

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

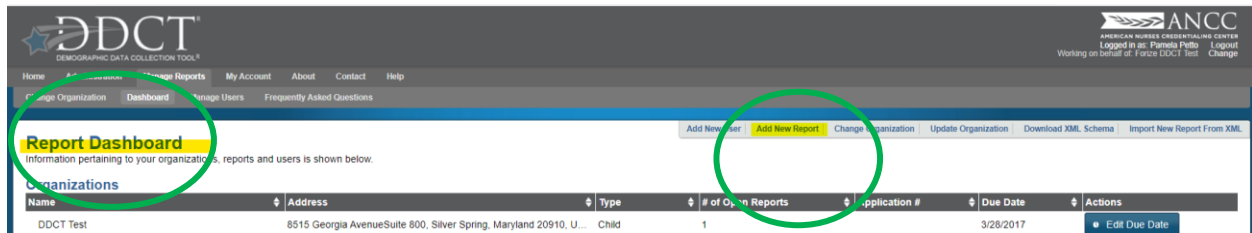
1. Go to your organization's dashboard

- 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 'Report Dashboard' tab is selected and highlighted with a green circle. Below the navigation bar, there are buttons for 'Add New Report', 'Change Organization', 'Update Organization', 'Download XML Schema', and 'Import New Report From XML'. The 'Add New Report' button is highlighted with a green circle. Below these buttons, there is a table titled 'Organizations' with columns: Name, Address, Type, # of Open Reports, Application #, Due Date, and Actions. The first row shows 'DDCT Test' with address '8515 Georgia Avenue Suite 800, Silver Spring, Maryland 20910, U.S.', type 'Child', 1 open report, application #, due date 3/28/2017, and an 'Edit Due Date' button.

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



The screenshot shows the 'Reports' section of the DDCT interface. The 'Reports' tab is selected and highlighted with a green circle. Below the navigation bar, there is a table with columns: Year, CNO Name, MPD Name, End Date, Status, Edited By, Edited On, and Actions. The first row shows '2024', 'Jane Doe', 'John Doe', '12/31/2023', 'In Progress', 'Pamela Petto', 'Jan 23, 2024 at 2:38 PM', and an 'Actions' button. The 'Actions' button is highlighted with a green circle and contains a 'Review' link.

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

## 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.

 **DDCT**  
DEMOGRAPHIC DATA COLLECTION TOOL

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Change Organization Dashboard Manage Users Frequently Asked Questions

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Working on behalf of: Force DDCT Test

[Load from a Previous Submission](#)

### Certification Selection

Search (Name):  Certifying Body:

[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](#)


#### Selected Certifications


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

[Remove](#)

[Continue](#)

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.”

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**Certification Selection**

Load from a Previous Submission

Search (Name):  Certifying Body: (All)

**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)

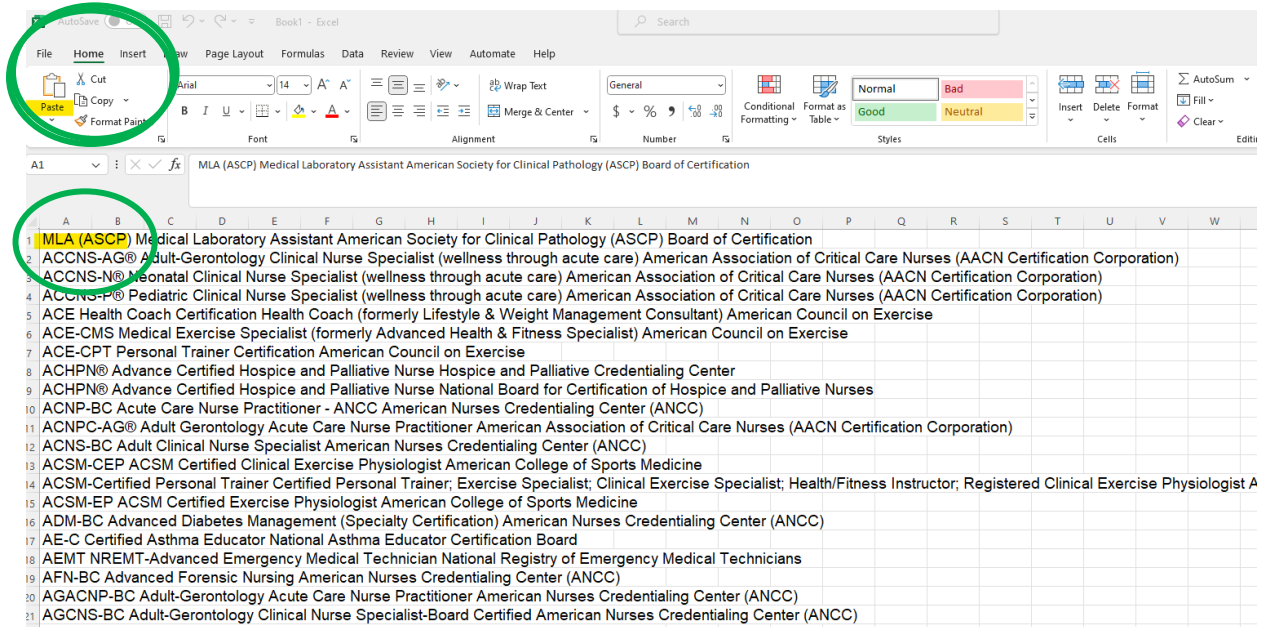
ACCNS-NB  
Neonatal Clinical Nurse Specialist (wellness through acute care)  
American Association of Critical Care Nurses (AACN Certification Corporation)

ACCNS-PB  
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

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

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



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



- 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.