

Special Circumstances PEP

Special Circumstances PEP Candidates must:

Step 1: Complete NARM's Portfolio Evaluation Process (PEP)

- A. Fulfill the General Education Requirements (described in the Instructions for Report of Clinical Experience Form 121):

Internationally Educated Midwife: The midwife who has been educated in another country must provide verification of all supportive documentation (licenses, diplomas, and certificates). Instructions and forms are included in the application packet.

Experienced Midwife: A midwife with extensive training and experience who has no supervising midwife to verify education may apply as an Experienced Midwife. Midwives in this category must have been practicing for at least five years, must have attended a minimum of 75 births as primary midwife within the past ten years, and must have attended at least ten births in the past two years.

- B. Complete the General Application Form 100 and PEP Application forms.
- C. Send a letter of request explaining the applicant's special circumstances.
- D. Send the best documentation possible that the applicant has fulfilled the experience and skills requirements, including any relevant certificates, diplomas, licenses, and degrees.
- E. Using the instructions for *Other Category* on Form 201, provide a notarized, written account of how the applicant acquired the skills required for NARM Certification.
- F. Submit a copy of both sides of **current** CPR (Adult and either Infant or Neonatal Resuscitation) Certification.
- G. Provide copies of:
1. Practice guidelines;
 2. An informed consent document;
 3. An emergency care plan.
- H. Provide three letters of reference (personal, professional and client).
- I. Pass the NARM Skills Assessment given by a NARM Qualified Evaluator (QE).

Upon fulfillment of the above requirements, the applicant will be sent a Letter of Completion of NARM's Portfolio Evaluation Process (PEP).

Step 2: Apply for Certification.

- A. Submit PEP CPM Application Checklist Form 400 (which will be sent to you with your Letter of Completion of NARM's PEP Process).
- B. Send Letter of Completion of NARM's PEP as verification of experience and skills.
- C. Pass the NARM Written Examination.

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- ✓ Important: Send all application materials in one package; incomplete applications will be returned.
- ✓ Use **only** official NARM Forms for **all** materials submitted (including reference letters). **Do not make up forms.** Make backup copies of all forms before entering information.
- ✓ Make a copy of all completed NARM Application Forms filled out in English (exception: reference letters in Spanish). Send the original and **keep a copy for your records.** Original refers to the application forms and notarized documents.
- ✓ **All** supportive documentation (licenses, diplomas, certificates, transcripts, etc.) must be translated into English with a notarized copy of the original and the translation. The notary must be fluent in both languages.
- ✓ All fees are to be paid with **certified check or money order in U.S. funds** made out to NARM.

Applicant's Name: _____ Social Security #: _____

Return this checklist along with the following:

- General Application Form 100 fully completed.
- PEP Application Fee of \$700 (**certified check or money order in U.S. funds**)
 - If you have already passed the NARM CPM Written Examination as part of a state regulatory process, please note:
when it was taken: _____
where it was taken: _____
- A copy of **current** legal photo identification—passport or driver's license.
- A copy of both sides of current CPR (Adult and either Infant or Neonatal Resuscitation) Certification with applicant's signature on back of card.
- A head and shoulders photo taken within the last six months with the applicant's signature on the back.
- A record of the individuals to whom the applicant sent Reference Letter Forms 101 a, b, & c (English or Spanish)—

Letter of Reference Form 101a, Personal

Name: _____ Date sent: _____

Address: _____

City: _____ Province/State: _____ Postal Code: _____

Phone Number: (_____) _____ Sent English or Spanish form

Letter of Reference Form 101b, Professional

Name: _____ Date sent: _____

Address: _____

City: _____ Province/State: _____ Postal Code: _____

Phone Number: (_____) _____ Sent English or Spanish form

Checklist for Special Circumstances Midwife,
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Applicant's Name: _____ Social Security #: _____

Letter of Reference Form 101c, Client

Name: _____ Date sent: _____

Address: _____

City: _____ Province/State: _____ Postal Code: _____

Phone Number: (_____) _____ Sent English or Spanish form

Additional References (if needed)

Name: _____ Date sent: _____

Address: _____

City: _____ Province/State: _____ Postal Code: _____

Phone Number: (_____) _____ Sent English or Spanish form

Name: _____ Date sent: _____

Address: _____

City: _____ Province/State: _____ Postal Code: _____

Phone Number: (_____) _____ Sent English or Spanish form

- The completed Continuity of Care—Practical Experience Form 200.
- The completed *Comprehensive Skills, Knowledge, and Abilities Essential for Competent Midwifery Practice* Verification Form 201 (**notarized**). Follow instructions for "Special Circumstances."
- List one individual and/or institution who can be contacted and can verify their involvement with the applicant's acquisition of skills as noted in the *Comprehensive Skills, Knowledge, and Abilities Essential for Competent Midwifery Practice* Verification Form 201:

Name: _____ Phone: (_____) _____

Institution or Business Name (if applicable): _____

Address: _____

- The completed Report of Clinical Experience Form 121.
- A copy of relevant supporting documents such as licenses, certificates or registrations, CEU forms, midwifery school diplomas, etc.
- A list of all documents and forms included with this application.
- Submit copies of the following: practice guidelines; an informed consent document; and an emergency care plan.
- This completed Checklist Form 120.
 - If applicable (read instructions on that page), include original of the completed Application for Verification of International Education through ICA Form 220.

When the application documents are all complete, mail the original (and keep a copy for your records) to:

NARM Applications, PO Box 420, Summertown, TN 38483