



NATIONAL
**Midwifery
Institute**
INCORPORATED



student handbook

2022

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INTRODUCTION

How to Utilize this Handbook

In March 2022, NMI transitioned to a living document for this Handbook using google documents. Each time an update is made a new “version” is saved with that date. While the financial agreements between students and school are subject to the contracts signed at the time of enrollment, those contracts are subject to all other aspects of the most recently adopted handbook. Students and preceptors are expected to stay abreast of updates made to the Handbook and make adjustments to their course of study accordingly. Significant changes that impact students and/or preceptors will be announced according to NMI’s Notification of Changes Policy.

Credit should be given to the National College of Midwifery for allowing NMI to use their Online Version NCM Handbook & Catalog as a template to guide our own restructuring of our Student Handbook.

This Student Handbook was made effective March 24, 2022.

Revision to Policy and Procedures

Any student, staff or faculty can propose policy and procedure changes. These are reviewed and evaluated by Directors as determined during the bi-weekly Directors meeting. Any proposed change from will be further evaluated and edited through the consensus process by all staff members affected by the policy change and final approval must be given by the Executive Director before the changes are adopted. Directors may make minor clarifications that describe details of their individual position’s workflow may be made without prior approval. The Policy and Procedure manual is considered a living document that is continually being updated in google docs, with prior versions accessible through the “version” function.

Notification of Changes Policy

The National Midwifery Institute follows guidelines to notify employees and students of a change in Policy and Procedures.

Changes to policy and procedure are classified as follows

- **Mandated change:** a change imposed directly from a regulatory body with an external compliance date.
- **Major change:** a change initiated by NMI that may have a substantial, tangible impact on the cost, pace, or graduation requirements for students at NMI; new policies. Major changes may include, but are not limited to, addition or removal of graduation requirements, addition of new modules, changes to tuition or fees, etc.
- **Minor change:** a change initiated by NMI that does not have a substantial, tangible impact on the cost, pace, or graduation requirements for students at NMI. Minor changes may include, but

are not limited to, edits for clarity and inclusive language, updates to forms, updates to internal administrative processes, etc.

Students, staff, faculty, instructors, preceptors, and other impacted stakeholders will be notified of all mandatory changes with as much advance notice as reasonably possible within the constraints of the external compliance date.

Students, staff, faculty, instructors, preceptors, and other impacted stakeholders will be notified of all major changes to a policy & procedure 90 days before the effective date. While NMI makes every effort to adhere to these requirements, there may be instances where there are unavoidable circumstances that may result in a shorter notification time.

Students, staff, faculty, instructors, preceptors, and other impacted stakeholders will be notified of all minor changes to a policy & procedures within 90 days of implementation.

Read the full policy [here](#).

WELCOME TO NMI

Welcome

National Midwifery Institute, Inc. (NMI) is an accredited institution that provides a decentralized, direct entry midwifery program dedicated to the preservation of community-based midwifery training and education. NMI has been training and supporting midwives for over 30 years, and serves over 100 students each year.

NMI's Midwifery Certificate Program is a nonresidential, correspondence/distance education program featuring open-enrollment, affordable, subscription-based tuition, and a flexible, self-paced academic structure. Our unique program design enables our students to access midwifery education in their home communities and to maintain their adult responsibilities and community connections while they study.

Mission Statement

Our mission is to provide exceptional, decentralized, apprenticeship-based direct-entry midwifery education. Our program prepares aspiring midwives to provide comprehensive midwifery care while studying in their own communities, fully in touch with the individuals and families they serve, to assure that the choice of sensitive, competent midwifery care may be readily available to birthing people and their families everywhere.

Philosophy and Purpose Statement

We believe that the study of midwifery is a self-motivated and organic process, springing forth from the fertile ground of community and family. Just as there have always been and will always be birthing women/persons, so the midwife is called into practice. It is our experience that the midwifery model of care is best upheld by students who have studied in their own communities and have become an integral part of the local birth network by the time they are ready to work independently.

We further believe that birth is a transformational process for everyone involved, with its own intrinsic value for personal growth and development. We support woman/birthing person centered birth, and seek to uphold the rights of women/birthing persons to define their needs and identify their support systems. While midwives set parameters of safety, it is birthing women/people who, through the process of informed consent, make decisions regarding their care and the care of their babies.

In the context of midwifery education, we hope to prepare students to practice skillfully, artfully, and sensitively. We are continually inspired by student curiosity and love of learning. Motivated by the memory of our teachers, we support students in forming healthy, egalitarian relationships with instructors, preceptors, clients, fellow students, and other professional colleagues. We are driven to teach students to take responsibility for themselves, both personally and professionally.

It is our purpose to prepare midwives for the scope of practice outlined by the [Midwives Alliance of North America \(MANA\) core competencies](#), the [North American Registry of Midwives \(NARM\) certification guidelines](#), the [California Midwifery licensing requirements](#) as well as other state licensure

requirements, and the [International Confederation of Midwives \(ICM\) International Definition of the Midwife](#).

Staff

Executive Director Katie Krebs , MPH	Governance & Strategic Planning; Operations and Program Development; Staff Management; Financial Performance and Viability; Regulatory Compliance; Public & Interprofessional Relations
Administrative Director Leah Hamilton	Administrator for NMI Admissions Student Records Management LOA's, Withdrawals, Refunds Financial Inquiries Technical Questions
Academic Director Gloria Campise , LM, CPM	Academic Program Management Curriculum Development Hive Mind Academic Faculty supervision
Clinical Director Tiffany Skillings , LM, CPM	Clinical Program Management Clinical Faculty supervision Apprenticeship support
Student Services Director	Social Support Services Ability Accommodations
Administrative Assistant Jess Kimball	Administrative Support Student Records Support General Inquiries to Program Clinical Onboarding Support

Office Hours

The NMI office is open Mon-Fri 9am-3pm EST with reduced hours June-August.

Contact Us

NMI is a nonresidential, correspondence/distance education program as such we do not have a campus location. We can be reached in the following way:

Mailing Address: 1375 Maple Tree Place
 Williston, VT 05495

Telephone: 802-322-4300

Email: nmioffice@nationalmidwiferyinstitute.com

Holiday Closures

The NMI office is closed on national holidays and for the last week of the year (between Christmas and New Years). Instructors maintain professional responsibilities in the greater midwifery community: serving on advisory or executive boards, teaching at conferences, doing research or technical writing. Instructors notify students if they will be unavailable due to personal or professional commitments.

MILK Jr Day
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Indigenous Peoples Day
Armistice Day/Veterans Day
National Day of Mourning/Thanksgiving holiday
Winter Solstice/Christmas
Holiday Break

Please note that dates the office is closed will vary from year to year. Students will receive notifications of upcoming closures by email and it will be posted on the website.

Academic Calendar

NMI's academic calendar year is divided into quarters. While enrollment is open year-round and students may complete the program and graduate at any time, NMI reviews student progress through the program on a quarterly basis.

Academic and Clinical progress is assessed at the end of each quarter according to the following schedule:

Quarter	Dates of Quarter	Quarterly Review Occurs in
QUARTER 1 - WINTER (WI)	January 1 through March 31	April
QUARTER 2 - SPRING (SP)	April 1 through June 30	July
QUARTER 3 - SUMMER (SU)	July 1 through September 30	October
QUARTER 4 - FALL (FA)	October 1 through December 31	January

Accreditation, Licensure, And Authorization

MEAC Accredited

National Midwifery Institute, Inc. is accredited by the Midwifery Education Accreditation Council (MEAC), a small, private accrediting agency recognized as an accrediting body by the United States Department of Education (USDE).

NMI has chosen to pursue and maintain accreditation because we are dedicated to the continuous growth and improvement of our institution, and believe that the tools and support we receive as an accredited institution ensure our students have the best education and experience possible.

MEAC sets standards for accreditation, including requirements for policies, procedures, governance, communication, internal review processes, employment practices, curriculum content, and more. As an accredited institution, our entire program and all policies and procedures undergo a regular peer review process, during which we are given an opportunity to identify areas for improvement and growth. MEAC holds us accountable to address any deficiencies, and publishes accreditation information to ensure transparency for prospective and current students seeking midwifery education at any MEAC accredited institution or program.

Inquiries regarding NMI's accreditation status should be directed to the administrative staff of the institution. Individuals may also contact:

Midwifery Education Accreditation Council
850 Mt. Pleasant Ave, Ann Arbor, MI 48103
Email: info@meacschools.org
Phone: (360) 466-2080

CA Medical Board Approved Midwifery School

The National Midwifery Institute, Inc. has been approved by the California Medical Board as meeting the educational requirements for a license as a midwife in California. NMI graduates are eligible to sit for the California licensing exam.

Inquiries regarding our standing with the CA Medical Board should be directed to the administrative staff of the institution. Individuals may also contact:

Medical Board of California
2005 Evergreen Street, Suite 1200
Sacramento, CA 95815

Email: webmaster@mbc.ca.gov

Phone: (800) 633-2322

State Authorization

NMI must be legally authorized to operate or exempt from such authorization with all regulatory agencies that govern midwifery education programs, post-secondary education, vocational education, and/or degree-granting institutions in every state or local jurisdiction in which our students permanently reside or in which where our institution has a presence.

Visit our website for a current list of states where NMI has [Permission to Operate](#).

MIDWIFERY CERTIFICATE PROGRAM

Facts at a Glance

The School

- Enrollment offered in 28 states
- Remain in your home community for apprenticeship
- Accredited since 2002 by the Midwifery Education Accreditation Council
- Approved by the CA Medical Board as an approved Midwifery school
- Year round, rolling admissions
- Credits transferable to other MEAC schools
- 7 part-time employees
- 4 part-time faculty
- Most affordable certificate granting MEAC school
- Only certificate granting MEAC school that does not require completion of college credit coursework
- Graduates qualify for California Licensing exam and NARM CPM Licensing exam

Our Students And Student Outcomes

- Average Student Body (2020-2021): 110
- Average enrollments per year (2017-2021): 30
- Average graduates per year (2017-2021): 9
- Average time to complete the program: 4 years
- Average NARM exam pass rate (2018-2020): 95%
- Students who pay for school without loans: 98%

Program Goals

National Midwifery Institute Midwifery Certificate Program Graduates will be prepared to...

1. Qualify for the National Credential Certified Professional Midwife Examination through the North American Registry of Midwives (“NARM”), and state midwifery licensure where provided.
2. Provide equitable, sensitive, culturally-competent primary care to clients, families and babies.
3. Practice in accordance with the Midwives Model of Care, upholding the professional standards of the CPM credential.
4. Apply critical thinking, theoretical knowledge, and informed decision making to make collaborative clinical decisions with clients about their health care.
5. Establish or join a midwifery practice within the community where they completed their apprenticeship and have become an integral part of the local birth network.
6. Take on their own midwifery apprentices once qualified to do so, thereby enhancing and supporting the apprenticeship model of midwifery education in their own communities.

Program Overview

Our midwifery certificate program consists of academic coursework and hands-on clinical experience.

Academic Coursework Study Group Modules	Clinical Experience Preceptor-Supervised Apprenticeship
<ul style="list-style-type: none"> • 55 topical modules, including 12 foundational modules and 3 final modules; • Approximately 1080 hours of study; • Self-paced, independent work; • Opportunities to form study groups, receive mentorship from a practicing 	<ul style="list-style-type: none"> • Meets requirements of North American Registry of Midwives (NARM) Certified Professional Midwife (CPM) credential; • Meets requirements for licensing through the California Midwifery Practice Act; • Includes beginning, intermediate, and advanced practica

midwife, and participate in virtual instruction sessions.	
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Correspondence and Distance Education

NMI was founded and operated for over 30 years as a correspondence program. In 2022, NMI began transitioning into a fully distance education program. This change was prompted by feedback from students who wanted more direct instruction, and by a change in the definition of distance education and distinction between distance and correspondence education made by the USED in 2020.

In general, distance education is characterized by a higher level of direct instruction vs. independent self-study, and a stronger reliance on technology to support instruction.

Student Academic Success

NMI has no classrooms, no set course dates, and a flexible structure within which students can choose when to study which topics and when to begin apprenticeship. Successful students are independent, self-motivated, organized, and committed to studying and completing assignments.

Students work at their own pace within the framework of NMI's minimum clinical and academic progress policies. A student may use the flexibility of these policies to better maintain their other adult responsibilities, and to balance the demands of academic work and clinical experience.

NMI values the dynamic potential students bring to their education based on life experience, philosophy, and belief system. Faculty and administration are committed to helping students integrate personal, didactic, clinical, and professional experiences.

Study Group modules are designed to stimulate the self-motivation and passion for learning that are hallmarks of the professional midwife. While the modules are well suited to independent study, students may choose to organize virtual or in person study groups, or join the Virtual Hive Sessions facilitated by NMI staff.

Students are expected to be respectful and assertive in obtaining their education, asking questions of both academic and clinical faculty until they are satisfied that they have the correct information and understand it.

Students are responsible for full participation and engagement with the resources provided and recommended by clinical and academic faculty.

Student Clinical Success

Although students are responsible for securing an apprenticeship, NMI's Clinical Director aids students in finding placements whenever possible.

While apprenticing, students should expect to make a full time commitment, as most preceptors require 24/7, on-call availability. Not only must students work to master clinical skills, they must also work to develop a sound working relationship with their precepting midwife.

NMI holds both preceptors and students accountable to professional ethics of practice, client interaction and care, and personal behavior.

Length of Program

Academic Calendar: NMI offers year-round open enrollment; there are no application deadlines.

Total Time to Completion: The total time required to complete the program will depend on the students' pace with academic coursework and the volume of the students' apprenticeship site. A student who spends 30 hours per week or more on coursework and clinical training can expect to complete the program in approximately 3.5 years.

Minimum and Maximum Timeframe: Students must be enrolled in the program for at least 2 years (unless they receive an exception to this policy for significant transfer credit or advanced placement), and students must complete the program within 7 years. For full details, please refer to NMI's [Minimum and Maximum Timeframes Policy](#).

Leaves of Absence: A student may take a leave of absence by submitting a written request to NMI's Administrative Office. Students who take a leave of absence must still complete the program within 7 years from their date of enrollment. For full details, please refer to NMI's [Leave of Absence Policy](#).

ADMISSIONS & ENROLLMENT

National Midwifery Institute offers open enrollment year round; applicants may apply and enroll at any time. Applications are processed throughout the year in the order in which they are received.

The enrollment process is self-paced; initial applications are held for one year and enrollment may be completed in a matter of days or months, depending on the applicant's preference.

An application for admission must be submitted and approved and an official notification of acceptance issued by the Admissions Office before any person may enroll in the Midwifery Certificate program. Before action can be taken on an application for admission, all credentials required by NMI policy must be received by the Admissions Office, which has responsibility for evaluation of credentials for the purpose of admission.

Applications must be accompanied by a nonrefundable application fee specified on the application form. Application forms are available through [NMI's website](#).

Federal law requires institutions “to make readily available to enrolled and prospective students whether programs leading to professional licensure or certification meet educational requirements.” Students, as part of the admissions process, are directed to [this resource](#), developed by the Midwives Alliance of North America, to determine whether NMI’s MEAC accredited program will lead to professional licensure or certification in the state(s) in which they plan to apprentice AND the state where they plan to practice.

Additionally, NMI is currently unable to accept applications from students or clinical preceptors in some states. NMI keeps [this list](#) for prospective students to reference.

The National Midwifery Institute adheres to the following institutional practices in all recruitment and admissions processes:

1. The institution treats students ethically, respectfully and professionally in the marketing, recruitment and admissions process so that students can make an informed enrollment decision, without being subjected to high-pressure tactics from the institution.
2. All institutional admissions personnel have appropriate education, job titles, and training from the institution for their role and are overseen by the institution, which enforces a formal code of conduct for all such personnel.
3. Information provided to prospective students in the recruiting and admissions process is accurate, complete and up-to-date and is provided to all prospective students without any requirement that such students provide contact information to receive basic information about the institution. The institution also makes its policies related to consumer protection accessible and transparent.
4. The institution also promptly honors any request from a prospective student to remove that individual’s name from phone, email or other contact lists; student information collected through the admissions, recruiting or lead process will be maintained as outlined in the institution’s data privacy policy, which must be prominently posted on the institution’s website.

5. All institutional admissions personnel may answer questions about the student application process for admissions and tuition and fees, but in no case will such personnel complete these applications or apply the signature of the prospective student.
6. Prior to enrolling a prospective student in the Midwifery certificate program, the institution should ensure that the student has had sufficient time to review the institution's policies and procedures, to understand the tuition and fees, and to learn how many credits, if any, will transfer and whether they will be applied to requirements of the certificate or pre-requisites or the process and timeline for evaluation of those credits; in no case will the institution use high-pressure tactics to get a student to enroll or matriculate before it provides this basic information.
7. The institution has a [refund and withdrawal policy](#) to ensure that students receive a refund where appropriate if they withdraw from the program.

All applicants are assessed and admitted using fair, equitable and transparent procedures on the basis of clearly defined, consistent, and equitable criteria, and in accordance with [NMI's Non-Discrimination policy](#)

Former Students

A former student is expected to meet NMI's current academic, clinical, and tuition requirements outlined in the Admissions section of this catalog and must re-enroll. Re-enrollment is considered a new enrollment, and is subject to the policies and procedures in place at that time.

Students who withdrew or were dismissed prior to March 18, 2022 will no longer receive a tuition credit for tuition paid prior to withdrawal or dismissal. However, students who re-enroll may receive advanced placement, and therefore have a shorter time to completion and a lower total program cost.

A former student returning to the institute after a break in attendance must have course work reevaluated by the Academic Director if it is older than 10 years from the date of his or her return.

Prerequisite Requirements

Students applying for admission to NMI must have met the following prerequisite requirements

1. Earned a High School Diploma, its equivalent or above.
2. Obtained a foundational understanding of Midwifery through one of the three options outlined below:
 - a. Completion of Heart & Hands Beginner and Advanced
 - b. Completion of an "Alternative Approved Course" (meets objectives outlined below)
 - c. Evidence documenting understanding of objectives through an "Objectives Based Alternative Pathway Review".

High School Diploma, Equivalent, or Above

Documentation for High School Diploma or Equivalent

Students applying for admission to NMI must have earned a high school diploma, its equivalent, or have a higher education diploma to be eligible for admission into the NMI Certificate Program.

Applicants must verify completion of high school or its equivalent by submitting one of the following to the NMI office:

- A High School diploma or transcript showing high school graduation. In place of a diploma or transcript, a letter from a school official on school letterhead stationary indicating high school graduation and date is acceptable as proof of high school completion.
- If you earned a GED (General Education Diploma) contact the state in which you successfully passed the GED and request a transcript or verification of your GED.

Documentation of College Degree

Applicants who have earned a college degree can apply with submission of an official college transcript. To be acceptable, college degrees must have been received from accredited schools or from schools that meet accreditation standards. You may wish to check the U.S. Department of Education's database of accredited institutions and programs.

Foreign and Non-Accredited Schools

Applicants who completed their education outside of the United States whose transcripts are in a language other than English should apply, for a fee, to a private education evaluation organization recognized by the National Association of Credential Evaluation Services (NACES) for a statement of degree equivalency.

The following is a list of private organizations prepared by NACES that evaluate foreign educational credits for employment and other purposes. All charge a fee based on the extent of the education to be evaluated. The list is provided for general information and may not be all-inclusive. NMI does not endorse any particular service.

- [Center for Applied Research Evaluation & Education](#)
- [Educational Credential Evaluators, Inc.](#)
- [Educational Records Evaluation Services, Inc.](#)
- [Evaluation Services, Inc.](#)
- [Foreign Academic Credential Services, Inc.](#)
- [The Foreign Educational Document Service](#)
- [International Education Research Foundation](#)
- [World Education Services, Inc.](#)

Foundational Understanding of Midwifery

Heart & Hands Beginner and Advanced Intensives

Students must submit a certificate of completion demonstrating that they have successfully completed Heart & Hands Beginner and Advanced. Cost of this program is the responsibility of the student, is to be paid directly to Heart & Hands, and is separate from tuition for NMI's Midwifery Certificate Program.

For more information about this program, please visit the [Heart & Hands website](#).

Alternative Approved Course

NMI is dedicated to the accessibility of midwifery education and does not intend for prerequisite requirements to serve as an unreasonable barrier to student enrollment. NMI recognizes that there may be other foundational level midwifery courses that meet the objectives outlined below. NMI may approve alternate courses and list them here.

Students who believe they have taken a course that meets all objective requirements are welcome to submit course syllabi and learning objectives for evaluation. If the course meets all objectives, it will be approved and added to this list. If this course does not meet all objectives, it will be evaluated as part of the Objectives Based Alternative Pathway, outlined below, and the student will be required to submit additional information to demonstrate that prerequisites have been met.

Objectives Based Alternative Pathway

NMI is dedicated to the accessibility of midwifery education and does not intend for prerequisite requirements to serve as an unreasonable barrier to student enrollment. NMI recognizes that there are many ways of learning and knowing, and values the experience and other forms of training prospective students may have.

The student can document that a combination of experience, training, coursework, instruction, and/or study has led them to a basic, foundational understanding of the following objectives. (See appendix for a detailed description of each objective area).

Midwifery Practice and Training Pathways

1. Midwifery's political and social context
2. The student's relationship to the art and practice of midwifery
3. The demands and responsibility of being a community midwife
4. The logistics of direct entry midwifery education and practice

Sexual Health and Well Person Care

1. Human sexuality throughout the life cycle, with an emphasis on fertility and hormonal changes.
2. Comprehensive care of non-pregnant clients

Pregnancy and Prenatal Care

1. The essential components of initial and routine prenatal caregiving
2. Identification of and appropriate response to complications of pregnancy

Labor

1. Essentials of facilitating and assessing normal labor

2. Identification of and appropriate response to common complications of labor, delivery, and birth

Birth and Immediate Postpartum

1. Immediate care of the newborn
2. How to care for gestational parents and newborns in the postpartum period

Transfer Credit and Advanced Placement

National Midwifery Institute offers students credit towards the Midwifery Certificate Program for coursework completed and experience obtained prior to enrollment at NMI.

Transfer Credit

NMI's Transfer/Advanced Placement Policy can be viewed [here](#).

Academic Credit

NMI will review courses completed within the last ten (10) years at other accredited colleges or universities. NMI accepts transfer credits from students who meet the following qualifications:

- Applicants who have completed academic courses and/or clinical experience while enrolled in other MEAC-accredited programs.
- Applicants who have completed academic courses and/or clinical experiences while enrolled in other post-secondary accredited institutions.

NMI accepts the following to satisfy specific module requirements, with submission of an official transcript:

- Physiology + Anatomy → Basic Life Sciences
- Cultural Competency (with review) → Cultural Competency

Qualifying Scores

Courses will only be accepted for transfer if the student received a point value grade of 7.5 or better

- NMI grades require a 7.5 or above to pass, this is equivalent to a B or better at NMI
- All schools assign point value to letter grade differently and the reviewer must therefore determine point value to letter grade at each transferring institution.

Official transcripts documenting coursework completed at another institution must be submitted at the time of application for consideration for Transfer Credit.

Clinical Credit

NMI will review previous birth or other experiences less than ten (10) years old* that are adequately documented for consideration of transfer credit if the student attended a MEAC accredited school and the experience is listed on the student transcript. For clinical experiences for transfer credit, NMI has no limit on the number of experiences for each category and experience type that a prospective student can transfer.

A prospective student may not transfer clinical skills logs or forms to NMI. Therefore, students must demonstrate proficiency in all skills during a student's tenure at NMI. These skills logs include, but are not limited to:

- Prenatal Skills Log
- Labor/Birth/Immediate Postpartum Skills Log
- Newborn Skills Log
- Postpartum Skills Log
- Additional Skills Log
- Second Verification of Skills Form

After enrollment, if a transfer student cannot demonstrate proficiency in all skills following completion of clinical requirements for graduation, an Individualized Clinical Education Plan (ICEP) will be developed for the transfer student.

ICEPs are developed with the input of the student, a Clinical Faculty Member, and the Clinical Director. At times, the Academic Director may be asked to contribute when it is clear that more didactic learning or review would best support the ICEP.

Further, an ICEP may require the completion of additional clinical experiences, such as births, to support the student's skill development.

*Note that NARM states clinical experience for all routes of entry must have been obtained within the last ten years, and at least 10 PMUS births must have occurred within three years of application submission to NARM.

**Observed births do not require Transfer review or fees

NMI Credit Transfer TO Other Institutions

NMI does not guarantee the transferability of contact hours to a college, university or institution. Any decision on the comparability, appropriateness and applicability of contact hours and whether they should be accepted is the responsibility of the receiving institution.

Advanced Placement

NMI will review previous birth or other experience less than ten (10) years old* that can adequately be documented for consideration of Advanced Placement. NMI accepts advanced placement from students who meet the following qualifications:

- Applicants who have completed academic courses and/or clinical experience while enrolled in a non-accredited midwifery program.
- Applicants who have completed training via traditional pathways or the PEP process.

Clinical Experience

All clinical experience (with the exception of "observed" births) must include signature confirmation from a preceptor who meets NMI's preceptor qualifications and who directly observed the student - no exceptions. NMI will tabulate clinical experiences approved for advanced placement credit and will inform

the student of their findings. If additional clinical experience is necessary, students with prior experience sufficient to begin student primary care under preceptor supervision may, at the preceptor's discretion, be required to attend births as an observer or assistant before beginning student-primary care under preceptor supervision.

For clinical experiences that meet the criteria for advanced placement, NMI will accept no more than the following number of experiences for each category and experience type:

Observer

- 10 of 10 Births as an Observer*

Assistant Midwife Under Supervision (AMUS)

- 2 of 3 Initial Prenatal Visits as an AMUS
- 18 of 22 Routine Prenatal Visits as an AMUS
- 15 of 20 Births as an AMUS
- 15 of 20 Newborn Exams as an AMUS
- 7 of 10 Postpartum Exams as an AMUS

Primary Midwife Under Supervision (PMUS)**

- 10 of 20 Initial Prenatal Visits as a PMUS
- 25 of 55 Routine Prenatal Visits as a PMUS
- 10 of 25 Births as a PMUS
- 10 of 20 Newborn Exams as a PMUS
- 20 of 40 Postpartum Exams as a PMUS

**Observed births do not require Advanced Placement review or fees*

***Please note that we do not accept any international PMUS experiences for advanced placement*

Academic Experience

NMI will review any substantial experience, self study, or traditional experience for academic credit. NMI accepts the following to satisfy specific module requirements, with submission of an official certification.

- IBCLC → Lactation module
- CLC (with review) → Lactation module

Advanced placement materials **MUST** be submitted at the time of application and will not be reviewed or considered after the student enrolls.

Prerequisites for Transfer and Advanced Placement Applicants

NMI will waive the Foundational Midwifery Understanding prerequisite requirement for all Transfer Students who have completed at least one trimester, one semester, or two quarters at a MEAC accredited school. Students who transfer from a school without distinct trimester, semester, or quarter long courses may receive a waiver of prerequisites, upon review by the Academic Director. Such review will be to determine whether the student has sufficient foundational understanding of midwifery to succeed in the Study Group coursework.

For students who are not transferring from a MEAC accredited institution, experience, coursework and study will be applied to EITHER prerequisite requirements OR Transfer or Advanced Placement, not both. This determination will be made by the Academic Director during the application process.

Full full details, read [NMI's Transfer Credit and Advanced Placement Policy](#).

Procedures for Applying & Enrolling at NMI

Inquiries

1. Prospective applicants reach out to NMI through an Inquiry contact form on the NMI website or by phone. Inquiries sent through the website are followed up by email and are supplied with the following
 - a. Link to sign up for a Virtual Discovery Call Session
 - b. Link to Student Handbook
 - c. Link to MANA State by State licensing requirements
 - d. Link to MEAC list of Accredited Schools
 - e. Link to schedule a 1:1 Discovery Call with Admissions Office
 - f. Link to Application
2. All prospective applicants are encouraged to schedule a Discovery Call with the Admissions Office. During this call, staff walk the individual through frequently asked questions and a general overview of the program to assist them in determining how NMI fits their needs. Individuals may also be referred to the Clinical Director or other directors for additional screening and conversation.
3. Individuals who schedule a Discovery Call without prior contact are followed up with the general inquiry email so they have receipt of the Student Handbook and various links mentioned above.
4. Upon submission of an Application for Admission, applicants must pay a \$125 application fee online.

Applicants

Upon receipt of an application and application fee, applicants are emailed confirmation of receipt of their application, and notification that the Admissions office is reviewing their submission.

The Admissions Office uses the application rubric to review submitted applications, indicating which option the applicant has chosen to meet prerequisite requirements, what documentation the admissions office is expecting (certificates, transcripts, etc), and whether or not the student has met the specific requirements for the Objectives Based Alternative Pathway (if the applicant chooses this option).

The application rubric will be used to flag areas for discussion and follow up in the Admissions Interview, to ensure that students have a thorough opportunity to demonstrate that they meet prerequisite requirements.

Once all documentation is received by the school, and the student is determined, via the application rubric, to meet or possibly meet the prerequisite requirements, the student will be invited to schedule an Admissions Interview.

Through the end of 2022, NMI will invite all applicants to attend an admissions interview, as students who are in the process of meeting prerequisite requirements can be granted provisional enrollment.

Upon completion of the Admissions Interview, if the individual is recommended for enrollment, the Admission Office will send an *Offer of Enrollment* or *Offer of Provisional Enrollment* stating acceptance into the program. This email also contains a link to the Enrollment Agreement.

An Offer of Enrollment or Provisional Enrollment will include a list of all Transfer and Advanced Placement Credit being offered to the applicant in order to facilitate the applicant's decision to enroll.

Enrollment

Applicants who confirm their desire to enroll in NMI will receive instructions for next steps in the enrollment process via email.

To complete the enrollment process, an applicant must:

1. Complete and sign NMI's Enrollment Agreement;
2. Pay a nonrefundable \$150 enrollment fee
3. Pay the first month of tuition

PAYING FOR THE PROGRAM

NMI's program follows a subscription-based pricing format. Students are billed a flat-rate for each monthly subscription term, during which they will have access to curriculum materials and institutional support and services. There are three subscription levels, based on a student's educational needs and participation in the program.

Types of Enrollment

Learner - Matriculating

Students who are enrolled in NMI and seek to obtain NMI's Midwifery Certificate upon completion of the full program.

Member - Non-Matriculating

Students who wish to take some or all of the academic portion of NMI's Midwifery Certificate Program, but who will not be participating in clinical experiences and will therefore NOT graduate with a Midwifery Certificate.

Member - Clinicals Only

This is a special category for students who have completed ALL academic requirements at another MEAC accredited school, but who need to complete clinical requirements in order to graduate and pursue the CPM credential and/or licensure.

Tuition and Fees

NMI's program is flexible and self paced. Total program costs will depend on the time to completion. Students completing the program in 3 years will pay less than students completing the program in 4 or 5 years.

Coursework transferred in from other institutions and grants of advanced standing may reduce the length of program completion, and therefore may reduce the total program cost.

Students are only charged tuition for months of active attendance. Students on a Leave of Absence will not pay the subscription fee. **Total program cost is therefore dependent on active months in the program.**

Tuition Credit for Completion of Heart and Hands Prior to Enrollment in NMI

Prior to 3/18/2022, NMI offered a credit to students who had completed Heart and Hands prior to enrollment in NMI. This credit was applied to the down payment that NMI previously required of all students, and covered the cost of the Heart and Hands component of NMI's program.

As of 3/18/2022, NMI has removed Heart and Hands from the NMI Midwifery Certificate Program, and eliminated the down payment that covered this expense. **Students who enroll in NMI after 3/18/2022** will not receive financial credit for Heart and Hands completion prior to enrollment, and will pay the same tuition subscription and all other applicable fees as students who choose an alternative pathway to meet the prerequisite requirements. All students will pay the tuition subscription fees only for active time spent in the NMI Midwifery Certificate Program.

Tuition Table

NMI's tuition is set to increase in March 2023. For a full breakdown of processing and administrative

fees, please refer to [NMI's Tuition and Fees Policy and Procedure](#).

Access	Learner Matriculating prior to 3/15/2022	Learner Matriculating after 3/15/2022	Member Non-Matriculating	Member Clinicals*
	As outlined in Enrollment Agreement	\$575/ month	\$450/ month	\$150/ month
All curriculum modules and materials	✓	✓	✓	
Grading and Instructor Support	✓	✓	✓	
Hive Virtual Instruction	✓	✓	✓	✓
Tutoring	✓	✓		
Clinical Experience Tracking	✓	✓		✓
Preceptor Supervision	✓	✓		✓
Apprenticeship Support	✓	✓		✓
Graduation and Practice Prep Module	Free	Free	Full Price	Full Price
NARM Prep Exam and Review	1 Free, 50% discount thereafter	1 Free, 50% discount thereafter	Full Price	Full Price
CEU Offerings - post grad	Full Price	Lifetime 50% Discount	Full Price	Full Price
Guest Speaker Access - post grad	Full Price	Lifetime 50% Discount	Full Price	Full Price

*This plan is specifically intended for students who have completed ALL academic requirements at a MEAC accredited school, but who need to complete clinical experiences to complete their midwifery training, and/or apply for certification or licensure.

Student Tuition Recovery Fund (STRF) Policy

The National Midwifery Institute, Inc is a private institution approved by California's Bureau of Private Postsecondary Education (BPPE). The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may

be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Current California STRF Assessment Rate:

Effective April 1, 2024, the STRF regulations were significantly updated: the assessment rate was reduced to zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, according to the California Code of Regulations (5, CCR section 76120).

Additional Expenses for All Students

In addition to program tuition and fees, students should expect to incur related expenses. Additional expenses are not covered by NMI and are not included in student tuition and fees. Financing options, including standard and personalized payment plans and Meritize student loan program, do not cover the additional expenses below.

The numbers provided are estimates only, and reflect the information available to NMI at the time this handbook was published. Students do their own research on additional expenses and confirm all costs before making the decision to attend.

- Phone and internet expenses associated with course work completion and program participation.
- Textbook costs - approximately \$700 to \$1000 or more if a student is building a library for clients
- Basic Life Support (BLS) training and certification (required) - between \$50-\$100
- Neonatal Resuscitation (NRP) (required) training and certification - up to \$400
- Expenses associated with pursuing [NARM Bnb Certification](#)
 - NARM certification application fee (\$1,100 as of January 2019)
 - Computer testing site fee (\$120 as of January 2018).
- Expenses associated with Apprenticeship
 - Some states require apprentices or midwives in training to register with a licensing agency. Fees for this vary
 - Costs associated with reliable access to transportation. Most students should expect to have their own car.
 - Most preceptors realize adequate exchange with an apprentice via assistance with the practice. However, it is possible that a preceptor will charge a student additional fees. Students are responsible for this as a separate agreement with the preceptor.
- Midwifery equipment
 - Stethoscope, blood pressure cuff, fetoscope and basic delivery and suturing instruments cost approximately \$300.
 - Doppler costs around \$500
 - An oxygen tank and regulator valve may cost \$150 depending on type purchased
 - Herbal and homeopathic remedies, if desired, usually cost between \$7 and \$15 each.
- Professional Expenses

- Periodicals cost between \$35 and \$75 annually
- Memberships to state and professional midwifery organizations cost between \$35 and \$100 ea
- Credentialing (after graduation)
 - Fees for licensure, certification, and registration vary but start around \$250
 - Renewal of these credentials is due every two to three years
 - Most credentials require continuing education, which can start at \$30 per unit

Financial Assistance

Financial Aid And Student Loan Policies

The National Midwifery Institute does not have any financial aid or student loans available at this time. Students may apply for [private student loans](#) if they desire.

NMI is not a Title IV school. NMI students are not eligible for federal financial aid or student loan deferment.

1098-T Tax Reporting Information

Payments made to the NMI are usually not tax deductible. NMI does not issue 1098-T forms.

Scholarships

NMI will advertise external scholarships as we become aware of them and encourage our students to apply. NMI may, from time to time, offer scholarships to NMI students. These will be announced to students directly.

Refund Policies and Procedures

The National Midwifery Institute provides refunds to students who cancel enrollment, withdraw from school for personal or medical reasons, are dismissed, or are called to active duty as outlined in the Procedures Section.

Any monies due to the student shall be refunded within 45 days from the confirmed date out of the program.

Exclusions

Administrative and Processing Fees are non-refundable. These fees are defined in [NMI's Tuition and Fees Policy and Procedures](#).

Cancellation

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the school shall be entitled to a full refund within the first 7 days of enrollment. During this time, the enrollment agreement can be withdrawn and all tuition payments shall be refunded.

Refunding Tables

The following schedules should be used to determine the amount of refund due to any student. Deviations from the policy below must be approved by the Executive Director.

Students Enrolled in Month-to-Month Subscription Plan, after March 18, 2022

NMI does not offer refunds for payments made on a month-to-month subscription plan outside of the initial cancellation period. Your enrollment will continue on a month-to-month basis unless and until you withdraw from the program or are suspended or dismissed by NMI.

Students enrolled in the subscription plan who pay in advance will be refunded for all months paid ahead. For example, if you enroll and pay for 12 months of tuition but withdraw at 6 months after enrollment, 6 months of tuition would be refunded to you upon withdrawal from the program.

Tuition refunds will be assessed a \$50 Refund Fee as outlined in [NMI's Tuition and Fees Policy and Procedure](#).

Students Enrolled with a Payment Plan Agreement, prior to March 18, 2022

For students who enrolled with a Payment Plan Agreement before March 18, 2022, NMI provides the following institutional refund schedule for the first 12-week period that a student is enrolled in NMI:

Refund Schedule for First 12-week Enrollment Period	Down Payment Refund*
Cancel Enrollment within 7 calendar days of Enrollment Date	100%
Cancel Enrollment between 8-14 calendar days of Enrollment Date	75%
Cancel Enrollment between 15-21 calendar days of Enrollment Date	60%
Cancel Enrollment between 22-28 calendar days after Enrollment Date	40%
Cancel Enrollment between 29-35 calendar days after Enrollment Date	30%
Cancel Enrollment between 36-42 calendar days after Enrollment Date	15%
Cancel enrollment beyond day 43 after Enrollment Date	None

* Tuition refunds after day 7 will be assessed a \$50 Refund Fee as outlined in NMI's Tuition and Fees Policy and Procedure.

Students Paid in Full at Enrollment, before March 18, 2022

Students who paid in full at time of enrollment (prior to March 18, 2022) will be refunded according to the Standard Payment Plan Agreement. Tuition will be refunded for each month of enrollment paid in advance of schedule.

Standard Payment Plan Agreement	Tuition Due
Down Payment	\$5,000
Year 1 Tuition (12 payments of \$500/month)	\$6,000
Year 2 Tuition (12 payments of \$350/month)	\$4,200
Year 2 Tuition (12 payments of \$350/month)	\$4,200

Refunds will be assessed from the date of enrollment through the date of withdrawal or dismissal, as noted on the withdrawal or dismissal confirmation email. All funds paid ahead of schedule will be refunded, less a \$50 Refund Fee as outlined in [NMI's Tuition and Fees Policy and Procedure](#).

Students Paid Ahead of Payment Schedule, Enrolled before March 18, 2022

Students who enrolled prior to March 18, 2022, who paid tuition in advance of their payment schedule, will be refunded according to the Payment Plan Agreement signed at Enrollment. Tuition will be refunded for each month of enrollment paid in advance of schedule.

Refunds will be assessed from the date of enrollment through the date of withdrawal or dismissal, as noted on the withdrawal or dismissal confirmation email. All funds paid ahead of schedule will be refunded, less a \$50 Refund Fee as outlined in [NMI's Tuition and Fees Policy and Procedure](#).

NMI's Refund Policy can be found by visiting www.nationalmidwiferyinstitute.com/policy-and-procedures

ACADEMIC INSTRUCTION

Coursework Overview

Study Group Coursework is designed to help students integrate didactic learning with clinical experiences in apprenticeship. NMI curriculum provides graduates preparation in the following areas:

- Ability to practice the art and science of midwifery, including but not limited to prenatal, labor and delivery, neonatal well care and postpartum care;
- Use appropriate communication skills;
- Demonstrate understanding of anatomy and physiology, genetics, obstetrics and gynecology, embryology and fetal development, neonatology, applied microbiology, chemistry, child growth and development, pharmacology, nutrition, laboratory diagnostic tests and procedures, and physical assessment;
- Apply concepts in psychosocial, emotional and cultural aspects of maternal and child care, human sexuality, counseling and teaching, maternal and infant and family bonding process, breastfeeding, family planning principles of preventative health and community health;
- Provide support for aspects of normal pregnancy, labor and delivery, postpartum period, newborn care, family planning or routine gynecological care in alternative birth centers, homes and hospitals;
- Utilize midwifery process, including intervention skills in preventative, remedial, and supportive midwifery; development of collegial relationships with health care providers from other disciplines; and behavioral and social sciences;
- Acts consistently in accordance with professional ethics including but not limited to, personal hygiene, client abuse, cultural diversity, and the legal, social and ethical aspects of midwifery;
- Use a midwifery management process.

Foundation curricula such as anatomy and physiology, chemistry, genetics, embryology, applied microbiology, child growth and development, nutrition, social sciences and social determinants of health are woven throughout program course work.

Coursework Structure

Correspondence Education

NMI is a correspondence education program providing **education** for nonresident students, primarily adults, who receive lessons and exercises through the Student Portal and upon completion, return them for analysis, criticism, and grading. **Correspondence education is distinctly different from Distance Learning** - though NMI is moving in the direction of online distance learning.

NMI uses a series of structured modules, with tests and exams that measure competencies in the learning experience.

Pre-Tests & Comprehensive Exams

During your academics at NMI, you will be asked to complete various tests and will have a larger comprehensive exam upon completion of all academics at NMI. These examinations measure competency in all areas required by NARM, MEAC, and ICM.

Upon enrollment in the program you need to complete a Pre-Test. This is an assessment tool used to compare a student's knowledge upon beginning the program and upon completion of all academics. All students must take this exam prior to beginning Study Group Coursework. You will not receive a score from the Pre-Test.

The score on the Pre-Test will be compared to that achieved when taken again after completion of the Study Group Coursework, in order to both evaluate increased competency and to make necessary revisions to NMI Coursework.

Students must score at least 75% on all exams in order to graduate and will have two opportunities to do so.

Coursework Modules

12 Foundational Modules

Students start their study group coursework by completing 4 sets of foundational modules in order. Each set is followed by a Post Test to solidify mastery of the material.

Set 1	<ol style="list-style-type: none"> 1. Normal Pregnancy and Prenatal Care - <i>Midwifery Care and Practice</i> 2. Normal Labor, Birth, and Immediate Postpartum - <i>Midwifery Care and Practice</i>
Post-Test 1	
Set 2	<ol style="list-style-type: none"> 3. Gender and Sexuality - <i>Midwifery Sciences - Social Science</i> 4. Anti-Racism & Anti-Oppression in Midwifery - <i>Midwifery Sciences - Social Science</i> 5. Cultural Competency - <i>Midwifery Sciences - Social Science</i> 6. Research Literacy - <i>Midwifery Sciences - Social Science</i>
Post-Test 2	
Set 3	<ol style="list-style-type: none"> 7. Basic Life Science - <i>Midwifery Sciences - Physical Science</i> 8. Renal System and Urinary Tract Infections - <i>Midwifery Sciences - Physical Science</i> 9. Embryology and Fetal Development - <i>Midwifery Sciences - Physical Science</i> 10. Nutrition and Digestion - <i>Midwifery Sciences - Physical Science</i>
Post-Test 3	
Set 4	<ol style="list-style-type: none"> 11. Apnea/Hypoxia/Respiratory Distress - <i>Appropriate Intervention in Midwifery Care</i> 12. Pharmacology for Midwives - <i>Midwifery Sciences - Pharmacology for Midwives</i>

Pharmacology Quiz

40 Self-Sequenced, Enriching Modules

After completing the twelve foundational modules, the following modules can be completed in any order. We recommend that students ask their preceptor or Study Group Instructor for guidance on which module to work on next.

Midwifery Sciences - Social Sciences		
Grief & Self-Care	Physical, Sexual & Other Abuse	Substance Use & Abuse
Midwifery Sciences - Physical Sciences		
Liver & Jaundice Embryology & Fetal Development	Fertility & Conception Fetal Heart Rate Patterns Fetal/Newborn Circulation	Prenatal Genetic Screening Placenta
Midwifery Care & Practice - Midwifery Practice		
Holistic & Traditional Health & Healing		
Midwifery Care & Practice - Prenatal		
Normal Pregnancy & Prenatal Care	General Pregnancy & Postpartum Ailments Physical Assessment of the Adult	Labwork & Other Clinical Assessments
Midwifery Care & Practice - Labor & Birth		
First Stage of Labor Second Stage of Labor	Spontaneous Release of Membranes (SROM) Third Stage of Labor	Physical Assessment of the Newborn
Midwifery Care & Practice - Postpartum		
Pelvic Health Postpartum Care	Birth Lacerations & Suturing Lactation & Infant Feeding	Lifelong Reproductive Healthcare
Appropriate Intervention in Midwifery Care - Pregnancy & Labor		
Hypertension Ectopic Pregnancy Pre-Eclampsia	Postdates Management & Postmaturity Pregnancy Loss: Abortion, Miscarriage, and Stillbirth Uterine size & EDD Discrepancy	Gestational Diabetes Preterm Labor
Appropriate Intervention in Midwifery Care - Labor & Birth		
Meconium Cesarea & VBAC Shoulder Dystocia	OP, Brow & Face Presentations Artificial Rupture of Membranes	Twins and Multiples Breech Birth
Appropriate Intervention in Midwifery Care - Postpartum		
Hemorrhage	Perinatal Mental Health	

Study Group modules are highly topical, but together they provide a comprehensive picture of midwifery care. Freedom to choose the order in which the majority of the modules are completed is meant to support students in applying relevant clinical experiences to their learning process.

3 Final Modules

The three final modules are about the set-up and practicalities of midwifery practice. These are to be completed just before graduation.

- Birth Bag & Set up
- Charting & Practice Guidelines
- Consulting, Transfer of Care & Transporting

For a list of courses and their corresponding contact hours, please review the [Syllabus](#) document in the appendix.

Submitting Coursework

Students access module materials via NMI's [Student Portal](#). Modules are available as a PDF document, or as a Google Document (preferred). Once you have completed your multi-page document containing all module reading assignments, quizzes, essay questions, and projects, you will need to download it to submit via email.

When using Google Docs, we prefer you download the Doc as a PDF, rather than sharing a direct link. This ensures that instructors have easy access to your work without navigating sharing restrictions.

Completed module work is submitted via email to Study Group Instructors at nmistudygroup@nationalmidwiferyinstitute.com.

Your module instructor will now be able to review your coursework and will evaluate your work. You can expect to receive personalized feedback within 4 weeks of submission. You will receive an email notifying you when your instructor has provided feedback.

Students must receive a grade of 7.5 or above to pass a module. Students may appeal their grade according to [NMI's Grade Appeal Policy](#).

Online Learning

NMI Hive Mind

NMI Offers a Virtual Hive Mind gathering via Zoom to talk through different topics and modules in depth with your student colleagues. These sessions are facilitated by NMI Virtual Instructors, and cover a wide range of topics found in the Study Group modules. Topics are typically selected in advance, but students may request that instructors cover alternate material.

By the end of each session students typically are able to complete most of a module and have a deeper understanding of complex issues.

All current and recently graduated students are invited to attend biweekly Hive Mind sessions.

Once per month, Hive Mind is reserved for NMI Student Peer Support, facilitated by a senior student. No staff or faculty attend these Peer Support sessions.

CLINICAL INSTRUCTION

The Apprenticeship Experience

Knowledge and skills gained in the academic portion of the program prepare students for active participation in the apprenticeship experience.

Apprenticeships are generally based in home birth or birth center practices. Students can also expect to attend hospital births in the event of transport, which gives them an opportunity to learn about and observe obstetrical standards of practice. Students are required to attend a minimum of 2 planned hospital births, either as an observer, student assistant under preceptor supervision, or student primary midwife under preceptor supervision. These planned hospital births are not transports, but may follow a prenatal transfer of care. Additionally, during the course of training within a preceptor's practice, students will likely have the opportunity to consult with other health care providers if complications develop in caregiving or questions arise concerning a client's health status. Students may also have an opportunity to accompany their precepting midwife to peer review sessions, and so may confer with other midwives in the community on practical and professional issues.

While apprenticeship can be completed in two years, three to four years is more common. The clinical component at NMI and the dates of clinical training recorded at NMI must span at least two (2) years in duration. NMI graduates complete a minimum of 1890 clinical hours.

Phases of Clinical Experience

Observe

Students are active observers at a birth, or supporting in a doula-type role. Students are not performing clinical skills.

- some students complete these observe experiences prior to enrolling with NMI, during their previous birth support or doula work
- these births need to be signed/acknowledged by a witness, but this witness does not need to be a registered preceptor, it can be anyone present at the birth with the student

Assist

Students are actively engaged in the clinical experience (prenatal visit, family planning visit, birth, postpartum visit, other types of client interactions), and assisting the midwife in all essential tasks and skills. Students are learning to perform clinical skills.

- students may act as a birth assistant or back-up midwife at births when a midwife feels they are competent. This may include proficiency in emergency skills if assistance is needed, charting, vital signs, fetal heart rate, etc.

- catching a baby is usually a skill learned during the assist phase, starting with four-handed catches, and progressing until proficiency and independence in the Primary Under Supervision Phase
- generally, students are able to learn and eventually complete basic clinical skills, but not yet able to manage/run a whole appointment or birth independently

Primary Under Supervision

Students are competent and proficient at managing client interactions and performing clinical skills independently. The precepting midwife supports and supervises from the sidelines.

- students should function as if they are the midwife, and demonstrate independent skills. Clients should perceive them as their equal or primary midwife.
- students demonstrate proficiency not just in clinical skills, but in planning ahead, documenting and charting, restocking supplies, etc.
- preceptors still support students and clients when new situations present, more information or wisdom is needed, or emergencies need intervention.

Finding a Preceptor

Students are ultimately responsible for finding a preceptor, which can feel overwhelming at first! While finding a preceptor can be a challenge, it is important for students to learn how to navigate the midwifery community and build relationships with colleagues. Here are some tips:

Engage in your local midwifery community: *Preceptors often prefer students who are known and respected by their peers and colleagues*

- Attend local, birth-related meetings and events
- Volunteer to help your local birth community with events or lobbying efforts
- Follow midwives in your area on social media and get to know them and their practices

Gain some birthwork experience: *Preceptors often prefer students who understand the demands of midwifery work*

- Work as a labor doula, childbirth educator, or postpartum doula
- Do on-call work or care work to gain experience with the demands of providing midwifery care

NMI provides the following support to help students find clinical placements and preceptors:

- [Follow NMI's Apprenticeship Blog](#) - review it for preceptors and clinical sites seeking students;
- Research the midwives in your area and contact them.
- Reach out to the [Clinical Director](#) for more support.

Clinical Apprenticeship Licensing Requirements

Some states require a license for midwifery apprentices to attend births as students. It is the responsibility of the student to look into this before enrolling in NMI.

Preceptor Payment

Most preceptors realize adequate exchange with an apprentice via assistance with the practice. However, it is possible that a preceptor will charge a student additional fees. Students are responsible for these fees, and the agreement is separate from any agreement with the school.

Preceptor Registration

Preceptors must complete a three-step process, including submitting an initial application, completion of the Clinical Site Form ensuring an adequate and safe learning site, and completion of the Preceptor/Student Work Agreement.

A preceptor is not considered active at NMI until they have completed the registration process and verified completion of the Clinical Faculty Orientation.

Preceptors who have never worked with NMI should review [NMI's Faculty Minimum Qualifications](#) and can submit application documents through [NM's website](#).

International Apprenticeship

At this time, NMI is not accepting out-of-country clinical placements (with exceptions, below). U.S. residents interested in obtaining clinical training abroad may choose to do so, but these experiences will not count toward NMI's clinical requirements for student-assistant under preceptor supervision or student-primary under preceptor supervision phases of clinical training.

- *Clinical experiences obtained in Canada and/or the United Kingdom may be able to be counted toward NMI's clinical experience requirements for graduation.*
- *Applicants who are native or naturalized citizens of countries not listed here, and who secure preceptorships with midwives who are also native or naturalized citizens and are credentialed and legally practicing, may be able to document clinical experiences that will count toward NMI's clinical experience requirements for graduation.*

Clinical Documentation

All active students must submit any and all clinical experiences, including initial prenatal, prenatal, postpartum, newborn exams, as well as births attended to NMI at the end of the quarter in which they were completed.

A student is considered to be actively participating in apprenticeship if they indicate on the Quarterly Check-In Form that they are actively apprenticing. It is possible that a student may have identified a preceptor and the preceptor may be registered with NMI, but the student is not yet actively apprenticing.

In this case, a student would indicate in the Quarterly Check-In Form that they are not actively apprenticing, and would not be subject to quarterly documentation requirements.

Clinical Tracking App

Documenting clinical experiences is an important part of clinical education at National Midwifery Institute. It's important to document and track each clinical experience you have while working as a midwifery student, and important for your preceptor and NMI to follow along in order to support your progress.

The National Midwifery Institute requires all students to track their clinical experiences through the NMI Clinical Tracking App. Each student and preceptor will be given a unique account on the app.

1. Students submit digital documentation of clinical experiences for preceptor review.
2. These experiences will be forwarded to their preceptors for digital verification.
3. Then, experiences are automatically forwarded to NMI's Clinical Director for approval.

Upon enrollment in the program. Students and preceptors will be provided with a handbook for using the Clinical Tracking App. Students are responsible for keeping track of all clinical experience in observe, assist, and primary phases and documenting experience properly. During apprenticeship each clinical experience is specifically documented according to classification, time spent, and encoded client identifier.

All students are required to track their clinical experiences digitally through the NMI Clinical Tracking App AND official NARM forms in order to ensure experiences are not lost. Original preceptor approvals or signatures on forms are required per MEAC and NARM requirements and the student is responsible for ensuring proper documentation is kept.

Guidelines for Verifying Documentation of Clinical Experience

The student and clinical preceptor must follow the guidelines in NARM's Candidate Information Bulletin (CIB) online, including but not limited to the following: Student's and clinical preceptor's care at the encounter must be reflected on the client's chart via name or initials, in case of audit. The student must have access to the original client charts for all births and procedures documented.

The original client charts shall be kept by the preceptor. Client confidentiality must be protected by identifying them on these Clinical Record Forms with a unique client code under "Client # or Code," to reference the client chart, using one code for each client pregnancy. In order to comply with HIPAA, do not list any portion of clients' names within Client codes or on experience forms.

Clinical Experience Requirements

Minimum Clinical Experiences

NMI's clinical experience requirements meet NARM certification standards, California licensing requirements, and licensing requirements of many states. In order to meet Clinical Requirements for Graduation the student must demonstrate the following:

Functioning in any role (observer, doula, family member, friend, beginning apprentice):

- 10 Observe Births

Functioning in the role of student-assistant midwife under preceptor-supervision:

- 20 Assist Births
- 22 Assist Prenatal exams
- 3 Assist Initial exams
- 20 Assist Newborn exams
- 10 Assist Postpartum exams

Functioning in the role of student-primary midwife under preceptor-supervision:

- 25 Births attended
- 55 Prenatal exams
- 20 Initial exams
- 20 Newborn exams
- 40 Postpartum exams within 24 hours and 6 weeks of birth

Please note:

- No more than 4 births during the Assistant Midwife Under Supervision phase can be a transport. Per NARM, a transport includes a transport that occurs during labor, birth, third stage and or fourth stage.
- No more than 3 births during the Primary Midwife Under Supervision phase can be a transport. Please refer to the above for the definition of transports.

Continuity of Care Clients

Of the 25 required Student-Primary under Preceptor-Supervision births, 10 must be with clients for whom the apprentice provided Partial Continuity of Care.

Partial Continuity of Care: 1 prenatal exam and birth as Primary Midwife Under Supervision.

Of the 25 required Student-Primary under Preceptor-Supervision births, an additional 5 must be with clients for whom the apprentice provided Full Continuity of Care.

Full Continuity of Care: at least 5 prenatal visits spanning at least 2 trimesters, birth, newborn exam, and at least 2 postpartum exams between 24hrs and 6wks, all in primary role.

Hospital transports cannot count towards Continuity of Care.

Time Frame Requirements

Clinical experiences documented at NMI must span at least 2 years. NMI begins counting these two years with the date of the first Observe birth documented. All clinicals must occur within 10 years prior to the student's passing the NARM exam, and 10 of the experiences reported on NARM Out of Hospital Birth Documentation Form 204 must take place no earlier than 3 years prior to the NARM exam.

Birth Experience in Specific Settings

Of all the births a student attends during training (as Observer, Assistant, or Primary Midwife under Supervision), at least 2 must be planned hospital births (these cannot be intrapartum transports but may be antepartum referrals) and 5 must be home births.

A minimum of the 10 of the 25 Student-Primary Under Preceptor Supervision births must be attended in the **US or Canada** and must occur in out-of-hospital settings.

Limits on Transports

Transports to the hospital from an out-of-hospital setting are limited to the following

Assist Phase: 4 of the 20 Student-Assistant under Preceptor Supervision births may be transports.

Primary Phase: 3 of the 25 Student-Primary under Preceptor Supervision may be transports as follows:

- 2 transports may occur in the first 20 Student-Primary births.
- 1 transport may occur in the remaining 5 Student-Primary births.

Order of Clinical Experience Completion

The NARM Skills may be completed in any order according to the Student's clinical Preceptors discretion and evaluation of the student reaching Mastery over the skill.

All Student-Assist prenatal exams, newborn exams, and postpartum exams must be completed before beginning the same categories of clinicals as Student-Primary midwife under preceptor supervision.

18 Student-Assist births must be completed before beginning Student-Primary under Preceptor Supervision births, or more at the discretion of the supervising preceptor.

Clinical Skills

Clinical Skills Requirements

Skills background and knowledge are taught within the academic courses, but clinical preceptor demonstration, student practice, and evaluation of the student occurs in a clinical setting.

NMI students must demonstrate on Clinical Skills Logs proficiency in the following areas:

- Prenatal Skills
- Labor/Birth/Immediate Postpartum Skills
- Postpartum Skills
- Newborn Exam Skills
- Additional Skills

Students must achieve the highest score (3) on each skill to graduate. Students can wait until all skills are mastered or submit a specific skills log at a time.

NMI suggests using the skills logs as a tool when starting a new apprenticeship, when transitioning between phases in an apprenticeship (assist to primary, for example) or after a series of primary births to check in on your progress.

Clinical Skill Advancement

As precepting midwives observe and document increasing skill in their apprentices, they are expected to respond by making additional responsibilities and practice opportunities available. Through a joint process of preceptor and self-evaluation, students document their accomplishments and progress at their own pace towards meeting NMI program objectives and mastering MANA core competencies.

Second Verification of Skills

NARM designates seven essential skills as needing an additional preceptor, who is not your main preceptor, to also observe and sign off. This is a NMI requirement before graduation. This preceptor will need to be registered with NMI.

Upon completion of apprenticeship, students must submit forms for Second Verification of Skills. The core skills needing submission of this form are:

- Basic Physical Exam
- Routine Prenatal Exam of Pregnant Person at Least 28 Weeks Gestation
- Newborn Exam
- Postpartum Exam at 24-72 hours
- Drawing up and Administration of IM Medication
- Set Up and Administration of Oxygen
- Sterile Technique

EVALUATIONS

Faculty Evaluations of Students

Academic Faculty Evaluations of Students

Each faculty member maintains evaluation records for students, regularly updating administration on student progress and status.

In Study Group Coursework, student evaluation is based on written assignments, research, and post tests, evaluated for accuracy and completeness. Each module is graded on a rubric system, with a passing score of 7.5 out of 10. Work that is not passing is returned to the student to correct and resubmit. The first time a module is not passing, the instructor will recommend tutoring, the second time the same module is not passing, students are required to seek tutoring and are instructed to fill out a [Tutoring Request Form](#). The student will have a total of three tries to achieve a passing score; if this does not occur, remedial work will be assigned and the student must re-submit the entire module.

Students may appeal the grades they receive according to [NMI's Grade Appeal Policy](#).

Academic Coursework Instructors meet on a monthly basis to discuss matters of the department, including student status, and students who may need more academic support. The Academic Director reviews student progress on a quarterly basis and determines student SAP status according to the [SAP Policy and Procedure](#).

As per the [Conflict of Interest Policy](#) NMI Academic Faculty shall not serve in both an assessment role (Study Group Coursework Instructor or otherwise) AND as a preceptor for the same student/apprentice. The apprentice's work shall be assigned to a different SG Coursework Instructor for review.

Clinical Faculty Evaluations of Students

During clinical training, preceptor and students jointly evaluate student progress regarding skills successfully acquired and those requiring further development. NMI solicits this feedback from students and clinical faculty via a biannual review process. This Biannual Review process exists so NMI can offer timely support if needed. While some apprenticeships naturally result in healthy and mutually beneficial relationships, others benefit from additional support, insight, and supervision.

Qualification criteria for the Biannual Review process:

- Apprenticeship is *current* and *active*
- Apprenticeship active for 3+ months
- Assist or Primary phase of apprenticeship

If a student is apprenticing in a practice with multiple preceptors, an evaluation must be completed for each preceptor. Likewise, NMI expects each preceptor to complete an evaluation for each student. Qualifying Students and Preceptors will receive evaluation forms via email.

Students will be sent two evaluations per preceptor:

- Student Self-Evaluation
- Student Evaluation of Preceptor

Preceptors will be sent one evaluation per student:

- Preceptor Evaluation of Student

Evaluation forms ask about student-preceptor relationships, communication, and professionalism; also including concepts of cultural humility and awareness. Confidential submission to the clinical director is intended so that students and preceptors alike can be honest about areas where they may need support.

Faculty Evaluations

Academic Faculty Performance Evaluations and Self-Evaluations

According to the [Employee Evaluation and Performance Management Policy](#), academic faculty are given performance evaluations and complete self-evaluations within 3 months of their initial hire month, and then at least annually thereafter. The Academic Director and Senior Study Group Coursework Instructor offer feedback and remediation is offered and/or required for professional growth.

Clinical Faculty Performance Evaluations and Self-Evaluations

According to the [Clinical Faculty Performance Evaluation and Management Policy](#), all National Midwifery Institute (NMI) clinical faculty will receive a written performance evaluation at least annually. The evaluation will combine feedback from the clinical faculty member's apprenticing students and the Clinical Director. This review process aims to assess whether the clinical faculty meet the responsibilities and expectations in the enrollment process. Additionally, the performance evaluation allows the clinical faculty to enhance the student(s) clinical learning experience.

NMI Clinical Faculty are evaluated through multiple measures including:

- Consideration of the communications between faculty, students, and NMI staff
- Formal complaints
- Incident reports
- Quarterly student feedback forms submitted at the end of each quarter
- Quarterly Audit of Faculty
- Clinical Faculty Annual Review

The Clinical Director will review feedback from the above mechanisms and share all input with clinical faculty in a cohesive document during their annual evaluation.

Clinical Faculty are encouraged to schedule a virtual meeting to review the performance evaluation for further clarification, discussion, and support with implementation.

Student Quarterly Evaluations of Program and Self

In keeping with our Philosophy and Purpose Statement, it is our intention to support students in taking responsibility for themselves both personally and professionally, and to support them in forming health, egalitarian relationships with instructors, preceptors, clients, fellow students, and other professional colleagues. Central to accomplishing these objectives is the students ability to evaluate themselves, their faculty, and the program.

Student Quarterly Check-In

The Quarterly Check-In Feedback Form was designed to encourage more frequent communications and information exchange between students and staff. It is also a self-reporting tool used for students to indicate their progress through academics and clinicals.

Through Quarterly Check-Ins, NMI Directors and students can engage in brief conversations about progress in academics, clinicals, and financial standing or any programmatic concerns a student may have. These check-ins are designed to provide set times during the year in which reflection, planning, problem solving, and honest and constructive feedback can be had between students and Directors.

When conducting Check-Ins, NMI Directors are looking to support students, address areas of improvement, and develop goals towards program completion.

Quarterly Check-In Feedback Form Submissions

This Quarterly Check-In is central to your successful continuation through the program.

NMI Quarterly Check-Ins are due at the end of each quarter, specifically submissions must be made in March, June, September, and December. When a Quarterly Check-In date approaches, students will receive reminder emails notifying them to submit the Quarterly Check-in Feedback Form to summarize their programs for that quarter.

After collection of Check-In Feedback forms, NMI Directors will meet to review student progress and discuss areas where students may be falling behind or need additional support.

Students will receive a Student Progress Email with an update on their academic, clinical, and financial standing. This email will also contain any next steps should any follow up conversations be needed.

At times, a student's progress report may indicate a "Warning" Status. The intention with this warning is to let the student know they have fallen behind, and to actively take action to get back on track. Students should reach out to the Director responsible for the area their warning may have been issued.

Students should refer to NMI's Quarterly Check-In Policy and Procedures for additional details regarding this process.

Student Evaluations of Faculty

Academic Faculty

Student evaluation of faculty is integral to assessing faculty performance and facilitating an egalitarian learning experience and working relationship. Faculty are expected to demonstrate responsiveness to the feedback and individual learning needs of their students. Should a serious disagreement develop between a student and instructor, both will participate in conflict resolution, either through mediation or the program's [Grievance Mechanism](#).

NMI provides regular opportunities for students to provide feedback on academic faculty (in the quarterly check-in survey). We also accept feedback via email, the [Quick Feedback Form](#), 1:1 meetings, and during Town Halls. To ensure that all students have the opportunity to participate in faculty evaluation, we have additional questions in the NMI Annual Student Survey.

Clinical Faculty

NMI has developed a process for eliciting quarterly student feedback to ensure safe and exceptional clinical learning opportunities for our apprenticing students. Additionally, the Clinical Director evaluates Clinical Faculty on multiple measures. Clinical Faculty must complete a Self-Assessment annually. Finally, the Clinical Director collates and shares all input with clinical faculty in a cohesive document once per year.

Clinical Faculty are encouraged to schedule a virtual meeting to review the performance evaluation for further clarification, discussion, and support with implementation.

Student Quarterly Check-In

All NMI students are required to complete a Quarterly Check-In form, a tool that the team of Directors uses to evaluate student performance. Further, each apprenticing student must answer questions on a Likert scale regarding their apprenticeship experience, which the Clinical Director reviews.

This data collection intends to ensure all students experience a healthy, safe apprenticeship that meets their learning needs throughout the year, including students in a short-term placement. Any question with a rating of 2 stars or less requires the Clinical Director to follow up with the student directly in approximately two weeks or sooner. As appropriate, the Clinical Director will also follow up with the clinical faculty member to advocate for the student's concerns.

All input is saved in the respective student's Quarterly Check-In form and is accessible at any time.

To learn more about the additional ways in which Clinical Faculty are evaluated and supported in integrating feedback, please refer to our [Clinical Faculty Performance Evaluation and Management](#)

[Policy.](#)

Student Coursework Evaluation

Students submit evaluations upon completion of Study Group Coursework, including self-assessment of didactic, clinical, and personal/interpersonal growth, as well as course critiques and suggestions for improving curriculum. In addition, students are given the opportunity to comment on learning activities and resources at the end of each module they complete.

NMI Annual Program Review

NMI marks May 5th, International Midwives Day, by annually polling students, graduates, academic and clinical faculty, administration, and program directors with regard to various aspects of program content and operations. Online surveys are sent to invite comment from all parties regarding aspects of program performance:

- *curriculum content*
- *curriculum references/updates*
- *Academic faculty*
- *program structure*
- *admissions process*
- *mechanisms of evaluating student progress*
- *methods of informing students of their progress*
- *program resources*
- *student services*
- *facilities/other services*
- *clinical sites*
- *library*
- *administrative facilities*

Survey results are provided to academic faculty, program directors, and administration (with a copy kept on file in the NMI's electronic filing system). After reviewing the survey results, the above parties hold a meeting during the 4th Quarter each year to discuss results and make proposals specific to their own area of responsibility and to that of related parties, and to jointly develop a strategy and timeline for implementation.

At the time of annual review, academic faculty discuss feedback and make plans for curriculum revision. Topics for discussion include method of instruction, selection and purchasing of textbooks and resources, and the content and format of coursework.

Decisions regarding changes in preceptor policies will be made in alignment with NARM requirements and in accordance with NMI philosophy, mission statement, program goals, and policies and procedures, with particular sensitivity to the effect such changes may have on the preceptor/student relationship. Students and clinical faculty are invited to respond to any policy changes, and if this feedback justifies policy adjustment, the program directors will adjust accordingly.

FACULTY

Below is a brief overview of the Faculty positions at NMI. For a full description of the position, along with the qualifications and responsibilities that apply to each position, refer to [NMI's Faculty Minimum Qualifications Policy and Procedure](#).

Faculty Job Descriptions

Academic Faculty

Academic Faculty are responsible for supporting students in their progress through coursework and student work. This is accomplished by having both coursework graders as well as virtual Hive Mind online groups.

Minimum Qualifications for all Academic Faculty

- Be a nationally certified midwife (CPM, CM, CNM) and/or legally recognized in a jurisdiction, province and state; AND
- Have at least three years of work experience in clinical midwifery practice -OR- a minimum of 50 births as the primary attendant.
- Demonstrate a commitment to anti-racism and anti-oppression teaching practices.
- Demonstrate competence in and support of correspondence learning.
- Have experience working as a midwife in an out of hospital setting, or equivalent relevant experience.
- Passionate about community midwifery education.

Coursework Instructors

Coursework Instructors grade student work according to a rubric, provide feedback, and in some cases correspond directly with students to support their growth and learning.

Additional Qualifications

- Demonstrates basic computer skills and adaptable to new technologies
- Strong written and oral communication skills
- Willingness to be flexible and to adapt to change quickly
- Be able to work in an egalitarian manner with cultural, sexual, and gender diverse students
- Teaching experience is a plus

Key Responsibilities and Duties

Direct student assessment

- Receive, correct and return student course work in a timely fashion
- Assess student progress and comprehension of the learning materials, provide written evaluation of student work, and determine score (grade) according to set rubric

- Input scores in to the student database of reviewed student work

Student support and advisement

- Understand Study Group course overview and be prepared to explain the details to students
- Advise students of additional recommended reading to assist comprehension as needed.
- Respond to student requests for academic support with approval from Academic Director

Curriculum review and revision

- Maintain familiarity with all referenced reading materials and other media utilized in the modules.
- Provide recommendations to NMI for updated or improved materials to incorporate in future module

Communication and collaboration with NMI

- Keep record of conversations and other contact, and regularly update the Academic Director
- Notify the Administrative Director, Academic Director, Clinical Director, Director of Student Services, and/or the Executive Director when a student has a particular need or concern that cannot be addressed by Study Group Course Work Instructor
- Participate in monthly meeting with the Academic Director
- Participate in monthly all team meetings at NMI, whenever possible
- Participate in the Annual NMI Meeting
- Participate in Annual NMI Program Review
- Maintain good working relations with other staff and faculty
- Maintain confidentiality of NMI program and student information and files in accordance with FERPA.

Virtual Hive Mind Instructors

Virtual Instructors facilitate virtual groups 1-2 times per month. These meetings help prepare students to apply critical thinking, theoretical knowledge, and informed decision making to be able to make collaborative clinical decisions in regards to any of the topics covered in NMI's fifty-five modules.

Additional Qualifications

- Some experience facilitating, or teaching is preferred.
- Ability to lead and facilitate students in various midwifery topics.
- Ability to work in an egalitarian manner with cultural, sexual, and gender diverse student body
- Current approved cultural competency course (w/in the last 3 years), or will be given 2 months to meet the requirement.
- Must learn, or have experience hosting on Zoom meeting platform.

Key Responsibilities and Duties

- Lead a virtual student discussion on assigned topics.
- Facilitate critical thinking and encourage curiosity among students.
- Able to build rapport with students.
- Apply evidence based midwifery practice and case study examples to instruction.
- Use culturally competent and inclusive language.
- Use gender affirming and inclusive language.
- Post a reminder on day of meeting with Zoom link on student Facebook page.
- Post at least 2 articles/websites on scheduled topic to be covered in the week leading up to the study group meeting.
- Follow up with issues brought up in Virtual Group with a post on the Facebook NMI student group.
- Communicate with Executive Director and Academic Director.

Clinical Faculty

Clinical Faculty (Preceptors) are responsible for teaching in the discipline or discipline areas in which they have specific training and/or competence and/or teaching under supervision in the discipline or discipline areas in which they have minimal training and/or competence. Plans, organizes, teaches, and provides feedback to promote and direct student learning in keeping with NMI's values and in a manner that meets the NARM Skills, MEAC Essential Competencies, ICM Core Competencies, and state and/or federal requirements. Clinical Faculty are not NMI employees but are rather affiliates of the school.

Minimum Qualifications

All precepting faculty must:

- Be a health professional who provides primary care for pregnancy, birth, postpartum, and the newborn;
- Be a certified, licensed, or otherwise recognized as a provider in their jurisdiction:
 - Midwives practicing where midwifery is neither regulated nor prohibited by enforcement of existing law must maintain the CPM credential.
 - Midwives and other providers practicing in states where licensure is required must maintain licensure.

- All applicable certifications, licenses, and other documentation required must be unencumbered by holds/investigations/disciplinary action of any kind during active instruction and supervision of the NMI student.
- Have at least three (3) years of work experience in clinical midwifery practice - OR - a minimum of 50 births as the primary attendant;
- Be in active practice in an out of hospital setting;
- Practice in a state where NMI has [Permission to Operate](#);
- Comply with all applicable local, state and federal laws pertaining to midwifery practice.

The preceptor may:

- Be a midwife (LM, RM, CPM, CNM), family practice physician, or other care provider. If the preceptor is not a midwife, they are expected to make additional clinical experiences and practice opportunities available to students as appropriate for the student's skill acquisition and in accordance with the provider's practice policies;
- Need to meet additional requirements, and/or complete additional registration or paperwork depending on the state, region, or country in which they practice, OR to meet qualifications required by the state, region, or country in which the student wishes to practice upon graduation.
 - *Students and preceptors are responsible for doing the research necessary to determine what these additional requirements may be, and to fulfill them.*

Key Responsibilities

1. Prepare and deliver clinical instruction to students in their community.
2. Orient the student to the policies and procedures of the preceptor's practice.
3. Provide opportunities for the student to learn all or part of the required clinical skills and acquire the knowledge of a midwife.
4. Provide opportunities for the student to observe and assist with the care of the preceptor's clients at increasing levels of complexity depending upon the preceptor's assessment of the student's progression.
5. Supervise and be physically present with the student during ALL clinical encounters.
6. Assess the learning and progression of skill of the student midwife and provide feedback including evaluation of student mastery of skills according to NMI requirements.
7. Complete a Biannual Assessment of the Student twice a year.
8. Retain ultimate responsibility for the care the client receives.
9. Disclose to clients their practice's policy regarding student participation during the client's care, including hospital transfers. The client should be informed of their right to refuse student participation in their care.
10. Prepares and submits required documentation including supplemental clinical teaching resources, final clinical signatures, and other information at least on a quarterly basis using NMI's online Clinical Tracking App (clinical experience must be documented and signed off on by the end of each quarter in which experience was acquired).
11. Meet with student within 2 weeks of quarter ending to prep quarterly reporting documentation (quarters end March, June, September, and December).

12. Provide feedback to students in matters related to clinical success in a timely and constructive manner.
13. Maintain behavior and actions consistent with school policies.
14. Maintain professional development/growth according to personal needs and requirements for certification.
15. Maintain knowledge of NARM Skills, MEAC Essential Competencies, ICM Core Competencies, and state and/or federal requirements.
16. Maintain knowledge of state and federal regulations including but not limited to:
 - a. FERPA,
 - b. Safety standards,
 - c. Universal precautions,
 - d. Hazardous materials and waste management.
17. Maintain active status of all relevant credentials, ensuring the school has current licenses and credentials. If active status lapses, the Preceptor will notify the student immediately and will not be able to precept.

Faculty Terms of Employment

Academic Faculty

- Academic Faculty are independent contractors
- Work days and hours are at the discretion of the Academic Director in consultation with the Executive Director.
- As an independent contractor, Academic Faculty are responsible for the equipment and software they utilize in working for NMI and must ensure that they meet [NMI's Information Security Plan](#).
- NMI does not reimburse Academic Faculty for expenses including but not limited to phone and internet as these are considered regular business expenses of the contractor. (Unreimbursed Expenses).
- Academic Faculty are paid according to their contract. NMI does not provide any employee benefits including but not limited to insurance, pension plans, paid vacation, sick days, and disability insurance to Academic Faculty.
- Academic Faculty agree to fulfill their specific job description with all rights and responsibilities listed in the [Statement of Rights and Responsibilities Policy and Procedure](#).

Clinical Faculty

- Clinical Faculty are not NMI employees but are rather affiliates of the school.
- Clinical Faculty retain the right to receive compensation for preceptorship with the understanding that this is by direct exchange between student and clinical preceptor according to a mutually agreed upon remuneration contract.
- It is increasingly common for Clinical preceptors to compensate students in accordance with skills level and assets to a practice. This is also a direct exchange between the preceptor or

practice and student. A copy of either contract must be shared with NMI and will be kept in the student's school files.

- As affiliates of the school, preceptors agree to fulfill their specific job description with all rights and responsibilities listed in the [Statement of Rights and Responsibilities Policy and Procedure](#).

Faculty Training

Academic and Clinical faculty interact heavily with students, and have a great level of responsibility in effectively, ethically, and equitably delivering NMI's program. For this reason, NMI provides initial training to all faculty, and makes ongoing training available on a regular basis.

All faculty are required to complete initial training at the time they are onboarded to NMI. Initial training must be completed within the first 6 months after onboarding date. For **Academic Faculty**, this is the date of contract. For **Clinical Faculty**, this is the date of acceptance.

Review [NMI's Faculty Initial and Ongoing Training Policy and Procedure](#) to see what training is required for your position.

STUDENT PROGRESS AND GRADUATION

NMI's Satisfactory Academic and Clinical Progress Policies specify minimum coursework progress and schedule for filing experience documentation during clinical training, in order to assess measurable progress toward graduation.

Satisfactory Academic Progress Policy

National Midwifery Institute students are expected to maintain Satisfactory Academic Progress (SAP). Students have up to 7 years to complete their program.

Each student is evaluated for satisfactory academic progress at the end of each quarter enrolled in the program, beginning with the student's first FULL quarter enrolled in the program.

For example, if a student enrolls in February (during the first quarter of the year Jan-March), said student is not evaluated for SAP until the completion of the 2nd quarter of the year (April-June).

To maintain FULL TIME (FT) satisfactory academic progress, a student must complete at least four (4) modules per quarter. Students who maintain this pace will complete the academic requirements of the Midwifery Certificate Program in 3.5 years.

To maintain PART TIME (PT) satisfactory academic progress, a student must complete at least two (2) modules per quarter. Students who maintain this pace will complete academic requirements of the Midwifery Certificate program in 7 years.

Students who fail to complete at least two (2) modules per quarter (part time SAP) for a period of two consecutive quarters will be placed on academic suspension.

The maximum number of modules a student may submit per quarter is seven (7).

This standard is based on quantitative, qualitative, or maximum time frame measures.

For full details, read [NMI's Satisfactory Academic Progress Policy and Procedure](#).

Satisfactory Clinical Progress

Quarterly Documentation Requirements

Students actively participating in apprenticeship must submit documentation of clinical experience on a quarterly basis. Documentation is due at the close of each quarter (refer to NMI's Academic Calendar).

A student is considered to be actively participating in apprenticeship if they indicate on the Quarterly Check-In Form that they are actively apprenticing. It is possible that a student may have identified a preceptor and the preceptor may be registered with NMI, but the student is not yet actively apprenticing.

In this case, a student would indicate in the Quarterly Check-In Form that they are not actively apprenticing, and would not be subject to quarterly documentation requirements.

Minimum Clinical Progress Requirements

Students may, but are not required to, enter the program having already secured an apprenticeship. All students, regardless of apprenticeship status at the time of enrollment, must follow the minimum progress for clinical experience requirements:

Within 36 months of initial enrollment (3 years):

- The student must secure an apprenticeship
- The student must file appropriate documentation about the preceptorship with the school
- The student does NOT need to begin actively apprenticing

Within 42 months of initial enrollment (3.5 years):

- The student must begin actively apprenticing in a non-primary role
- The student must begin submitting clinical experience documentation that reflects their non-primary role

Within 60 months of initial enrollment (5 years):

- The student begin actively precepting in a primary care under preceptor supervision role
- The student must begin submitting clinical experience documentation that reflects their primary role

For full details, refer to [NMI's Satisfactory Clinical Progress Policy](#).

Clinical Progress while on Leave or Suspended

Students who take a leave from program or are suspended do not remain active in their apprenticeship per NMI's [Leave of Absence Policy](#) and the [Suspension, Dismissal, and Reinstatement Policy](#). For this reason, documentation requirements are waived during the period of leave. In addition, clinical progress minimums as outlined above are also waived.

Prior to reinstatement, the student must meet with the Clinical Director to develop a plan for reinstatement and/or submit/resubmit any clinical experience documentation or the Quarterly Check-In form that is outstanding.

Graduation, Certification, and Licensure

Students must complete all published certificate requirements and be in good academic and clinical standing (See [SAP](#) and [SCP](#) Policies) in order to graduate.

Students must complete their program within 7 years (or 10.5 if a *Continued Enrollment Beyond 7 Years Agreement* has been filed). If they do not finish within that period, their candidacy will be terminated.

Academic Requirements for Graduation:

- Student must complete all Study Group Modules (or receive credit for them via Advanced Placement or Transfer)
- Student must obtain a score of 7.5 or higher in all Study Group Modules
- Student must complete the pre-test, all post-tests, and the comprehensive exam.
 - Students must receive a passing score of 75% or more on the post-tests and comprehensive exam
- Student must submit NMI's Coursework and Instructor Evaluations
- Student must complete and submit at least 10 Module Evaluation forms

Clinical Requirements for Graduation:

NMI's clinical experience requirements meet NARM certification standards, California licensing requirements, and licensing requirements of many states. In order to meet Clinical Requirements for Graduation the student must demonstrate the following:

1. Demonstrate that all [clinical experience requirements](#) have been met and file all required paperwork regarding required clinical experiences, as documented by original forms:
2. [Demonstrate competence in each skill](#) on the NARM Skills List, with a rating of at least 3, as recorded by both student and preceptor on the Preceptor Evaluation/ Student Self-Assessment of Midwifery Skills for the following categories:
 - Prenatal Skills Log
 - Labor & Birth/Immediate Postpartum Skills Log
 - Postpartum Skills Log
 - Newborn Skills Log
 - Additional Skills Log
3. Provide evidence of [Second Verification of Skills](#) in the following NARM required categories
 - Basic Physical Exam

- Routine Prenatal Exam of Pregnant Person at Least 28 Weeks Gestation
 - Newborn Exam
 - Postpartum Exam at 24-72 hours
 - Drawing up and Administration of IM Medication
 - Set Up and Administration of Oxygen
 - Sterile Technique
4. Provide evidence of current CPR (adult and infant) or BLS for Healthcare Providers and Neonatal Resuscitation (NRP) certification

Administrative Requirements for Graduation

- Satisfactory fulfillment of all financial obligations to the school, including payment for any outstanding fees.
- All student information required by the school must be accurate, complete, and on file with the Administrative Director.
- All students must declare their [intent to graduate](#) by informing the Administrative Director prior to the quarter in which the student intends to complete their program.
- The Academic Director, after reviewing the academic records of the graduation candidate, will certify to the Administrative Director that the student has satisfactorily completed the Academic Requirements.
- The Clinical Director, after reviewing the clinical records of the graduation candidate, will certify to the Administrative Director that the student has satisfactorily completed the Clinical Requirements.

For more information on our graduation procedures review [NMI's Graduation Requirements](#) policy which outlines all the steps to follow towards successful graduation at NMI.

NARM Certification

Graduates from our certificate program gain the knowledge, abilities and skills necessary for entry-level midwifery practice. Graduates wishing to pursue the North American Registry of Midwives (NARM) Certified Professional Midwife credential (CPM) will qualify under the MEAC Schools application route.

State Licensure/Certification

Over thirty states currently regulate direct-entry midwifery. Almost all of these states license or certify midwives by requiring either the CPM credential or a passing score on the NARM Written Examination. While graduating from our program and passing the NARM Written Examination leads to the CPM

credential, application for state licensure/certification is required in many states. State licensing/certification applications are made separately from application to NMI or to NARM. While it is the responsibility of students to determine whether our program is an appropriate step on their path to licensure/certification in their state, NMI Administrators assist students in this process. Contact us to learn more.

Leaving the Program

Leave of Absence

The National Midwifery Institute program is designed to permit students to pursue their studies while managing the many responsibilities they have as adult professionals. The school will however, consider a request for a leave of absence if the student is experiencing hardships that make effective academic, clinical, or financial progress unusually difficult.

Progress Requirements

A student wishing to leave the school for a period of time due to health or family needs, personal reasons, or financial difficulty can apply for a leave of absence (LOA) when the following conditions are met:

- Student meets Satisfactory Academic Progress
- Student meets Satisfactory Clinical Progress
- Student is in good standing with financial obligations of the school

If a student does not meet the above criteria, the student can request an Exception to Policy (ETP) due to Extenuating Circumstances. A student requesting an LOA with an ETP will be asked to meet with the Administrative Director and create conditions or a plan to return in good standing which must be met prior to return from leave.

For details on submitting a request for a leave of absence review [NMI's Leave of Absence policy](#).

Withdrawal from the Program

If a student wishes to withdraw from the program, they must submit the [Intent to Withdraw form](#). A student is eligible for a refund after their withdrawal from the program has been officially approved. The date of withdrawal will be recorded as the date the request was received by the NMI Administrative Office.

Upon receipt of your Intent to Withdraw form, the Administrative Office will review the current financial standing in the program, assess any refunds that may be applied to the account, and set a withdrawal date.

Once a withdrawal is processed the person will no longer be an active student at NMI and any modules or clinical experiences submitted will be graded/reviewed within the timeframe specified in NMI's Satisfactory Academic Progress Policy and Satisfactory Clinical Progress Policy.

- Academic Module work - any work submitted within 4 weeks prior to withdrawal issued will not be graded
- Clinical Experience work - any clinical experiences that do not have Preceptor Signatures or that fall within 4 weeks prior to withdrawal being issued will not be reviewed.

Withdrawing means that ungraded modules and unreviewed clinical experiences (meaning the preceptor has signed but Clinical Director has not reviewed) may not be graded/reviewed unless they fall within the timeline outlined in the policies referenced above.

If the student wants to receive credit for submitted work, they will need to wait to withdraw until all ungraded/unreviewed work has been assessed. Also, please make sure your preceptor has signed all clinical experiences so the experiences qualify for NMI review.

Suspension, Dismissal and Reinstatement

Suspension

When a student has failed to meet their financial obligations to NMI or NMI's Satisfactory Academic or Clinical Progress requirements for two consecutive quarters, the student is placed on suspension.

A student on Suspension:

- Must meet with the Academic, Clinical, or Administrative Director and have a plan in place to pursue reinstatement;
- Does not pay tuition, but must pay a \$50/mo suspension fee.
- Does not have access to the Student Portal, curriculum materials, or the clinical tracking app;

Students on suspension are allowed and encouraged to attend Hive Mind sessions and participate in Honeycomb activities to maintain connection with the school and an effective support system while pursuing reinstatement.

Suspension ends with Reinstatement or Dismissal.

Reinstatement

After notice of Suspension, students have 3 quarters to meet the conditions of Reinstatement. Students may be reinstated when the following conditions have been met:

Academic Suspension: student must meet with the Academic Director to create a plan for reinstatement and submission of modules to ensure timely completion of the program.

Clinical Suspension: student must meet with the Clinical Director to create a plan for reinstatement or submit/resubmit any clinical experience documentation that is outstanding.

Disciplinary Suspension: student must meet with the Executive Director to review the disciplinary charge(s) and create a plan for reinstatement.

Financial Suspension: student must meet with the Administrative Director. Past due balances should be paid in full or a payment plan be established.

Students who are seeking reinstatement after suspension must pay the following fee:

- \$350 for students enrolled before March 2022 (payment plan)
- Students enrolled in a subscription plan must pay a full month of tuition to resume their program progress.

If suspension is due to failure to pay outstanding balances, students must pay all outstanding fees in addition to the tuition subscription fee for the month in which they return.

Failure to be reinstated within 3 quarters of suspension will result in dismissal from the program.

Dismissal

Students may be dismissed for the following reasons:

- Failure to be reinstated after suspension
- Fees are delinquent (See [Tuition and Fees Policy](#));
- Failure to meet parameters of Satisfactory Academic and Clinical Progress Policies;
- Failure to meet the [Minimum and Maximum Timeframe Policy](#);
- Student moves to a state where NMI does not have permission to operate;
- Student cannot be located;
- Refusal to participate in the program's Grievance Mechanism;
- Unprofessional conduct;
- Illegal activity.

Re-enrollment

Re-enrollment following dismissal is at the discretion of NMI Program Directors. Re-enrolled students are counted as new enrollments, and must comply with all current NMI policies in effect at the time of reinstatement, including current tuition and fee schedule, graduation requirements, and NARM eligibility requirements. All fees and tuition must be paid in full prior to graduation.

STUDENT SERVICES AND INFORMATION

New Student Orientation

Students are notified of their enrollment within two weeks of completing all procedures. All admissions conditions must be satisfactorily met before an enrollment is final. Enrollments may be rescinded if future information is proven to be false or negative.

Upon completion of the enrollment process the prospective student receives an official welcome email which includes a link to NMI's orientation page.

- orientation information and access credentials to the NMI Student Portal;
- Information to join NMI's private facebook group;
- Details on NMI's Hive Group, Peer-to-Peer group, and Skills groups.

Newly enrolled students may immediately begin participation in all NMI curricular activities upon completion of enrollment.

Academic Advising

Students can reach out to the [Academic Director](#) for academic advising support. The Academic Director may refer the student to the Study Group Instructor.

Tutoring Support

In 2021, NMI piloted a student tutoring program. We are in the process of evaluating the pilot's success and relaunching the program. If you need academic support or assistance in the interim, please contact the [Academic Director](#).

Clinical Placement Support

NMI does not place students with Preceptors. However, the NMI [Clinical Director](#) can work with a student to identify appropriate potential preceptors, share lists of past preceptors who have worked with NMI students, and otherwise support the student in securing a clinical placement.

NMI also keeps a list of apprenticeship opportunities on our [website](#) and shares postings with our students through NMI's Student Facebook group as we become aware of them.

Social Support Services

As a correspondence/distance education program, NMI is committed to facilitating the integration of student academic learning and community engagement.

Students are also encouraged to participate in professional and consumer midwifery and birth organizations at the state, regional, and national level. For listings, contact MANA (see Appendix). For example, students in California can access local chapters of the California Association of Midwives that host regular meetings and social events for practicing and aspiring midwives. In addition, local childbirth and parenting resource centers can help students link with community classes on birth-related topics, investigate part-time employment in the birth community, access childcare, and find support in the area from others who share their interests and concerns. Upon request, students will be assisted in identifying these resources in their own community.

Student and Graduate Facebook Groups

Enrolled students are encouraged to participate in NMI's closed Facebook group. This lively discussion board is a place for students to interact with other students and NMI instructors, with opportunities to share resources, discuss course work, network, and more.

A separate, closed Facebook page is also available to NMI graduates.

Online Student Portal

In the NMI Student Portal, enrolled students access the Study Group Coursework modules as well as video, audio, and web resources for each module. The Student Portal also includes:

- All NMI forms for download (writable pdfs): experience documentation forms, preceptor application
- NMI orientation materials, including guides to graduation and preparation for the NARM exam
- Digital journal subscription (Midwifery Matters)
- NMI mp3 library: MANA and CAM conference session recordings 2008-present

Personal Counseling

NMI recognizes that our students have full, vibrant, and sometimes challenging life experiences and circumstances outside of their midwifery studies. NMI does not have social workers or therapists on staff, and emotional support is out of the scope of staff.

Financial Aid Advising

NMI does not qualify to participate in Title IV Federal Aid programs. For full information about payment options and support opportunities, please refer to NMI's [Tuition and Fee Policy](#), or reach out to the [Administrative Director](#) for support with specific questions.

Career Advising

NMI offers one free NARM Prep Test to all NMI graduates. The Academic Director or designated midwifery staff will review student responses and meet with the student for up to 1 hour to provide targeted support and preparation for the NARM exam.

In addition, NMI offers a “Ready to Graduate” module for students near graduation, which includes information about NARM certification, state licensure requirements, credentials, practice building and how to find or create employment opportunities.

Complaints & Grievance Policy

The National Midwifery Institute is committed to providing a good working and academic environment for its faculty, staff, and students. Conflicts and disagreements amongst individuals are inevitable, however conflicts and disputes should not create a hostile working or learning environment.

It is the policy of the National Midwifery Institute to resolve conflicts and disputes fairly, and to utilize informal and restorative processes whenever possible, as appropriate. When resolution cannot be achieved through an informal restorative process, impacted parties may choose to engage in a formal restorative process and/or file a formal complaint or grievance.

[NMI's Grievance Policy](#) is created to outline the procedures for resolving conflicts and disputes at NMI.

Should student in Oklahoma have a grievance they may contact the Oklahoma Board of Private Vocational Schools

Oklahoma Board of Private Vocational Schools
3700 N. Classen Blvd., Ste. 250
Okla. City, OK 73118

INSTITUTIONAL POLICIES

Statement of Rights and Responsibilities

Student Rights and Responsibilities

Students, as members of the NMI community, shall have certain rights and responsibilities. NMI believes these student rights and responsibilities are essential components of academic and clinical life. NMI asserts that students play a critical role in creating an educational atmosphere that supports these rights for all members of the academic and clinical community; thus, we expect students to exercise these rights with responsibility.

Student Rights include, but are not limited to:

- A right to pursue an education in midwifery free from discrimination.
- A right to quality education, with ample learning opportunities geared toward adult learners.
- A right to evaluate and provide feedback and to feel assured they will not experience discrimination for doing so.
- A right to have help identifying their own unique learning style, and to process information, study, and ask questions according to that identified style.
- A right to express themselves without being censored except in the case that those expressions may cause violence, are a violation of NMI policies and/or state, local, and federal laws.
- A right to equitable and unbiased academic and clinical evaluation.
- A right to privacy of all educational records in accordance with NMI's FERPA policies and procedures.
- A right to decline disclosure of private information such as health information, personal history, personal beliefs, or political views.
- A right to engage in an educational environment that honors freedom of expression, diversity of views, equity, and safety.

- A right to be involved in program planning, evaluation, and policy-making, through input on quarterly check-in assessments, biannual evaluations, and annual surveys.
- A right to supervision from a physically present, NMI registered preceptor in all clinical encounters.
- A right to refuse to engage in unsupervised care in the case of an absent and/or unaware NMI registered preceptor.

Student Responsibilities include, but are not limited to:

- Maintaining behavior and actions consistent with school policies.
- Commitment to examining and interrogating their own biases as they apply to the care of clients, interactions with fellow members of the NMI community and broader engagements, in the pursuit of a more equitable and just world.
- Keeping current contact information on file with NMI, understanding that if NMI is unable to contact the student for a period of 3 quarters, without prior arrangement, the student may be dismissed.
- Understanding that the student, not the faculty or administration, is responsible for organizing and directing the student's studies.
- Submitting the Quarterly Check-In form at the end of each quarter, thereby setting goals, offering reflection or concerns, and fostering communication between the student, faculty, and administrative staff.
- Understanding that the student will not receive their diploma and final transcript until all tuition and outstanding fees have been paid and all graduation requirements have been met.
- Understanding that there are different routes of entry to midwifery. The National Midwifery Institute trains Direct Entry Midwives (not Nurse Midwives).
- Understanding that the National Midwifery Institute does not have a career placement program and that upon graduation; it is the student's responsibility to find employment as a midwife.
- Understanding that the legal status of midwifery varies from state to state. It is the student's responsibility to research, understand, and stay informed about the laws in the state(s) in which the student is apprenticing and will practice upon completion of the NMI program.

- Understanding that NMI does not have permission to operate in all states, and that if the student moves to a state in which NMI does not have permission to operate, the student will be dismissed from the program.
- Understanding that if the student is planning to continue with another college or university, it is their responsibility to check with that college or university to determine if credit from NMI is transferable.

During apprenticeship, the **Student** has **additional Responsibilities** as detailed below:

- Complete all preceptor agreement forms prior to the initiation of the clinical experience.
- Discuss specific clinical objectives and negotiate a clinical schedule with the preceptor prior to the actual clinical experience.
- Provide the clinical site with the necessary credentials and educational information as requested.
- Understand the clinical requirements and the number of clinical experiences they will receive with each clinical preceptor. If the number of clinical experiences they will receive with a particular clinical preceptor will not suffice for the student's program requirements, they will need an additional clinical preceptor enrolled with NMI.
- Meet with the preceptor within 2 weeks of quarter ending to review quarterly reporting documentation (quarters end March, June, September, and December).
- Engage only in clinical care while under the direct, physical supervision of their NMI registered preceptor.
- Submit documentation of Clinical Experience forms, Continuity of Care forms, and Skills Logs using the Clinical Tracking App on a quarterly basis as experiences are completed. Documentation must be submitted in a timely manner allowing for clinical preceptors and the clinical director sufficient time to sign off prior to the end of the quarter.
- Complete the Biannual Student Assessment of the Preceptor.
- Maintain a clinical log according to NARM requirements.
- Meet Clinical Experience Requirements while adhering to the requirements of the North American Registry of Midwives (NARM). These clinicals must take place over at least 2 years

under the direct supervision of an approved, credentialed clinical preceptor/s with whom the student has a contract on file with NMI.

- Understand the steps the student must take to become a CPM and/or gain state licensure.
- Understand that in the case of any adverse clinical outcome, the clinical preceptor agrees to debrief with the student to the satisfaction of both the clinical preceptor and student. If either clinical preceptor or student cannot reach satisfaction on the completion of the debriefing process, both agree to contact NMI administration for mediation services.
- Respect the client's right to privacy by protecting confidential information.

Faculty Rights and Responsibilities

Both administrators and faculty share responsibility to create a climate suitable for scholarship, research, effective teaching and learning.

Faculty Rights include, but are not limited to:

- A right to provide an education in midwifery free from discrimination.
- A right to evaluate students and provide feedback and to feel assured they will not experience discrimination for doing so.
- A right to express themselves without being censored except in the case that those expressions may cause violence, are a violation of NMI policies and/or state, local, and federal laws.
- A right to equitable and unbiased evaluation as an educator
- A right to decline disclosure of private information such as health information, personal history, personal beliefs or political views.
- A right to engage in an educational environment that honors freedom of expression, diversity of views, equity, and safety.
- A right to be involved in program planning, evaluation, and policy-making, through input on quarterly check-in assessments, biannual evaluations, and annual surveys.

Faculty Responsibilities include, but are not limited to:

- Maintaining behavior and actions consistent with school policies.
- Commitment to examining and interrogating their own biases as they apply to the care of clients, interactions with fellow members of the NMI community and broader engagements, in the pursuit of a more equitable and just world.
- Keeping abreast of new developments in Midwifery and/or their related field
- Maintaining credentials appropriate to their position
- Understanding that the student, not the faculty or administration, is responsible for organizing and directing the student's studies.

Clinical Faculty have additional Responsibilities as detailed below:

- Complete all preceptor/student agreement forms prior to the initiation of the clinical experience.
- Discuss specific clinical objectives and negotiate a clinical schedule with the student prior to the actual clinical experience.
- Orient the student to the policies and procedures of the preceptor's practice prior to the student beginning apprenticeship.
- Provide opportunities for the student to learn the skills and acquire knowledge for competent midwifery practice.
- Provide opportunities for the student to observe and assist with the care of the preceptor's clients at increasing levels of complexity depending upon the preceptor's assessment of the student's progression.
- Supervise the student, maintaining fully alert physical presence, during all clinical encounters.
- Assess the learning and progression of skill of the student midwife and provide feedback including evaluation of student mastery of skills according to NMI requirements.
- Meet with the student within 2 weeks of quarter ending to review quarterly reporting documentation (quarters end March, June, September, and December).

- Review documentation of Clinical Experience forms, Continuity of Care forms, and Skills Logs using the Clinical Tracking App as experiences are completed, on a quarterly basis at a minimum. Documentation must be submitted to NMI on a quarterly basis allowing ample time for the Clinical Director to sign off prior to the end of the quarter.
- Retain ultimate responsibility for the care the client receives.
- Maintain active Preceptor status by providing the school with current licenses and credentials. If active status lapses, the Preceptor will notify the NMI and the student immediately.
- Disclose to clients their practice's policy regarding student participation during the client's care, including hospital transfers. The client should be informed of their right to refuse student participation in their care. Additionally, the client should be informed that students may not provide care without the direct, physical supervision of their NMI registered preceptor.
- Complete the Biannual Review Assessment of the Student.
- Understand that in the case of any adverse clinical outcome, the clinical preceptor agrees to debrief with the student to the satisfaction of both the clinical preceptor and student. If either clinical preceptor or student cannot reach satisfaction on the completion of the debriefing process, both agree to contact NMI administration for mediation services.
- Respect the client's right to privacy by protecting confidential information.

Student Code of Conduct

When you enroll at NMI, you agree to follow the policies and guidelines established by the school. You are responsible for familiarizing yourself with the content of this handbook and with NMI policies on the school website. Visit the Policies and Procedures webpage under About Us.

As an NMI student you are responsible for ensuring that your conduct complies with the NMI Student Code of Conduct. The Code of Conduct defines the positive and educationally supportive behaviors that are expected within the NMI community. It also outlines adjudication procedures and due process.

If you have any questions about this policy you may contact NMI's Executive Director.

NMI policies available on the web at www.nationalmidwiferyinstitute.com supersede those that appear in any printed publication.

Academic Integrity at NMI

Honesty is a core value at NMI. The members of the NMI community both require and expect one another to act with civility, personal integrity, and respect for one another's dignity, rights, and intellectual property.

NMI does not tolerate academic dishonesty, and students who violate NMI's Academic Integrity Policy may be dismissed. All students must sign an acknowledgement that they have read and understand the [Academic Integrity Policy](#) at NMI

Student Records, Confidentiality & Access

NMI complies with confidentiality requirements as they are outlined in the Family Educational Rights and Privacy Act (FERPA). See the [NMI FERPA Policy](#).

APPENDIX

NMI Co-Founders

Elizabeth Davis has been a midwife, educator, and consultant since 1977. She holds a degree in Holistic Maternity Care from Antioch University, and has been certified by the North American Registry of Midwives since 1992. She served as regional representative to the Midwives Alliance of North America for five years, and as president of the Midwifery Education Accreditation Council for one year. She was instrumental in passing midwifery legislation in California, and spearheaded the development of the NARM Certification Task Force to create the CPM credential.

Her books, translated into many languages, include the classic Heart & Hands: A Midwife's Guide to Pregnancy and Birth (2019 Revised 5th edition); Orgasmic Birth: Your Guide to a Safe, Satisfying and Pleasurable Birth Experience; The Rhythms of Women's Desire: How Female Sexuality Unfolds at Every Stage of Life; and The Women's Wheel of Life.. In 2015, she received a Lifetime Achievement Award from Midwifery Today. She lives in Sebastopol, California, and is the mother of three children and one grandchild. See her website at <https://elizabethdavis.com>

Shannon Anton has been a prenatal health care advocate since 1978. She was certified as a massage therapist in 1988. She is an apprentice-trained midwife, certified in 1992 by the California Association of Midwives (CAM) and the North American Registry of Midwives in 1995. Utilizing the original California Midwifery Licensing Challenge Mechanism, she earned California midwifery license number five. She also served on the CAM Board as regional representative, certification administrator, treasurer for the legislative committee, and was CAM representative to the NARM Certification Task Force during the creation of the CPM credential. She was nominated to the NARM Board in 1993 and served until 2018. She is now retired from NMI.

Our work continues in thoughtful memorial to:

Dena Burgess
LM, CPM and NMI preceptor

Roxanne Cummings
CNM and NMI preceptor

Nancy Friedrich
CAM Certified Midwife,
preceptor to Shannon Anton
CPM, LM

Tina Garzero
Midwife, preceptor to
Elizabeth Davis BA, CPM

Elizabeth Gilmore
LM, CPM

Abby Kinne
LM, first credentialed CPM

Lisa Showalter
LM, CPM

Marsden Wagner
MD, perinatologist, perinatal
epidemiologist, and
outspoken midwifery
supporter

Tish Demmin
LM, a founding mother of
MANA

Jake Sifford
LM, CPM and NMI graduate
and preceptor

Direct Entry Midwifery (DEM)

Direct-entry midwifery is distinct from the discipline of nursing and from nurse-midwifery. A direct-entry midwife is a skilled, independent and autonomous professional trained to provide the [Midwives Model of Care](#) to healthy people and their newborns throughout the childbearing cycle. Direct-entry midwives primarily practice in out-of-hospital settings.

Syllabus: Study Group Coursework (1891 contact hours for completion)

Midwifery Sciences 585 contact hours

2a. Midwifery Sciences: Social Sciences / 192 contact hours

Anti-Racism in Midwifery; Sexuality and Gender; Grief & Self-Care; Physical, Sexual & Other Abuse; Substance Use & Abuse; Research Literacy

2b. Midwifery Sciences: Physical Science part 1 / 156 contact hours

Nutrition & Digestion; Basic Life Science; Liver & Jaundice; Renal System & Urinary Tract Infection

2c. Midwifery Sciences: Physical Science part 2 / 164 contact hours

Embryology & Fetal Development; Fertility & Conception; Fetal Heart Rate Patterns; Fetal/Newborn Circulation; Prenatal Genetic Screening; Placenta

2d. Midwifery Sciences: Pharmacology for Midwives / 73 contact hours

Midwifery Care & Practice 776 contact hours

2e. Midwifery Care & Practice Part 1: Midwifery Practice / 112 contact hours

Birth Bag and Set Up; Charting & Practice Guidelines; Holistic and Traditional Health and Healing; Consulting, Transfer of Care, & Transporting

2f. Midwifery Care & Practice Part 2: Prenatal Midwifery Care / 265 contact hours

Normal Pregnancy & Prenatal Care; General Pregnancy & Postpartum Ailments; Physical Assessment of the Adult; Labwork and Other Clinical Assessments

2g. Midwifery Care & Practice Part 3: Midwifery Care at Labor & Birth / 170 contact hours

First Stage of Labor; Second Stage of Labor; Spontaneous Release of Membranes (SROM) ;Third Stage of Labor, Physical Assessment of the Newborn

2h. Midwifery Care & Practice Part 4: Midwifery Care Postpartum / 229 contact hours

Normal Labor & Birth, Pelvic Health, Birth Lacerations & Suturing; Postpartum Care; Breast/Chest Feeding; Lifelong Reprod

Appropriate Intervention in Midwifery Care 530 contact hours

2i. Appropriate Intervention in Midwifery Care Part 1: Pregnancy & Labor / 252 contact hours

Hypertension; Pre-Eclampsia; Gestational Diabetes; Ectopic Pregnancy; Preterm Labor; Uterine Size and EDD Discrepancy; Postdates Management & Postmaturity; Pregnancy Loss: Abortion, Miscarriage, and Stillbirth

2j. Appropriate Intervention in Midwifery Care Part 2: Labor & Birth / 138 contact hours

Artificial Rupture of Membranes; Breech Birth; Twins and Multiples; Cesarean and VBAC; Meconium; OP, Brow & Face Presentations; Shoulder Dystocia

2k. Appropriate Intervention in Midwifery Care Part 3: Postpartum / 140 contact hours

Hemorrhage; Apnea/Hypoxia/Respiratory Distress; Perinatal Mental Health

North American Registry of Midwives

- [What is a CPM?](#)
- [Information for Students or Graduates of a MEAC-accredited program](#)
- [NARM CPM Candidate Information Bulletin \(CIB\)](#)
- [Legal Status of Direct-Entry Midwifery State-by-State chart](#)

Midwives Alliance of North America

- [Legal Status of US Midwives](#)
- [Direct-Entry Midwifery State-by-State Licensure and Contact information](#)
- [MANA Standards and Qualifications for the Art and Practice of Midwifery](#)
- [MANA Statement of Ethics](#)

Midwives Model of Care

The Midwives Model of Care is based on the fact that pregnancy and birth are normal life processes.

The Midwives Model of Care includes:

- Monitoring the physical and social well-being of the mother throughout the childbearing cycle;
- Providing the mother with individualized education, counseling, and prenatal care, continuous hands on assistance during labor and delivery, and postpartum support;
- Minimizing technical interventions; and
- Identifying and referring women who require obstetrical attention. The application of this woman centered model of care has been proven to reduce the incidence of birth injury, trauma and cesarean section.

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[Supporting Healthy and Normal Physiologic Childbirth: A Consensus Statement by ACNM, MANA, and NACPM*](#)

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