

Registration Information, Dates, and Deadlines – MIDWIFERY STUDENTS

Winter 2021 Term: January 4, 2021 – March 28, 2021

Registration Begins:	Monday, December 14, 2020
Registration Deadline:	Monday, December 21, 2020 at 5:30 PM
Enrollment Confirmation Deadline:	Monday, January 11, 2021 at 4:30 PM

IMPORTANT: Because we are no longer offering regularly scheduled courses, we have shortened the timeline for term registration. Registration will begin three weeks before the first day of the term and run for **ONE WEEK**. PLEASE DON'T DELAY IN SUBMITTING YOUR MATERIALS.

General Registration Policies:

- Your registration for the term is considered complete once you have submitted a completed Registration Form and full payment. See below for more information.
- **Registrations received after 5:30 PM on December 21, 2020 will be subject to a \$75.00 late fee.**

How to submit your registration:

- **In-Person (available by appointment only):** If you would like to walk in your registration and payment for the term, please call us at 503-760-3131 to make an appointment beforehand.
- **Mail:** 4997 SW Normandy Place, Beaverton, OR, 97005. **Mailed registrations received after the registration deadline will be subject to the Late Registration Fee.** Please plan accordingly.
- **E-mail:** registration forms can be emailed as PDF attachments to info@birthingway.edu. For security reasons, you must send registration forms from your Birthingway email address.
- **You must 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/>

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 (as well as a 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 - If you have not registered by the Enrollment Confirmation Deadline, you will be withdrawn from your program.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 a private student loan through a private lender and will be receiving a disbursement in that term.

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Birthingway College of Midwifery – Winter 2021 Registration Form – MIDWIFERY STUDENTS

Registration Begins: Monday, December 14, 2020

Registration Deadline: Monday, December 21, 2020, 5:30 PM*

*After the Registration Deadline, an additional \$75 Late Registration Fee is required.

Student Information (all fields are required unless noted)

Legal First Name		Legal Middle Initial	Legal Last Name
Preferred Name (if different from legal)		Pronouns (optional)	
Address	City	State	Zip Code
Phone	Email	>> Optional: Emergency Contact Name and Number	

Courses Offered in the Winter 2021 Term

Clinical Training (MW311q): Please use the *Winter 2021 Clinical Training Credit Registration Form* to register for credits

Research Project (RSP411q) 1 Credit: To register, please submit a *Research Project Registration Form*

For all other courses, please submit a *Course Add Form*: <http://birthingway.edu/for-students/registration/>. Please reach out to your Program Coordinator for information about the tuition, coursepack fees, and textbook costs for specific courses.

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.

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.)

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 acknowledged as a student of Birthingway to ANY outside inquiry, except as required under federal law.**

PAYMENT METHOD (check one): ___ Check ___ Cash ___ Paypal ___ Financial Aid

Registration Fee \$75.00

Late Registration Fee of \$75.00 (required if registration is received after 5:30 PM on 12/21/2020) \$

Total:

PLEASE REVIEW THE POLICIES ON THE REVERSE OF THIS FORM PRIOR TO SIGNING

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

STUDENT SIGNATURE (Required to process your registration)	DATE

OFFICE USE ONLY

Date/Time/Payment/Initial:

Please route: ___ FIN ___ REG

PAYMENT: 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 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.

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 our refund policy below.

REFUND POLICY TABLE FOR WINTER TERM

Withdrawal Date (day of term)	Tuition Refund
On or before 1st day of term	100%
(Day) 2 through 7	91.75%
8 through 14	83.5%
15 through 21	75.25%
22 through 28	67%
29 through 35	58.75%
36 through 42	50.5%
Day 43 through end of term	No Refund

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) and either mail, email, or walk it in (by appointment). You will receive a refund of tuition per the refund schedule (see table). **Registration Fee and Late Registration 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.**

SUBMITTING REGISTRATION MATERIALS: Registrations are accepted by mail or as a PDF attachment from your Birthingway email address; walk-ins are accepted by appointment only. Registrations will be date/time stamped in order of receipt. **Registrations received AFTER the registration deadline will incur a \$75 late registration fee.**

PLEASE ADD YOUR SIGNATURE TO THE FRONT OF THIS FORM BEFORE SUBMITTING



Birthingway College of Midwifery

4997 SW Normandy Place, Beaverton, OR 97005
503-760-3131 | birthingway.edu

December 2, 2020

Re: Informed Choice for participating in clinical training during the COVID-19 Pandemic

Dear Students,

The intent of this document is to provide guidance and information about options for navigating clinical training as we continue to grapple with the COVID-19 pandemic. We recognize that guidelines and local situations are changing rapidly, so we remind you to frequently check the Birthingway Coronavirus Update page on our website: <https://birthingway.edu/coronavirus-update/> for the latest information we can find. We also suggest that you keep up with local and state requirements regarding mask use, closures, physical distancing, and other public health measures.

Current Legal and Safety Status

In response to increased levels of community spread, Multnomah County is on a four-week freeze in re-opening that began on November 18 and will last through December 16. This does not affect healthcare workers and settings, but students in clinical training should be aware that the risk of contracting or spreading COVID-19 is more present than ever and to follow all safety guidelines.

Students considering providing care during this pandemic should consider their level of experience and whether their presence will be helpful to their preceptor. Students should also think about their own and their family's health risk and the potential of becoming a vector when making their decision. If they do choose to provide care, students should adhere to all PPE recommendations including use of masks, gloves, and frequent handwashing with soap and water.

Current recommendations are NOT to provide care to anyone experiencing respiratory symptoms, even mild ones. If a client is having symptoms of COVID-19, then the client should contact their primary care provider so that the provider can assess whether in-person treatment is necessary and a referral to the hospital is warranted. Preceptors and students should not provide services to clients if the provider or student have any symptoms of potential infection with coronavirus, even mild ones, or have had any presumptive exposure.

Individual preceptors may create more stringent requirements for their practices.

This is a new virus for humans to cope with, which means that we have no immunity developed yet. It is not "just like the flu," being both more contagious and more deadly than influenza. Being young is not a protection. Students who choose to continue to provide care must be aware that Birthingway does not have the ability to protect them from exposure.

What we know at this time is that asymptomatic people CAN and DO spread the virus. That is why social distancing and staying home as much as possible is such an effective tool for limiting spread to manageable levels. Birthingway encourages our students, staff, faculty, and other community members to monitor and follow recommendations on the [CDC website](https://www.cdc.gov/), as well as

local and state health departments, and midwifery professional organizations.

Clinical Training

As of July 15, 2020, “NARM will allow two virtual clinicals to apply to the Continuity of Care clinical requirements for CPM candidates for each Continuity of Care Client: one prenatal in the final trimester and one postpartum done anytime between 24 hours and six weeks post birth. Guidelines for documentation are available at NARM.org.” All other clinical requirements for NARM certification remain unchanged.

Currently, Birthingway WILL ALLOW students to count virtual prenatal and postpartum appointments as direct client care for Clinical Training Credits (CTC) IF they are a full participant in the appointment. All labor, birth, and immediate postpartum care must be provided in person for the experience to count for either NARM or Birthingway graduation requirements.

While it is tempting to skirt requirements during times of stress and provider shortages, Birthingway is clear that preceptors and students must continue to adhere to all current policies regarding supervision. In addition, preceptors must not penalize students for choosing not to attend clients in-person.

Points of Understanding

- Birthingway does not require students to travel or to provide any clinical care during this time of increased risk from the COVID-19 pandemic.
- As a healthcare worker, you are under increased risk for contracting COVID-19. Birthingway is not liable for any outcome or expenses of students who might become infected with COVID-19 as a result of providing clinical care.
- We ask that all students in clinical training take a moment to assess the possible risk to yourself and your loved ones and to discuss these and other safety issues with your preceptor.
- During this pandemic, you are still required to adhere to your scope of practice as a midwifery student, as outlined by Birthingway, including requirements for direct supervision, and by the regulations in the state where you are practicing.
- Birthingway staff are available if you have questions.
- You have the choice not to participate in Clinical Training this term. Please connect with your advisor about taking a Leave of Absence if you choose to stop your clinical training due to the pandemic.

Wishing you continued health and well-being,

Holly Scholles
President

Heather Hack-Sullivan
Midwifery Program Coordinator

Winter 2021 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 register for this term **and** turn in this completed form with full payment (unless you are receiving a financial aid disbursement this term and it is before the Enrollment Confirmation Deadline).
- 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 a 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: January 11, 2021 at 4:30 PM**
 - Credits added after this date and time will not be counted toward enrollment status. This means you will not be able to use financial aid to pay for credits added after this date.
- **Deadline to add CTC: Friday, March 12, 2021**
 - 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, March 28, 2021 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, March 29, 2021 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 Winter Term Registration and CTC Registration form are received **AND** after term begins (January 4, 2021) until 11:59 pm on March 28, 2021. **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 – Winter 2021 Term

STUDENT			
Legal First Name:	Legal Middle Initial:	Legal Last Name:	Pronouns Used:
SUPERVISING PRECEPTOR			
Legal First Name:	Legal Middle Initial:	Legal Last Name:	Pronouns Used:
Primary Business Address/Clinical Training Site:			
Secondary Business Address/Clinical Training Site:			
To add more clinical training sites, please fill out and attach an <i>Additional Preceptors and Clinical Training Sites</i> 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 Clinical Training Credit Registration 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):	\$
PAYMENT METHOD (check one): <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Paypal <input type="checkbox"/> Financial Aid			
STUDENT			
<ul style="list-style-type: none"> 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. I understand and agree to the terms described in the <i>Winter 2021 Clinical Training Informed Choice Letter</i> dated December 2, 2020 			
_____	_____	_____	_____
Student Printed Name	Student Signature (required)	Date	
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	
_____	_____	_____	
Co-Preceptor (printed legal name)	Co-Preceptor (signature) *Required*	Date	
_____	_____	_____	
Co-Preceptor (printed legal name)	Co-Preceptor (signature) *Required*	Date	
_____	_____	_____	
Co-Preceptor (printed legal name)	Co-Preceptor (signature) *Required*	Date	
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 _____			
<input type="checkbox"/> MPC <input type="checkbox"/> FIN <input type="checkbox"/> REG			