



State of New Hampshire
Office of Professional Licensure & Certification

7 Eagle Square, Concord NH 03301
Phone: 603-271-2152

Renewal Checklist

Professional Board: Midwifery Council

Please use this checklist to prepare for your online renewal. Required items not submitted may cause delays in renewal of a license.

Required Information

- **Mid 402.07 Documentation Required to Support an Application for Renewal of Certificate:**
 - (a) Documentation in accordance with Mid 406 of the completion of 20 contact hours of continuing education;
 - (b) A statement for each peer review in which the renewal applicant either participated or presented a case for review since the applicant was last issued an initial or renewal certificate, containing the following information:
 - (1) The renewal applicant's name;
 - (2) The date of the peer review meeting;
 - (3) The name of the midwife presenting the midwifery case for peer review;
 - (4) The topic of the case presented for peer review;
 - (5) Whether attendance was recorded in minutes of the peer review meeting; and
 - (6) If attendance was not recorded in minutes of the meeting, the names of at least 2 other participating midwives;
 - (c) A copy or copies of:
 - (1) The front and back of the renewal applicant's current certificate in basic life skills for healthcare providers issued by the American Heart Association; or
 - (2) The front and back of the renewal applicant's current certificate in adult cardiopulmonary resuscitation issued by the American Red Cross and of the renewal applicant's current certificate in infant and child cardiopulmonary resuscitation issued by the American Red Cross;
 - (d) A copy of the front and back of the applicant's current NRP provider card; and
 - (e) If applicable, a notarized affidavit disclosing criminal convictions occurring since the applicant last submitted an application for initial or renewal certification.

- **Continuing Education for Midwifery: 20 hours**
Mid 406.01 Documentation of participation in courses, classes, seminars, workshops, and distance learning courses as described in Mid 405.02 shall be:
 - (a) For academic courses:
 - (1) A photocopy of an official transcript showing the date of the course and its successful completion;
 - (2) Either the description of the course copied from the institution's catalogue or the course syllabus; and
 - (3) The midwife's written statement of the number of hours that the midwife participated in the course;



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- (b) For all other courses, classes, seminars, workshops, and distance learning courses, a photocopy of a certificate or other confirmation of attendance or participation showing:
 - (1) The midwife's name;
 - (2) The name of the course, class seminar, or workshop;
 - (3) The name of the accrediting agency from the list in Mid 405.02(a)(2);
 - (4) The beginning and end dates(s) of the course, class, seminar, workshop or distance learning course; and
 - (5) The number of contact hours credited by the provider or sponsoring entity; and
- (c) For journal study, a photocopy of a certificate provided by the journal study program sponsor or provider showing:
 - (1) The midwife's name;
 - (2) The name of the journal study program;
 - (3) The name of the accrediting agency from the list in Mid 405.02(a)(2);
 - (4) The date that the certificate was issued; and
 - (5) The number of contact hours credited by the journal study program sponsor or provider.

- This is entered as a line item in the continuing education section of your online renewal.
 - * You are not required to upload a copy of your certificate of completion.

- **Response to Questions:**

- Please read each question carefully.
- If you answered "Yes" to questions #1 thru #12, you must upload a detailed explanation.

- **Licensing Fee for Midwifery: \$110.00**

- **PHP Fee for Midwifery: \$16.00**

- Forms of payment accepted: MasterCard, VISA, AMEX and Discover.

For more information visit:

<https://www.oplc.nh.gov/midwifery-council-laws-and-rules>