



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
7 Eagle Square, Concord, NH 03301-4980
Phone: 603-271-2152

APPLICATION FORM: NH MIDWIFERY CERTIFICATION

CATEGORY I: INITIAL APPLICANTS
CATEGORY II: RECIPROCITY APPLICANTS

MIDWIFERY COUNCIL ADDRESS:

Office of Professional Licensure and Certification
NH Midwifery Council
7 Eagle Square, Concord, NH 03301
nhmidwifery@oplc.nh.gov

Make checks payable to: “*Treasurer – State of NH*”

CATEGORY I: INITIAL APPLICANTS

_____ Certified Professional Midwife (CPM) Current _____ Expired _____
_____ Certified/Licensed in another state Current _____ Expired _____
State: _____
_____ Certified/Licensed in another country Current _____ Expired _____
_____ Expired NHCM certification
_____ Other (describe: _____)

CATEGORY II: RECIPROCITY APPLICANTS

_____ Currently licensed/certified and has been practicing midwifery in another state for a minimum of 18 months; is a Certified Professional Midwife (CPM); meets the qualifications of Mid 303.01 (a)-(k); and has passed the NARM Written Exam with at least 80% score.



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General Information:

All information on the forms must be legibly printed in ink or typed. All sections of the application form shall either be completed or designated as not applicable (N/A). Please read through all sections before completing. Feel free to attach extra sheets of paper for further description, if necessary. Be sure to check your application for completeness before submitting it; an incomplete application will result in a delay in your renewal. The council recommends that you make copies of all materials, for your own records.

Date of Application: _____

1) Identifying Information:

Legal Name: _____

Date of Birth: _____

Work Address:

Work Phone Number: _____

Work Fax Number: _____

Best number to use to reach you during daytime hours: _____

Email address: _____

2) Statement expressing intent to engage in the active practice of midwifery in the state:



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3) Education:

Name and Address of High School Attended:

Dates of Graduation:

If not a high school graduate, date of GED completion:

College-Level Course in Anatomy & Physiology:

Name and Address of Course Location:

Dates Completed:

List of colleges/universities attended (if applicable):

Dates of attendance:

Degree Received: _____

Degree Received: _____

List of midwifery schools attended (if applicable):

Dates of attendance:

Degree/Certificate Awarded & Date: _____



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4) Written Description of Midwifery/Professional Training:

Include a written statement describing any part of your professional background which is relevant to the practice of midwifery, including specific dates of training and/or preceptorship, where, and with what school or practice. You may include any relevant professional experience outside New Hampshire or the U.S. Also include any training or experiences in the fields of newborn or maternal care, such as obstetric or pediatric nursing, childbirth education, work as a doula, emergency technician, etc.

5) Certifications/Licenses:

a. List of midwifery certifications, licenses, registrations, or other permits to practice midwifery held by the applicant currently or in the past (if applicable):

State, Country, or organization of Issuance:	Dates of Issuance & Expiration:
<hr/>	<hr/>
<hr/>	<hr/>
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b. List of all certifications, licenses, registrations, or other permits to practice in a health or healing field other than midwifery (if applicable):

State or Country of Issuance:



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_____	_____
_____	_____
_____	_____



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Identifying Information (confidential):

Name: _____

Social Security Number: _____

Residence Address: _____

Residence Phone Number: _____

Cell Phone Number: _____

6) Disclosures:

Disclosures of the following information, the relative seriousness of which shall be used to evaluate the fitness of the applicant to practice midwifery pursuant to Mid 303.01(f):

Yes No (Please check the appropriate column next to each statement)

- | | | |
|-------|-------|---|
| _____ | _____ | (a) Whether any malpractice claim has been made against the applicant within the last 6 years, regardless of whether a lawsuit was filed in relation to the claim; |
| _____ | _____ | (b) Whether the applicant has ever been denied a midwifery certificate, license, registration or permit to practice midwifery for any reason; |
| _____ | _____ | (c) Whether the applicant's employment or appointment in a hospital, clinic, or other health care facility was ever suspended; |
| _____ | _____ | (d) Whether the applicant has ever resigned from employment or appointment in a hospital, clinic or other health care facility in lieu of being subjected to disciplinary action; |
| _____ | _____ | (e) Whether there are pending against the applicant any disciplinary charges before any licensing authority, medical council, health care facility or professional midwifery association; |
| _____ | _____ | (f) Whether any disciplinary action has been taken against the applicant by any licensing authority, medical council, health care facility or professional midwifery association; |
| _____ | _____ | (g) Whether the applicant has ever voluntarily surrendered a certificate, license, registration or permit to practice midwifery or other healing art in lieu of facing disciplinary action; |
| _____ | _____ | (h) Whether the applicant has ever had a professional certificate, license, registration or permit to practice in a field other than midwifery revoked, suspended, or otherwise terminated on disciplinary grounds; and |
| _____ | _____ | (i) Whether the applicant currently has an emotional disturbance or mental or physical illness, or an addictive disorder impairing the applicant's |



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ability to practice midwifery.



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a. A statement describing in detail the circumstances of any affirmative answers to the questions above:

b. A statement describing the circumstances of any conviction of a crime disclosed by any affidavit required to be submitted by Mid 302.05(h):

c. A statement describing any mental or physical condition preventing the applicant from performance required by a midwife.

7) Letters of Recommendation:

Four written professional letters of recommendation, including at least two from certified or licensed health care professionals familiar with the applicant's midwifery experience, and not more than one from a client, affirming the applicant's competence and high standards in providing midwifery care:

1. Name of Certified/Licensed Health Care Professional:

Name/Address of Affiliation: _____

2. Name of Certified/Licensed Health Care Professional:

Name/Address of Affiliation: _____

3. Name and Address: _____

Relationship to Applicant: _____

4. Name and Address: _____



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Relationship to Applicant: _____



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8) Back-Up Arrangements:

Please submit detailed statements describing:

a. Arrangements for coverage for clients in the event of your absence or illness:

b. Arrangements for consultation with obstetricians, family practitioners, pediatricians or any other physicians concerning abnormal conditions:

c. Arrangements for transferring the care of clients to obstetricians, family practitioners, pediatricians or any other physicians:

d. Privileges at hospitals, professional associations with physicians, or ongoing professional relationships of medical support, if any:

e. Hospital services to be used in medical emergencies:



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2) Supplemental Information:

a. Statement describing the applicant's arrangements for conducting laboratory testing:

b. Statement describing the applicant's arrangements for Newborn Screening:

c. Statement describing the applicant's arrangements for obtaining medications permitted by law:

Documentation Check-Lists:

Use the checklist that describes your type of application.

1. Category I. Documentation Required for Initial Certification:

- A copy of a high school diploma or GED certificate;
- Proof of having passed one college-level anatomy and physiology course, or proof through credit examination of college-level credit anatomy and physiology;
- Official transcripts from, or copies of diplomas from, all colleges and universities attended, if applicable;
- A copy of the North American Registry of Midwives, Certified Professional Midwife (CPM) certificate that is current;
- Official transcripts from all midwifery schools and colleges attended, if applicable;
- A copy of the front and back of the current certificate in Adult and Infant/Child CPR issued by the American Red Cross, or CPR-BLS certificate for the Healthcare Provider by American Heart Association;
- A copy, front and back, of current NRP (Neonatal Resuscitation) card.
- If applicable, a notarized affidavit disclosing criminal convictions involving theft, injury to others or violence to others;



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- At least 4 written references (see description on page 6). Letters may be mailed separately or may accompany application materials. Applications will not be processed until all letters are on file.
- Written statements signed by a representative of the program which prepared the applicant for certification as a CPM or by the applicant's preceptor to document the



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fact that the applicant has satisfactorily performed a total of at least 5 laceration repairs as required by Mid303.02; and

- For identification, a photocopy of the applicant's current driver's license, passport or other government-issued identification card bearing the applicant's picture.

2. Category II. Documentation Required for Reciprocity Certification:

- A copy of a high school diploma or GED certificate;
- Proof of having passed one college-level anatomy and physiology course, or proof through credit examination of college-level credit anatomy and physiology;
- A copy of the North American Registry of Midwives, Certified Professional Midwife (CPM) certificate that is current;
- A copy of the front and back of the current certificate in Adult and Infant/Child CPR issued by the American Red Cross, or CPR-BLS certificate for the Healthcare Provider by American Heart Association;
- A copy, front and back, of current NRP (Neonatal Resuscitation) card.
- If applicable, a notarized affidavit disclosing criminal convictions involving theft, injury to others or violence to others;
- At least 4 written references (see description on page 6). Letters may be mailed separately or may accompany application materials. Applications will not be processed until all letters are on file.
- If authorized to practice midwifery in another state or states regulating midwifery, a copy of: A) The application materials the applicant submitted to such state(s); B) The statute(s) and regulations governing midwifery in such state(s) at the time the applicant received the authorization to practice; and C) The license or other authorization document for each of the states where the applicant is or has been authorized to practice midwifery, showing the beginning and end dates of the authorization.
- If authorized to practice in another state regulating midwifery, an official letter of verification sent directly to the Council from each state indicating whether A) The authorization is or was, during its period of validity, in good standing, and B) Any disciplinary action taken against the applicant.
- The applicant's written statement containing A) The applicant's affirmation that he or she has met the experiential requirements of Mid 303.1 (a)-(k) and B) For each required experience, an indication of whether it was acquired 1) Under preceptorship; or 2) In the course of practicing as a primary midwife authorized to practice in a state regulating midwifery.
- For identification, a photocopy of the applicant's current driver's license, passport or other government-issued identification card bearing the applicant's picture.



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The information provided on the application form and the documentation provided to support the renewal application are, to the best of my knowledge and belief, true, accurate, complete and unaltered.

 (Name of Applicant - Please Print)

I acknowledge that, pursuant to RSA 641:3, knowingly making of a false statement on the renewal application form is punishable as a misdemeanor.

 (Signature of Applicant)

 (Date Signed)

FOR COUNCIL USE ONLY - Leave Blank

Date Received: _____

Date of initial review by council: _____

Verification of Documentation: (List who you spoke with by phone and any relevant information):

High School _____

NARM _____

A&P _____

Preceptor(s) _____

WrittenReferences _____

Date letter/email sent requesting additional materials: _____

Follow-up written request for materials: _____

Date application accepted: _____

Letter mailed: _____

Date NARM score rec'd or Reciprocity accepted and approved for

NH Written Exam _____ Letter mailed _____

NH Written Exam Fee Paid (\$10) _____

Written Exam passed and approved for Oral Exam OR Reciprocity Certified _____

Written Exam failed _____

Letter of certification/denial sent: _____



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Certification Fee Paid (\$110) _____



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OPTIONAL INFORMATIONAL QUESTION
REGARDING MILITARY EXPERIENCE AND/OR RELATIONSHIP
TO MILITARY PERSONNEL TRANSFERRED TO NEW HAMPSHIRE

Dear Applicant,

Pursuant to New Hampshire RSA 332-G:7, each board supported by the New Hampshire Office of Professional Licensure and Certification (OPLC) shall:

1. "upon presentation of satisfactory evidence with an application for licensure, certification, or registration, accept education, training, or service completed by an individual as a member of the armed forces, as defined in RSA 21:50, II, toward the qualifications required to receive the license, certificate, or registration in question."

RSA 21:50, II - "Armed forces" means the United States Army, Army Reserve, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Coast Guard, Coast Guard Reserve, Army National Guard, and the Air National Guard. "Armed forces" also includes other components, but is limited to those components and active duty periods described in 38 C.F.R. 3.7.

OR

2. "Notwithstanding any general or special law to the contrary, each of the boards or commissions under this title authorized to conduct licensure, certification, or registration, and examinations therefor, shall upon the presentation of satisfactory evidence by an applicant before the board or commission, facilitate the issuance of a license or certification for a person: (i) who is certified or licensed in a state other than New Hampshire; (ii) whose spouse is a member of the armed forces in the United States; (iii) whose spouse is the subject of a military transfer to New Hampshire; and (iv) who left employment to accompany a spouse to New Hampshire. The procedure shall include, but not be limited to, facilitating the issuance of a license, certificate, or registration if, in the opinion of the board or commission, the requirements for licensure, certification, or registration of such other state are substantially equivalent to the requirements for licensure, certification, or registration in New Hampshire."

Please place a check mark in all that apply below:

- I **am** eligible for consideration as defined in paragraph #1 above.
- I **am not** eligible for consideration as defined in paragraph #1 above.
- I **am** eligible for consideration as defined in paragraph #2 above.
- I **am not** eligible for consideration as defined in paragraph #2 above.