

Registration Information, Dates, and Deadlines-MIDWIFERY STUDENTS

2019 Spring Term: April 8-June 30, 2019

Registration Begins:	Monday, March 4, 2019
Registration Deadline:	Monday, March 18, 2019 at 12:30 PM
Enrollment Confirmation Deadline:	Monday, April 15, 2019 at 4:30 PM

Definitions:

- **Enrolled Student:** A person who has applied to a program at Birthingway, been accepted, and completed enrollment paperwork. This includes students in the Midwifery, Labor Doula, and Postpartum Doula programs.
- **Community Student:** A person who is not enrolled in a program at Birthingway but takes courses or workshops.

General Registration Policies:

- Registrations are accepted on a first come, first served basis and are date and time stamped in order of receipt.
- Registrations received before the registration start date and time will be processed at the end of the day on the registration start date.
- Your registration for the term is considered complete once you have submitted a completed Registration Form with payment. See below for more information.
- **Registrations received after 12:30 PM on March 18, 2019 will be subject to a \$75.00 late fee.**

How to submit registration forms:

- **In-Person:** registrations can be submitted to Birthingway's Front Office while the College is open. Current hours can be found on our website (birthingway.edu). Forms can also be submitted after hours via the white drop box located on Birthingway's front porch.
- **Fax:** Send to 503-760-3332. If you fax your registration, please call us at 503-760-3131 to confirm that it was received. If your fax does not go through, your registration will not be complete and could result in late fees or not getting a course you need.
- **Mail:** 12113 SE Foster Road, Portland, OR, 97266. Mailed registrations received after the registration deadline will be subject to the Late Registration Fee. Please plan accordingly.
- **E-mail:** registrations must be sent as PDF documents from your Birthingway email address to info@birthingway.edu.
- **Please include payment with your registration.** We accept payment via check, cash, or Paypal.
 - Instructions for how to submit a payment via Paypal can be found on our website: <https://birthingway.edu/for-students/make-a-payment/>
 - **If you are paying through PayPal, a copy of your Paypal payment confirmation must be attached to your registration or sent to info@birthingway.edu.** Your registration will be considered incomplete until the confirmation is received.

Registration Information for Enrolled Students:

- All enrolled students must register each term to maintain their enrollment status.
- If you are planning to **graduate** this term, you must still turn in a completed registration form and full payment for your registration fee and tech fee (and late registration fee if you're registering after the Registration Deadline), even if you are not taking any credits.
- **Enrollment Confirmation Deadline:**
 - If you have not registered by the Enrollment Confirmation Deadline, you will be withdrawn from your program.
 - Eligibility for **financial aid** is based on your enrollment status as of the Enrollment Confirmation Deadline. We use this date to determine whether you are attending full, 3/4, half, or part time, and your corresponding financial aid award. No changes are made to your financial aid award after this date except in limited circumstances. For more information, see the current *Student Handbook and Catalog*.

Payment, Good Financial Standing, and Financial Aid:

- Good financial standing means that all charges are paid when due. If you are not in good financial standing, you will not be allowed to register for courses or workshops in a new term, have a transcript released, or graduate.
 - **If you are not in good financial standing**, you may still register for the term to remain in your program (paying only your registration and technology fee, and late fee, if applicable).
- Payment of tuition and fees is due at the time of registration for each term unless the following applies:
 - You are eligible for Federal financial aid and will be receiving a disbursement in that term. You must have a completed Free Application for Federal Student Aid (FAFSA) and a signed award letter on file at Birthingway showing a disbursement in that term.
 - You have been approved for Veteran Education Benefits to attend Birthingway and will be receiving benefits this term.
 - You have a private student loan through a private lender and will be receiving a disbursement in that term.
- Textbook and equipment kit charges are due when ordered, unless you are receiving a Federal financial aid disbursement or private loan disbursement in the term and have authorized payment from your financial aid disbursement. All overdue amounts are subject to a finance charge of 15% APR with a \$5 minimum per month. Any costs incurred to collect these amounts are the responsibility of the student.

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Birthingway College of Midwifery – Spring 2019 Registration Form – MIDWIFERY STUDENTS

Registration Deadline: Monday, March 18, 2019 at 12:30 PM. After the Registration Deadline an additional \$75 late fee is required.

Registration for Enrolled Students begins Monday, March 4, 2019

Student Information (all fields are required unless noted)				
Legal First Name	Legal Middle Initial	Legal Last Name		
Preferred Name (if different from legal-optional)		Pronouns (optional)		
Address	>> Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No	City	State	Zip Code
Phone	Email	>> Optional: Emergency Contact Name and Number		

>> **New Community Students Only:** Social Security # (Required for 1098-T):

Courses Offered in the Spring 2019 Term:							Calculate your total in this column:
Course #	Course Name	Credits	Tuition (\$512/credit)	Coursepack Fee	Lab Fee	Total	
COM121q	Communications I *final offering*	2	\$1,024	\$6	\$0	\$1,030	
GEN231q	Human Genetics *final offering*	3	\$1,536	\$12	\$0	\$1,548	
MHP431q	Midwifery History and Politics *final offering*	3	\$1,536	\$48	\$0	\$1,584	

Independent Study: To register, you must first turn in an *Independent Study Intent Form*: <http://birthingway.edu/for-students/registration/>

Courses offered for Midwifery Program Students Only:							
CCS411q	Critical Care Skills I *final offering* <input type="checkbox"/> I have completed Hematology Skills	1	\$512	\$14	\$635	\$1,161	
MIN411q	Midwifery Integration <input type="checkbox"/> I have met with the MPC and a signed <i>Midwifery Integration Registration Approval Form</i> is attached	1	\$512	\$0	\$120	\$632	
PHY312q	Physical Assessment II *final offering* <input type="checkbox"/> I have completed Physical Assessment I	1	\$512	\$0	\$77	\$589	
PSY441q	Psychosocial Issues *final offering* <input type="checkbox"/> I have completed all MW First Year Core theory courses	4	\$2,048	\$89	\$0	\$2,137	

Research Project (RSP411q) 1 Credit: To register, you must turn in a *Research Project Registration Form*: <http://birthingway.edu/for-students/registration/>

Registration Fees – Required for all Students	Subtotal: \$
	Technology Fee: \$ 40.00
	Registration Fee: \$ 60.00
Late Registration Fee of \$75.00 (required if registration is received after 12:30 PM on 3/18/19):	\$
	TOTAL:

****SIGNATURE REQUIRED ON PAGE TWO****

CLINICAL TRAINING:

Will you be working with a preceptor this term? Yes No

>>If you marked "Yes" you must fill out a Clinical Training Credit Registration form. To indicate that you are working with a preceptor but will not be taking credits this term, please register for zero credits. These forms help establish (on paper) the Preceptor-Student relationship and help outline expectations for work, learning, and appropriate tasks and duties.

Is this your first time registering for Clinical Training Credit? If so, please contact your Program Coordinator.

I plan to work with these preceptors: _____

GRADUATION:

Do you intend to graduate in this term or the next? Yes No

>>If you marked "Yes" please write in the term and year you intend to graduate: _____

>>If you marked "Yes" please schedule a meeting with your Program Coordinator to discuss the graduation process.

PRIVACY PREFERENCE:

Privacy Protected – Do not share my information with anyone. (This term only.)

Student directory information will be shared with all currently enrolled students in the published student roster. This includes your name, address, phone number, Birthingway email address, matriculation year, certificates/degrees received, and program(s) of study. Birthingway will only release your name, program of study, matriculation year, and certificates/degrees received to the public upon request.

Students who choose to be privacy protected will not be listed on the student roster, and will not be acknowledged as a student of Birthingway to ANY outside inquiry, except as required under federal law.

CANCELLATION CLAUSE:

Should you decide to cancel this agreement, you must do so in writing within three business days to receive a full refund of all fees and tuition. After the three-day cancellation period, should you decide to cancel your registration and not attend, refunds will be made per the refund policy below.

REFUND POLICY:

You are expected to attend all classes for which you register. **If you do not attend or stop attending and fail to drop within the refund period, you remain responsible for all tuition and fees.** If you wish to drop a course, please fill out a Withdrawal/Drop Form (available on our website or in the front office) and either mail, fax, or hand it in to the front office. You will receive a refund of tuition per the refund schedule (see table).

Registration Fee, Late Registration Fee, and Technology Fee are non-refundable.

Equipment Kit Fees, Course-pack Fees, and Lab Fees are non-refundable after the Registration Deadline. Please allow four to six weeks for receipt of refund.

The dates in this table are based on calendar days in the term.

REFUND POLICY TABLE FOR SPRING TERM

Withdrawal Date (day of term)	Tuition Refund
On or before 1st day of term	100%
(Day) 2 through 7	86%
8 through 14	72%
15 through 21	58%
22 through 28	44%
29 through 35	30%
36 through 42	16%
Day 43 through end of term	No Refund

Payment of tuition and fees is due at the time of registration for each term unless the following applies:

- You are eligible for Federal financial aid and will be receiving a disbursement in that term. You must have a completed Free Application for Federal Student Aid (FAFSA) and a signed award letter on file at Birthingway showing a disbursement in that term.
- You have been approved for Veteran Education Benefits to attend Birthingway and will be receiving benefits for that term.
- You have a private student loan through a private lender and will be receiving a disbursement in that term.

Textbook and equipment kit charges are due when ordered, unless you are receiving a Federal financial aid disbursement or private loan disbursement in the term and have authorized payment from your financial aid disbursement. All overdue amounts are subject to a finance charge of 15% APR with a \$5 minimum per month. Any costs incurred to collect these amounts are the responsibility of the student.

A student must be in good financial standing to register for courses. Any costs incurred to collect these amounts are the responsibility of the student. Credit card payments are accepted through PayPal – for instructions, visit <http://birthingway.edu/for-students/make-a-payment/> By paying through PayPal, you agree to PayPal and Birthingway's terms and conditions. You *must* include a copy of your PayPal payment confirmation if paying by PayPal, or your registration will be incomplete and delayed until confirmation is received.

Registrations are accepted by mail, fax, or as a PDF attachment from your Birthingway email address; walk-ins are accepted in the front office during office hours only (please see www.birthingway.edu for listed hours). Registrations will be date/time stamped in order of receipt. Registrations received BEFORE registration begins will be processed at the end of the first registration day, in order of receipt. **Registrations received AFTER the registration deadline will incur a \$75 late registration fee.** If you fax your registration (503-760-3332) it is *your responsibility* to call and confirm that we have actually received your fax. If your fax doesn't go through, your registration will not be complete and could also result in late fees or not getting a course you need. **Several courses have readings due the first day of class. Please check with the front office for the availability of the syllabus and/or course-pack before the start of each course.**

BY SIGNING BELOW, I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL POLICIES STATED ABOVE.

STUDENT SIGNATURE (Required to process your registration)	DATE

OFFICE USE ONLY	Date/Time/Payment/Initial:
Please route: _____ FIN _____ REG _____ FIN _____ LRC _____ FAC(if CTC) _____ MPC _____ REG(file)	
____ Has Financial Aid (cleared)	

Deadline to order, modify, or cancel your order: Monday, March 18, 2019 at 12:30 pm

Student Information:

First Name	Middle Initial	Last Name
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- **Textbook cancellations or additions will not be accepted after Monday, March 18, 2019 at 12:30 pm.** After this date and time you are responsible to pay for and pick up your books, even if you drop the course. This form lists all required textbooks for each course offered this term. **You do not have to order textbooks through Birthingway.**
- **The cost for each textbook is the list price and may not reflect the lowest price.** Online prices change frequently.
- **You must submit payment with this form**
 - **UNLESS** you have a complete FAFSA on file with Birthingway and a signed award letter showing an anticipated disbursement in the term or a private student loan for the term **AND** have signed at the bottom of this form.
- Credit card payments are accepted through **PayPal** – visit <http://birthingway.edu/for-students/make-a-payment/>
- By paying through PayPal, you agree to PayPal and Birthingway's terms and conditions. You must include a copy of your PayPal payment confirmation if paying by PayPal, or your order will be incomplete and delayed until confirmation is received.

Course Name (#)	Required Textbooks (ISBN-13)	Price	Total
Communications I (COM121q)	Lasater AH, Lasater IK. <i>What We Say Matters: Practicing Nonviolent Communication</i> . 1st ed. 2009. (978-1930485242)	\$15	
Critical Care Skills I (CCS411q)	Frye A. <i>Holistic Midwifery: Care of the Mother and Baby from the onset of Labor through the First Hours after Birth. Volume II</i> . 2004. (978-1891145674)	\$130	
Midwifery History and Politics (MHP431q)	Ehrenreich B, English D. <i>Witches, Midwives, and Nurses: A History of Women Healers</i> . 2nd ed. 2010. (978-1558616615)	\$9	
	Simkins G. <i>Into These Hands: Wisdom from Midwives</i> . 2011 (978-0981870854)	\$10	
	We have this book in stock in new condition--<u>SALE!</u>		
	Oparah J. <i>Birthing Justice: Black Women, Pregnancy, and Childbirth</i> . 1st ed. 2015. (978-1138191457)	\$51	
Physical Assessment II (PHY312q)	Smith S. <i>Japanese American Midwives: Culture, Community, and Health Politics, 1880-1950</i> . 2005. (978-0252072475)	\$28	
	Bickley LS, Szilagyi BG, Bates B. <i>Bates' Guide to Physical Examination and History Taking</i> . 12th ed. 2016. (978-1469893419) (2013 edition may also be used if previously purchased)	\$130	
Psychosocial Issues (PSY441q)	Frye A. <i>Holistic Midwifery Volume I</i> . Reprint 2010. (978-1891145551)	\$80	
	Davis E. <i>Heart and Hands: A Midwife's Guide to Pregnancy and Birth</i> . 5 th edition. 2012. (978-1607742432)	\$35	
Third Year Kit Add-On	Doak CC, Doak LG, Root JH. <i>Teaching Patients with Low Literacy Skills</i> . 2 nd Ed. 1996. This book is out of print, but available online at: http://www.hsph.harvard.edu/healthliteracy/resources/teaching-patients-with-low-literacy-skills/ .	NA	
	• Perineal Cloth Model (5"x6.5")	\$99	

Courses without required textbooks:

Human Genetics (GEN321q)
Midwifery Integration (MIN411q)

Total from Page 1 (this page):

Total:

By signing below, I am agreeing to pay for the above textbook order either by providing payment with this complete form or by authorizing use of my student aid funds for the charges listed on this form. I understand any charges not covered by aid will be due upon receipt of a statement.

Signature (required): _____

Date: _____

Office Use Only	Date/Time/Initial/Payment:
Please Route: _____ FIN _____ LRC _____ File	

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Birthingway College of Midwifery Courses Offerings- Spring 2019 Term

April 8-June 30, 2019

All courses have a maximum of 18 students unless otherwise noted.

****Courses marked with a double asterisk are being offered for the last time this term**

Courses open to all students

****Communications I (COM121q) 2 credit hours**

The first course in the Communications series introduces the student to the workings of the brain through the study of Interpersonal Neurobiology and its effect on our communication patterns. Students will use the work of Non-Violent Communication to support the brain and the body through empathy and resonance. The emphasis in this first of three Communications classes is in creating compassion and self awareness while focusing on how we speak and listen to ourselves. This course is highly experiential to facilitate depth of learning and awareness of our own brains. Role plays are used in class with real life experiences chosen by the students with varying degrees of intensity.

Taught by Celeste Kersey, BA, CPM, LDM

Dates and Times: Tuesdays, 12:00-4:00 PM, 4/9, 4/23, 5/7, 5/21, 6/4, make up class 6/11

Location: Yellow Classroom

****Human Genetics (GEN231q) 3 credit hours**

Using class discussions, lecture, videos, role-playing and small group activities, this course covers basic genetic concepts, genetic screening and diagnosis, pregnancy counseling, and common genetic disorders such as sickle cell, Tay-Sachs, and Trisomy disorders.

Taught by Holly Scholles, MA, CPM, LDM

Dates and Times: Wednesdays, 9:30 AM-12:30 PM, 4/10, 4/17, 4/24, 5/1, 5/8, (skip 5/15), 5/22, 5/29, 6/5, 6/12, 6/19, make up class 6/26

Location: Blue Classroom

****Midwifery History and Politics (MHP431q) 3 credit hours**

This course focuses on attitudes and laws that have surrounded midwives and the practice of midwifery throughout history and contemporary times. Students examine the role of midwives from ancient to modern times in Western Civilization. About equally divided between history and politics, the latter half of the class emphasizes the politics of midwifery in the United States, identifying important midwifery organizations and how midwives have come together to bring about change.

Taught by Nichole Reding, MA, CPM

Dates and Times: Tuesdays, 9:00 AM-1:00 PM, 4/9, 4/16, 4/23, 4/30, 5/7, 5/14, 5/21, 5/28, make up class 6/4

Location: Blue Classroom

****Physical Assessment II (PHY312q) 1 credit hour**

Prerequisite: Physical Assessment I (PHY221q) or equivalent or current CPM

The second course in the Physical Assessment sequence expands students' skills through deepening knowledge of neurological assessments. Students will choose appropriate physical assessments in case-specific scenarios to provide differential diagnosis. Students will also chart the results of their examinations.

Taught by Desirée Lang, BSM, CPM

Dates and Times: Friday-Sunday, 9:00 AM-5:00 PM (with one hour lunch), 4/26, 4/27, 4/28, make up class 5/4

Location: Skills Classroom

Courses open to Midwifery Program students only can be found on the following pages of these course offerings.

Courses open to Midwifery Program students only

****Critical Care Skills I (CCS411q) 1 credit hour**

Prerequisite: Hematology Skills (HEM311q)

Students cover both the theory and skills involved in the treatment of shock and biodynamic neonatal resuscitation. Skills covered in this course include basic and intermediate treatment of shock, IV, and neonatal resuscitation. This course meets Legend Drugs and Devices initial education requirements for treatment of shock and for neonatal resuscitation for Oregon midwifery licensing.

Taught by Jordanna MacIntyre, BSM, CPM

Dates and Times: Thursdays, 2:30-4:30 PM, 4/11, 4/18, 4/25, 5/2, 5/9 (9:00-11:00 AM), 5/16, 5/23, 5/30, 6/6, 6/13, 6/20, 6/27(9:00-11:00 AM)

Location: Skills Classroom

Independent Study (TBD) 1-3 credit hours

Student-led independent research with an approved faculty member. Larger credit Independent Study courses may be taken with special permission. Students interested in pursuing an Independent Study must initially complete an Intent Form designating the proposed topic, advisor, and credit value. Please meet with the Academic Coordinator or the Faculty Coordinator for more information. Allow seven weeks prior to the term in which you will pursue the Independent Study to complete all preparatory steps, and be sure to register before the first day of term or your registration may not be accepted. Course number will be determined by the Academic Coordinator based on rigor and amount of work.

Midwifery Integration (MIN411q) 1 credit hour

Prerequisite: Students must have approval from the Midwifery Program Coordinator prior to registering for Midwifery Integration. All required midwifery program courses must be completed or in progress. Preference is given to students who have prior clinical experience and have begun attending births as a primary under supervision before registering for this course.

In this capstone course, students use their practice guidelines, protocols, forms, information sheets, informed choice forms, and other information to manage practice scenarios with a standardized patient. Students will have opportunities to be both an assistant and primary midwife in at least one scenario and to receive and offer feedback on these scenarios.

Taught by Aerlyn Pfeil, BSM, CPM

Dates and Times: Tuesdays, 6:00-8:30 PM, 4/9, 4/16, 4/23, 4/30, 5/7, (skip 5/14), 5/21, make up class 5/28

Location: Skills Classroom

****Psychosocial Issues (PSY441q) 4 credit hours**

Prerequisites: First year midwifery Core theory

Using lecture, discussion, guest speakers, and student presentations, this course covers social issues as they impact on clinical care, including socioeconomic status, literacy, family structures, sexual orientation, sexual abuse, domestic violence, adolescent pregnancy, and adoption.

Taught by Nichole Reding, MA, CPM

Dates and Times: Thursdays, 9:00 AM-12:30 PM, 4/11, 4/18, 4/25, 5/2, 5/9 (1:00-4:30 PM), 5/16, 5/23, 5/30, 6/6, 6/13, 6/20, 6/27 (11:00 AM-5:00 PM)

Location: Blue Classroom

Research Project (RSP411q) 1 credit hour

Prerequisite: Research Methods (RSM311q)

This course focuses on the design and implementation of a research project, including definition of a topic, literature review, creation of a bibliography, and the production of a research paper. As written on the Research Project Registration Form, students must find a Research Project Advisor, complete an approval checklist, and, once their checklist is approved, receive final agreement from their advisor regarding the project they have proposed. It is recommended that you start the Research Project approval process no later than seven weeks prior to the first day of the term in which you intend to register for this course. In order to register, all steps must be completed and registration turned in no later than 4:30 pm on the first day of the term.

**Birthingway College of Midwifery Courses Offerings- Spring 2019 Term
April 8-June 30, 2019**

All courses have a maximum of 18 students unless otherwise noted.

Midwifery Student Cohort and Lunch (Thursdays)

Lunch: 12:30-1:30 PM 4/11, 4/18, 4/25, 5/2, 5/9 (12:00-1:00 PM), 5/16, 5/23, 5/30, 6/6, 6/13, 6/20

Cohort: 1:30-2:20 PM 4/11, 4/18, 4/25, 5/2, 5/9 (11:00 AM-12:00 PM), 5/16, 5/23, 5/30, 6/6, 6/13, 6/20

Location: Yellow Classroom

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Spring 2019 Term Midwifery Program Clinical Training Credit Registration Form

Midwifery 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 your 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 your total number of credits).**

Dates and Deadlines:

- **Deadline to count CTC toward enrollment status: Monday, April 15, 2019 at 4:30 PM**
 - Credits added after this date and time will not be counted toward enrollment status.
- **Deadline to add CTC: Thursday, June 13, 2019 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, June 30, 2019 at 11:59 PM**
 - After that date and time, any work you do cannot count toward CTC in this term. Additional experiences and births may still count toward your requirements for licensure or certification, but may not be used for college credit.
- **Clinical Training documentation is due: Monday, July 1, 2019 by 5:30 PM**
 - Your completed clinical training documentation must be turned in to the Midwifery Program Coordinator by this deadline in order to receive a grade of Complete. This includes your: Time Sheet, an Evaluation of Preceptor by Student for EACH preceptor you work with, Evaluation of Student by the Supervising Preceptor, Skills Assessment Checklist, and your up-to-date Client Care Documentation Manual.
 - 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 Spring Term Registration and CTC Registration form are received **AND** after term begins (April 8, 2019) until 11:59 pm on Sunday, June 30, 2019. **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 NARM 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:

- **Direct client care***
 - prenatal visits, labor support, birth, newborn care, postpartum visits, phone conversations with clients, providing client education
- Processing lab work
- Filing client information
- Charting
- Typing birth certificates
- Cleaning and maintaining clinic/office space
- Ordering/purchasing supplies
- Attending Peer Review
- Writing client information forms
- Maintaining a client library
- Replenishing supplies for prenatal and birth bags
- Sterilizing instruments
- Maintaining equipment
- Attending staff meetings
- Maintaining medication logs
- Refilling oxygen tanks
- Completing statistical forms
- Transporting to and from one home visit per client

***Direct Client Care must constitute at least 75% of the work performed.**

Midwifery Program Clinical Training Credit Registration Form – Spring 2019 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:

PLEASE NOTE: If you've already registered for Clinical Training Credit for this term and wish to 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 (not your total number of credits).	Number of Hours (credits x 30):
	Total Cost (credits x \$316):

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 _____ MPC _____ REG