

# Entry-Level PEP

## Entry-Level PEP candidates must:

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

- A. Fulfill the General Education Requirements (described in *How to Become a Certified Professional Midwife*).
- B. Complete the General Application Form 100 and PEP Application forms.
- C. Provide verification from the preceptor(s) that the applicant has achieved proficiency on each area listed on the *Skills, Knowledge, and Abilities Essential for Competent Practice Verification Form*.
- D. Submit a copy of both sides of **current** Adult CPR and Neonatal Resuscitation Certification.
- E. Provide an affidavit (notarized statement) from the preceptor(s) asserting that the applicant has developed and utilizes:
  1. Practice guidelines;
  2. An informed consent document;
  3. An emergency care form.
- F. Provide three letters of reference (personal, professional and client). All three letters *must* be sent directly to NARM by the individual providing the reference, not by the applicant.
- G. Pass the NARM Skills Assessment given by a NARM Qualified Evaluator (QE) or complete the Second Verification of Skills Form 206 (available at [www.narm.org/secondskills.htm](http://www.narm.org/secondskills.htm)).

*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.

## Checklist for Entry-Level Midwife, Form 110, page 1 of 2

- ✓ 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 a copy of all completed NARM Application Forms filled out in English (exception: reference letters in Spanish). Send the original with the application 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.
- PEP Application Fee of \$700 (**certified check or money order in U.S. funds**)
- Administrative Fee of \$25 if application was downloaded (waived if application packet was purchased from the Applications Department).
- A copy of **current** legal photo identification—passport or driver's license.
- A copy of both sides of **current** Adult CPR and 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 Reference Letter Forms 101 a, b, & c (English or Spanish) were sent—

### 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

### Letter of Reference Form 101c, Client

Name: \_\_\_\_\_ Date sent: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Sent  English or  Spanish form

**Checklist for Entry-Level Midwife, Form 110, page 2 of 2**

Applicant's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**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

- Births as an Active Participant Form 111.
- Births as Primary Under Supervision Form 112a-f.
  - If any births on Form 112a were out of country (OOC), you must also fill out Out of Country (OOC) Birth Sites Form 230 available on-line at [www.narm.org](http://www.narm.org) or from NARM applications.
- List of Preceptors for Birth Experience Form 113.
- One copy of the Verification of Birth Experience Form 114 for *each* Preceptor listed on List of Preceptors for Birth Experience Form 113.
- Continuity of Care—Practical Experience Form 200 and completed charts.
- Comprehensive Skills, Knowledge, and Abilities Essential for Competent Midwifery Practice* Verification Form 201.
- Preceptor Verification Form 202 (each preceptor who has verified skills on the *Comprehensive Skills, Knowledge, and Abilities Essential for Competent Midwifery Practice* Verification Form 201 must complete and notarize a copy).
- Document Verification Form 205a and Form 205b.
- Checklist Form 110.
  - If applicable (read instructions) include Second Verification of Skills Form 206 (available at [www.narm.org/secondskills.htm](http://www.narm.org/secondskills.htm))

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

NARM Applications  
 PO Box 420  
 Summertown, TN 38483

Applications mailed to other NARM offices will be returned.

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# Instructions for the Entry-Level Forms

## **Births as an Active Participant Form 111 documents the following minimum requirement:**

Functioning in the role of active participant, the applicant must attend a minimum of 20 births. Anyone who was at the birth may sign as a witness on the form provided. Most of the experiences documented on this form must have occurred before those documented on Form 112a-f.

## **Births as Primary under Supervision Form 112a-f documents the following minimum requirements: (*The applicant must fill in each space or cross through it for each birth or procedure before the Preceptor signs.*)**

- I. *Functioning in the role of primary midwife under supervision, the applicant must attend a minimum of*
  - A. 20 births **documented on Form 112a** which show the following:
    1. A minimum of ten of the 20 births must be in homes or other out-of-hospital settings, not including transports; and
    2. A minimum of ten (10) out-of-hospital births must have been within the last three years; and
    3. A minimum of three of the 20 births must be with women for whom the applicant has provided primary care during at least four prenatal visits, birth, newborn exam, and one postpartum exam
    4. No more than two of the births attended may be transports. A transport is defined as “someone transferred from your care prior to the birth of the baby.”
  - B. 20 initial prenatal exams **documented on Form 112b**
  - C. 75 prenatal exams **documented on Form 112c**
  - D. 20 newborn exams **documented on Form 112d**
  - E. 40 postpartum exams **documented on Form 112e**
  - F. **The dates from the first prenatal exam to the final primary birth must span at least one year.**

## **Form 112f is a summary form to make sure you have documented the necessary procedures listed above.**

- ✓ The Applicant must have access to the original client charts for all births and procedures documented on Form 112a-f. The *original* client charts shall be kept by the preceptor. The NARM Applications Department may request specific charts for audit purposes.
- ✓ Protect the privacy of the applicant’s clients by identifying each reported birth and/or exams on all Forms with a unique client code under “Client # or Code,” using the same code for the same client throughout the application. Repeat clients need to have a different code for each pregnancy. Do not use first or last names.

**Each** Preceptor who initialed a birth listed on Births as Primary under Supervision Form 112a-e, must be listed on **List of Preceptor for Birth Experience Form 113** and must individually fill out a copy of **Verification of Birth Experience Form 114**.

If any births occurred in Out of Country (OOC) sites, please add “OOC” along with the Birth Site Code in the “Birth Site” column for those births listed on Form 112a. You will also need to complete the Out of Country Births Form 230 available at [www.narm.org](http://www.narm.org) or from NARM Applications.

The column for “Preceptor Initials” must **only** be initialed by the actual preceptor.

## **Important Definitions for the Entry-Level Applicant**

**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.

**Primary under supervision** is defined as an apprentice midwife who provides all aspects of care as if s/he were in practice, although a supervising midwife has primary responsibility and is present in the room during any care provided.

**Preceptor** is defined as a primary midwife who:

- Is responsible for the prenatal, intrapartum, postpartum and/or newborn care;
- Is physically present in the same room in a supervisory capacity during that care in which this applicant acted as primary under supervision; **and**
- Must be credentialed as a Certified Professional Midwife (CPM), Certified Nurse Midwife (CNM), or Licensed Midwife. The preceptor must have an additional three (3) years of experience or 50 births, including ten (10) continuity of care births beyond the experience requirements for CPM certification. (Preceptors who do not meet the above requirements may request an exemption by filling out the preceptor application form at [www.narm.org](http://www.narm.org).)

**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.**