

Spring 2022 Term: Registration Information, Dates, and Deadlines

Spring 2022 Registration Begins*	Monday, March 21, 2022
Spring 2022 Registration Deadline	Monday, March 28, 2022
First Day of Spring 2022 Term	Monday, April 11, 2022
Enrollment Confirmation Deadline	Monday, April 18, 2022 at 4:30 PM
Last Day of Spring 2022 Term	Sunday, July 3, 2022

***This date is less relevant now that we aren't concerned about courses filling. Feel free to submit your registration materials prior to this date.**

IMPORTANT: The Late Registration Fee is now \$150 for those who do not complete registration by the Registration Deadline. We don't want any of you to have to pay this fee, so PLEASE register for the term before the end of the day on March 28, 2022. Remember, you are only required to register for the TERM by this deadline. CTC registrations can be submitted after this date without incurring a late fee.

General Registration Policies:

- Your registration for the term is considered complete once you have submitted a complete Registration Form and full payment. See below for more information.
- **Registrations received after 5:30 PM on Monday, March 28, 2022 will be subject to a \$150 late registration fee.**

How to submit your registration:

- **Mail:** 4550 SE Betts Avenue #142, Beaverton, OR, 97075. **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 for 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 register and pay for the term, even if you are not taking any credits.
- **Enrollment Confirmation Deadline:**
 - If you have not registered for the term by the Enrollment Confirmation Deadline, you will be withdrawn from your program.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.
- 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 2022 Registration Form

Registration Begins: Mon, March 21, 2022

Registration Deadline: Mon, March 28, 2021 at 5:30 PM*

*After the Registration Deadline, an additional \$150 Late Registration Fee is required to process your registration.

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 Spring 2022 Term

Clinical Training (MW311q): Please use the *Spring 2022 Clinical Training Credit Registration Form* to register for credits

Research Project (RSP411q) 1 Credit: To register, you must turn in a *Research Project Registration Form* by 5:30 PM on the first day of the term: <http://birthingway.edu/for-students/registration/>

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 \$100.00

Late Registration Fee of \$150 (required if registration is received after 5:30 PM on 3/28/2021) \$

Total:

****REVIEW THE POLICIES ON THE REVERSE OF THIS FORM PRIOR TO SIGNING BELOW****

By signing below, I certify that I have read, understand, and agree to all policies stated on this form.

Student Signature

Date

OFFICE USE ONLY

Date/Time/Payment/Initial:

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.

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 at right.

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.** 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 2022	
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

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 \$150 late registration fee.**

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



Birthingway College of Midwifery

4550 SW Betts Avenue #142, Beaverton, OR 97075

503-760-3131 | birthingway.edu

Spring 2022 Informed Choice for Participating in Clinical Training During COVID-19

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 can change rapidly. We strongly recommend that you monitor and follow recommendations on the [CDC website](#), as well as local and state health departments and midwifery professional organizations, for up to date information regarding safety and public health precautions.

Current Legal and Safety Status

As of September 30, 2021, all healthcare providers in the State of Oregon, including students, must either be fully vaccinated or undergo weekly testing for COVID. Other states may have similar requirements.

While vaccination does greatly decrease your risk of serious illness or death from the virus, it is still possible to contract and spread COVID as a vaccinated individual. Mask use is still required in indoor public settings in the State of Oregon and in many other states, though this law is scheduled to expire in Oregon on March 12, 2022. The CDC also still strongly recommends wearing masks indoors, physically distancing, and avoiding large and/or tightly spaced groups. Vaccinated and asymptomatic people CAN and DO spread the virus.

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 health 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 preceptor or student shows 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 still a new virus for humans to cope with, which means that we do not have population-level 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 in-person care must be aware that Birthingway does not have the ability to protect them from exposure.

Clinical Training

As of June 1, 2021, “NARM will no longer allow virtual clinicals to apply to the Continuity of Care clinical requirements for CPM candidates which they previously allowed. For each Continuity of Care Client between March 1, 2020 and June 1, 2021: 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](https://www.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 we do not expect this will be a problem for students in the Portland metro area, many students are finding it difficult to find in-person NRP courses. For this reason, NARM will accept the verification of passing the NRP Essentials (Lessons 1-4) exam without the hands-on class until January 1, 2023. The CPR requirement is still in effect and requires the full course (must include BLS if taking only NRP Essentials 1-4). You can find more information about this at [narm.org](https://www.narm.org).

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.
- 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.
- Birthingway staff are available if you have questions.

Wishing you continued health and well-being,

Holly Scholles
President

Heather Hack-Sullivan
Midwifery Program Coordinator

Spring 2022 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 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 have already registered for Clinical Training Credit for this term and wish to add more credits, please fill out this form and only write in the number of credits you wish to add (not your total number of credits for the term).**

Dates and Deadlines:

- **Deadline to count CTC toward enrollment status for financial aid: April 18, 2022 at 4:30 PM**
 - Credits added after this deadline will not be counted toward your 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: Monday, June 20, 2022**
 - 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, July 3, 2022 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 4, 2022 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 the term begins (April 11, 2022) until 11:59 pm on July 3, 2022. **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 2022 Term

STUDENT			
Legal First Name:	Legal Middle Initial:	Legal Last Name:	Pronouns:
SUPERVISING PRECEPTOR			
Legal First Name:	Legal Middle Initial:	Legal Last Name:	Pronouns:
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 Spring 2022 Clinical Training Informed Choice Letter. 			
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 _____			