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# CPM Application Instructions Summary

You are responsible for the requirements at the time you submit your application. Please check the NARM web page, [www.narm.org](http://www.narm.org), for the latest application forms and other updates before sending in your completed application.

1. **Please read the entire packet.**
2. Make backup copies of **all forms you will use** before entering information in the booklet.
3. Use **only** official NARM Forms for **all** materials submitted. **Do not create your own forms.**
4. All forms must be filled out completely in English in black ink or typed. The forms do not need to be submitted in the binding, but submit original forms from the booklet whenever possible.
5. **Do NOT use white-out.** If you make an error, start over on a blank copy. Errors on forms that do not require a verification signature may be crossed out and the correct information entered.
6. Fill out the General Application Form 100.
7. Choose the appropriate educational category. The applicant **must** meet the requirements of one of the educational categories of application. (See the *How to Become a Certified Professional Midwife (HTB)* for specific requirements for each route of entry.)
8. **Fill out the checklist and all appropriate forms** for the category under which the application will be made.
9. **Collect all supporting documentation** according to instructions found in the section for the category under which application will be made, and make a copy to send with the application.
10. **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.
11. **Complete signatures and notarizations** as required on specific forms. Write the following on the copies requiring notarization (i.e., midwifery licenses): "I certify this is a true copy of an original document." Sign and date in the presence of a notary.
12. **Submit one copy of each of the following:**
  - a) Legal photo identification—passport or driver's license
  - b) Both sides of **current** CPR (Adult and either Infant or Neonatal Resuscitation) Certification. Red Cross and American Heart Association are approved. Please allow additional verification time if you are submitting CPR from a different provider. On-line CPR courses are not accepted. CPR certification *must be current* at the time CPM is issued.
  - c) A head and shoulders photo taken within the last six months with the applicant's signature on the back
13. **Make a copy** of all completed NARM CPM Application Forms. Send the "original" with the application and keep the copy for your records. Original refers to the application forms and notarized documents (not licenses or other documents for which copies are requested).
14. **Keep the copy for your records.**
15. All NARM applications are evaluated in detail. Over 20% are audited. Applicants, regardless of category, could be required to submit charts, practice documents, and/or other related documentation as requested.
16. Send all application materials in one package; incomplete applications will be returned.
17. Include Application Fee of \$700 in **CERTIFIED CHECK OR MONEY ORDER IN U.S. FUNDS** made out to NARM. **Personal checks will be returned.**
18. Mail the completed application materials to:  
NARM Applications, PO Box 420, Summertown, TN 38483  
Delivery services such as FedEx and UPS will not deliver to a Post Office box; please send all materials by U.S. mail.

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## CPM Application Instructions Summary, continued

19. An *Entry Level applicant* must first complete the NARM Portfolio Evaluation Process (PEP). Then, the applicant must either be scheduled for and required to pass the NARM Skills Assessment—a hands-on examination administered by a NARM Qualified Evaluator (QE) at a testing site of the applicant's choice—or complete the Second Verification of Skills Form 206 (found on the web page at [www.narm.org](http://www.narm.org)). A *Special Circumstances applicant* must first complete the NARM Portfolio Evaluation Process (PEP) then be scheduled for and required to pass the NARM Skills Assessment.
  - a. Upon meeting all PEP requirements, the applicant will be issued a Letter of Completion.
  - b. Submit a copy of the Letter of Completion and a copy of the Certification Application Checklist, Form 400, as validation of completion of the applicant's education along with the final \$700 certification fee.
20. All applicants must pass the NARM Written Examination. After each application has been processed by NARM and the requirements successfully met, the applicant will be notified of the Written Examination dates and times.
21. Upon meeting all certification requirements, the applicant will be issued a Certification Number and the Certified Professional Midwife (CPM) Certificate.

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## CPM Application Instructions

You may submit your completed NARM Application at any time. If you are aiming for a specific test date, understand it can take several months to reach test eligibility after your application has been submitted. To insure a timely response, please be sure that all application materials are complete. If forms aren't signed or information is incomplete, ***your application will be returned***. This may result in failure to meet the application deadline and ineligibility to take the examination on your preferred date. NARM is not responsible for any delay in NARM's processing of the application or for delay in receipt of the application, including but not limited to, mail delays, inclement weather, acts of God, acts of terrorism, computer or fax transmission failures, or any individual's or entity's mistake or omission.

Applications are processed in the order they are received. Many applications come in at the deadline and take a longer time to process than applications that come in early. You will receive an acknowledgment letter notifying you that your application has been received. You will then receive a letter and/or exam intent form when your application has been approved.

### The General Application Form 100

This is basic demographic information and must be turned in with all categories of application.

### The Portfolio Evaluation Process (PEP) Application

This application documents your training and experience. If you are an entry-level, apprentice-trained midwife, you must have a preceptor's signature on all documentation of births and skills. If you are applying through an alternate, Special Circumstances, route, you must have all documentation as specified in the application. Make copies of all blank forms before filling them out, in case more forms are needed. For example, if you have more than one preceptor, you will need a copy of Form 114 for each one. Send the completed application (*keep a copy for your records*) and PEP Application Fee of \$700 to NARM Applications. Fee is payable by money order, certified check, or credit card; *personal checks will be returned*. When your PEP Application has been evaluated as complete and approved, you will receive information regarding the Skills Assessment and a list of Qualified Evaluators (QEs) in your area (unless you qualify for the Second Verification of Skills). You will arrange with a QE the time and place of your Skills Assessment, and you will notify the NARM Test Department. After passing the Skills Assessment, you will receive notification you have completed the NARM Portfolio Evaluation Process (PEP) program.

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## CPM Application Instructions, continued

### The Certification Application

You are eligible to take the NARM Written Examination if you have completed the PEP Process; if you have graduated from an approved school; or if you have documented your training and experience through an approved certification or state licensure process as outlined in the *How To Become a Certified Professional Midwife (HTB)* brochure.

When your application is complete and approved, you will receive a Written Examination Intent Form from the NARM Test Department. You will choose your site and date and notify the test department. Do not make travel arrangements until you have received confirmation from the test department. After you have passed the NARM Written Examination, you will receive notice from the NARM Test Department and will receive your certificate from NARM. Candidates usually receive their CPM certificates four to six weeks after notification they passed their exam.

### For Midwives Who Have Taken the NARM Written Examination for State Licensure and Who Want to Receive the CPM Certificate:

If you are currently licensed or hold other legal recognition from a state listed in NARM's HTB, then your educational requirements have been documented through the state process. You will need to fill out the appropriate forms (see that section) and send the original and required copies, along with a notarized copy of your state license, to NARM Applications. Your fee will be the current certification application fee (\$700), minus the fee that you or your state paid for the NARM Examination when you took it. Provide documentation of the fee you paid if possible. If you do not know the fee paid for your exam, call the NARM Test Department (1-888-353-7089) for more information. If you have met all NARM requirements through your state process, you will receive the CPM certificate upon approval of your application.

### Fee Explanation

All fees to NARM must be submitted by certified check or money order made out to NARM. **Personal checks will not be accepted and will be returned.**

PEP candidates must submit a \$700 fee with the PEP application and, later, a \$700 certification application fee before they can take the NARM Written Examination.

Candidates who are eligible for the NARM Written Examination through a MEAC or AMCB-accredited program must submit the \$700 certification fee with their application.

Candidates who have previously passed the NARM Written Examination as part of a state recognition process that has been previously approved by NARM may deduct the amount paid for the exam from the \$700 certification fee at the time of application.

For more information:

NARM General Information: 1-888-842-4784

NARM Applications: [applications@narm.org](mailto:applications@narm.org)

NARM Test Department: 1-888-353-7089

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## Time Frame for Certification Process for all Applicants

Applicants with incomplete applications will be sent a notice from the Applications Department if they have not responded to requests to complete the process (i.e., not fulfilling application requirements) within six months.

After one year, applicants with incomplete applications will be required to send the following:

- A letter of intent to complete the application process
- One copy of current drivers license
- One copy of current CPR card
- One current photo, signed on the back

## Time Frame, continued

If the application remains incomplete after one year, a letter will be sent notifying the applicant that if the application is not complete within six months from the date of receipt of the letter, the application will be placed in the archives. An application will be returned at the request and expense of the applicant. It will be necessary for the person to re-apply, including paying all fees, should they desire to seek the CPM credential in the future.

Applicants who have completed the application process (and who do not qualify for the Second Verification of Skills) will be sent an Intent Form for the Skills Assessment. The Skills Assessment should be completed within six months of receipt of the Intent Form. The applicant must submit the remainder of the CPM application and fees within six months of completion of the Skills Assessment. Upon submission of the CPM application and fees, the applicant will receive an Intent Form for the NARM Written Examination. ***The applicant must sit for the Written Examination within one year of receipt of the Intent Form.*** If any of these deadlines cannot be met, the applicant may request a six-month extension from the NARM Test Department. If the deadlines and extensions pass without a documented effort on the part of the applicant to complete the certification process, the application will be considered expired, and the applicant must reapply.

An applicant must complete all required work within the timetable listed below, including written extensions. An applicant whose application has expired will forfeit all fees. Candidates should keep copies of all application materials submitted. If the candidate needs to have expired application materials returned, a \$100 fee will be required. Requests for extensions must be received in writing by the deadline listed. Every effort will be made by NARM to notify applicants of approaching expiration deadlines, but NARM cannot be responsible for notifying candidates who have moved or who do not receive mail at the address listed on the application. The responsibility for meeting deadlines and/or requesting extensions is the candidate's. If unusual circumstances prevent an applicant from meeting these deadlines, NARM will consider further extensions on an individual basis if submitted in writing prior to the deadline.

NARM recommends continued supervised practice throughout the application and testing process.

### Application Process Timetable

Process	Six months	One year	18 months
Submission of incomplete application		Resubmit driver's license, CPR, and photos, request extension	Expired*
Skills Assessment	Request extension	Expired*	
CPM application	Request extension	Expired*	
Written Exam		Request extension	Expired*

\*Application will be archived. Applicant must re-apply and re-submit all fees.

### NARM Written Examination Application Deadlines

The NARM Written Examination is given at regional sites on the third Wednesdays of February and August. The NARM Written Examination is also offered on Thursday during the Pre-Conference workshops at the annual MANA Conference, which is usually in the fall. Deadlines will also be printed on your Intent Forms for the examinations. For specific information about the MANA Conference test date and location, call the NARM Test Department at 1-888-353-7089.

Deadline for:	February Exam	August Exam	MANA Exam
PEP Application <i>with fee</i> .....	October 10	March 10	4 months prior
Certification Application <i>with fee</i> .....	December 1	June 1	2 months prior

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## Time Frame, continued

### Retakes

Candidates who have failed either the Skills Assessment or the Written Exam are expected to complete the certification process within the time frames listed above. There is no limit to the number of times a candidate may take either exam. If multiple retakes are required, the candidate may not be able to complete certification within the expected time frame. If a candidate does not complete the certification process within three years of when the application was received at NARM applications, documentation of continued supervised clinical practice will be required. The candidate must submit documentation of ten supervised births that have occurred within three years of submitting the next retake form. Form is available upon request.

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## NARM Policy Statement on Preceptor/Apprentice *Relationships*

In validating the apprenticeship as a valuable form of education and training for midwifery, NARM appreciates the many variations in the preceptor/apprentice relationship. In upholding the professional demeanor of midwifery, it is important that each party in the relationship strive to maintain a sense of cooperation and respect for one another. While some preceptor/apprentice relationships develop into a professional partnership, others are brief and specifically limited to a defined role for each participant.

To help NARM candidates achieve exceptional training and a satisfactory relationship from their apprenticeship, NARM makes the following recommendations:

1. A preceptor for a NARM applicant must be a nationally certified midwife (CPM, CNM, or CM); or legally recognized in a jurisdiction, province, or state as a practitioner who specializes in maternity care; or a midwife practicing as a primary attendant without supervision for a least 50 out-of-hospital births and a minimum of three years. **The preceptor privileges of some midwives have been revoked. It is the student's responsibility to verify their preceptor's status by asking their preceptor or contacting NARM.**
2. The clinical components of apprenticeship should include didactic and clinical experience, and the clinical component should be at least one year in duration, which is equivalent to approximately 1350 clinical contact hours under supervision. In the PEP Application, the dates from the first prenatal to the final primary birth should span at least one year, or the applicant should enclose a statement explaining additional clinical experiences that complete the requirement but are not charted on these forms. Additional births may also be reflected on Form 100 under Birth Experience Background.
3. It is acceptable, even preferable, for the apprentice to study under more than one preceptor. In the event that more than one preceptor is responsible for the training, each preceptor will sign off on those births and skills which were adequately performed under the supervision of that preceptor. Each preceptor must also sign the Preceptor Verification Form 114. The apprentice should make multiple copies of all blank forms so that each preceptor will have a copy to sign.
4. The preceptor and apprentice should have a clear understanding of the responsibilities of each person to the other, including the time expected to be spent in one-on-one training, classroom or small group study, self-study, clinical observation, opportunities for demonstration of skills, time on call, and financial obligations.
5. The apprentice, if at all possible, should have the NARM application at the beginning of the apprenticeship, and should have all relevant documentation signed at the time of the experience rather than waiting until the completion of the apprenticeship.
6. Preceptors are expected to sign the application documentation for the apprentice at the time the skill is performed competently. Determination of "adequate performance" of the skill is at the discretion of the preceptor, and multiple demonstrations of each skill may be necessary. Documentation of attendance and performance at births, prenats, postpartums, etc., should be signed only if mutually agreed that expectations have been met. Any misunderstanding regarding expectations for

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## NARM Policy Statement on Preceptor/Apprentice *Relationships*, continued

satisfactory completion of experience or skills should be discussed and resolved as soon as possible.

7. The preceptor is expected to provide adequate opportunities for the apprentice to observe clinical skills, to discuss clinical situations away from the clients, to practice clinical skills, and to perform the clinical skills in the capacity of a primary midwife, all while under the direct supervision of the preceptor. This means that **the preceptor must be physically present** when the apprentice performs the primary midwife skills. The preceptor holds final responsibility for the safety of the client or baby, and should become involved, whenever warranted, in the spirit of positive education and role modeling.
8. **Preceptors who sign off on experiences they did not witness risk losing their ability to sign as a preceptor in the future and also risk losing their NARM certification.**
9. NARM's definition of the Initial Prenatal Exam includes covering an intake interview, history (medical, gynecological, family) and a complete physical examination. These exams do not have to occur all on the first visit to the midwife, but the apprentice should perform at least 20 of these examinations on one or more early prenatal visits.
10. Births as an Active Participant (Form 111) are births where the apprentice is being taught to perform the skills of a midwife. Just observing a birth is not considered being an Active Participant. Charting, other skills, providing labor support, and participating in management discussions may all be done in Active Participant births in increasing degrees of responsibility. Catching the baby should be a skill that is taught towards the end of the active participant period, but not counted as a supervised primary. The apprentice should perform some skills at every birth listed on this Form and should be present throughout labor, birth, and the immediate postpartum period. The apprentice must complete most of the active participant births before functioning as Primary Midwife under supervision at births.
11. Births as Primary Midwife under supervision (Form 112) means that the apprentice demonstrates the ability to perform all aspects of midwifery care to the satisfaction of the preceptor, who is physically present and supervising the apprentice's performance of skills and decision making.

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## Guidelines for Verifying Documentation of Clinical Experience

In response to multiple requests for clarification about the role of the Preceptor in the NARM application/certification process, NARM has developed the following step-by-step guidelines based on the instructions set forth in the Candidate Information Bulletin. These guidelines are suggestions for successful completion of the application documentation.

1. The preceptor and applicant together should—
  - a. review the three (3) separate practice documents required by NARM—Practice Guidelines, Informed Consent, and Emergency Care Plan.
  - b. review all client charts (or clinical verification forms from a MEAC accredited school) referenced on the NARM Application and confirm that the **preceptor and applicant** names appear on each chart/form that is being referenced.
  - c. confirm that the signatures/initials of the applicant are on every chart/form for: initial exam, history and physical exam, complete prenatal exams, labor, birth and immediate postpartum exam, newborn exam, and complete follow-up post partum exams listed on the NARM Application. Be sure the numbers written on the application forms are the same number of signatures/initials on the charts/forms.
  - d. check all birth dates and dates of all exams for accuracy.
  - e. check all codes to make sure there are no duplicate code numbers. Each client must have a

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## Guidelines for Verifying Documentation of Clinical Experience, continued

unique code. If there is more than one birth with any given client, there must be a different code assigned for each subsequent birth.

2. If a preceptor has more than one student (applicant), each chart must have a code that all students will use. Students should not develop different codes for the same client.
3. Preceptors need to be sure their forms show that the student participated as primary under supervision and that the preceptor was present in the room for all items the preceptor signs. For example, the arrival and departure times at the birth should be documented on the chart for both the applicant and the preceptor. At the time of clinical experience, preceptors and students should initial each visit.
4. Applicants should have access to or copies of any charts listed in the application, Form 112a-f and Form 200 with Code # in case of audit.

The Informed Consent document used by the apprentice/student should not indicate that she is a CPM, even if she is in the application process. The CPM designation may not be used until it is earned.

Preceptors who sign off on experiences they did not witness risk losing their ability to sign as a preceptor in the future and also risk losing their NARM certification.

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## Second Verification of Skills

In the NARM Portfolio Evaluation Process (PEP), the candidate must have all required clinical experiences and skills documented by a preceptor who meets one of these definitions:

- 1) Nationally certified midwife: CPM, CNM, or CM,
- 2) Legally recognized in a jurisdiction, province, or state as a practitioner who specializes in maternity care, or
- 3) An experienced midwife having practiced as a primary attendant without supervision for at least 50 out-of-hospital births and a minimum of three years

After documenting the required clinical experiences and skills with one of the above preceptors, the candidate then must obtain a second verification of skills.

**Option 1**—Taking the NARM Skills Assessment with a Qualified Evaluator remains an option for all PEP candidates. This option is required if any clinicals on Forms 112 (a-f) or any skills on Form 201 have been signed by a non-CPM preceptor.

**Option 2**—If all required clinical experiences (Form 112 a-f) and skills (Form 201) have been signed by a CPM and no clinical or skill has been signed by a non-CPM, the candidate may choose either option:

- 1) Completion of the NARM Skills Assessment with a Qualified Evaluator, or
- 2) Second check-off of specific skills by a CPM who did **not** check off any skills on Form 201 Skills Verification. The second check-off must be done by a midwife who has been a CPM for at least two years and has attended at least 30 additional out-of-hospital births. The second signature skills are found on Form 206 at [www.narm.org/secondskills.htm](http://www.narm.org/secondskills.htm)

If **Option 1** is chosen, the candidate will submit the Application Packet with all forms complete and signed. Information about arranging the NARM Skills Assessment will be sent to the candidate upon approval of the application.

If **Option 2** is chosen, the candidate should complete all forms required in the application, with all required signatures by CPMs. Additionally, the candidate should fill out Form 206 (Second Skills Verification) and have the forms signed by a CPM who meets the requirements and who did not verify *any* skills on Form 201. Upon approval of the application, the candidate will receive information about scheduling the NARM Written Examination.

For more information on Option 2, please see [www.narm.org/secondskills.htm](http://www.narm.org/secondskills.htm).