
NURSE PRACTITIONER REFRESHER COURSE APPLICATION PACKET

The refresher course is an individually planned and self-directed course of study containing required components for nurse practitioners (NP) who have not been engaged in clinical nurse practitioner practice in greater than two (2) years.

Do not begin any aspect of the NP Refresher Course until you have received the official NP Refresher Course Student approval letter from the NCBON.



Send all materials via fax or email to:

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NCBON - PO Box 2129 - Raleigh, NC 27602
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Who Must Take the NP Refresher Course?

A nurse practitioner who has not been engaged in nurse practitioner clinical practice in greater than two (2) years.

The nurse practitioner shall complete a nurse practitioner refresher course approved by the North Carolina Board of Nursing in accordance with paragraphs (o) and (p) of 21 NCAC 36.0220 and consisting of common conditions and their management directly related to the nurse practitioner's area of education and certification. 21 NCAC 36.0808 (d)(e)

In order to be eligible to submit the NP Refresher Course application to the Board, the NP must meet all other requirements for registration and NP approval to practice that were in place at the time of initial application for approval and hold current national certification* in the NP's area of education and practice. The NP must complete the NP refresher course prior to seeking approval to practice.

*If previously approved to practice in NC prior to the national certification requirement, national certification is not required.

The refresher course is an individually planned and self-directed course of study containing required components. The components required are based on the number of years the NP has been out of active clinical NP practice as follows:

What are the NP Refresher Course Requirements?

2 Inactive greater than two years	3 Inactive greater than three years	4 Inactive greater than four years	5 Inactive greater than five years
<ul style="list-style-type: none"> • 24 contact hours of pharmacology continuing education • 40 contact hours of continuing education consistent with the NP's education and area of practice • 160 hours of precepted clinical experience consistent with the NP's education and area of practice. 	<ul style="list-style-type: none"> • 36 hours of pharmacology continuing education • 60 contact hours of continuing education consistent with the NP's education and area of practice • 240 hours of precepted clinical experience consistent with the NP's education and area of practice 	<ul style="list-style-type: none"> • *a graduate level pharmacology course for advanced practice registered nurses • 80 contact hours of continuing education consistent with the NP's education and area of practice • 320 hours of precepted clinical experience consistent with the NP's education and area of practice 	<ul style="list-style-type: none"> • *a graduate level pharmacology course for advanced practice registered nurses • 100 contact hours of continuing education consistent with the NP's education and area of practice • 400 hours of precepted clinical experience consistent with the NP's education and area of practice

*The graduate level pharmacology course for APRNs can be at least 3 semester credit hours (45 contact hours) or on a continuing education basis (45 contact hours). Proof of a passing grade is required. Graduate level pharmacology courses must to be reviewed by the NCBON. Please email paulette@ncbon.com to obtain a list of the NCBON-accepted online graduate level pharmacology APRN courses.

Semester credit converted to contact hours: One semester credit = 15 contact hours One quarter credit = 7.5 contact hours

How Do I Apply for NP Refresher Course Approval?

STEP 1

Complete and submit the Application for Registration as a Nurse Practitioner. The registration application must be approved before you can submit the NP Refresher Course Application.

You may obtain the Application for Registration as a Nurse Practitioner by going to <http://www.ncbon.com> – Online Services – Advanced Practice - NP – All NP online applications – Registration Application Only for Nurse Practitioner in NC. Note: Obtaining the NP Registration only allows you to use the title of NP, you cannot yet function as such.

STEP 2

Complete and submit the NP Refresher Course Application via email, fax, or regular mail.
The application is divided into the following sections:

Nurse Practitioner Refresher Course Application

- Clinical site(s) which will provide the clinical experience consistent with the NP's education and area of practice. The clinical experience must be under the supervision of either an MD, a physician assistant, or an NP with approval to practice.
- A plan for obtaining the required graduate level pharmacology course for advanced practice registered nurses or pharmacology continuing education as applicable.
- A plan for obtaining the required number of contact hours of continuing education consistent with the NP's education and area of practice.

Curriculum Vitae - Personal/Contact Information, Academic Background, Professional Licenses/Certifications, Work Experience, Professional/Academic Honors and Awards, Research/Scholarly Activities, etc.

Educational Design Documentation Form - Use this form to outline the objectives of your individualized plan of study. With prior notification and approval from the NCBON, your plan may be updated as often as necessary to enhance your refresher course experience. Sample and Form included.

Clinical Experience Sheet – Use the sample to guide you in outlining the patient populations that will be included in your clinical preceptorship. Sample included.

Signed Agreement(s) with a nurse practitioner(s), physician assistant(s), and/or physician preceptor(s).

Preceptors shall be nurse practitioners, physician assistants, and/or physicians, consistent with the applicant's area of nurse practitioner education, national certification, if applicable, and scope of practice. Preceptors do not have to be potential employers or employees of potential employers. In the signed agreement(s), the preceptors are to acknowledge in writing that the NP who is in the NCBON approved Refresher Course will **not** assume the final responsibility for the diagnosis, treatment, writing of prescriptions, and billing for patients in the practice. Form included.

STEP 3

Wait for the NCBON to grant you approval to begin the NP Refresher Course as an NP Refresher Course Student. Your Refresher Course application **must** be approved before you begin any component of your refresher course. Allow 2 – 3 weeks for review.

How long NP has been inactive	Timeframe to Complete NP Refresher Course
Greater than two or three years	1 year from the date the NP is approved to begin NP course
Greater than four or five years	2 years from the date the NP is approved to begin NP course

All refresher course requirements must be satisfactorily completed within the required timeframe of Refresher Course application approval. If one of your requirements for approval to practice is to obtain national certification or re-certification, this must be obtained within the required timeframe for completion of the Refresher Course, or before applying for NP approval to practice.

What will happen after I Complete the NP Refresher Course?

Once the Refresher Course Applicant has successfully completed the NP Refresher Course, the following will occur:

- 1) Your NP Refresher course materials will be reviewed. Please allow 4 – 6 weeks for this process to be completed.
- 2) You will be emailed a letter from the NC Board of Nursing stating that you have met all the requirements for the NP Refresher Course. This letter will be copied to the APRN Coordinator to inform her that you are eligible to apply for NP approval to practice.
- 3) After receipt of this email, and upon obtaining a position and primary supervising physician, you may submit an application for Nurse Practitioner approval to practice.

How Do I Access the NP Approval to Practice Online Application?

You may access this form at <http://www.ncbon.com> – Online Services – Advanced Practice - NP. A \$100.00 fee is required upon submission of the application for approval to practice. Each additional primary supervising physician requires a separate application and the fee of \$100.00 for approval to practice.

What Do I Need to Know About NP Laws and Rules?

- 1) You are responsible to know your NP Laws and Rules.
- 2) If you have questions, please contact the Education and Practice Coordinator, at paulette@ncbon.com.
- 3) The NP's Approval to Practice is granted by the Joint Subcommittee (comprised of representatives of both the NC Board of Nursing and the NC Medical Board); therefore, **identical rules** have been promulgated by both Boards.
- 4) **RULES:** 21 NCAC 36.0800 Section - "Approval and Practice Parameters for Nurse Practitioners" are the rules promulgated by the NC Board of Nursing. Go to www.ncbon.com - (Practice – APRN – NP).

LAWS: G.S. 90-18.2 and 90-18.3 – www.ncga.state.nc.us and www.ncbon.com – Practice – APRN – NP – NP General Statutes.

Please complete and submit

NP Refresher Course Application

Demographic Information	NCBON Office Use
Date	<input type="checkbox"/> NP Registration <input type="checkbox"/> RN Verified <input type="checkbox"/> CV received <input type="checkbox"/> Educational Design Form <input type="checkbox"/> Clinical Sheet <input type="checkbox"/> Preceptor(s) Verified <input type="checkbox"/> Approved to Begin _____ (initials/date)
Name	
Address (street, city, state, zip code)	
Home Number	
Cell Number	Send all materials via fax, email to: Paulette Hampton, MA Education & Practice Coordinator paulette@ncbon.com Fax: ATTN-Paulette 919-781-9461
Email Address	
RN License Number Exp Date	
Type of NP (please select from below):	
<input type="checkbox"/> ACNP <input type="checkbox"/> ANP <input type="checkbox"/> FNP <input type="checkbox"/> GNP <input type="checkbox"/> NNP <input type="checkbox"/> SNP <input type="checkbox"/> Women's Health NP <input type="checkbox"/> OB/GYN NP <input type="checkbox"/> OHNP <input type="checkbox"/> PNP <input type="checkbox"/> PNP-AC <input type="checkbox"/> PSY/MH NP <input type="checkbox"/> Other: _____	
How long have you been out of NP practice? <input type="checkbox"/> greater than 2 years <input type="checkbox"/> greater than 3 years <input type="checkbox"/> greater than 4 years <input type="checkbox"/> greater than 5 years: If greater than 5 years, how many years? _____	
I have completed the Nurse Practitioner Registration Application. <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please be reminded that the <u>Nurse Practitioner Registration application must be submitted first.</u> Upon written notification by the NC Board of Nursing that her/his Nurse Practitioner Registration has been approved, the Applicant may complete an application for the Refresher Course. Following approval of the refresher course application, the Plan must be satisfactorily completed within one year for NPs inactive greater than two and less than four years, and two years for NPs inactive greater than four years.	

I certified that the above information is to the best of my knowledge and belief true, accurate, and complete.

NP Signature

Date

Do not begin any aspect of the NP Refresher Course until you have received the official NP Refresher Course Student approval letter from the NCBON.

Please complete and submit

NP Refresher Course Checklist and Timeframes

The following table is divided into two components: Clinical Experience and Continuing Competence.
For each component you will find listed the forms/additional documents to be submitted.

CLINICAL EXPERIENCE	
Submit with Application	Instructions related to the Clinical Experience Component
<p><input type="checkbox"/> Preceptor Agreement Form(s) Submit signed Preceptor Agreement for each preceptor. Agreement forms included</p> <p><input type="checkbox"/> Clinical Experience Sheet Define the patient population for your clinical experience - Sample included</p> <p><input type="checkbox"/> Educational Design Documentation Form Provide detailed objectives with content outline Example and Form included</p> <p><input type="checkbox"/> Curriculum Vitae</p>	<p>Do not begin precepting until you have been granted approval from the NCBON. Chosen clinical site(s) must be able to provide the MINIMUM number of hours of clinical experience based on years NP has been inactive. The clinical experience must be in the area of the applicant's nurse practitioner education and national certification, if applicable. NOTE: You may have more than one preceptor and more than one site.</p> <p>The NCBON's expectation is that the preceptorship will provide you with <u>direct, hands-on clinical experience</u> wherein you will complete histories, physical exams, and determine the plan of care. <u>Shadowing should be limited to one or two days.</u></p> <p>1. Required Components of Precepted Clinical Experience:</p> <ol style="list-style-type: none"> a. Health assessment and diagnostic reasoning; b. Clinical management of common health problems and diseases that reflect the Nurse Practitioner's formal education program; and national certification, if applicable; and, c. Clinical preventive services and client education.
Submit Midway & End of the Course	Instructions regarding NP and Preceptor Letters – Midway and Final
<p><input type="checkbox"/> NP Midway Self-Assessment</p> <p><input type="checkbox"/> Preceptor Midway Assessment</p> <p><input type="checkbox"/> NP Final Assessment</p> <p><input type="checkbox"/> Preceptor Final Assessment</p> <p style="color: red; text-align: center; margin-top: 10px;">See example of assessment on Pages 11-13.</p>	<p>MIDWAY</p> <p>Once the NP has completed half of the required hours with his/her preceptor, the following is to occur:</p> <ul style="list-style-type: none"> • The NP will notify Paulette Hampton, Education & Practice Coordinator (paulette@ncbon.com) that the mid-way assessment is due. • Ms. Hampton will then email the online mid-way assessment to both the NP and preceptor at their respective email addresses for completion. <p>COMPLETION OF REQUIRED HOURS</p> <p>Once the NP has completed all of the required hours with his/her preceptor, the following is to occur:</p> <ul style="list-style-type: none"> • The NP will notify Paulette Hampton, Education & Practice Coordinator (paulette@ncbon.com) that the final assessment is due. • Ms. Hampton will then email the online final assessment to both the NP and preceptor at their respective email addresses for completion. <p>NOTE: A midway and final assessment must be submitted for each preceptor.</p>
CONTINUING COMPETENCE COMPONENT	
Submit CE once completed	Instructions for Continuing Competence Component
<p>Pharmacology Course - Provide Course Name and Location below:</p> <p>Name: _____</p> <p>Location: _____</p> <p>Continuing Education Hours</p>	<ul style="list-style-type: none"> • For both the pharmacology and continuing education hours, please be certain they are approved by the American Nurses Credentialing Center (ANCC) or Accreditation Council on Continuing Medical Education (ACCME), or other national credentialing bodies. • Lists of contact hours without provider information will not be accepted. • Fax, email or send via regular mail to my attention <u>at the time you have completed all CEs.</u>

SAMPLE - Educational Design Documentation Table

Educational Design Documentation Form: Nurse Practitioner Refresher Course

Learning Objective (Core Competencies)	Related Content: Outline	Time Frame	Preceptors	Teaching Methodologies
Review and refine assessment skills related to GNP role	<ol style="list-style-type: none"> 1. Comprehensive/problem-focused health history, physical exam and diagnostic tests/procedures <ol style="list-style-type: none"> a. Functional assessment b. Psychosocial c. Cognition d. Skin integrity e. Nutrition f. Ethnic, cultural, spiritual g. Pain h. Abuse, neglect i. Addictive behaviors j. Sexual well-being k. At-risk populations l. Multiple-system problems m. Immunization status 2. Differentiate normal, age-related and abnormal findings <ol style="list-style-type: none"> a. Common acute and chronic conditions 3. Health issues related to environmental factors 4. Urgent/emergency care 5. Appropriate/age-specific assessment instruments and techniques 6. Screening tools 7. Special populations: frail, institutionalized, end-of-life 	Ongoing throughout refresher course	Dr. Dr. Dr.	<ol style="list-style-type: none"> 1. Independent study <ol style="list-style-type: none"> 1. Review current texts and literature regarding: <ol style="list-style-type: none"> 1) Mid-late life developmental stages 2) Pathophysiology: normal, age-related changes, abnormal 3) Epidemiology 4) Pharmacotherapeutics 5) Infectious disease 6) Behavioral theory 2. Review role of the GNP; inclusive of the ethical and legal implications 3. Review current recommendations and best-practice clinical guidelines, i.e., AHA, etc. 4. 100 hours CEU specific to gerontology 2. Work with preceptors <ol style="list-style-type: none"> a. Dr. . Primary and palliative care <ol style="list-style-type: none"> 1) Nursing home 2) Assisted Living Facility b. Dr. Primary and palliative care <ol style="list-style-type: none"> 1) Geriatric Office Practice 2) Nursing Home 3) Assisted Living Facility c. Dr. Primary and palliative care <ol style="list-style-type: none"> 1) Geriatric Office Practice 2) Nursing Home 3) / P.A.C.E. (Program of All-Inclusive Care for the Elderly) 4) (Possible) home visits to clients that are home-bound 5) (Possible) Hospital
Review and refine diagnostic skills related to GNP role	<ol style="list-style-type: none"> 1. Differential diagnoses 2. Typical/atypical presentations 3. Co-morbidities 4. Interpretation of laboratory and diagnostic tests 			
Review and refine skills associated with treatment/formulating plan of care related to GNP role	<ol style="list-style-type: none"> 1. Primary care procedures within scope of practice <ol style="list-style-type: none"> a. Invasive and non-invasive procedures 2. Treatment of acute and chronic illness 3. Palliative care 4. Pain management 5. Principles of prescribing <ol style="list-style-type: none"> a. Current recommendations/guidelines b. Pharmacokinetics c. Efficacy d. Safety 			

Please complete and submit

NP Refresher Course CLINICAL EXPERIENCE SHEET

**Please indicate your clinical experience plan
suited to your particular scope of practice.**

As a/an _____ (type of NP), my experience will encompass the following patient age range:
(please check all that apply).

Newborn
Toddlers
School-age
Teenagers
Adults
Elderly

As a/an _____ (type of NP), my experience will encompass the following: (please check all that
apply).

Male and female
Maternity/GYN
Urgent care – suturing
Pediatric- birth to 21 years of age
Patients that are seen in the family practice and/or internal medicine office
Depending on preceptor arrangement may have in-patient hospital experience
Other (please explain):

**Do not begin any aspect of the NP Refresher Course until
you have received the official
NP Refresher Course Student approval letter
from the NCBON.**

Please type.

EDUCATIONAL DESIGN DOCUMENTATION FORM

Please complete
and submit

Title: NURSE PRACTITIONER REFRESHER COURSE

Purpose: RETURN TO NP PRACTICE

For your convenience, more than one sheet has been provided in this packet.

Learning Objective(s)	Related Content (Outline Form)	Time Frame	Faculty and/or Preceptor	Teaching Methodologies

Please type

EDUCATIONAL DESIGN DOCUMENTATION FORM

Please complete
and submit

Title: NURSE PRACTITIONER REFRESHER COURSE

Purpose: RETURN TO NP PRACTICE

Learning Objective(s)	Related Content (Outline Form)	Time Frame	Faculty and/or Preceptor	Teaching Methodologies

Please type

EDUCATIONAL DESIGN DOCUMENTATION FORM

Please complete
and submit

Title: NURSE PRACTITIONER REFRESHER COURSE

Purpose: RETURN TO NP PRACTICE

Learning Objective(s)	Related Content (Outline Form)	Time Frame	Faculty and/or Preceptor	Teaching Methodologies

Please type.

EDUCATIONAL DESIGN DOCUMENTATION FORM

Please complete
and submit

Title: NURSE PRACTITIONER REFRESHER COURSE

Purpose: RETURN TO NP PRACTICE

Learning Objective(s)	Related Content (Outline Form)	Time Frame	Faculty and/or Preceptor	Teaching Methodologies

NORTH CAROLINA BOARD OF NURSING NURSE PRACTITIONER REFRESHER COURSE

Example of Midway and Final Assessment to be completed by NP and Preceptor related to the NCBON NP Refresher Course **direct, hands-on** clinical experience.

Do not complete this document.

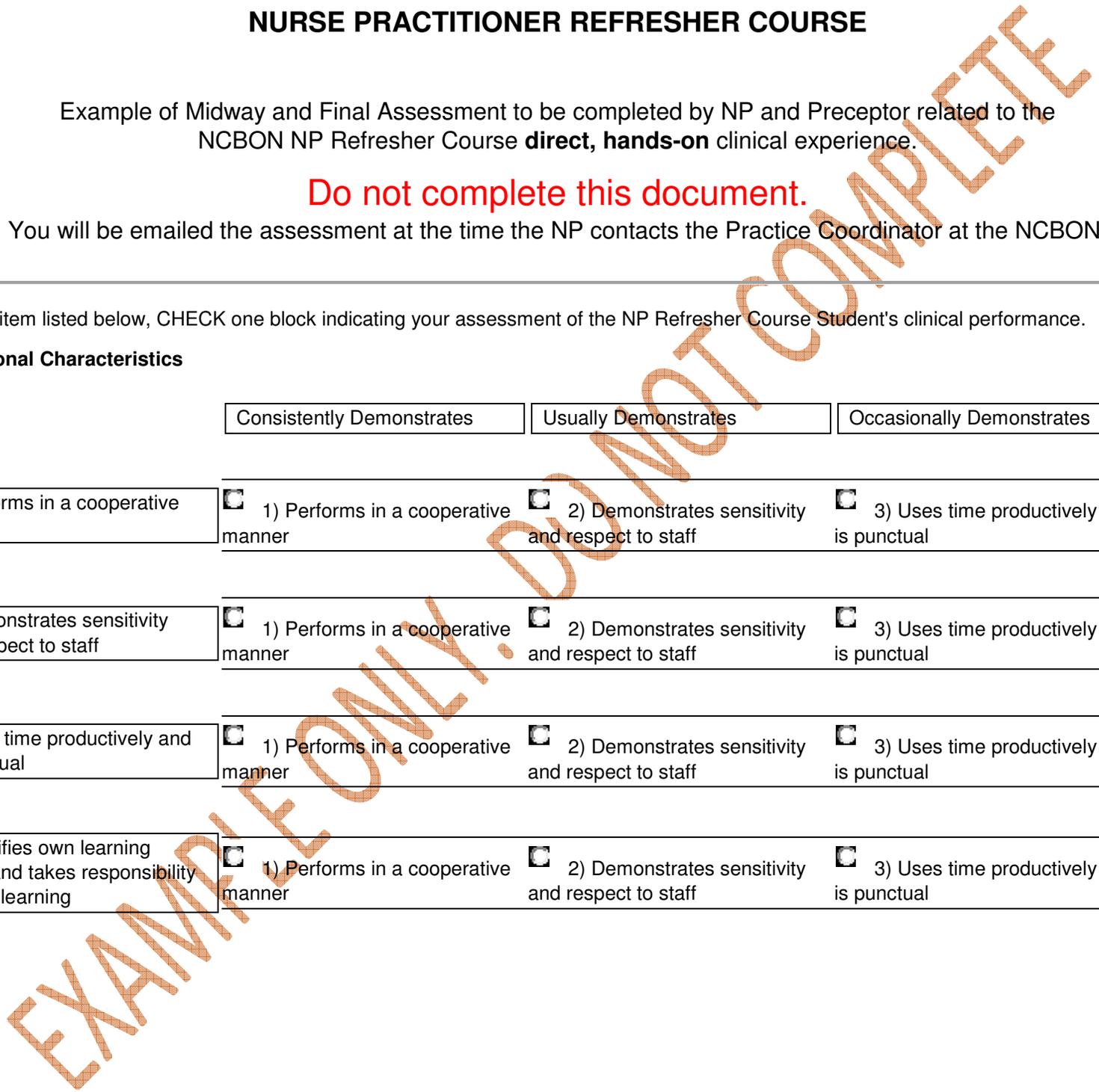
You will be emailed the assessment at the time the NP contacts the Practice Coordinator at the NCBON.

For each item listed below, CHECK one block indicating your assessment of the NP Refresher Course Student's clinical performance.

Professional Characteristics

Consistently Demonstrates	Usually Demonstrates	Occasionally Demonstrates
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1) Performs in a cooperative manner	<input type="checkbox"/> 1) Performs in a cooperative manner	<input type="checkbox"/> 2) Demonstrates sensitivity and respect to staff		<input type="checkbox"/> 3) Uses time productively and is punctual
2) Demonstrates sensitivity and respect to staff	<input type="checkbox"/> 1) Performs in a cooperative manner	<input type="checkbox"/> 2) Demonstrates sensitivity and respect to staff		<input type="checkbox"/> 3) Uses time productively and is punctual
3) Uses time productively and is punctual	<input type="checkbox"/> 1) Performs in a cooperative manner	<input type="checkbox"/> 2) Demonstrates sensitivity and respect to staff		<input type="checkbox"/> 3) Uses time productively and is punctual
4) Identifies own learning needs and takes responsibility for own learning	<input type="checkbox"/> 1) Performs in a cooperative manner	<input type="checkbox"/> 2) Demonstrates sensitivity and respect to staff		<input type="checkbox"/> 3) Uses time productively and is punctual



Clinical Skills

	Consistently Demonstrates	Usually Demonstrates	Occasionally Demonstrates
1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards	<ul style="list-style-type: none"> 1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards 	<ul style="list-style-type: none"> 2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards 	<ul style="list-style-type: none"> 3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care
2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards	<ul style="list-style-type: none"> 1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards 	<ul style="list-style-type: none"> 2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards 	<ul style="list-style-type: none"> 3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care
3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care	<ul style="list-style-type: none"> 1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards 	<ul style="list-style-type: none"> 2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards 	<ul style="list-style-type: none"> 3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care
4) Perform and interpret selected screening procedures related to physical examination, laboratory studies, and technical procedures	<ul style="list-style-type: none"> 1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards 	<ul style="list-style-type: none"> 2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards 	<ul style="list-style-type: none"> 3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care

	Consistently Demonstrates	Usually Demonstrates	Occasionally Demonstrates
5) Collaborate with members of the interdisciplinary health care team to manage complex health problems	<input type="checkbox"/> 1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care
6) Presents orally to the clinical preceptor an assessment of the client's problems, relevant findings, and plan for management in a concise, organized manner	<input type="checkbox"/> 1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care
7) Provides anticipatory guidance and health instruction to the client/family in the target population based on assessed risk factors and health maintenance needs in a culturally competent manner	<input type="checkbox"/> 1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care

Clinical Performance: Please assign one assessment grade using scale as listed below (Overall Preceptor Assessment Grade: ____%)

- Above expected (93-100%) - Demonstrates above average knowledge and performs at a high level of skill.
- Expected (92-86%) - Demonstrates above knowledge and performs in a competent manner.
- Below expected (85-70%) - Performs with minimal knowledge for safe practice. Requires close supervision.
- Unacceptable (Less than 79%) - Demonstrates inadequate knowledge and skill for safe practice.

Links for Law and Rules

NP Law – G.S. 90-18.2 and 90-18.3 www.ncga.state.nc.us and www.ncbon.com – Practice – APRN – NP General Statutes

NP Rules - 21 NCAC 36.0800 www.ncbon.com – Practice – NP – Rules www.oah.state.nc.us – Office of Administrative Hearings – Rules Division Administrative Code Online – Title 21 – Chapter 36

Badge Law – G.S. 90-640 www.ncga.state.nc.us and www.ncbon.com – Law and Rules – Badge Law & Exceptions

Badge Law Rule – 21 NCAC www.ncbon.com – Law and Rules – Administrative Code(Rules)
36.0231 – Exceptions to Health
Care Practitioners Identification
Requirements

Do not begin any aspect of the NP Refresher Course until you have received the official NP Refresher Course Student approval letter from the NC BON.