

*The North American Registry of Midwives*  
*Certified Professional Midwife (CPM)*

*Quarterly Evaluation*

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## **Guidelines for Quarterly Evaluations**

The PEP process for CPM certification requires a successful preceptor/apprenticeship relationship. When entering into a preceptor/apprentice partnership, each party is expected to act in a professional, responsible, and respectful manner towards the other. For the most beneficial relationship, NARM strongly urges each person to maintain an open line of communication with the other. Periodic assessments should be included as a part of regular communications.

The average apprenticeship which includes didactic and clinical training lasts 3-5 years. It is acceptable, even preferable, for apprentices to study under more than one preceptor. Some preceptor/apprentice relationships develop into long-term working relationships; others may be very brief. However long a relationship may last, periodic assessments can prove to be very beneficial for both parties. NARM recommends using the following guidelines and Quarterly Evaluation Report as tools for periodic assessment.

### **Recommendations:**

At the beginning of the preceptor/apprentice relationship, each party should establish goals, such as educational goals and expectations for rate of progress.

A plan should be made for meeting outside of clinical time to discuss didactic study and evaluate clinical and skills experience.

The preceptor and apprentice should strive to meet at least once per quarter for evaluations, to discuss progress, expectations of both parties, and to set new goals. While a "quarter" may typically be defined as once every three months, short-term apprenticeships may benefit from more regular meetings; for example, for a 4-month apprenticeship, evaluation meetings could be scheduled at least once per month.

### **Completing the Quarterly Evaluation Form:**

The following form is recommended by NARM; it is not required as a part of the CPM application process. NARM encourages utilization of this form by both apprentices and their preceptors, particularly those apprentices who plan to apply through the PEP-Entry Level process.

The Quarterly Evaluation Form should be completed by the preceptor and apprentice together. Begin by reviewing the discussion questions. Add any preferred topics of discussion for the next evaluation.

Complete the time period, clinical numbers, and note how many of each clinical may be used on NARM application forms. Both preceptor and apprentice should sign the form.

### **Submission of Quarterly Evaluations:**

The Quarterly Evaluation Form is intended for use by the preceptor and apprentice. Once an evaluation is completed, both apprentice and preceptor should keep a copy for their records. Submission of Quarterly Evaluation Forms is encouraged but not required as a part of the CPM application process. If the preceptor and/or apprentice choose to submit the evaluations to NARM, they will be kept on file as supplemental materials. Quarterly Evaluation Forms may be submitted to:

NARM by email ([applications@narm.org](mailto:applications@narm.org)), fax (931-901-1221), or standard mail:

NARM Applications Department  
P.O. Box 420  
Summertown, TN 38483

## NARM Quarterly Evaluation Form

Preceptor's Name: \_\_\_\_\_

Apprentice's Name: \_\_\_\_\_

Time period covered by evaluation: \_\_\_\_\_

**Discussion Questions:**

*Notes may be taken on a separate sheet of paper.*

1. Have clear goals been outlined, such as educational goals and expected rate of progress?
2. Do the preceptor and apprentice meet outside of clinical time to discuss progress, evaluation of performance and knowledge? Has the meeting time allowed for adequate discussion?
3. Is the apprentice provided with an opportunity to progress in increasing levels of skills and responsibilities? If not, what are the possible impediments?
4. Is the apprentice demonstrating adequate self-study skills, including application of new knowledge in a clinical setting?
5. Is the apprentice progressing through the Assistant Under Supervision clinicals in increasing levels of responsibility? Will the apprentice be prepared to move into a primary role upon meeting the minimum requirements, or should s/he continue to train in an assistant role?
6. Are expectations being met for both preceptor and apprentice? If not, what are the areas requiring more focus?

Additional topics of discussion: \_\_\_\_\_

Clinical Experience	Number Attended	Number Initialed on CPM Application
Observed Births		
Births as an Assistant		
Initial Prenatals as an Assistant		
Prenatals as an Assistant		
Newborn Exams as an Assistant		
Postpartum Exams as an Assistant		
Births as a Primary		
Continuity of Care Births as a Primary		
Primary Births with at least 1 Prenatal		
Initial Prenatals as a Primary		
Prenatals as a Primary		
Newborn Exams as a Primary		
Postpartum Exams as a Primary		

\_\_\_\_\_  
Preceptor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date