

# Fall 2018 Term

## Lactation Consultation Program - Clinical Training Credit Registration Form

Lactation Consultation Program students working with a preceptor must complete this form each term.

### How to Register for Clinical Training Credit (CTC):

- Your supervising preceptor and all co-preceptors must be approved by Birthingway before you register for Clinical Training Credit.
- To register for CTC, you must complete registration for this term **and** turn in this completed form with full payment (unless you are receiving a financial aid disbursement this term). If you fax this form, please call to confirm that we have received it. If e-mailing, submit form as PDF from Birthingway student e-mail to info@birthingway.edu.
- To indicate that you are working with a preceptor but will not be taking credits this term, register for zero credits.
- **If you've already registered for Clinical Training Credit for this term and wish to add more credits, please fill out an additional Clinical Training Credit Registration form and only write in the number of credits you wish to add (not the total number of credits you intend to complete this term).**

### Dates and Deadlines:

- **Deadline to count CTC toward enrollment status: Monday, September 24, 2018 at 4:30 PM**
  - Credits added after that date and time will not be counted toward enrollment status.
  - Lactation clinical training credits do not count toward student enrollment status in the Midwifery program
- **Deadline to add CTC: Thursday, November 29, 2018 at 5:30 PM**
  - If you wish to register for clinical training credits after that point, your Program Coordinator must give you a **Clinical Training Credit Registration Deadline Waiver**, which must be attached to your registration form.
- **You can count hours toward CTC until Sunday, December 9, 2018 at 11:59pm**
  - After that date and time, any work you do cannot count toward CTC in Spring Term. Additional experiences may still count toward your IBLCE requirements for certification, but may not be used for college credit.
- **Clinical Training documentation is due: Wednesday, January 2, 2018 at 5:30 PM**
  - Your completed clinical training documentation must be turned in the Lactation Program Coordinator by this deadline in order to receive a grade of Complete. This includes your: Time Sheet, Evaluation of Preceptor by Student, Evaluation of Student by Preceptor, and Clinical Competencies Checklist.
    - After this deadline you will receive an Incomplete. See the Student Handbook and Catalog for more information.

### Clinical Training Credit Registration FAQ:

- **When can I start counting hours toward credit?**
  - You can only count hours toward this CTC registration from the time your completed Fall Term Registration and CTC Registration form are received AND after term begins (September 13, 2018) until 11:59 pm on Sunday, December 9, 2018. **Any work you complete before submitting this form and payment will not count toward this credit.**
- **What happens if I don't complete enough hours?**
  - If you are not able to complete the hours required to receive credit, credit will not be awarded. Refunds for incomplete credits will not be considered. Refunds for dropped credits follow the term refund schedule.
- **I am working with a preceptor but I don't need/want credit, or I won't get enough hours to get credit. Do I still need to register for CTC?**
  - Yes, you need to register for zero credits. Registering for zero credits will allow you to count hours and experience toward your IBLCE requirements, but not toward **any** Birthingway Clinical Training Credits.
  - This form helps to document the Preceptor-Student relationship and outline expectations for work, learning, and appropriate tasks and duties.

### Appropriate Duties for Clinical Training:

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| <ul style="list-style-type: none"><li>• <b>Direct client care*</b><ul style="list-style-type: none"><li>◦ in-person consultation, phone conversations with clients, providing client education</li></ul></li><li>• Filing client information</li><li>• Charting</li><li>• Cleaning and maintaining clinic/office space</li></ul> | <ul style="list-style-type: none"><li>• Writing client information forms</li><li>• Maintaining a client library</li><li>• Maintaining equipment</li><li>• Attending staff meetings</li><li>• Completing statistical forms</li><li>• Attending peer review</li><li>• Ordering/purchasing supplies</li></ul> |
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**\*Direct Client Care must constitute at least 60% of the work performed.**

# Lactation Consultation Program-Clinical Training Credit Registration Form- Fall 2018 Term

## STUDENT

Legal First Name:	Legal Middle Initial:	Legal Last Name:	Pronouns Used:
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## SUPERVISING PRECEPTOR

Legal First Name:	Legal Middle Initial:	Legal Last Name:	Pronouns Used:
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Primary Business Address/Clinical Training Site:

Secondary Business Address/Clinical Training Site:

To add more clinical training sites, please fill out and attach an *Additional Preceptors and Clinical Training Sites* form.

**I would like to register for the following number of Clinical Training Credits:**

<b>PLEASE NOTE:</b> If you've already registered for Clinical Training Credit for this term and wish to <b>add more credits, please fill out a new <i>Clinical Training Credit Registration</i> form and write in the number of credits you wish to add</b> (not your total number of credits).	<b>Number of Hours (credits x 30):</b>	
	<b>Total Cost (credits x \$288):</b>	

## STUDENT

- I agree to complete the number of hours indicated (see above) of appropriate clinical training duties and tasks as determined by my preceptor (and defined on Page 1).
- I agree to complete and turn in the clinical training paperwork as defined on Page 1.
- I understand that I may work more than the required minimum hours but that credit awarded will not be adjusted.
- I understand that I cannot retroactively apply hours toward credit - that I can only count hours towards this CTC registration after this completed form has been processed by Birthingway Front Office staff.

Student (printed name) *Required*	Student (signature) *Required*	Date
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## PRECEPTOR(S)

When estimating how many hours of work to agree to, consider the approximate number of clients the student will be attending during the term (or other methods you feel are appropriate).

As Supervising Preceptor, I guarantee to provide at least the number of hours indicated (see above) of clinical training duties and tasks (as defined on Page 1) during the contracted term. I agree to supervise the Student appropriately and meet all of the responsibilities of a clinical preceptor, including completing required paperwork.

Supervising Preceptor (printed legal name) *Required*	Supervising Preceptor (signature) *Required*	Date
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Co-Preceptor (printed legal name)	Co-Preceptor (signature)	Date
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Co-Preceptor (printed legal name)	Co-Preceptor (signature)	Date
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Co-Preceptor (printed legal name)	Co-Preceptor (signature)	Date
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**Co-Preceptor:** any other Birthingway-approved preceptor in the same practice as the Supervising Preceptor with whom the Student may sometimes be supervised in clinical training. **To list additional Co-preceptors,** please fill out an *Additional Preceptors and Clinical Sites* form, available on our website at <http://www.birthingway.edu/for-students/registration>. All co-preceptors must be Birthingway approved preceptors.

## Office Use Only

Date/time/payment/initial \_\_\_\_\_  
 Please route in this order:  
 \_\_\_\_\_ FAC \_\_\_\_\_ FIN \_\_\_\_\_ REG \_\_\_\_\_ FAC \_\_\_\_\_ LPC \_\_\_\_\_ REG