

**AAFCP RENEWAL OF 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 candidate is encouraged to send in the application electronically in a single PDF file labelled: Last name, degree, First name.

*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 attachments and the signature page. The attachments include a *de-identified* list of 5 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 4 (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 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.

4) The *candidate* sends the more detailed (fully de-identified) information for the 1-2 NaProTechnology patients requested to the *application reviewer*. Please send one file for each detailed case with the CrMS chart(s) and other information, for example labelled "Jones FNP George Case #5".

5) 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.

6) 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*.

7) 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.

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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