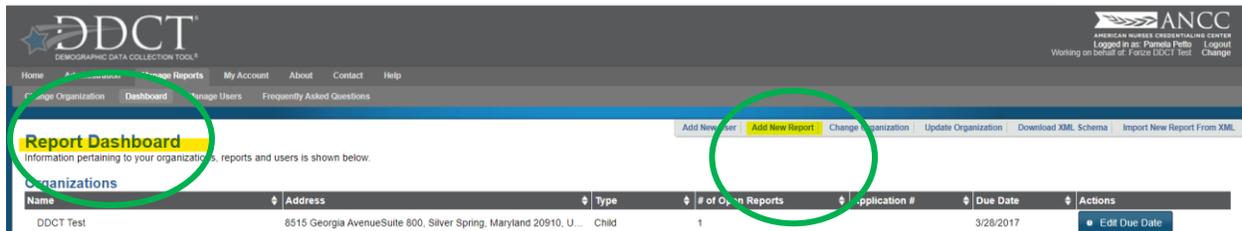


March 12, 2024

FYI - Organizations who have submitted an application have access to the DDCT (and certification list).

Instructions - How to copy the Certification list from the Demographic Database Collection Tool Database

1. Go to your organization's dashboard
 - Select In Progress
 - NOTE: if you do not have an "In Progress" DDCT report, you will need to "Add New Report" to access the Certifications.
 - The General Information page will need to be completed and "Saved."
 - NOTE: If you do not intend to use this same draft report later, please "Delete" the "In Progress" report from the dashboard.



The screenshot shows the DDCT (Demographic Data Collection Tool) interface. The top navigation bar includes links for Home, Add New Report, Manage Reports, My Account, About, Contact, and Help. The main content area is titled "Report Dashboard" and displays information for the organization "DDCT Test". A table lists the organization's details, including its address and type. A table below shows a list of reports, with one report highlighted in yellow. The "Add New Report" button is circled in green.

Name	Address	Type	# of Open Reports	Application #	Due Date	Actions
DDCT Test	8515 Georgia Avenue Suite 800, Silver Spring, Maryland 20910, U.S.A.	Child	1		3/28/2017	Edit Due Date

2. Go to the new report and click "Review."



The screenshot shows the "Reports" section of the DDCT interface. A table lists the reports, with one report highlighted in yellow. The "Review" button is circled in green.

Year	CNO Name	MPD Name	End Date	Status	Edited By	Edited On	Actions
2024	Jane Doe	John Doe	12/31/2023	In Progress	Pamela Petto	Jan 23, 2024 at 2:38 PM	Review

3. Go to the Certifications section and click "Edit."

DDCT
DEMOGRAPHIC DATA COLLECTION TOOL

Home Administration **Manage Reports** My Account About Contact Help

Change Organization Dashboard Manage Users Frequently Asked Questions

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Logged in as: Pamela Peltis Logout Change
Working on behalf of: Force DDCT Test

Review Report

Please complete each section listed below in order to complete your report and submit it for review. Sections which have already been visited are collapsed by default (you may roll over these sections for more options). The sections that are expanded by default require attention before the report may be submitted.

Organization Information
Enter general information about your organization.
NOTE: When you select an Organization Type on this screen, the full spectrum of unit types should be used. Details Edit

General Information
Enter detailed information about your organization. Edit Due Date Details Edit

Hospital Units
Create units within your organization for which you will report information. Details Edit

Certifications
Select the certifications for which your organization will report information. Details Edit

Demographics Entry
Enter your responses to demographic-related questions about your organization. Hospital Units and Certifications must be selected before you may enter the demographics.

Attachments
Enter up to 5 attachments related to this demographic report for your future reference. Details Edit

Submission Summary Report
Click the "View" button to view the summary data for this report. View

- On the left-hand side of the screen under "Available Certifications," you will find the current list of accepted Certifications.

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DEMOGRAPHIC DATA COLLECTION TOOL

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Certification Selection Load from a Previous Submission

Search (Name): Certifying Body: (All) Apply Clear

Available Certifications
Click one or more certifications and then click the "Add" button below to select the certifications.

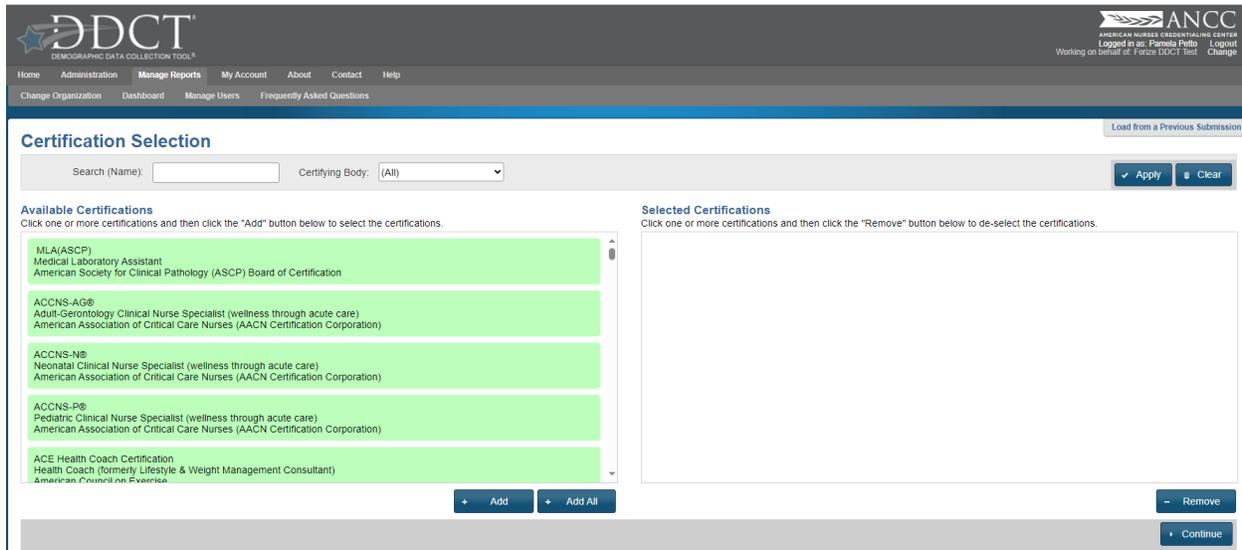
- MLA(ASCP)
Medical Laboratory Assistant
American Society for Clinical Pathology (ASCP) Board of Certification
- ACCNS-AG®
Adult-Gerontology Clinical Nurse Specialist (wellness through acute care)
American Association of Critical Care Nurses (AACN Certification Corporation)
- ACCNS-N®
Neonatal Clinical Nurse Specialist (wellness through acute care)
American Association of Critical Care Nurses (AACN Certification Corporation)
- ACCNS-P®
Pediatric Clinical Nurse Specialist (wellness through acute care)
American Association of Critical Care Nurses (AACN Certification Corporation)
- ACE Health Coach Certification
Health Coach (formerly Lifestyle & Weight Management Consultant)
American Council on Exercise

+ Add + Add All - Remove

Continue

Selected Certifications
Click one or more certifications and then click the "Remove" button below to de-select the certifications.

5. To highlight and select all of the certifications:
 - a. click to highlight on the first certification on the list, hold down the “Shift” key on the keyboard
 - b. use the mouse to scroll down to the end of the list
 - c. click to highlight on the last certification on the list.
 - d. While the list is highlighted, right-click on the list and select “Copy.”



The screenshot shows the DDCT (Demographic Data Collection Tool) interface. At the top, there is a navigation bar with links for Home, Administration, Manage Reports, My Account, About, Contact, and Help. Below this is a secondary navigation bar with links for Change Organization, Dashboard, Manage Users, and Frequently Asked Questions. The main content area is titled "Certification Selection" and includes a search box for Name and a dropdown for Certifying Body (set to "All"). There are "Apply" and "Clear" buttons. The interface is divided into two columns: "Available Certifications" and "Selected Certifications". The "Available Certifications" column contains a list of certification options, each with a plus sign icon on the right side, indicating they can be selected. The "Selected Certifications" column is currently empty. At the bottom of the interface, there are buttons for "Add", "Add All", "Remove", and "Continue".

DDCT
DEMOGRAPHIC DATA COLLECTION TOOL

Home Administration **Manage Reports** My Account About Contact Help

Change Organization Dashboard Manage Users Frequently Asked Questions

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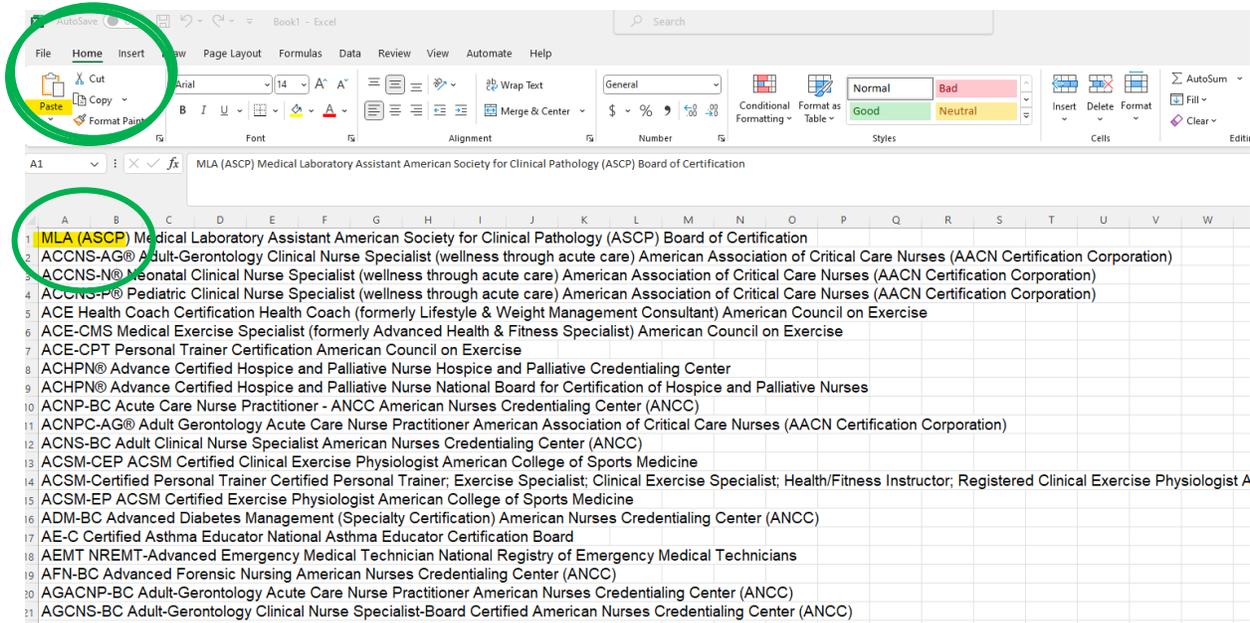
Certification Selection

Search (Name): Certifying Body: (All)

Available Certifications
Click one or more certifications and then click the "Add" button below to select the certifications.

- MLI(ASCP)
Medical Laboratory Assistant
American Society for Clinical Pathology (ASCP) Board of Certification
- ACCNS-AG®
Adult-Gerontology Clinical Nurse Specialist (wellness through acute care)
American Association of Critical Care Nurses (AACN Certification Corporation)
- ACCNS-NB
Neonatal Clinical Nurse Specialist (wellness through acute care)
American Association of Critical Care Nurses (AACN Certification Corporation)
- ACCNS-P®
Pediatric Clinical Nurse Specialist (wellness through acute care)
American Association of Critical Care Nurses (AACN Certification Corporation)
- ACE Health Coach Certification
Health Coach (formerly Lifestyle & Weight Management Consultant)
American Council on Exercise

6. Paste the list onto the document where you plan to save your list (e.g., excel, word, or other format).



7. Please delete DDCTs “in progress” that were started to be able to export a list of current certifications.



8. The DDCT certification list will be updated at the end of each quarter and is subject to change based on accredited certification expiration dates and newly accredited certifications.