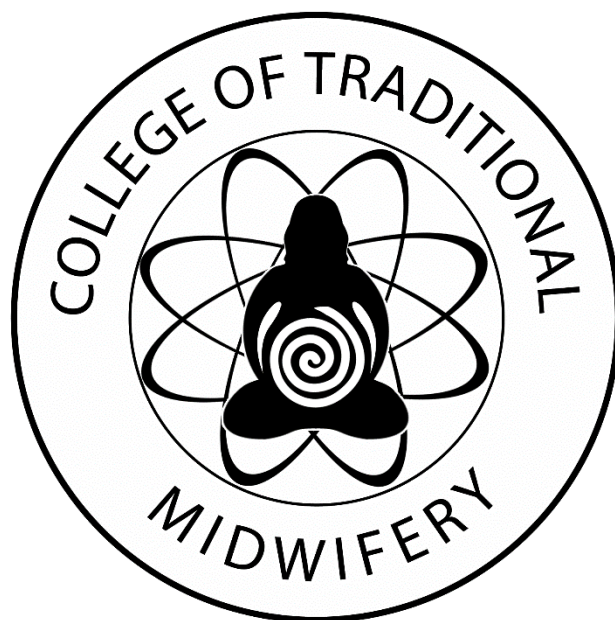


COLLEGE OF TRADITIONAL MIDWIFERY

CATALOGUE



Volume 1

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CONTENTS

MISSION OF THE COLLEGE OF TRADITIONAL MIDWIFERY (CTM).....	3
WHO AUTHORIZES CTM?	3
OBJECTIVES OF CTM	3
DEFINITION OF A MIDWIFE.....	3
SCOPE OF PRACTICE OF A MIDWIFE.....	3
ICM SEVEN ESSENTIAL COMPETENCIES FOR BASIC MIDWIFERY PRACTICE	4
WHAT MAKES THE CTM DIFFERENT?.....	4
WHAT IS A COMPETENCY-BASED PROGRAM?.....	5
LOCATION OF THE CTM CAMPUS.....	5
PREREQUISITES AND ENTRANCE REQUIREMENTS.....	5
APPLICATION PROCESS.....	6
APPLICATION DEADLINE.....	6
CREDIT FOR PRIOR LEARNING.....	7
NOTIFICATION OF ACCEPTANCE.....	7
ORIENTATION	7
IN-RESIDENT WEEK	8
TERM SCHEDULE AND PRECEPTOR PACKETS FOR EACH TERM.....	8
CONTACT HOURS AND CREDIT HOUR EQUIVALENCY	8
DIDACTIC CONTACT HOURS	8
CLINICAL CONTACT HOURS.....	9
GRADUATION REQUIREMENTS.....	12
IS A DEGREE GRANTED?	12
ADVANCED STANDING FOR CERTIFIED PROFESSIONAL MIDWIVES	12
MEASUREMENT OF ACADEMIC PROGRESS AND COMPETENCY	12
DIRECT ASSESSMENT TOOLS	13
WHAT IS A RUBRIC?.....	13
DOES THE STUDENT RECEIVE A GRADE?.....	13
HOW WILL A STUDENT KNOW IF THEY HAVE UNSATISFACTORY PROGRESS?.....	13
UNSATISFACTORY WRITTEN COMPETENCY EXAMINATIONS	14
CONDUCT AND PERSONAL APPEARANCE POLICY	14
ACADEMIC HONESTY POLICY.....	14
CONFIDENTIALITY OF DATA.....	15

ATTENDANCE POLICY	15
UNEXCUSED ABSENSE POLICY	15
TARDINESS POLICY	15
LEAVE OF ABSENCE POLICY.....	15
CONDITIONS LEADING TO DISMISSAL FROM THE PROGRAM.....	15
STUDENT SUSPENSION AND CONDITIONS FOR RE-ENTRY INTO THE PROGRAM	16
CTM GRIEVANCE PROCESS.....	16
AVAILABILITY OF PERMANENT RECORDS	16
PROGRAM COSTS.....	16
FINANCIAL AID	17
CANCELLATION AND REFUND POLICY.....	17
IS THERE A JOB PLACEMENT SERVICE?	18
TRANSFERABILITY OF CREDITS DISCLOSURE.....	18
LEGAL RECOGNITION OF A MIDWIFE IN TENNESSEE	19
CTM’s AFFIRMATIVE ACTION PLAN	19
LEGAL OWNERSHIP AND GOVERNING BODY.....	19
ADJUNCT FACULTY.....	19
ORIENTATION DATES – 2017	19
OPERATIONAL HOURS AND HOLIDAYS	20

MISSION OF THE COLLEGE OF TRADITIONAL MIDWIFERY (CTM)

The mission of the College of Traditional Midwifery is to preserve and increase community-based midwifery care by providing a competency-based, degree-granting midwifery education program for aspiring midwives who want to pursue the profession of midwifery and the Certified Professional Midwife credential.

WHO AUTHORIZES CTM?

The College of Traditional Midwifery (CTM) was formed pursuant to the Postsecondary Education Authorization Act of 1974 (Tenn. Code Ann. 49-7-2001, et seq.) and with The Tennessee Higher Education Commission (THEC), Division of Postsecondary State Authorization (DPSA). The College of Traditional Midwifery (CTM) is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility

OBJECTIVES OF CTM

- a) To educate community midwives through a competency-based education program.
- b) To provide students, faculty, staff and Preceptors with valid and reliable tools to measure student competency.
- c) To prepare graduates to take the national credentialing examination for the Certified Professional Midwife (CPM).
- d) To prepare students for legal recognition in the state of Tennessee as CPM-TNs.

DEFINITION OF A MIDWIFE

A midwife is a person who has successfully completed a midwifery education program that is recognized in the country where it is located and that is based on the [ICM Essential Competencies for Basic Midwifery Practice](#) and the framework of the [ICM Global Standards for Midwifery Education](#); who has acquired the requisite qualifications to be registered and/or legally licensed to practice midwifery and use the title 'midwife'; and who demonstrates competency in the practice of midwifery.

SCOPE OF PRACTICE OF A MIDWIFE

The College of Traditional Midwifery endorses the International Confederation of Midwives' (ICM) Definition of a Midwife which recognizes the midwife as a responsible and accountable professional who works in partnership with women to give the necessary support, care and advice during pregnancy, labor and the postpartum period, to conduct births on the midwife's own responsibility, and to provide care for the newborn and infant. This care includes preventative measures, the promotion of normal physiologic labor and birth, the detection of complications, the accessing of medical care or other appropriate assistance and the carrying out of emergency measures.

The midwife has an important task in health counseling and education, not only for the woman, but also within the family and the community. This work should involve antenatal education and preparation for parenthood and may extend to women's health, sexual or reproductive health and child care. A midwife's role as advocate for evidence-based midwifery practices can also be valuable in advancing public health policy regarding women's health and maternal and child health care.

A midwife may practice in any setting including the home, community, hospitals, clinics and health units.

ICM SEVEN ESSENTIAL COMPETENCIES FOR BASIC MIDWIFERY PRACTICE

COMPETENCY #1: Midwives have the requisite knowledge and skills from obstetrics, neonatology, the social sciences, public health and ethics that form the basis of high quality, culturally relevant, appropriate care for women, newborns, and childbearing families.

COMPETENCY #2: Midwives provide high quality, culturally sensitive health education and services to all in the community in order to promote healthy family life, planned pregnancies and positive parenting.

COMPETENCY #3: Midwives provide high quality antenatal care to maximize health during pregnancy which includes early detection and treatment or referral of selected complications.

COMPETENCY #4: Midwives provide high quality, culturally sensitive care during labor, conduct a clean and safe birth and handle selected emergency situations to maximize the health of women and their newborns.

COMPETENCY #5: Midwives provide comprehensive, high quality, culturally sensitive postpartum care for women.

COMPETENCY #6: Midwives provide high quality, comprehensive care for essentially healthy infants from birth to two months of age.

COMPETENCY #7: Midwives provide a range of individualized, culturally sensitive abortion-related care services for women requiring or experiencing pregnancy Termination or loss that are congruent with applicable laws and regulations and in accord with national protocols.

WHAT MAKES THE CTM DIFFERENT?

- a) Community-based Education - Education occurs primarily in the community where the student resides. The program is tailored for adult learners. Students are expected to be self-motivated to study and manage the time needed to complete their studies.
- b) Student Liaison – Each student is assigned a Student Liaison who will assist with monitoring progress and be available for consultations through the three-year program.
- c) Competency-based Education Program - The CTM Midwifery Program is a competency-based education program developed from the core competencies for entry into the practice of midwives. Competency is measured through multiple direct assessment tools to ensure proficiency and mastery by the student.
- d) Portfolio Evaluation Process - CTM utilizes a Portfolio Evaluation Process to verify a student's clinical experience.
- e) Orientation – Orientation is an intensive week that marks the beginning of the CTM Midwifery Program. Students meet their Student Liaison, receive the outline of required knowledge, skills, abilities and attitude, attend the Term 1 standardization workshops, and meet the other students in their class.
- f) In-Residence Weeks - Each Term, students must attend an In-Resident Week at the CTM Campus located in Summertown, TN, where they will participate in standardization workshops, face-to-face meetings with their Student Liaison, take the Term Written Examination and receive a general assessment of their progress.
- g) The CTM Midwifery Program is a 36 month or three-year Midwifery Program equaling at least 2010 hours of knowledge, skills, abilities and attitudes (equivalent to 92 credit hours), plus the required Prerequisites. The program is divided into six Terms or two Terms per year. Each Term is at least 20 weeks in length. Students must successfully complete Term 1 through Term 6 to graduate.
- h) Rolling basis admission – Students are admitted throughout the year with the initial Term beginning with attendance at Orientation week.
- i) Associate of Applied Science in Midwifery – Students will be awarded an Associate of Applied Science of Midwifery when they have completed Terms 1 through 6.

WHAT IS A COMPETENCY-BASED PROGRAM?

A Competency-based program is an alternative to the credit hour-based system of education. Student progress is based on demonstration of proficiency and/or mastery as measured through assessments and/or a combination of knowledge, psychomotor, communication and decision-making skills that enable an individual to perform a specific task to a defined level of proficiency. In competency-based education programs, time is a variable and student competency mastery is the focus, rather than a fixed-time model where students achieve varying results. Competency-based learning refers to learning processes focused on developing specific skills and abilities. In a formal education setting students attend classes, receive grades based on classroom performance and tests, then move on to the next grade regardless of whether they receive an excellent (A) or barely passing (D) grade. In Competency-based education, the student may not progress until they have actually demonstrated to the preceptor basic competency of a required skill, knowledge, ability and attitude. Competency-based learning can occur in many contexts, including but not limited to a formal or classroom setting or a community based clinical setting. (American Council on Education and Blackboard, *Clarifying Competency Based Education Terms*, blog.blackboard.com/competency-based-education-definitions, August 15, 2014)

LOCATION OF THE CTM CAMPUS

The main campus of the College of Traditional Midwifery (CTM) is located in a safe, gated, intentional community in Summertown, Tennessee. The campus is a beautifully forested, serene setting nestled on the Highland Rim of the Nashville Basin. It is an hour and a half from the Nashville Airport.

The Community Center, located at 150 School House Road, will serve as the meeting space for the Orientation Week and the twice yearly In-Resident Weeks. The facility consists of a large, light, airy multipurpose space with access to rest rooms. Ample parking is provided. The area is well lit by street lamps for evening classes. The space is handicap accessible.

Housing for the Orientation Week and In-Resident Weeks is located across the street from The Community Center and is handicap accessible. Housing is live-in dorm style, and meals are provided.

Smoking, drinking or other substance abuses are prohibited on the campus. Violation of this policy may result in suspension.

Because the Orientation Week and the In-Resident Weeks are very intensive, children and/or families cannot be accommodated.

The Farm also houses the Administrative Offices and Library, located at 320 Evergreen Drive, (mailing address) which is within walking distance from the Community Center.

PREREQUISITES AND ENTRANCE REQUIREMENTS

The College of Traditional Midwifery (CTM) encourages applications from qualified students of all cultural, racial, religious and ethnic groups. To be eligible, a student must have an official high school transcript or equivalent, be 21 years of age or older and must show proof of certification from a list of approved providers for the following:

- a) Emergency Medical Technician (EMT) or equivalency that include a hands on CPR and First Aid Certification
- b) Childbirth Education Instructor Certification

- c) Doula Certification
- d) Lactation Counselor or Consultant Certification
- e) Birth Assistant Workshop

Each student must be in good physical and mental health and free from any communicable disease and submit evidence of a complete physical from a licensed physician, including a tuberculin test.

The applicant must be clean and neat in appearance.

The applicant must show proof of proficiency in English and Math by providing college or university transcripts showing a passing grade in English and Math or evidence of a passing score in English and Math on the ACT National Examination.

The applicant must agree to be respectful and conduct themselves in a professional manner.

Each applicant must be working with a NARM Approved Preceptor.

APPLICATION PROCESS

- a) Fill out CTMs General Application Form
(email applications@collegeoftraditionalmidwifery.org to request this form)
- b) Attach a current passport size photo to the Application Form
- c) Attach one form of photo identification (U.S. Passport, U.S. driver's license or identification card)
- d) Attach documentation or certificates awarded for completion of the prerequisites listed above.
- e) On a separate sheet of paper write a 500-word essay on why you want to be a midwife.
- f) On a separate sheet of paper, in 500 words or less, tell us about your family demographics. Please include information on the following: Do you have a significant other and are they supportive of you being a midwife? Do you have children and what are their ages? What is your plan to cover your family while you are at clinical experiences, Orientation Week and In-Resident Weeks? Who will be your backup for clinical experiences that you will miss while you are at Orientation or the In-Residents weeks.
- g) Attach the Written Agreement between you and your Preceptor.
- h) Attach the NARM Preceptor Registry Letter.
- i) Include your Application Fee of \$100 in cashier's check or money order.

Send all the items above to:

The College of Traditional Midwifery
Administrative Office
320 Evergreen Drive
Summertown, TN 38483

APPLICATION DEADLINE

All applications must be completed two months prior to the first day of the Orientation Week that the student plans to attend.

Students will be notified within two weeks of receipt of the application if they have been accepted into the program.

All Enrollment Agreements and fees for Orientation and Term 1 must be received four weeks prior to the first day of the Orientation that the student plans to attend.

Tuition for the Term must be received four weeks prior to the start of an In-Resident Week.

CREDIT FOR PRIOR LEARNING

The College of Traditional Midwifery may permit a student to receive credit for previous educational experience, if the student can document any of the following:

- a) Current license as a Registered Nurse or Licensed Practical Nurse
- b) Documented attendance at a MEAC accredited program, a community college, or a university
- c) Completion of parts or all of the NARM PEP Application that have been signed off within the last 3 years
- d) CPM credential without additional experience

All requests for credit for previous education and experience must be made in writing to the Director of Education when the CTM Application is sent to CTM. All previous learning for clinical experience, knowledge and skills will need to be documented through the Credit for Prior Learning Portfolio Evaluation (CPLPE) required by the College of Traditional Midwifery. Each CPLPE will be used to evaluate demonstrated competency for up to the equivalence of 15 credit hours. The College of Traditional Midwifery does not guarantee that credits will transfer from any educational institution into our program. Each student can earn up to 60 equivalent credit hours through the Credit for Prior Learning Portfolio Evaluation (CPLPE) toward the Associate of Applied Science in Midwifery offered at CTM.

NOTIFICATION OF ACCEPTANCE

The applicant will be notified of his/her acceptance status and the next available Orientation Week.

Once notified of acceptance, the student should schedule an appointment with a licensed physician for a complete physical, a declaration that you are free from communicable diseases, and a tuberculin test. Bring this documentation with you to Orientation. It will be added to your file. Students who do not have the required health documentation will not be allowed to attend Orientation.

Each student will sign an Enrollment Agreement. Mail the signed Enrollment Agreement and a **cashier's check or money order** made payable to the College of Traditional Midwifery in the amount of \$1,500.00 to cover the one-time cost of the Orientation Week. All cashier's checks or money orders should be mailed to:

The College of Traditional Midwifery
Administrative Office
320 Evergreen Drive
Summertown, TN 38483

Students will be assigned to a Student Liaison during Orientation Week.

ORIENTATION

Every student is required to attend Orientation. Orientation must be paid for at the time of Acceptance for Enrollment. Students will be housed in a spacious live-in dormitory setting and be provided 3 meals a day. During Orientation every student will meet their Student Liaison and

have a conference call with their Preceptor. You will receive your Student Logbook and the Competency-based process will be explained. Students will attend their first Standardization Classes and demonstrate skills in isolated situations according to the *Practical Skills Guide for Midwives*. The student will engage in the Peer Review Process and charting procedures. Orientation and the In-Resident Week for Term 1 occur simultaneously.

IN-RESIDENT WEEK

At the end of each Term (twice a year), the student is required to return to The Farm for an In-Resident Week. During this week, the student meets with their Student Liaison to check that all of the competencies have been met for Skills, Knowledge, Abilities and Attitude that were listed for that Term. The Student Liaison also checks the student progress on the Portfolio Process for clinical experience. The Student Liaison informs the student if they are ready to proceed to the written assessment for that Term. The Student Liaison will collect the evaluations and put them in the student records. The student will continue taking Standardization Workshops and demonstration of the skills in isolated situations for the next Terms outline. Each student will bring a copy of their charts (with client information removed) they have been signed off by their Preceptor for Peer Review. Each student, who has demonstrated the necessary competencies for the Knowledge, Skills and abilities outlined for that Term and completed the clinical competencies for that Term, will take the Written Assessment.

TERM SCHEDULE AND PRECEPTOR PACKETS FOR EACH TERM

In Competency-based education program time is a variable and student competency mastery is the focus, rather than a fixed-time model where students achieve varying results. Also, clinical hours may vary in different clinical situations. Each Term is 20 weeks or greater in length

A current schedule, syllabus/student logbook, and Preceptor Packet for the next In-Resident Week, which includes the amount of time per week that the preceptor and student will need to spend together to complete the requirements for each Term, will be available at the time of enrollment and after payment of the fees for that Term. Registration for Term 1 occurs at the end of Orientation Week. The In-Resident Week marks the end of a Term. Students register for each new Term at the end of each In-Resident Week.

CONTACT HOURS AND CREDIT HOUR EQUIVALENCY

Two types of contact hours are included in the College of Traditional Midwifery Program. They are didactic contact hours and clinical contact hours

Didactic contact hours: one contact hour is measured as 50 minutes. 15 contact hours are equivalent to 1 credit hour.

Clinical contact hours: one contact hour is measured as 50 minutes. 30 contact hours are equivalent to 1 credit hour

DIDACTIC CONTACT HOURS

Didactic contact hours are acquired in multiple prescribed ways:

- Each Term has a Syllabus and Student Logbook for the Knowledge, Skills, and Abilities that the student will be responsible to learn
- Each student logs the time spent learning the knowledge base of the skill and its parameters of normal and abnormal
- Time is spent with the preceptor discussing the knowledge and using knowledge for competency

- Time is spent with the preceptor demonstrating the skill to a defined competency Rubric
- During the Orientation Week and each Term In-Resident Week a series of standardization workshops are required for consistency of Knowledge, Skills, Abilities and Attitude
- Knowledge contact hours reflect the knowledge contact hours recorded each Term plus the time spent learning and demonstrating the knowledge base and skills competency.
- Time is spent with the Student Liaison reviewing knowledge and skills competencies recorded in the Student Log Book and discussing progress

Listed below is the average number of Contact Hours spread out over a period of 20 or more weeks that it will take a student to satisfy competency for the Knowledge and Skill areas listed in the Syllabus/Student Logbook for each Term. The Standardization Workshops are a predetermined number of contact hours. The remaining contact hours are an estimate of the time that it will take most students to demonstrate competency of a particular skill or area of knowledge. Competency is measured not in contact hours, but in proficiency as set out by specific Rubrics.

CLINICAL CONTACT HOURS

Clinical contact hours are assigned in the table below

CLINICAL REQUIREMENTS

	HOURS/VISIT	REQUIRED	TOTAL HOURS	CREDIT HOURS
OBSERVATIONS Terms 1 and 2				
Initial Prenatal	1 hr	10	10 hours	
Prenatal Visits	1 hr	10	10 hours	
Postpartum Visits	1 hr	10	10 hours	
Newborn Exams	1 hr	10	10 hours	
Births	14 hrs	10	140 hours	
Subtotal			180 hours	6 credit hrs
ASSISTANT UNDER SUPERVISION Terms 3 and 4				
Initial Prenatal	1 hr	3	30 hours	
Prenatal Visits	1 hr	22	20 hours	
Postpartum Visits after immediate postpartum	1 hr	10	10 hours	
Newborn Exams	1 hr	20	20 hours	
Births	14 hrs	20	280 hours	
Subtotal			360 hours	12 credit hrs
PRIMARY UNDER SUPERVISION Terms 5 and 6				
Initial Prenatal	1 hr	20	20 hours	
Prenatal Visits	1 hr	55	50 hours	

Postpartum Visits	1 hr	40	40 hours	
Newborn Exams	1 hr	20	20 hours	
Births	24hrs	25	590 hours	
Subtotal			720 hours	24 credit hrs
TOTAL CLINICAL			1,260 hours	42 credit hrs

ASSOCIATE OF APPLIED SCIENCE IN MIDWIFERY PROGRAM

Standardization Workshops for Knowledge, Skills, and Abilities Competencies + Student Logbook	Didactic Contact Hours	Clinical Contact Hours	Credit Hour Equivalencies
Term 1			
Introduction to Applied Nutrition*	30 hours		
Introduction to Medical Terminology*	30 hours		
Physical Assessment	30 hours		
Charting*	15 hours		
Chart Review	15 hours		
Normal Prenatal Examination and Care	30 hours		
Introduction to Applied Microbiology and Laboratory Tests*	30 hours		
Subtotal Didactic Contact Hours – Term 1	180 hours		12 credit hrs
Physical Assessment, Prenatal, Birth, Postpartum, and Newborn Examination Observations		90 hours	
Subtotal Clinical Contact Hours – Term 1		90 hours	3 credit hrs
Total – Term 1	180 hours	90 hours	15 credit hrs
Term 2			
Normal Labor, Birth	30 hours		
Normal Postpartum (immediate through 6 weeks)	30 hours		
Normal Newborn Examination	30 hours		
Cultural Competency*	30 hours		
Professional Ethics*	30 hours		
Overview of Midwifery Laws	15 hours		
Chart Review	15 hours		
Subtotal Didactic Contact Hours – Term 2	180 hours		15 credit hrs
Physical Assessment, Prenatal, Birth, Postpartum, and Newborn Examination Observations			
Subtotal Clinical Contact Hours – Term 2		90 hours	3 credit hrs
Total – Term 2	180 hours	90 hours	15 credit hrs
Term 3			
Abnormal Prenatal,	15 hours		
Abnormal Labor and Birth	15 hours		
Abnormal Postpartum and Newborn	15 hours		
Introduction to Applied Statistics & Epidemiology *	75 hours		
Practice Guidelines, Informed Consent and ER Forms	15 hours		

Chart Review	15 hours		
Subtotal Didactic Contact Hours – Term 3	150 hours		10 credit hrs
Prenatal, Labor, Birth, Postpartum and Newborn Examination Assists			
Subtotal Clinical Contact Hours – Term 3		180 hours	6 credit hrs
Total – Term 3	150 hours	180 hours	16 credit hrs
Term 4			
Introduction to Speech and Public Speaking*	45 hours		
Introduction to the Psychology of Loss and Grieving*	45 hours		
Introduction to Communication and Counseling Skills*	45 hours		
Chart Review	15 hours		
Subtotal Didactic Contact Hours – Term 4	150 hours		10 credit hrs
Prenatal, Labor, Birth, Postpartum and Newborn Examination Assists			
Subtotal Clinical Contact Hours – Term 4		180	6 credit hrs
Total – Term 4	150	180	16 credit hrs
Term 5			
Introduction to Applied Pharmacology *	30 hours		
Chart Review	15 hours		
Subtotal Didactic Contact Hours – Term 5	45 hours		3 credit hrs
Prenatal, Labor, Births, Postpartum, and Newborn Examinations acting as a Primary Midwife Under Supervision			
Subtotal Clinical Contact Hours – Term 5		360	12 credit hrs
Total – Term 5	45	360	15 credit hrs
Term 6			
How to Start a Business*	30 hours		
Chart Review	15 hours		
Subtotal Didactic Contact Hours – Term 6	45 hours		3 credit hrs
Prenatal, Labor, Births, Postpartum and Newborn Examinations acting as a Primary Midwife Under Supervision			
Subtotal Clinical Contact Hours – Term 6		360	12 credit hrs
Total – Term 6	45	360	15 credit hrs
TOTAL DIDACTIC CONTACT/CREDIT HRS	750		50 credit hrs
TOTAL CLINICAL CONTACT/CREDIT HRS		1260	42 credit hrs
TOTAL CREDIT HOURS			92 credit hrs

*Included as part of the general education requirement

GRADUATION REQUIREMENTS

An Associate of Applied Science in Midwifery will be granted after satisfactory completion of the CTM Midwifery education program. This program must be completed within six years of the student's acceptance date at CTM.

IS A DEGREE GRANTED?

The College of Traditional Midwifery (CTM) will confer an Associate of Applied Science in Midwifery to a student successfully completing the prescribed course of study.

ADVANCED STANDING FOR CERTIFIED PROFESSIONAL MIDWIVES

Advanced standing for the Associate of Applied Science in Midwifery degree must include a current Certified Professional Midwife (CPM) credential and the following:

Prerequisites

- Proof of Current CPM
- Transcripts and/or Licenses
- Current CPR
- Current NRP
- Current First Aide
- NARM Preceptor Registration
- Proof of Cultural Competency

CTM Requirements:

- Orientation Standardization Workshops
- CPM In-Resident Week
 - Research and presentation on a complication
 - Pharmacology Standardization Workshop
 - Chart Review
- NARM Bridge Certificate

When these requirements have been met, the Certified Professional Midwife will be awarded an Associate of Applied Science in Midwifery.

MEASUREMENT OF ACADEMIC PROGRESS AND COMPETENCY

- Clinical progress will be measured through a Portfolio Evaluation Process as one measure of student progress using specific Rubrics
- Communication between the Student Liaison, the Preceptor and the student via telephone or the internet will serve as one measure of student progress
- Knowledge, skills, abilities and attitudes will be assessed over a prescribed amount of information each Term using a standardization tool known as a Rubric
- Student Self Evaluations will be one measure of student progress
- Student Liaison Evaluation, which is based on the completion of a Term's requirement, will be one measure of student progress
- Preceptor Evaluation of the student will be one measure of student progress
- Participation and interaction with peers and faculty modeled after NARM's Peer Review will be assessed using a Rubric
- A written direct assessment on a prescribed amount of knowledge, skills and abilities for each Term will be one measure of student progress.

DIRECT ASSESSMENT TOOLS

- Evaluation by the Preceptor according to a Rubric
- Self-Evaluation according to a Rubric
- Student Liaison evaluation check list
- Completion of each section of the Portfolio Evaluation Process as determined by a Clinical Experience Rubric
- Completion of the required skills competencies that is determined by a Skills Rubric as outlined for each Term
- Completion of the required didactic knowledge associated with each skill as determined by a Knowledge Rubric as outlined for each Term.
- Standardization Workshops will demonstrate competency in all skills, knowledge, abilities and attitudes that must be completed as outlined for each Term.
- A multiple choice Written Competency Exam will evaluate retention of important knowledge, skills and abilities as outlined for each Term.
- Research, multi-media projects and presentations according to Rubrics

WHAT IS A RUBRIC?

A Rubric is a reliable, consistent measure of when competency has been achieved. It is a listing of the steps necessary for competency. For Example:

SKILLS RUBRIC

LEVEL 1 (Introduction)	LEVEL 2 (Demonstration)	LEVEL 3 (Competency)	LEVEL 4 (Mastery)
Demonstrate the isolated skill in introductory situations according to steps listed in the <i>Practical Skills Guide for Midwives</i> (PSGM). May need prompting.	Begins to demonstrate the isolated skill in a clinical situation as an assistant. May need prompting.	Consistently performs the skill appropriately in all clinical settings. Needs no prompting.	Confidently and with self-assurance performs the skill appropriately in all clinical settings. Needs no prompting.
Comments Date/Signature	Comments Date/Signature	Comments Date/Signature	Comments Date/Signature

DOES THE STUDENT RECEIVE A GRADE?

The student receives a pass/fail grade based on achievement of Competency as demonstrated in a variety of ways.

HOW WILL A STUDENT KNOW IF THEY HAVE UNSATISFACTORY PROGRESS?

Each Term students will receive a checklist reflecting their progress from their Student Liaison. If a student should fall behind on the expected progress, have negative evaluations from their Preceptor or not pass the Term Written Assessment, the Student Liaison will speak directly with the student and discuss ways the student can address deficiencies to achieve satisfactory

progress. Progress checklists for each Term will be put in the students permanent files along with all evaluations for each Term.

If the student still has difficulties, the student will need to discuss the situation with the administration and try to find a solution. If a Termination does result, a refund will be made in accordance with the refund policy.

UNSATISFACTORY WRITTEN COMPETENCY EXAMINATIONS

A student may retake the Written Competency Examination for her/his specified Term two times. There must be at least 3 months between each testing. There are additional fees for each Written Competency Examination retake. If the student does not receive a passing grade on Term Written Competency Examination after three tries, a student will be asked to leave the program.

The student may reapply for admission in one academic year, for a probationary period of one semester, and must maintain satisfactory competencies for the remainder of the program.

TERM EXTENSIONS

The College of Traditional Midwifery (CTM) uses a student-centered, Competency-based, self-paced approach to learning. We recognize that there may be times when a student must take a break from his/her education and therefore CTM will consider requests for Term Extensions. All requests for a Term Extension must be in writing. Permission for a Term Extension can only be granted by the CTM administration, which will make a determination in consultation with the Preceptor and Student Liaison. Note that if the student elects to take a Term Extension, they will not be eligible to participate in the Direct Assessment Process of that Term until all of the competency requirements on the Term outline have been met for that Term. The student must also pay a \$250.00 fee for each Term Extension.

CONDUCT AND PERSONAL APPEARANCE POLICY

All individuals connected to CTM will conduct themselves in a professional manner. This means interacting with other students, Preceptors, Student Liaisons, Adjunct Professors and administrative staff in a courteous manner.

Students will groom themselves in a neat and clean manner. Students must refrain from wearing fragrances of any type.

If unsatisfactory conduct were to occur, the student would meet with their Student Liaison and Preceptor in order to correct the problem. If this does not result in improvement, the student will be referred to the administration. If no other solution can be reached, the student will be expelled from the program and no refund will be given.

Students may be readmitted only if they can demonstrate a change of attitude significant enough to convince the Administration, Student Liaison and a Preceptor that there will not be a recurrence of the behavior.

ACADEMIC HONESTY POLICY

All students are expected to be academically and personally honest at all times. Students will sign an academic honesty policy as part of their enrollment agreement.

CONFIDENTIALITY OF DATA

Students have the right to privacy of their education records under The Family Educational Rights and Privacy Act (FERPA). Details of this act can be found on the U.S. Department of Education website.

Students must abide by the federal Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality and security of client healthcare information. The complete policy can be found on the U.S. Department of Health and Human Services website.

ATTENDANCE POLICY

Students will be required to attend 100% of all In-Resident Week activities, Student Liaison/Preceptor/student meetings via phone or skype, and clinical experiences with the Preceptor. If attendance is not satisfactory, the student will be referred to the director and a suitable course of action will be decided.

UNEXCUSED ABSENSE POLICY

For students, an unexcused absence will be defined as not showing up for a scheduled activity during In-Resident Week, Student Liaison/preceptor/student communication, or a clinical opportunity with your Preceptor without prior notification or an absence without a legitimate reason.

TARDINESS POLICY

Punctuality and dependability are important characteristics in the work, learning, and testing environment for a Midwife. Habitual tardiness can be a disruption to the learning of others, the testing environment and the clinical experience. Three tardies will be considered equivalent to one unexcused absence.

LEAVE OF ABSENCE POLICY

A student may apply in writing via traceable carrier for leave for up to one year (2 Terms). His/her reasons would need to be discussed but would be kept confidential. A leave of absence must be approved by the CTM Administration and the Preceptor. Tuition fees would be held until the student's return to finish the period, unless a financial crisis makes it necessary to request a refund. The refund would be approved by the Board and pro-rated as is the regular refund policy. A student must finish the program within six years from the acceptance date.

CONDITIONS LEADING TO DISMISSAL FROM THE PROGRAM

After consultation with the CTM Administration, students who do not fulfill their Preceptor's expectation by not demonstrating competency in knowledge, skills, abilities and attitudes will be dismissed from the program for one year.

After consultation with the CTM Administration, students showing a lack of respect to CTM, Student Liaison, Adjunct Faculty, staff, Preceptors, other students or clients will be dismissed for one year.

Students who misrepresent or falsify their work or assessments will be dismissed from College of Traditional Midwifery for one year.

Suitable warning will be given and documented in the student file, but the staff and Administration have the responsibility for maintaining an orderly and respectable student body.

If a student is dismissed from the program and has paid for that Term, there will be no fee refund.

If a student wishes to be readmitted, she/he would need to make application as a new student. Acceptance would be determined by the Board of Directors.

STUDENT SUSPENSION AND CONDITIONS FOR RE-ENTRY INTO THE PROGRAM

CTM reserves the right to expel or suspend a student for noncompliance with the Leave of Absence Policy, In-Resident Week activities cuts, tardiness, smoking, drinking or drug abuse while on campus, unresolved preceptor disputes, not competently demonstrating knowledge, skills, abilities, and attitudes necessary for entry into the practice of midwifery.

Expulsion and suspension would result in a refund according to the school policy.

If a student wishes to be readmitted, she/he would need to make application as a new student. Acceptance would be determined by the Board of Directors.

CTM GRIEVANCE PROCESS

If a student does not agree with the decision of the Preceptor, Student Liaison and/or CTM Administration, the student may request a Mediation. Requests must be in writing and delivered to CTM via traceable carrier. The results and recommendations of the Mediation will be placed in the student's permanent file. The cost to the student for Mediation is \$200.00.

If the Mediation does not bring about a resolution, the student may request a Peer Review. Requests must be in writing to CTM via traceable carrier. The results and recommendations of the Peer Review Process will be placed in the student's permanent file. If the Peer Review is scheduled during an In-Resident Week, there is no additional cost to the student.

If Peer Review does not bring a resolution, the Board of Directors will conduct a review and make a final determination. The final decision will be written and sent to student via traceable carrier. It may take up to four weeks to receive the results and recommendations from the Board of Directors. The results and recommendations of the Board of Directors will be put in the student's permanent file.

After following the entire CTM Grievance Process, including a review by the Board of Directors, if the student remains unsatisfied with the decision, the student has the right to file a complaint with the Tennessee Higher Education Commission, Nashville, TN 37243-0830. (Tel: 615-741-5293)

AVAILABILITY OF PERMANENT RECORDS

Permanent records will be kept on file for all students and will be available for students upon written request sent via traceable carrier. A copy of the requested records will be returned via traceable carrier within the United States for a cost of \$25.00. The cost of a copy mailed outside of the United States will vary according to the destination. Fulfillment may take up to 4 weeks from receipt of the written request.

PROGRAM COSTS

Application Fee	\$ 100.00
Orientation*	\$1,500.00
Term Fee (per Term, includes In-Resident Week**) (equivalent to 15 credit hours per Term)	\$4,100.00
Term Written Assessment Retake Fee	\$ 150.00

Term Extension Fee	\$ 250.00
Laboratory Fee (per Term)	\$ 25.00
Credit for Prior Learning Portfolio Evaluation (CPLPE) (equivalent to 15 credit hours per CPLPE)	\$ 500.00
CPM Advanced Standing	\$ 3000.00

Auxiliary Costs Not Included in Program Costs

Books	\$2,500.00 (estimated)
Midwifery Supplies	\$2,900.00 (estimated)
Travel for attendance at In-Residence Weeks	\$ 700.00 (per trip)

Additional Skills Workshops included in the NARM Bridge Certificate (NRP, STABLE, BEST, etc.) will be available for your convenience for a fee that will be announced

*Orientation and the In-Resident Week for Term 1 occur simultaneously and tuition for both are due four weeks prior to the first day of Orientation.

**All In-Resident Weeks include spacious dorm accommodations and three meals a day.

All fees are due one month prior to the start of the term.

FINANCIAL AID

The College of Traditional Midwifery is not subsidized by the Federal Government, nor are students eligible for Federal Grants or loans at this time. Some students choose to fund their education through private loans. Others may qualify through public scholarships.

CANCELLATION AND REFUND POLICY

The official Acceptance date into the Associate of Applied Science of Midwifery occurs when a school official signs the Enrollment Agreement.

Each Orientation Week or In-Resident Week will have a registration date that is four weeks in advance of the first day of Orientation or the In-Resident Week.

Each Term will have a Registration Date based on payment of fees for that Term that occurs on the last day of each Orientation Week or In-Resident Week.

All Applicants wishing to cancel their registration must send a letter via traceable carrier requesting cancellation of registration and refund, if applicable. The date on the traceable mail will serve as the Cancellation Date.

Applicants whose application is rejected by the school will receive a full refund of all monies paid except for the Application fee.

All refunds will be paid to the student within 60 days of the date of the written request for cancellation and refund.

A student can be dismissed at the discretion of school officials for unprofessional conduct or two successive absences at the In-Resident Week without prior approval from CTM. If a student is dismissed during the refund period, they are entitled to a refund according to the refund policy. A letter from CTM will be sent via traceable carrier to the student informing them of the reason

for dismissal, the official cancellation date, readmission procedure and any refund that is due the student.

Withdrawal, Cancellation, and Refunds of Tuition for Terms 1-6

Date of Withdrawal based on a 20 week Term	Percentage of Refundable Tuition
Before Term starts or day 1	100% of tuition paid, minus application fee
2-14 days after Term starts	75% of tuition paid, minus application fee
15-112 days after Term starts	25% of tuition paid, minus application fee
113 days or more after Term starts	0% of tuition or application fee paid

Withdrawal, Cancellation and Refund for Orientation or In-Resident Week Fees

Date of Withdrawal from Orientation or In-Resident Week	Percentage of Refundable Fee
28-25 days prior to start of Orientation or In-Resident Week	100% of fees paid, minus application fee
24-18 days prior to start date	75% of fees paid, minus application fee
17-5 days prior to start date	25% of fees paid, minus application fee
5 days prior or after start date	0% of fees paid and application fee

IS THERE A JOB PLACEMENT SERVICE?

CTM does not provide job placement services or operate a traditional career center. As a courtesy to students, CTM will maintain an electronic bulletin board that will list any job openings that come into our office.

CTM will maintain detailed record of the school's completion rate and either self-employment or job placement rate, and this is available to each prospective student, newly enrolled student and returning student.

TRANSFERABILITY OF CREDITS DISCLOSURE

The transferability of credits to another educational institution is determined by each individual program. Credits earned at the College of Traditional Midwifery (CTM) may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by the College of Traditional Midwifery. Be sure to obtain confirmation that the College of Traditional Midwifery will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. Similarly, contact any educational institutions to which you may want to transfer credits earned at the College of Traditional Midwifery to determine if such institutions will accept credits earned at the College of Traditional Midwifery prior to executing an enrollment contract or agreement.

The ability to transfer credits from the College of Traditional Midwifery to another educational institution may be very limited. If another education institution will not accept credits earned at the College of Traditional Midwifery you may have to repeat courses previously taken at the College of Traditional Midwifery if you enroll in another educational institution. Never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the College of Traditional Midwifery and of any other educational institutions you may wish to attend in the future before you execute an enrollment contract or agreement.

LEGAL RECOGNITION OF A MIDWIFE IN TENNESSEE

When a student has completed all of the requirements for this Competency-based midwifery education program by completing Term 1 through Term 6, the student will be granted an Associate of Applied Science in Midwifery.

After completion of CTM Associate of Applied Science in Midwifery, the graduate will be eligible to take the NARM Written Examination and become a Certified Professional Midwife.

After the graduate has become a Certified Professional Midwife (CPM), they are eligible to apply to the state of Tennessee for legal recognition as a CPM-TN through the Department of Health, Board of Osteopathy.

CTM's AFFIRMATIVE ACTION PLAN

The College of Traditional Midwifery will not discriminate against any person on the grounds of race, creed, color, disability, ethnic origin, sex, age, political affiliation, sexual orientation, gender identity, or beliefs. CTM is committed to providing an inclusive and welcoming environment for all members of our staff, students, clients, and volunteers.

LEGAL OWNERSHIP AND GOVERNING BODY

The College of Traditional Midwifery (CTM) is a not-for-profit corporation organized under the Laws of the State of Tennessee. The governing body consists of the Board of Trustees:

Sharon Wells, MS, CPM-TN / Carol Nelson, CPM-TN / Pamela Maurath, BA

ADJUNCT FACULTY

Sharon Wells, MS, CPM-TN
Deborah Flowers, RN, CPM-TN
Patricia McCarthy, BS, PA
Elizabeth Maxen, MSN, CNM
Karen Todd, MS, RDN, LDN

ORIENTATION DATES – 2017

April 2, through April 10, 2017

April 30, through May 8, 2017

OPERATIONAL HOURS AND HOLIDAYS

The CTM Office will be open from 1:00 until 4:00 Central Time Monday through Thursday. The best way to reach the College of Traditional Midwifery is through email at applications@collegeoftraditionalmidwifery.org. All communications to the office will be answered within 3 business days.

The office of the College of Traditional Midwifery will be closed on the following holidays.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve



College of Traditional Midwifery
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320 Evergreen Drive
Summertown, Tennessee 38483
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applications@collegeoftraditionalmidwifery.org