

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.

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Home An annual and Reports My Account About Contact Help					
C ange Organization Dashboard Nanage Users Frequently Asked Questions					
		Add New Ser Add New Repor	t Change qanization U	Ipdate Organization Downlo	ad XML Schema Import New Report From XML
Report Dashboard					
Information pertaining to your organizations, reports and users is shown below.					
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Name 💠 Address	Type	🖨 # of Op on Reports	pplication #	Due Date	Actions
DDCT Test 8515 Georgia AvenueSuite 800, Silver Spring, Maryland 209	10, U Child	1		3/28/2017	Edit Due Date
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2. Go to the new report and click "Review."





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Home Administration Manage Reports My Account About Contact Help	
Change Organization Dashboard Manage Users Frequently Asked Questions	
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 the attention before the report may be submitted.	ese sections for more options). The sections that are expanded by default require
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.	
General Information	
Enter detailed information about your organization.	• Edit Due Date 🖉 Details 🖉 Edit
Hospite difference of the second seco	🗡 Details 🗡 Edit
Certifications Select the certifications for which plur organization will report information.	🖌 Detais 🔽 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.	م View

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

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Home Administration Manage Reports My Account About Contact Help	
Change Organization Dashboard Manage Users Frequently Asked Questions	
Certification Selection	Load from a Previous Submission
Search (Name): Certifying Body: (All)	✓ Apply] ∈ Clear
Available Certifications Click one or more certifications and they slick the "Add" button below to select the certifications.	Selected Certifications Click one or more certifications and then click the "Remove" button below to de-select the certifications.
NLA(ASCP) Network of Assistant Anche. Scoret for 2 cell Pathology (ASCP) Board of Certification	
ACCNS-AG8 Adult-Genotogy Clinical Nurse Specialist (wellness through acute care) American Association of Critical Care Nurses (AACN Certification Corporation)	
ACCNS-N0 Neonatal Clinical Nurse Specialist (wellness through acute care) American Association of Critical Care Nurses (AACN Certification Corporation)	
ACCNS-P6 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 Everychication	
+ Add + Add All	– 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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Home Administration Manage Reports My Account About Contact Help	
Change Organization Dashboard Manage Users Frequently Asked Questions	
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.	Selected Certifications Click one or more certifications and then click the "Remove" button below to de-select the certifications.
MLA(ASCP) Neticial Laboratory Assistant American Society for Clinical Pathology (ASCP) Board of Certification	
ACORS-AC0 Adult-Geronlogy Clinical Nurse Specialist (wellness through acute care) American Association of Critical Care Nurses (AACN Certification Corporation)	
ACONS-N0 Neonatal Clinical Nurse Specialist (wellness through acuto care) American Association of Critical Care Nurses (AACN Certification Corporation)	
ACONS-P6 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 Courcil on Everica	
+ Add + Add All	- Remove
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6. Paste the list onto the document where you plan to save your list (e.g., excel, word, or other format).

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2 A	CCNS-	AG® A dult	-Gerontolo	ogy Clinical N	lurse Specialis	st (wellness through	n acute	e care)	Americar	Associa	ation of C	ritical C	are Nur	ses (AA	CN Cer	tification	Corpora	tion)	
3 A	CCNS-	N® Meonat	al Clinical	Nurse Speci	alist (wellness	through acute care	e) Ame	erican /	Associatio	n of Criti	ical Care	Nurses	(AACN	Certific	ation Co	orporatio	n)		
4 A	CONO-	P® Pediati	ric Clinical	Nurse Speci	alist (wellness	through acute care	e) Ame	erican A	Associatio	n of Criti	ical Care	Nurses	(AACN	Certific	ation Co	orporatio	n)		
5 A	CE Hea	Ith Coach	Certificatio	on Health Coa	ach (formerly l	Lifestyle & Weight	Manag	jement	Consulta	nt) Amer	rican Cou	ncil on	Exercis	e					
6 A	CE-CM	S Medical	Exercise §	Specialist (fo	rmerly Advanc	ed Health & Fitnes	s Spe	cialist)	Americar	Council	on Exerc	ise							
7 A	CE-CP	T Persona	Trainer C	ertification A	merican Coun	cil on Exercise													
8 A	CHPN®	Advance	Certified I	lospice and	Palliative Nurs	e Hospice and Pall	iative	Creder	ntialing Ce	enter									
9 A		Advance	Certified I	lospice and	Palliative Nurs	e National Board fo	or Cert	ificatio	n of Hosp	ice and I	Palliative	Nurses							
10 A	CNP-B	C Acute Ca	are Nurse	Practitioner -	ANCC Americ	can Nurses Creden	tialing	Cente	r (ANCC)										
11 A	CNPC-	AG® Adult	Gerontolo	ogy Acute Ca	ire Nurse Prac	titioner American A	ssocia	ation o	f Critical (Care Nurs	ses (AAC	N Certi	fication	Corpora	tion)				
12 A	CNS-B	C Adult Cli	nical Nurse	e Specialist A	American Nurs	es Credentialing C	enter ((ANCC)										
13 A	CSM-C	EP ACSM	Certified (Clinical Exerc	ise Physiolog	ist American Colleg	ge of S	Sports	Medicine										
14 A	CSM-C	ertified Pe	rsonal Tra	iner Certified	Personal Tra	iner; Exercise Spec	cialist;	Clinica	I Exercise	e Specia	list; Healt	h/Fitnes	s Instru	ictor; Re	egistere	d Clinica	l Exercis	e Phys	siologist A
15 A	CSM-E	P ACSM C	ertified Ex	kercise Physi	ologist Americ	an College of Spo	rts Me	dicine											
16 A	DM-BC	Advanced	Diabetes	Managemen	t (Specialty C	ertification) America	an Nur	ses Cr	edentialir	g Center	r (ANCC)								
17 A	E-C Ce	rtified Asth	ima Educa	ator National /	Asthma Educa	ator Certification Bo	ard												
18 A	EMT N	REMT-Adv	anced Em	nergency Med	dical Technicia	an National Registry	of En	nerger	ncy Medic	al Techn	icians								
19 A	FN-BC	Advanced	Forensic	Nursing Ame	rican Nurses (Credentialing Cente	er (ANG	CC)											
20 A	GACNF	P-BC Adult	-Gerontolo	ogy Acute Ca	re Nurse Prac	titioner American N	lurses	Crede	ntialing C	enter (Al	NCC)								
21 A	GCNS-	BC Adult-C	Serontolog	y Clinical Nu	rse Specialist	Board Certified An	nericar	n Nurse	es Crede	ntialing C	enter (AN	ICC)							

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

2023 xx	xx	12/31/2022 In Progress	Pamela Petto	May 24, 2023 at 3:23 PM	
					≢ Delete

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.