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Licensed by: NM Commission on Higher Education  
Accredited by: Midwifery Education Accreditation Council

## ASM Application Instructions

Revised 7/15/09

**It is up to the student applicant to insure that all required materials are sent to and received by the College.**

Remember, you, the student, find and employ the preceptor. This is a voluntary relationship between you both. It is your responsibility to be sure your preceptor can provide the clinical and academic supervision required. In the case of having to use other clinical or academic preceptors to achieve your requirements, all additional preceptors must apply to and be approved by the College. All academic requirements obtained in other settings must be from accredited programs and transcripts must be forwarded to the College.

You can “dual enroll” in your preceptor’s midwifery educational program and in the National College of Midwifery at the same time. You will have to meet the requirements for both programs. You pay the College a one-time administrative fee and you will be paying tuition directly to your preceptor.

The College provides the Learning Objectives and the tracking and evaluation materials so that you can document your achievements. The College approves and records your syllabi, your grades, evaluations and transcripts, outside exam verification and issues your diploma.

Please contact us if you have any questions!

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### **CHOOSING A MIDWIFERY PRECEPTOR**

1. Be certain this person meets all the requirements detailed under “Faculty Qualifications...” in the Catalogue.
2. A preceptor must have a clinical site or be able to supervise the student in a clinical site where the required skills and necessary clinical experiences will be obtained. Alternately, two (or more) preceptors can be enrolled, at least one of whom will provide the required clinical experiences.
3. The preceptor should be excited about providing the student with midwifery training, and be willing to tend to the paperwork required by the College (evaluations, transcripts, etc.)

4. The preceptor must be willing and able to furnish the necessary recommendations and documentation of credentials.
5. Preceptors must be willing to fill out the required Syllabus forms for the modules/courses to be completed for the following trimester with the student and send them in to the College for approval.
6. Preceptors may combine the supervision of academic and clinical experience, or the student may have different preceptors for different portions of the academic and clinical experiences, as long as each clinical preceptor is registered with the College as an approved preceptor.
7. Preceptors should be able to direct the student to other clinical sites for additional observation experience if necessary.
8. On the Student-Preceptor Contract, the Preceptor will disclose the volume of clinical interactions at their site that will be available to the student and also the probable time frame necessary for completion of the program.
9. Preceptors must be willing to provide the student with transcripts of experiences supervised by them. (Transcripts may be supplied either by the preceptors or by educational entity that offered the course.)

<b>THE APPLICATION PROCESS</b>
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1. The first stage of the application process for acceptance to the College is to request an application packet from the College, complete it, including all documents and recommendations requested for preceptors, and mail it with the **\$100.00 Non-Refundable Application fee** payable to the National College of Midwifery.
2. For the Associate of Science in Midwifery candidate, **the following will be needed:**

<b><i>From the Student</i></b>	<b><i>From the Preceptor</i></b>
High School Diploma/GED	Form: Faculty Application
Form: Student Application	3 References
Form: ASM Contract	Copy of Preceptor's current certification/license
\$100 Non-Refundable Application fee	Preceptor's Curriculum Vitae/resume
\$4,900-administrative fee	Form: Floor plan of clinical and academic space
Two passport-sized photos	Form: Safety standards followed in practice
	Form: Equipment/restocking list for clinical site
	Form: Oversight: 1 per student

Once the student and preceptor files are complete, the dyad will be accepted by means of a letter. The student must then submit the **one-time-only administrative fee of \$4,900**

upon receipt of the administrative fee, the Syllabus forms, Learning Objectives, Faculty Handbook, record keeping and evaluation materials will be sent to the student.

Upon receipt of these materials, the student/faculty dyad will submit their proposal for meeting the Learning Objectives for each module. For each Learning Objective in the module, the student/faculty dyad will submit proposed learning activities, resources and evaluation tools as requested on the blank Syllabus forms. The proposal will be reviewed and, when approved by the College, the program can be undertaken.

### **STUDENT- PRECEPTOR INTERACTION**

Students and preceptors are expected to meet with each other weekly to review academic progress and troubleshoot any problem areas. The preceptor is expected to provide and supervise clinical, hands-on experience on a mutually agreeable schedule, and to evaluate the student's progress. At the beginning of the first trimester Students and Preceptors will fill out and send in to the College the Syllabus forms corresponding to the courses they plan to undertake in the coming trimester. The College will evaluate these syllabi, and will request any required remediations. When syllabi are approved, the College will send the student a revised Student Record listing all approved syllabi.

At the end of each trimester, the College requires that the student and preceptor fill out together the Student/Preceptor Evaluation Form. This form will include what modules the student has completed and what courses with approved syllabi remain to be completed. Along with the Evaluation Forms, the student will submit the Syllabus Forms for the courses to be undertaken in the next trimester, and the Student Record with grades and clinical numbers entered on the appropriate lines, signed and dated by the preceptor. These three items are due within 30 days of the end of each trimester.