbook Chapters at <https://aafcpnet/medical-consultant-certification/>). The exam is given four times per year, on the third Saturday of February, May, August, and November.
- 9) 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.
- 10) After the candidate passes the examination, candidate will be certified by the Commission on Certification.

Please note that application reviewers and case reviewers are all volunteering their time for this process, while maintaining their own NaProTechnology practices. Thank you for your understanding and patience if the certification process takes some time to complete.

For questions about any of these procedures, please contact:

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