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

**MSM Contract between  
 Student, Preceptor, & the  
 National College of Midwifery**  
 (Revised 5/09)

**MSM Student Enrollment:**

**Name of Student:** \_\_\_\_\_  
 Student Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone \_\_\_\_\_ email \_\_\_\_\_  
 Permanent Address of family or other stable address where we can reach you if you move):  
 \_\_\_\_\_  
 \_\_\_\_\_

**MSM Preceptor Enrollment:**

**Name of Preceptor:** \_\_\_\_\_  
 Preceptor Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone \_\_\_\_\_ email \_\_\_\_\_

Preceptor Fee Period \_\_\_\_\_ Amount Due \_\_\_\_\_  
 Date on the front of the Learning Objectives being used: \_\_\_\_\_  
 Date on the Student Handbook and Catalogue being used: \_\_\_\_\_  
 Date Classes Begin: \_\_\_\_\_ Dates of study covered by this contract: \_\_\_\_\_ to \_\_\_\_\_

**Area of Research:** \_\_\_\_\_

**MSM Student Recitations:**

I have read the description of the curriculum in the National College of Midwifery Student Handbook for the Master of Science Degree in Midwifery. I understand that the following prerequisites are required:

**Prerequisites:**

- College-recognized state or national midwifery license or certification:.....94.75 credits
- B.A. or B.S. including Statistics, Midwifery Literature and Art, Analytical Writing, College-level Math.  
 (These courses can be completed concurrently with the MSM degree)

**Course Requirements:**

- MW 500 100 births recorded on the MANA Statistics database..... 4 credits
  - MW 520 Development of Policies and Procedures for Clinical Practice..... 3 credits
  - MW 540 Analysis of your Community's Maternal Child Health ..... 3 credits
  - MW 560 Development of a Community Program to Help Mothers/Babies..... 3 credits
  - MW 510 Write a story on your community's maternal/child health to publish in your local Newspaper or utilize other media or art project for display in your local library..... 3 credits
  - Elective, Choose from:..... 3 credits
    1. Healthcare in Underdeveloped Countries
    2. History of Medicine
    3. Epidemiology
    4. Medical Anthropology
    5. Statistics
    6. Other (approve with College)
  - Master's Thesis: .....11 credits
  - Publish article based on thesis in a midwifery journal
  - Write an abstract of the research for the College
  - Place a bound copy of the thesis in the College library
- Total Graduate Credit Hours.....30 credits**

**Important Notice:** The Master’s thesis must be based on a research project pre-approved by the College Faculty Board and carried out under the supervision of an approved preceptor.

**Master of Science in Midwifery Degree Awarded:**

1. When prerequisites are met
2. When course requirements are complete
3. When Master’s Thesis is accepted by the Faculty Board
4. When an article summarizing thesis is published in midwifery journal
- 5. When College has documentation of all of the above**

**MSM Preceptor Recitations:**

**Documents to be kept current annually with the College:**

- Current certification/license
- Most advanced degree
- NCM MSM contract
- Resume
- Last two years of Continuing Education
- Upon application: 3 reference

1. I am able to provide the student with the required guidance, supervision and approval for the student’s research proposal and implementation. \_\_\_\_\_(Initials)
2. I am able to supervise and provide evaluations for the student’s required course work. \_\_\_\_\_(Initials)
3. I hold the academic degree or a higher degree than the one sought by the midwifery student(s). \_\_\_\_\_(Initials)
4. I am either: (circle) Licensed Midwife, Midwife holding College-approved certification by my state midwifery organization, Certified Nurse Midwife, Physician Assistant Midwife, Licensed Physician practicing obstetrics. \_\_\_\_\_(Initials)
5. I have had at least one year of on-the-job experience since becoming licensed or certified. \_\_\_\_\_(Initials)
6. If a physician, I have at least one year’s experience on-the-job. \_\_\_\_\_(Initials)
7. I agree to meet with the student weekly to review progress on the research proposal and implementation to provide guidance and assist with troubleshooting. \_\_\_\_\_(Initials)
8. I agree to participate in two-way evaluation sessions and to submit student and preceptor evaluations and plans for the upcoming trimester at the end of each trimester. \_\_\_\_\_(Initials)
9. I agree to insure that the College has all updated/renewed documents relevant to my status as a preceptor, such as renewed license, new degrees obtained, changes in student-preceptor contract, change of address. \_\_\_\_\_(Initials)
10. I agree to report to the College any changes in a student’s status, such as switching to another preceptor or inability for whatever reason to complete the research project. \_\_\_\_\_(Initials)
11. I agree to sit on the Faculty Advisory Board as an advisor to the College. \_\_\_\_\_(Initials)
12. I agree to review the College materials for the student and to send the College any recommendations for improvements. \_\_\_\_\_(Initials)

**MSM Tuition and Fees (Subject to change, must use current fees)**

**Preceptor Fees:**  
 The tuition is paid directly by the student to the preceptor. Students and their preceptor(s) can make whatever financial agreements they wish, provided evidence of an agreement is filed with the College. The College suggests the following minimums:

<b>Suggested Payment to Preceptor</b>		<b>Required Payment to College</b>	
January through May:	\$2,500	Application fee to College:	\$100
June through August:	\$1,500	Administrative fee to College:	\$4,900
September through December:	\$2,000		

- Accreditation Fee and Application fees are subject to change.
- If the student has separate academic and clinical preceptors, the preceptor fees can be pro-rated in a ratio of 60% for academic and 40% clinical preceptorship.

**Administrative and Preceptor Fee Refunds:**

**Withdrawal prior to commencing instruction with the preceptor:** All fees paid to the College except \$200 registration charges will be refunded.

When the student withdraws after having paid both the College and the preceptor, refunds are calculated based on the longest trimester, (January through May) or 152 days:

(Revised 7/04 to conform to NM Commission of Higher Education rule 20.4)

	<b>College Refunds Student</b>	<b>Preceptor Refunds Student</b>
Withdrawal prior to commencing instruction with the preceptor: All fees paid to the College except \$200 registration charges will be refunded.		
Withdrawal within the first 15 days:	90% of administrative fee paid	90% of preceptor fee paid
Withdrawal after 16 and before 38 days:	50% of administrative fee paid	50% of preceptor fee paid
Withdrawal after 39 and before 75 days:	25% of administrative fee paid	25% of preceptor fee paid
Withdrawal after 75 days:	0% of administrative fee paid	0% of preceptor fee paid

**Preceptor Fee Agreement:**

Student Name: \_\_\_\_\_

Agrees to pay Preceptor Name: \_\_\_\_\_

The following amount: \$\_\_\_\_\_ per trimester. If this arrangement changes, or fails to be honored by the student, the preceptor will notify the College.

**If student and preceptor have agreed upon a payment schedule other than by trimester, please detail that schedule, with amounts to be paid, here (e.g., student pays monthly, per birth, etc. (attach another page if necessary):**

\_\_\_\_\_

\_\_\_\_\_

**I have read this enrollment contract in its entirety and agree to all its provisions.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Preceptor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**College Official's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_