



FLORIDA SCHOOL OF  
TRADITIONAL MIDWIFERY

2022-2023  
Catalog

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## FSTM LICENSURE, ACCREDITATION AND CERTIFICATION

Florida Commission for Independent Education (CIE)  
325 West Gaines St., Suite 1414  
Tallahassee, FL 32399-0400  
[www.fldoe.org/cie/](http://www.fldoe.org/cie/)

The Florida School of Traditional Midwifery's Three Year Direct-Entry Midwifery program and Licensure by Endorsement program are licensed by the Florida Commission for Independent Education, License Number 1657. Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

The Midwifery Education Accreditation Council (MEAC)  
850 Mt. Pleasant Ave  
Ann Arbor, MI 48103  
[www.meacschools.org](http://www.meacschools.org)

The Florida School of Traditional Midwifery is proud to be a MEAC accredited institution. MEAC accreditation is designed to strengthen educational curricula and preserve the many innovative programs designed by and for midwives. In order to be a MEAC accredited institution, our school must meet rigorous requirements for demonstrated student success, including: being fiscally sound; having sufficient faculty, staff, and facility resources; and having a viable curriculum. MEAC is recognized by the US Department of Education. FSTM is institutionally accredited for the period from December 18, 2019 through December 7, 2025.

Florida Council of Licensed Midwifery  
4052 Bald Cypress Way, Bin #C06  
Tallahassee, FL 32399-3256  
[www.floridahealth.gov/licensing-and-regulation/midwifery/index.html](http://www.floridahealth.gov/licensing-and-regulation/midwifery/index.html)

In Florida, Licensed Midwives (LMs) provide perinatal care for people with low-risk pregnancies, offering complete prenatal, delivery and postpartum care. Licensed Midwives may work to meet their communities' needs in a variety of settings, including home birth practices, birth centers, and community health clinics. They are also eligible to be Medicaid providers and receive insurance reimbursement. Licensed Midwives are experts in low-risk, normal childbirth. Licensed Midwives are regulated by the Florida Department of Health, Council of Licensed Midwifery. The Florida School of Traditional Midwifery is certified by this council to offer midwifery training. Florida Licensed Midwives practice under Florida Statute 467. The protocols for Licensed Midwives in Florida are contained within the Licensed Midwifery Rules, F.A.C. 64B24.

North American Registry of Midwives (NARM), CPM credentialing

5257 Rosestone Dr.  
Lilburn, GA 30047  
www.narm.org

The direct-entry program at the Florida School of Traditional Midwifery qualifies the student for national certification as a Certified Professional Midwife (CPM). This certificate allows the graduate to practice as a midwife in states outside of Florida that recognize CPM certification. Individual state legislation regarding midwifery practice varies depending on the state, and it is each midwife's responsibility to investigate, acknowledge, and practice under those laws accordingly.

## OUR MISSION

The mission of the Florida School of Traditional Midwifery is to offer the finest in Direct-Entry Midwifery education in an environment that encourages students to reach their full potential. We believe that it is our responsibility to promote awareness of and access to midwifery services. Our graduates are community-builders who use midwifery as their tool.

## OUR VISION

We believe that everyone should have access to the maternity care provider of their choice and to the resources necessary to make an informed decision.

## INTRODUCTION

The Florida School of Traditional Midwifery is committed to providing quality educational programs for those who share our desire to provide the best care for childbearing people and their families. Graduates of our midwifery program are eligible to become Florida Licensed Midwives (LM) and Certified Professional Midwives (CPM).

FSTM is a not-for-profit 501(c)(3) corporation organized under Florida law and licensed by the Florida Commission for Independent Education (CIE). We are also accredited by the Midwifery Education and Accreditation Council (MEAC). We offer direct-entry midwifery educational programs, which are based on combining the art of traditional midwifery with current knowledge of medical science and evidence-based practice.

Our students' clinical experiences take place in a variety of settings located throughout Florida, including: home birth practices, community-based birth centers, clinics, and hospitals. Our goal is to educate and prepare students to become skilled, autonomous care providers who will be available to serve people and families in their communities.

Upon graduation, midwifery students will receive a diploma in direct-entry midwifery from FSTM and are eligible to sit for the state licensed midwifery examination. The State of Florida utilizes the North American Registry of Midwives (NARM) national examination for this purpose. Upon passing this exam and obtaining licensure,

graduates are eligible to practice as Licensed Midwives (LM) in Florida. They are also eligible to become nationally certified through NARM as Certified Professional Midwives (CPM).

## FSTM ADMINISTRATION

Amanda Mann, RN, LM - Executive Director

Amanda Mann comes to FSTM with more than 15 years' experience as a teacher, school administrator, and most importantly, a Licensed Midwife at Lakeland Midwifery Care. She also holds an associate's degree in Nursing, bachelor's degree in English and a masters degree in creative writing. Amanda fervently believes that birth is an essential life process that has the potential to transform, inspire, and engage. She believes that midwifery is an essential intersection between passion and the world's greatest need. Amanda is married with four boys, and enjoys reading.

Email: [amann@midwiferyschool.org](mailto:amann@midwiferyschool.org)

Melissa Pierre - IDEA Coordinator

Melissa is a birth doula and holds a bachelor's degree in Africana Studies from the University of South Florida. Prior to her work with FSTM she worked as an English teacher in Jacmel, Haiti and as a campus manager at the Artists Institute in Jacmel. Melissa is married with 3 children. The birth of her first born sparked her interest in birth work. She enjoys spending time with family and friends.

Email: [mpierre@midwiferyschool.org](mailto:mpierre@midwiferyschool.org)

Kerri Audette, LM - Program Director

Kerri Audette, is a licensed midwife and graduate of the Florida School of Traditional Midwifery. She currently practices in north-central Florida. Kerri also holds a Bachelor's of Design from the University of Florida School of Architecture. She was inspired to pursue work in women's health as a result of her experiences with her local women's roller derby league. Kerri is a Gainesville native and birthed her own children at home with midwives.

Email: [kaudette@midwiferyschol.org](mailto:kaudette@midwiferyschol.org)

Sorrel Pagliara, LM - Clinical Coordinator

Sorell is a Licensed Midwife and a graduate of The Florida School of Traditional Midwifery. Her exposure to the loving and expert care of midwives began with the home birth of her siblings. She was led to midwifery as a career after the birth of her daughters, Willow and Juniper. Working with local midwives she has attended home birth and birth center births in her home town of Gainesville, Florida and the surrounding area since 2012.

Email: [spagliara@midwiferyschool.org](mailto:spagliara@midwiferyschool.org)

Heather Harper Palmer, LM - Academic Dean

A mother of 5 children, all born at home, Heather joins FSTM after 20 years of working in reproductive health. During her career, she has had the privilege of educating and supporting families through non-profit social service agencies, private practice doula

work, and health education. She holds a bachelor's degree in Sociology and Spanish and is a graduate of FSTM. Heather currently works as a licensed midwife in Jacksonville.

Email: [hpalmer@midwiferyschool.org](mailto:hpalmer@midwiferyschool.org)

Tim Bryant - Business Director

Tim has worked in non-profit finance for 10 years and is excited to serve FSTM students, faculty, and staff as Business Director. He is also the Founder and Executive Director of One Love Prison Meditation Project, a non-profit supporting people who are incarcerated.

Email: [tbryant@midwiferyschool.org](mailto:tbryant@midwiferyschool.org)

Laura Baird - Administrative Coordinator

Laura is an MBA student at the University of Tampa with an undergraduate degree in Organizational Management. She has been at FSTM for two years and enjoys working with the new applicants and incoming students. Laura loves learning about midwifery through her work and hopes to one day have a family of her own. In her spare time, Laura enjoys running and cycling in her spare time.

Email: [lbaird@midwiferyschool.org](mailto:lbaird@midwiferyschool.org)

## FSTM FACULTY

### Core Faculty

Abigail Fletcher, LM

Abigail graduated from the International School of Midwifery in 2009, and has been practicing here in Gainesville since then. Abigail has been honored to attend hundreds of births including the births of both of their beloved nieces! Abigail is passionate about Birth Justice, and strives to make midwifery care accessible to all who desire it. Abigail teaches Midwifery Practicum courses, including Intro to Midwifery Practicum, Practicums I-IV and Clinical Skills Practicum Lab.

Janice Heller, MMS, LM, AP, CLC

Since 1979, having been a massage therapist, crisis counselor, and a women's advocate, Janice was moved to care for women giving birth. By 1983, she was licensed by the State of Florida under FS 467. Janice has had a private practice with two generations of women in the South Florida area. For the last several years she has taught midwifery and precepted for regional midwifery programs. Recently she has been awarded certification as a lactation consultant and continues with her practice in birthing care. Janice teaches the Health Sciences courses, including Anatomy & Physiology I and II, Microbiology, Reproductive Anatomy & Physiology and Nutrition for the Childbearing Year.

Arden Kindred, LM, CPM

Arden attended their first home birth in Florida at the age of 4, and has been immersed in the birth world ever since! Arden earned their midwifery degree at



Midwives College of Utah and now works as a midwifery educator at several institutions, as well as teaching and writing independently about the things they are most passionate about – LGBTQ+ and disability inclusive and accessible healthcare, birth justice, herbalism, and mental health. After many years of living and working internationally, Arden now lives in Wisconsin with their partner and daughter. Arden teaches the Social Sciences courses, including Cultural Humility, Psychology for Midwives, Midwifery History, Law & Rule, Research and Public Health, and Human Sexuality.

#### Jessica Stevenson, RN, LM

Jessica was born at home and grew up hearing her parents talk appreciatively about the care they received from midwives. It was the tenderness of their accounts that led Jessica to pursue a career in midwifery. Jessica graduated from the Florida School of Traditional Midwifery in 2003. As a student, Jessica was able to intern in a maternity clinic in Cartagena, Colombia, which provided her with both high-risk experience and a stronger understanding, cross-culturally of the birth experience. She worked at FSTM as administrative assistant from 2000-2003. After 9 years of practicing as a midwife, Jessica gave birth to her son at home in 2012. She returned as an instructor in 2014. At FSTM, Jessica teaches the Midwifery Core courses, including Antepartum, Intrapartum, and Postpartum, as well as Diagnostic Testing, and Obstetric Complications.

#### Jennifer Stone, LPN, CPM, LM

Jenn is a licensed midwife and 2017 graduate of the Florida School of Traditional Midwifery. She is a Jacksonville area native, which she still calls home and operates her home birth practice in that area. She proudly serves the next generation of midwives here at FSTM as Administrative Coordinator. Her own birth experiences drove her to begin her journey into midwifery to ensure that all women had informed choices to how and where they give birth. Joining the faculty at FSTM allows her to bridge her passion for supporting women and elevating midwifery as a career in her state. Jenn teaches the Midwifery Foundations courses, including Healthcare Skills I & II, Pharmacology, Breastfeeding and Gynecology.

#### Charlie Young, LM, CPM, CLC

Charlie is a graduate of FSTM and Florida Licensed Midwife. A Florida native, Charlie was called to Midwifery after her own experience with the over-medicalized model of childbirth. She began her service as a doula by founding Barefoot Birth in 2008, and has worked as a strong advocate for better care for families alongside the Coalition for Improving Maternity Services, The Birth Survey, The Florida Council of Licensed Midwifery, and others. Charlie's belief is that every family deserves safe and quality care, and hopes to continue to build stronger communities through beautiful births. When she's not midwifing you can find Charlie wrangling her two gals Elliot and Rainy, in a hot yoga class, or probably floating in or on some body of water deep in the Florida wilderness.

#### Adjunct Faculty

### **Kerri Audette, LM**

Kerri Audette, is a licensed midwife and graduate of the Florida School of Traditional Midwifery. She currently practices in north-central Florida. Kerri also holds a Bachelor's of Design from the University of Florida School of Architecture. She was inspired to pursue work in women's health as a result of her experiences with her local women's roller derby league. Kerri is a Gainesville native and birthed her own children at home with midwives.

### **Margo Dandreano, LM, CPM**

Margo is an artist turned birth worker with a passion for Women's Health and special interest in empowering people through inclusive care and shared decision making. Margo graduated from FSTM and has been involved in birth work as a supportive family member, doula, childbirth educator, and mother for most of her adult life. Completing Midwifery training and offering the support to other families that she received is a true calling to serve. She enjoys laughing and living life to its fullest. Cruises, hiking, and kayaking is where you'll find Margo when she isn't working.

### **Courtney Hilliard, LM, CPM**

Courtney has been passionate about maternal health since she was a little girl. She is a graduate of the University of Florida with a Bachelors in Women's Health. She initially started as a neuroscience major and took a course in women's studies that covered birth in different countries, which highlighted out of hospital birth. This piqued her interest in maternal health again. She began researching perinatal care in the US and was horrified by the statistics. She graduated from FSTM in 2014 and now practices in Tampa.

### **Cal Janae**

Cal Janae, is a clinical herbalist, botanist, farmer & plant educator located in Ithaca New York. They have been studying plants for their entire life: as a child they were led on plant and bird watching walks by their father before they could walk on their own. Later, they formalized their passion for the natural world and living sustainably in it with a degree in Ethnobotany from Drake University. Cal then studied and apprenticed with 7Song at the Northeast School of Botanical Medicine where they are currently employed. Cal works as a farmer and herb grower with a collective of friends at Crust and Filling Farm, volunteers as a clinical herbalist at the Ithaca Free Clinic, works as an herbalist & botanist in their private practice in which they offer sliding scale herbal consultations and provide herb kits to clients of Gentlyborne Midwifery, amongst other projects. In their free time Cal maintains a strong wanderlust and rapt interest in the botanical arts, bird watching & their dog, Bowie. Cal and their partner welcomed their only child in January of 2021.

### **Amanda Mann, RN, LM**

Amanda Mann comes to FSTM with more than 15 years' experience as a teacher, school administrator, and most importantly, a Licensed Midwife at Lakeland Midwifery Care. She also holds an associate's degree in Nursing, bachelor's degree in English and

a masters degree in creative writing. Amanda fervently believes that birth is an essential life process that has the potential to transform, inspire, and engage. She believes that midwifery is an essential intersection between passion and the world's greatest need.

#### **Sorell Pagliara, LM**

Sorell is a Licensed Midwife and a graduate of The Florida School of Traditional Midwifery. Her exposure to the loving and expert care of midwives began with the home birth of her siblings. She was led to midwifery as a career after the birth of her daughters, Willow and Juniper. Working with local midwives she has attended home birth and birth center births in her home town of Gainesville, Florida and the surrounding area since 2012.

#### **Amy Vaknin, MEd/EdS**

Amy is a graduate of the University of Florida's Counselor Education program, and has lived in Gainesville for over 15 years. Currently working as a School Counselor in a high school setting, Amy is passionate about youth advocacy. Her passions also extend to women advocacy, serving as a DONA-certified doula in the community. In 2012, Amy became a mama to her daughter, and two short years later, got pregnant with spontaneous triplets! Married to a musician, Amy now has a dynamic family of six. In her spare time, she enjoys yoga, journaling, photography, wagon rides, and cloud-watching with her family. She strives to live by the motto, "Life is too important to be taken so seriously!"

#### **Maggie Wardlaw, CNM**

Margaret has over 20 years of experience in registered nursing and midwifery. She loves working one-on-one with pregnant women and specializes in home birth practice, obstetrics, gynecology, lactation, and postpartum care. She also offers courses on prenatal yoga, breastfeeding, and newborn care.

## **FSTM BOARD OF DIRECTORS**

The Florida School of Traditional Midwifery is a registered 501(c)(3) in Florida. FSTM is governed by a board of directors and headed by an Executive Director. The Executive Director is Amanda Mann, LM.

#### **Tamara Taitt, MS, LMFT, LM, Board Chair**

Chairperson is a licensed marriage and family therapist who trained as a midwife in the Miami Dade College program before it closed, Tamara has a varied background in women's reproductive health activism and has been working in maternal, infant and child health for the last decade. Tamara has a deep interest in the sustainability of the midwifery profession and politics as it relates to birth. She was the Southeast representative on the board of the Midwives Alliance of North America for seven years. Tamara currently serves on the board of the Foundation for the Advancement of Midwifery and is the co-owner/founder of a group of birth-related businesses in Miami, including: The Gathering Place, a pregnancy and parenting resource center; Peapod

Essentials, a natural parenting store; Blue Mountain Midwives, a home birth practice and non-profit Project Motherpath. Tamara also works at Midwives College of Utah.

**Charlie Rae Young, LM, CPM, CLC, Vice Chair**

Charlie Rae Young, is a graduate of the Florida School of Traditional Midwifery and Florida Licensed Midwife (MW276). A Florida native, Charlie was called to Midwifery after her own experience with the over-medicalized model of childbirth. She began her service as a doula by founding Barefoot Birth in 2008, and has worked as a strong advocate for better care for families alongside the Coalition for Improving Maternity Services, The Birth Survey, The Florida Council of Licensed Midwifery, and others. She has attended hundreds of births over the last 11 years, filling a niche with naturally-minded families as well as those who are often marginalized from conventional medical care due to social stigma. She has written for and been featured in SQUAT Birth Journal, Tampa Bay Times, Tampa Tribune, FOCUS Magazine, Radical Doula Blog, and been interviewed for the Tampa NBC Affiliate for her community projects The Barefoot Bus--a fully mobile prenatal care unit operating under the easy access model of care as well as her 501c3 The Community Roots Collective. Charlie's belief is that every family deserves safe and quality care, and hopes to continue to build stronger communities through beautiful births.

**Sharon Bernecki DeJoy, PHD, MPH, CPH, CPM**

Sharon is currently Associate Professor in the department of Health and Program Director for the BS in Public Health at West Chester University of Pennsylvania. She received her AS in Midwifery from Miami-Dade College and a BA from Columbia University. She holds an MPH in Maternal Child Health and a PhD in Community and Family Health from the University of South Florida College of Public Health. Sharon's first academic teaching experience included the development of a Maternal Child Health Community Health Worker training curriculum, which she taught at two community colleges in Florida. She spent three years as Assistant Professor in Community health at SUNY Potsdam before moving to West Chester. Sharon has also taught in the MS in Global Health program at Northwestern University and at various midwifery schools. She has twice won the Association of Teachers of Maternal and Child Health Innovative Teaching in MCH Award. In addition to her interest in midwifery, Sharon's research focuses on weight stigma and the intersection of size discrimination with other types of discrimination in maternal child health. Sharon has local, state, national, and international leadership experience in maternal child health program delivery. She serves on various boards and committees. On the national level, she is a Board member of the Association of Midwifery Educators. She also serves on the Maternal Mortality and Policy committees of the Pennsylvania Perinatal Quality Collaborative. Sharon lives with her husband and large dog in the Philadelphia suburbs, where they are slowly renovating two old houses. In her spare time, she enjoys tinkering with the space-time continuum in failed attempts to create more spare time. Also, reading and drinking coffee. She has been known to collect frogs.

## ABOUT OUR PROGRAMS

The Florida School of Traditional Midwifery curriculum was initially developed in the 1990s by a committee of licensed midwives, certified nurse midwives, midwives trained through apprenticeship, consumers, and childbirth educators. Input was also received from a variety of midwifery educators across the country.

The curriculum meets or exceeds core competencies developed by both the Midwives Alliance of North America (MANA) and the American College of Nurse Midwives (ACNM), and is consistent with the curriculum framework developed by the Commission for Independent Education and the requirements of Florida law.

The FSTM programs are designed and taught within the framework of the Midwives Model of Care, with the belief that it is essential for experienced midwives to be intimately involved with the education of future midwives. Sharing the art of midwifery is one of the most vital components of a student's education.

In addition to technical skills and academic knowledge, FSTM's program cultivates the essential qualities of nurturing, intuition, compassion and strength. FSTM has learned from and modeled its program after the experiences of generations of midwives. We have developed a special environment that nurtures students as they become part of the next generation of midwives.

FSTM faculty is composed of licensed midwives, certified nurse midwives, medical doctors, registered nurses, and other professionals. They are highly qualified in their fields and are uniquely motivated to share their expertise with the midwifery community.

Our academic environment is designed with the adult learner in mind. Our process is both dynamic and interactive, involving tutorials, discussions and lectures. Research is facilitated and encouraged; opinions are shared and insights are validated.

Clinical experience is concurrent with academic coursework, giving relevance to factual material and evidence-based practice. We believe it is very important that students experience all types of practice settings, so each midwifery student will rotate through a variety of clinical sites during the training program.

Our clinical sites are located throughout Florida and provide students with experience in homebirth practices, birth centers, clinics and observation in hospitals. Preceptors include Florida licensed midwives, certified nurse midwives, registered nurses and physicians who are licensed in Florida. Every care is taken to place students in clinical sites as close to their home as possible; however, travel to clinical sites may be required.

## PROGRAMS OFFERED

Direct-Entry Midwifery Program

This program is designed to meet the educational needs of students who come to the Florida School of Traditional Midwifery with no prior midwifery or nursing education. This Direct-Entry Program provides students with the academic and clinical learning experiences required for graduation pursuant to Florida's Midwifery Practice Act, Florida Administrative Code (FAC) 64B24, and requirements for national certification set by NARM.

The midwifery curriculum is 91 semester credits, totaling 2,730 clock hours of instruction, and is designed to take three years to complete. Students should be aware that the program has a lock-step course schedule for each semester, which means that enrollment each semester is contingent on successful completion of each preceding semester. Therefore, in many cases, students who fail courses may have to withdraw from the program and re-enroll in one year when the courses are taught again.

The clinical requirements for completing the Direct-Entry Midwifery Program are defined by Chapter 467 Florida Statutes, FAC 64B24, NARM, and MEAC, and are subject to change at any time. Please refer to the clinical description section of this catalog for complete clinical requirements.

Upon graduation, midwifery students receive a diploma from FSTM and are eligible to sit for the NARM exam. Upon passing the NARM exam, graduates are eligible to become Florida Licensed Midwives (LM) and Certified Professional Midwives (CPM).

#### Licensure By Endorsement (LBE) Program

The Licensure by Endorsement Program is designed to prepare maternity care providers (usually midwives) credentialed in other states or other countries for licensure as Florida Licensed Midwives. Coursework is both academic and clinical, with a strong emphasis on the laws and rules that govern practice as a Florida Licensed Midwife. Applicants are required to have their credentials and midwifery education reviewed and approved by the state of Florida and Council of Licensed Midwifery prior to enrolling in the program. Please contact FSTM for more information.

Students completing the program receive a diploma from FSTM, and are prepared to sit for the NARM exam. Upon passing the NARM exam and completing the endorsement program, the graduate may file for licensure as a Florida Licensed Midwife and as a Certified Professional Midwife. The clinical requirements for completing the Florida Licensure by Endorsement Program are defined by Chapter 467 Florida Statutes and FAC 64B24 and meet criteria for CPM certification by NARM. Requirements are subject to change at any time per regulatory agencies. Please refer to the clinical description section of this catalog for complete clinical requirements and contact the school for specific details.

## FSTM DIRECT-ENTRY MIDWIFERY PROGRAM CURRICULUM

### Year 1, Term 1

1101	Anatomy & Physiology I	2
1101L	Anatomy & Physiology I Lab	1
1103	Healthcare Skills I	1
1103L	Healthcare Skills I Lab	1
1108	Cultural Humility	1
1109	Research and Public Health	1
1110	Midwifery History, Law & Rule	1
	<b>Total Credits</b>	<b>8</b>

### Year 1, Term 2

1201	Anatomy & Physiology II	2
1201L	Anatomy & Physiology II Lab	1
1203	Healthcare Skills II	1
1203L	Healthcare Skills II Lab	1
2201	Microbiology for Midwives	1
2201L	Microbiology for Midwives Lab	1
2105	Psychology for Midwives	1
1200CL	Clinical Lab	2
	<b>Total Credits</b>	<b>10</b>

### Year 1, Term 3

1301	Reproductive A & P	2
1301L	Reproductive A & P Lab	1
1307	Intro to Midwifery Practicum	1
2303	Pharmacology	1
1306	Interpersonal Communication	1
2101	Nutrition for the Childbearing Year	1
1204	Human Sexuality for Midwives	1
1300CL	Clinical Lab	2
	<b>Total Credits</b>	<b>10</b>
	<b>Year 1 Total Credits</b>	<b>28</b>

### Year 2, Term 1

1303	Antepartum	2
1305	Diagnostic Testing	1
2107	Midwifery Practicum I	1
3101	Gynecology	1
2100CL	Clinical Lab	4
	<b>Total Credits</b>	<b>9</b>

### Year 2, Term 2

2103	Intrapartum	2
2104	Fetal Monitoring	1
2207	Midwifery Practicum II	1
2106	Professional Communication	1
2205	Herb Workshop	1
2200CL	Clinical Lab	4
	<b>Total Credits</b>	<b>10</b>

### Year 2, Term 3

2203	Postpartum	2
2206	Newborn	1
2305	Midwifery Practicum III	1
1205	Breastfeeding	1
2204	Suturing for Midwives	1
2300CL	Clinical Lab	4
	<b>Total Credits</b>	<b>10</b>
	<b>Year 2 Total Credits</b>	<b>29</b>

### Year 3, Term 1

3106	Obstetric Complications	1
3104	Collaborative Management	1
3105	Midwifery Practicum IV	1
3100CL	Clinical Lab	8
	<b>Total Credits</b>	<b>11</b>

### Year 3, Term 2

3204	Issues in Professional Midwifery	1
3201	Establishing & Maintaining a Practice	2
3200CL	Clinical Lab	9
	<b>Total Credits</b>	<b>12</b>

### Year 3, Term 3

3103	NARM Review	1
3202L	Clinical Skills Practicum Lab	1
3300CL	Clinical Lab	9
	<b>Total Credits</b>	<b>11</b>
	<b>Year 3 Total Credits</b>	<b>34</b>

### Clinical Requirements

<i>Prenatal Exams</i>	<i>Postpartum Exams</i>
Assist - 25	Assist - 10
Primary - 55	Primary - 40
<i>Initial Prenatal Exams</i>	<i>Newborn Exams</i>
Assist - 3	Assist - 20
Primary - 20	Primary - 30
<i>Birth Observations</i>	<i>Continuity of Care</i>
Silent Observe - 10	Partial - 10
Assist - 20	Full - 5
<i>Birth Managements</i>	<i>Suturing</i>
Primary - 50	5

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Total Program Credits: 91  
 Cost per Credit: \$364.00  
 Total Cost of Credits: \$33,124.00

## DIRECT-ENTRY MIDWIFERY PROGRAM - GENERAL REQUIREMENTS

Total Program Contact Hours: 2730

Theory Credit – 30:1  
Theory Lab Credit – 30:1  
Clinical Lab Credit – 30:1

Actual Contact Hours  
Theory – 1260  
Theory Lab – 210  
Clinical Lab – 1260

### LICENSURE BY ENDORSEMENT CURRICULUM

The Florida Licensure by Endorsement (LBE) program is designed to enable midwives from other states or other countries for licensure as Florida Licensed Midwives. This program focuses on the art of Home and Birth Center Maternity care, equipping students with the knowledge and skills necessary to be safe, independent practitioners. Course work is both academic and clinical, with a strong emphasis on the laws and rules that govern practice as a Florida Licensed Midwife.

- Applicants are required to have their credentials and midwifery education reviewed by an independent credentialing agency approved by the Department of Health prior to applying to the program. Currently approved is Josef A. Silny.
- Students completing the program receive a Diploma from FSTM and are prepared to sit for the Florida Licensing Exam/North American Registry of Midwives (NARM) exam.
- Upon passing the NARM exam and completing the endorsement program, the graduate may file for licensure as a Florida Licensed Midwife.

#### Sample LBE Curriculum\*

Courses		Semester Credits
1107	FL Law and Rule	1
4101	Midwifery Core	5
4102	Preparation for Practice	1
4103	Clinical Practicum for LBE	1
4104	Cultural Humility for FL Midwives	1
4105CL	Clinical Lab	6

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Total 15

#### Time Frame for Completion

Most students complete this program within 4-12 months of learning. However, some students will need more time to complete clinical requirements. The need for more time to complete clinical requirements depends on preceptor availability, out-of-hospital birth rates in the student's area and the student's personal choices and circumstances throughout the program.



### Costs of LBE Program

A non-refundable application fee of \$75.00 is paid when the application is submitted. An enrollment fee of \$200 will be required at the time of enrollment in a program of study. The Licensure by Endorsement Program includes 15 credit hours at \$375.00 per credit, and a one-time FSTM technology fee of \$155.00.

Students are responsible for the purchase of course supplies, books, and travel, as well as room and board while at clinical sites. Tuition and fees are due at the time of registration unless a payment plan has been arranged with the Business Director. Fees are subject to change.

### Clinical Requirements for Completion

- 10 supervised prenatal
- 10 supervised births as primary midwife in an out-of-hospital setting

## ACADEMIC CALENDAR

Fall 2022	September 1, 2022	December 20, 2022
	School Holiday: Labor Day	September 5, 2022
	Last day to drop/add	September 15, 2022
	Last day to withdraw for W	November 3, 2022
	School Holiday: Veteran's Day	November 11, 2022
	Fall break	November 21- 25, 2022
Spring 2023	January 2, 2023	April 24, 2023
	Holiday: Dr. Martin Luther King Jr	January 16, 2023
	Last day to drop/add	January 16, 2023
	Holiday: President's Day	February 20, 2023
	Last day to withdraw for W	March 6, 2023
	Spring break	March 13 - 17, 2023
Summer 2023	May 4, 2023	August 22, 2023
	Last day to drop/add	May 18, 2023
	School Holiday: Memorial Day	May 29, 2023
	School Holiday: Juneteenth	June 19, 2023
	Summer Break	July 3 - 7, 2023
	Last day to withdraw for W	July 10, 2023
Fall 2023	August 31, 2023	December 19, 2023
	School Holiday: Labor Day	September, 4, 2023
	Last day to drop/add	September, 14, 2023
	Last day to withdraw for W	November 2, 2023
	School Holiday: Veteran's Day	November 10, 2023
	Fall break	November 20 - 24, 2023
Spring 2024	January 4, 2024	April 23, 2024
	Holiday: Dr. Martin Luther King Jr	January 15, 2024
	Last day to drop/add	January 18, 2024

	Holiday: President's Day	February 19, 2024
	Last day to withdraw for W	March 7, 2024
	Spring break	March 4 - 8, 2024
Summer 2024	May 2, 2024	August 20, 2024
	Last day to drop/add	May 16, 2024
	School Holiday: Memorial Day	May 27, 2024
	School Holiday: Juneteenth	June 19, 2024
	Summer Break	July 1 - 5, 2024
	Last day to withdraw for W	July 4, 2024
Fall 2024	August 29, 2024	December 17, 2024
	School Holiday: Labor Day	September 2, 2024
	Last day to drop/add	September 12, 2024
	Last day to withdraw for W	October 31, 2024
	School Holiday: Veteran's Day	November 11, 2024
	Fall break	November 25 - 29, 2024
Spring 2025	January 2, 2025	April 22, 2025
	Holiday: Dr. Martin Luther King Jr	January 20, 2025
	Last day to drop/add	January 16, 2025
	Holiday: President's Day	February 17, 2025
	Last day to withdraw for W	March 6, 2025
	Spring break	To be scheduled
Summer 2025	May 1, 2025	August 19, 2025
	Last day to drop/add	May 15, 2025
	School Holiday: Memorial Day	May 26, 2025
	Summer Break	June 30 - July 4, 2025
	Last day to withdraw for W	July 3, 2025

## STUDENT LIFE

### Location and Facilities

The Florida School of Traditional Midwifery is located in the historic Howard-Kelley House, which was built in 1883. The house was restored under the expert supervision of Mary Barrow and received the Florida Trust for Historic Preservation Adaptive Use Award for the State of Florida in 1987. Dr. Mark Barrow, a retired cardiologist, and his wife Mary, were delighted to assist the Florida School of Traditional Midwifery with the purchase of the mansion for use as a midwifery school and birth center in the spring of 2004. This charming Victorian mansion is the perfect backdrop for midwifery in North Central Florida.

Our campus includes two classrooms equipped with learning technology, a Science Lab, a Clinical Lab, a spacious student lounge and kitchen facility, a student library, a student Computer Lab with printer access, offices for staff and faculty, and a wrap-around porch for outdoor enjoyment. The Library contains reference books, journals and audiovisual materials. Students have access to the library and two learning labs, which are complete with models, charts, and other learning materials for practice and personal study or research.

Our unique facilities help to foster a comfortable, yet challenging atmosphere in which students may learn and flourish as future midwives. FSTM adheres to all required building, fire, safety, and sanitation regulations. Additional information is available to students upon request.

For info regarding crime statistics please see the FSTM annual security report.

### Off-Campus Student Organizations

FSTM does not have any off-campus student organizations or organizations with off-campus locations.

## ADMISSIONS

### Admissions Policy

FSTM seeks talented students from diverse backgrounds who are passionate about maternity care and looking for the blend of academic and clinical education offered by our program. In determining admission, consideration is given to many different expressions of a student's qualities and abilities. Applications are accepted all year, but must be completed by the stated application deadline. Standardized test scores are not required. Students may be required to submit a background check, and some violations may delay or prevent students from obtaining licensure in the state of Florida. Students who have prior charges are asked to request a meeting with the Program Director before starting the program to discuss any potential impact on licensure.

### Prerequisites

In accordance with Florida law, and FSTM policy, prospective students must:

- Must be 18 years or older.
- Must be able to meet the Technical Standards for Admission outlined on page 22 of this catalog.
- Have a high school diploma or its equivalent (GED).
- Have successfully completed and received three college credits for mathematics and English, or, demonstrate competency by passing the College Level Equivalency Proficiency (CLEP) test for mathematics and English with a score of 50 or higher, or demonstrated competencies through another assessment such as the CLAST. Preparatory or remedial courses will not be accepted.
- Have taken and received credit of C or higher in a college level Medical Terminology course.
- Complete the application form and pay a non-refundable application fee of \$100.00.
- Certification in "Basic Life Support (BLS) for Healthcare Providers" through an AHA or Red Cross approved, in-person course.

Applicants are also encouraged to:

- Attend an Informational Open House virtually or at the school. This provides students with information about our program and a clear understanding of the program's commitment and requirements.
- Attend an approved doula training or birth assistant course of at least 15 hours within the last 2 years, or hold a current doula certification, or provide proof of employment (if currently working as a doula or birth assistant).

## Enrollment

In order to enroll in the Direct-Entry Program, prospective students must:

- Complete the application process and be accepted into the program
- Complete the enrollment contract and pay a non-refundable enrollment fee of \$200.00 by the stated deadline.

## Application Components

Applicants should note that all components of the application packet must be received by the application deadline in order to be considered on time:

- Completed application from the website, including essay questions
- Applicable name change documents
- Official High School transcripts (sealed), or notarized copy of your high school diploma or GED.
- Official college transcripts (sealed) from all postsecondary institutions attended
- Provide three professional references
- Resume or CV
- Completed FAFSA application (if requesting financial aid)

## Technical Standards for Admissions

FSTM graduates are prepared for entry into active practice in the state of Florida. Candidates must have the ability to function in a broad variety of clinical situations and provide a wide spectrum of client care. The following abilities and expectations must be met with reasonable accommodation for all midwifery school candidates.

1. The student must have sufficient use of the sensory, visual, hearing, and motor systems, and the somatic sensation necessary to manipulate the required equipment, instruments, or tools, and to perform physically demanding examinations and deliveries (Ex.: lift and/or turn clients, maneuver physical positions quickly in response to the needs of their clients, etc.)
2. The student must be able to communicate with accuracy, clarity, efficiency, and sensitivity with both verbal and written judgments.
3. The student must demonstrate the emotional stability, perseverance, diligence, and consistency necessary to complete the program and function in the professional environment.
4. The students must be able to dedicate the time and meet the demands of the clinical setting, including on-call requirements from preceptors.
5. The student must be able to tolerate physically taxing workloads and have the flexibility to function in the face of uncertainties inherent in the clinical settings to meet the needs of many clients.

### Application Evaluation

The Admissions Committee selects those applicants who appear best qualified to participate in and benefit from the program and the midwifery profession. The committee includes at minimum the Executive Director, Academic Director, Clinical Director, and may include additional staff, faculty, preceptors, or board members. Applicants are evaluated based on the following:

- Completeness, timeliness, and clarity of the application.
- Responses to essay questions, including spelling, grammar, and adherence to writing conventions.
- Demonstration of knowledge about the difference(s) between direct-entry and nurse midwives.
- Completion of all prerequisites
- Previous birth work experience
- Review of previous academic training and grades
- Review of the letters of recommendation

### Advanced Standing and Transfer of Credit

Students should be aware that credits granted by FSTM may or may not be considered non-transferable, as this decision is at the discretion of other programs or schools. It is the responsibility of the student to confirm whether or not credits will be accepted by another institution.

Cultural Humility (Course Code 1108) is not eligible for Advanced Standing.

FSTM does not accept transfer of credit; however, Advanced Standing may be granted for students with relevant prior education. The student must complete no fewer than 25% of the program credits at FSTM to be eligible to graduate. Therefore, no more than 68 credits can be awarded through Advanced Standing. Additionally, as mandated in Florida Statute 467 (F.S.467), previous student education will be assessed on an individual basis, but "in no case shall the training be reduced to a period of less than 2 years" (F.S.467.009 [2]).

Advanced Standing credits awarded will not count toward the maximum time frame for completing the program. It is the student's responsibility to provide FSTM with all official transcripts and any supporting documents required for evaluations of Advanced Standing requests in a timely manner. Advanced standing requests for all courses are evaluated on a case-by-case basis to determine whether or not the credits awarded and material covered is comparable to the courses offered at FSTM. Requests for Advanced Standing are granted at the time of application to the program. Students may petition to receive late Advanced Standing credit due to extenuating circumstances, and these requests will be evaluated on a case-by-case basis.

Upon acceptance into the program, the Program Director will conduct a review of the Advanced Standing request. A non-refundable fee of \$25.00 per FSTM credit of Advanced Standing requested will be collected prior to the assessment of credits, with the exception of Registered Nurses. The fee will be capped at \$500, or 20 credits. Courses where the applicant received a grade lower than a C will not be accepted.

The applicant may also be required to complete and pass a competency exam with a score of 75% or higher, as required by FSTM. Competency exams may only be taken once. If Advanced Standing is granted, educational credits will be reduced proportionately and will be reflected in the enrollment agreement. All Advanced Standing decisions are final.

Licensed Practice Nurses (LPNs) and Registered Nurses (RN) with a current, unrestricted license are awarded up to 31 credit hours and free of charge. This policy is subject to change with subsequent academic years. The courses automatically granted for Advanced Standing are:

- 1101/1101L Anatomy and Physiology I & Lab
- 1103/1103L Healthcare Skills I & Lab
- 1109 Research and Public Health
- 1201/1201L Anatomy and Physiology II & Lab
- 1203/1103L Healthcare Skills II & Lab
- 2201/2201L Microbiology & Lab
- 2105 Psychology for Midwives
- 1301/1301L Reproductive Anatomy and Physiology & Lab
- 2303 Pharmacology
- 1306 Interpersonal Communication
- 2101 Nutrition for the Childbearing Year
- 1204 Human Sexuality for Midwives
- 1200CL Clinical Lab
- 1300CL Clinical Lab

## Returning Military Service Member

FSTM will readmit any military service members returning from active duty who withdrew or took a leave of absence (180 days or less) in order to fulfill military duty. The student will be promptly readmitted as soon as in-sequence courses are available. The student will be readmitted to the same program, at the same enrollment status, with the same number of completed credits, and with the same academic standing. The student will be assessed the same tuition and fee charges that would have applied in the year the student left the program, or the same as other current students if VA or other benefits will cover the difference.

If service members returning to school require assistance to prepare to return to the program, FSTM will make every effort to help the student to prepare. If more than two years have elapsed since the student left the program, the student will be required to repeat any core classes or other course material deemed necessary to successful continuation in the program. In this case, the student will be required to attend the class but will not be charged tuition or fees. Course material or clinical experience that needs to be reviewed or repeated will be assessed on a case-by-case basis.

In order to qualify for readmission, the student must have given advance oral or written notice before leaving the program and must submit written notice of intent to return to the program. Notice of intent to return must be submitted no later than three years after completion of service, and no later than two years after recovery from service-related illness or injury. Returning students will complete a new application and sign a new enrollment contract. They will not be required to pay the application and enrollment fee if returning within 5 years.

## ADVISEMENT, COUNSELING AND PLACEMENT

FSTM administration is available for academic, clinical, and financial advising during the school's hours of operation, currently 9:00 am to 5:00 pm, Monday through Thursday, Friday by appointment and other hours by student request.

### Academic and Clinical Advisement

The Program team responsible for academic and clinical advisement when the need arises for students. Academic advisement topics may include maintaining satisfactory academic progress (SAP), reducing barriers in student success and assessing study skills. In addition, when SAP is not met or when a student is placed on academic probation, the Program Director will create an improvement plan to assist students in being successful in the program. Clinical advisement topics may include maintaining satisfactory clinical progress, facilitating communication with preceptors and assessing clinical skills. Other topics may be covered as needed by the personal circumstances of the student.

### Job Placement



The Program Director is available by appointment for academic and/or clinical counseling to students. Upon successful completion of the program, school administration is available to counsel graduates about job placement in a midwifery practice; however, the school cannot guarantee employment.

### Financial Aid Advisement

The Financial Aid Coordinator is responsible for financial aid advisement to include, but not be limited to, FERPA rights and notifications; education funding; assistance with the Free Application for Federal Student Aid (FAFSA); loan entrance and exit counseling; Direct loan requests and cancellations; private student loans; state funded scholarships and grants; VA benefits; private student scholarship opportunities; grant opportunities; and other topics as needed. The Financial Aid Coordinator meets with every student during registration to help students understand student loans and their repayment obligations as needed. The Business Coordinator is responsible for overseeing student financial obligations and advisement.

### Personal Advisement

The Program Team (Program Director, Clinical Coordinator and Academic Coordinator) are responsible for the provision of personal advisement when needed or necessary for student personal health and well-being. They can provide resources as needed for students to seek counseling/stabilization. If needed, students can be referred to Mel Smith-Tourville, LM, CPM, MSW or Amy Vaknin, MEd/EdS, for additional counseling services.

## ACADEMIC AND ADMINISTRATIVE POLICIES

### Academic Honesty Policy

FSTM students are expected to act with integrity and honesty in all of their academic and clinical pursuits. Students, faculty, preceptors, and administration are expected to report any and all suspicions of dishonesty to the class instructor and/or the Academic and Clinical Director. Violations of academic honesty include but are not limited to:

- Ethical Behavior: Students should endeavor to interact with clients, midwives, and others in an ethical manner. Continued or blatant disregard of professional ethics may be grounds for dismissal. The MANA Statement of Values and Ethics (<https://mana.org/pdfs/MANASTatementValuesEthicsColor.pdf>) provides guidance for professional conduct in the practice of midwifery, including midwifery students. Also included in ethical behavior is an expectation that students will not engage in theft or other dishonest behavior.
- Cheating: Students are expected to complete their own work. Examples of cheating include, but are not limited to, copying written homework assignments from another student, copying from another student's paper during an in-class exam or looking at textbooks or notes during an exam when not specifically permitted by the instructor.

- Plagiarism: The representation of someone else's work as one's own. This includes published or unpublished work, including the work of another student. Plagiarism includes, but is not limited to, quoting oral or written materials without citation on any written or oral assignments, submitting a research paper or other written assignment that was not written by the student, in whole or in part, (including papers purchased from a service, obtained on the Internet or obtained from another student).
- Misrepresentation: Any act or omission with intent to deceive an instructor for academic or clinical advantage is prohibited. Misrepresentation includes lying to an instructor, lying or misrepresenting facts when confronted with an allegation of academic dishonesty. It also includes misleading preceptors or the Clinical Director regarding clinical experience or falsifying clinical documents.
- Professionalism: Students should act professionally in dress, speech, and demeanor (see Appendix for specific information). Public opinion of midwifery and related professions is shaped through impressions of individual practitioners and students. Common sense standards of behavior and appearance are expected of FSTM students. Care providers are sensitive to the impression clients receive from students associated with their practices. A student's failure to meet behavioral expectations could result in dismissal from a preceptor site or from the program.

Violations of the academic honesty policy will be handled in the following manner:

1. For the first offense, the instructor should inform the Academic Director. When appropriate, a meeting will be held with the student. If it is determined that a violation has occurred, a Performance Review will be held, and the student may be placed on probation. Depending on the severity of the offense, including blatant violations of the MANA Statement of Values and Ethics (full statement found in Appendix), FSTM reserves the right to dismiss a student from the program without offering a probationary period.
2. A subsequent violation during the probationary period will result in dismissal from the program.

### Academic Standing

- Honors: Student has earned all A's
- In Good Standing: Student has earned C's or better
- Academic Warning: Student has failed 1 or more classes
- Academic Probation: Student not making satisfactory academic progress
- Academic Suspension: Student fails to meet SAP in the following semester after being placed on Academic Probation. Students on Academic Suspension will no longer be eligible for Federal Financial Aid.
- SAP - Satisfactory Academic Progress: To meet SAP, the student must maintain a cumulative GPA of 2.50 or higher AND successfully complete 67% of attempted credits each semester. Students receiving Federal Financial Aid will become ineligible if the student exceeds 150% of the program's time frame for completion.

Students receive their grades directly from instructors via Sycamore Campus within their course homepages and in student records. Upon completion of the term, grades are automatically populated within the student transcript. Students can access their progress through the Sycamore Campus system. Login and access information is provided upon enrollment in the program.

### Appeal Policy

A student may initiate a petition requesting an exception to any academic, administrative or financial policy or decision regarding their enrollment. Appeal information can be obtained by request from the Financial Aid Department.

If the original appeal is not resolved to the student's satisfaction, the student may submit a formal grievance to the Academic, Clinical or Executive Director according to FSTM's Grievance Policy outlined on page 32 of this Catalog.

Additionally, students can find information on the school's regulatory and accrediting agencies complaint process using the contact information below:

#### Commission for Independent Education (CIE)

325 W. Gaines Street, Suite 1414

Tallahassee, FL. 32399-0400

E-mail: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org)

Fax: 850-245-3238

#### Midwifery Education Accreditation Council (MEAC)

850 Mt. Pleasant Ave

Ann Arbor, MI 48103

E-Mail: [info@meacschools.org](mailto:info@meacschools.org)

Phone: (360) 466-2080

Please see Section III.P Accreditation Activities-Complaints against an Institution or Program

### Attendance Policy

Students must register and pay for courses before the first day of class to attend classes, unless a payment arrangement has been made with the Business Coordinator. Students who do not attend at least one of the first two meetings of a class or clinical experience may be dropped from the course in accordance with the course drop/add policy. Attendance is tracked by instructors in every class.

FSTM expects students to attend every class for every course. Students are required to be off call during all academic classes. Because didactic learning underpins the clinical experience, it is vital that students do not miss classes. If missing class becomes inevitable, it is the student's responsibility to make up the coursework missed. If at any point the student's absences exceed 25% of the course hours for any individual course, the student will be given an "F" for the course and be required to retake and successfully pass the course. Instructors may set their own individual course policies for attendance as long as they do not conflict with this general policy.

If an absence is inevitable, the student is responsible for immediately contacting the instructor(s) for the course(s) and the FSTM Academic Coordinator before the absence occurs.

### Auditing Courses Policy

Students may audit certain courses when space is available. Students wishing to audit a course must obtain instructor and administrative approval and register for the course during regular registration. There is no credit given for a course that has been audited, and a grade of "X" will be assigned. The course will not be included in SAP calculations. Students who register to audit are expected to attend class and fully participate in the course, except on test days. In order to audit any course, necessary prerequisites must be met. To change from a grade to an audit, students must apply in writing within the first week of the course.

Provided that above guidelines are followed, a student may audit a class free of charge if the student has previously taken, passed and paid in full for the course. If a student has audited a class in the past and chooses to take it for a grade a second time, they must pay the full price for the class.

### Class Break Policy

As described by the Florida Department of Education, for each clock hour of class time students will receive 50 minutes of instruction in the presence of an instructor and 10 minutes of break.

### Conditions for Dismissal (Termination) Policy

A student may be dismissed for any of the following reasons:

- Failure to meet SAP requirements for academic or clinical courses following a probationary period
- Failing three or more classes throughout the entire midwifery program
- Failure to correct violations after notification by the Academic Coordinator and/or the Clinical Coordinator
- Failure to adhere to the FSTM Policies and Procedures
- Failure to meet financial commitments
- Failure to attend birth when on-call (see the clinical section of the catalog)
- Violating HIPAA guidelines
- Violating FSTM's Academic Honesty Policy (found on p. 26 of this catalog)
- Dismissal from two or more clinical sites due to poor performance or behavior
- Failing grade on the Clinical Skills Exam
- Attending classes or clinical experience under the influence of alcohol or drugs
- Failure to correct behaviors identified at Performance Review
- Any behavior in a clinical setting or academic setting that places people at risk of harm, even if no actual harm occurred
- Other behavior that is unethical, dishonest or disruptive to the learning environment

## Course Drop/Add Policy

The drop/add period for all classes will include at least the first week of the semester. Students may drop or register for additional classes during this period without academic or financial penalty beyond the charges for additional coursework. Students who do not attend one of the first two classes may be administratively dropped from the class. If a student drops a regularly scheduled course after the drop/add period but before the last day to withdraw, they will receive a grade of "W."

To drop or add a course, students must:

- Obtain approval from the Program Director for dropping or adding a course
- Complete a drop/add form, available on Sycamore Campus, FSTM's learning management system ([app.sycamorecampus.com](http://app.sycamorecampus.com))
- The approved drop/add form must be submitted electronically to the administrative office by the end of the drop/add period

## Course or Program Cancellation Policy

FSTM reserves the right to cancel or postpone a class or program for any reason at its sole discretion, including insufficient student enrollment. FSTM administration will, however, attempt to make cancellation decisions well in advance of the beginning date of class and will further strive to honor commitments made to any students already enrolled in a particular program. If the school elects to cancel classes or programs, enrolled students are credited a 100% of tuition and fees paid for the class or program.

## Course Withdrawal Policy

A student may withdraw from a class and receive a grade of "W" under the following conditions:

- A grade of "W" can be assigned after the stated drop/add date until the Last Date to Withdraw and receive a "W" for the semester. After that date, if a student stops attending class, a grade of "F" will be assigned.
- To receive a grade of "W," the student must meet with the Program Director, and (if receiving Title IV funding) the Financial Aid Coordinator prior to the Last Date to Withdraw.
- If the Withdrawal is approved, the student will be notified and a grade of "W" will appear on the transcript.
- If the dropped course is a prerequisite to another course, the student may not register for the subsequent course until a passing grade is on record.
- The semester in which a student withdraws from a course will be counted toward the maximum time frame of 4.5 years unless the student does so during the drop/add period. For more information about the maximum time frame, see page 55 of this catalog.
- Refunds are not given for Course Withdrawals.

## Disciplinary Policy

When a student is found to be in violation of FSTM Policies and Procedures, the following actions will be taken:

- The Program Director will give a verbal and written notification of the violation(s) to the student.
- If the violation continues, the student will meet with a disciplinary committee comprised of the Program Director, the faculty member involved, if any, and another FSTM Director. A probationary period may be assigned.
- If the problem has not been remedied by the end of the probationary period, the student will be dismissed from the program.

### Dismissal and Readmission Policy

When a student is dismissed, the student will speak with the Program Director to discuss the reason for dismissal and options for readmission, if applicable. A specific plan for readmission may be established depending on the reasons for dismissal. Students who are dismissed for financial indebtedness may be allowed to reenter the program when the debt has been resolved.

Students who are dismissed for academic or clinical failure may apply for readmission after one full year after the date of dismissal. Students who wish to re-enter school after dismissal must make a request in writing to the Executive Director. The student must provide evidence of having remedied academic or clinical problems and indicate commitment to successful performance. They will also be required to complete a new application and enrollment contract and pay the corresponding fees.

Readmission is at the discretion of the Program and Executive Directors. Students will be notified of status in writing, by mail. The student should expect to repeat the entrance procedure before being readmitted. Upon readmission following dismissal for academic failure, students will be placed on Academic or Clinical Probation, may be eligible for Title IV aid, and thus will have one semester to meet SAP requirements; academic or clinical failure in that semester will result in permanent dismissal from the program. Students who are dismissed are not entitled to refunds.

Students who are dismissed for cheating, plagiarism, theft, alcohol or drug abuse, violence, HIPAA violations or any other behavior that may be harmful to the learning environment or reputation of FSTM and/or would endanger the safety or well-being of any person, the school, preceptor site or anyone present at a birth will not be readmitted.

### Email Policy

FSTM students are given unique email addresses at the start of their program. These emails are not to be used by, sold to, or shared with any entity outside of FSTM, and we protect our student's privacy at all times. These email addresses are solely for official use by FSTM faculty, students, and staff.

Students are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other students, family, or friends. Providing access to another

individual, either deliberately or through failure to secure its access, is a violation of this policy. For the full Email Policy, please see the Student Handbook.

### Failing and Repeating a Course

Students may only repeat a course if the initial attempt resulted in a failing grade. When a student fails a course they may be required to attend a Performance Review and be put on Academic Probation. All courses with failing grades must be repeated for a passing grade. In the event that a student fails a course, the student may be required to enroll at less than full time until the course can be repeated to ensure that all prerequisites are met. Failing then repeating a course will not extend the maximum time frame for completion. Students must repeat any failed courses the next time they are offered, which is usually one year following the initial attempt. Both attempts will be recorded on the student's final transcript and will be calculated in the cumulative GPA.

The school will make every attempt to provide referrals for appropriate private tutoring for students who are experiencing academic challenges.

Failure to pass a course on a second attempt may result in dismissal. Students who fail three (3) or more classes throughout the course of the entire program may be dismissed.

### Formal Student Complaint & Grievance Policy

FSTM maintains open communication and the resolution of conflicts through discussions and/or mediations. FSTM supports the student right to file a complaint and seeks to ensure open avenues for students who wish to do so. The policy and procedure is to provide students and administration with a process to file formal complaints, resolutions, and retention of records regarding the complaint against the school, faculty, or administration in accordance with the following regulations:

- Federal Register Sec. 667.12(B)
- [MEAC Standards for Institutional Accreditation, 2013 v.4 48 IX Benchmark A](#)

Students, staff, and faculty are encouraged to first attempt to resolve the grievance or complaint by speaking with the individual(s) involved. FSTM also realizes that informal resolutions may not always be practical. When informal means do not resolve the complaint, students may begin the Formal Complaint & Grievance process.

**Formal Complaint or Grievance Process:** Students, faculty, or staff may file a formal complaint or grievance in writing with the Program Director or Executive Director. After investigating and discussing the complaint, there will be a recommended and documented course of action for resolution that may result in an agreed mediation with an uninvolved third party staff member, the complainant, and others directly involved in the complaint or grievance. The results of the mediation, and any other determinations, will be filed with the written complaint. The formal complaint is considered to be resolved when the decision or terms are accepted, documented, and filed with the written complaint.

If the student, staff member, or faculty member feels that their complaint or grievance remains unresolved, the student may file a written grievance with the Board of Directors to review the information and render a final decision. The Board will determine and document any outcomes, decisions, and determination for final resolution and will be filed with the written complaint.

FSTM may not take formal action unless a complaint or grievance is filed in writing. Responses to all formal complaints will be issued no later than 60 days from receiving the complaint. At all times during the process, the school reserves the right to investigate, pursue, and otherwise take appropriate action with respect to any allegations that may come to its attention through the formal complaint process. Involvement in the discussion, mediation, or resolution process will only include those directly involved with the complaint. At all times, all steps will be taken to ensure confidentiality to the extent permitted by the school and by law.

### Prohibition on Retaliation

FSTM maintains an atmosphere of open dialogue, safety, and expression, including the promotion of good faith filing of a grievance, complaint, or report by employees and students of violations of law, rule, regulation, policy, or other misconduct. FSTM does not tolerate retaliation, retribution, or reprisals against an employee or student who submitted such a good faith filing. Employees and students who learn of retaliation should report it immediately to the Executive Director. See the Whistleblower Policy for more information.

Any person who files a complaint or grievance or participates in the information gathering or resolution process shall be protected from coercion, intimidation, retaliation, interference, and discrimination. Disciplinary action up to and including termination, discharge, or suspension may be taken against any person who participates in any form of retaliatory conduct.

FSTM employees who engage in retaliation in violation of the Whistleblower Policy will be subject to disciplinary action up to dismissal from employment. Students who engage in retaliation in violation of the Whistleblower Policy will be referred to the Executive Director for engagement in the Student Code of Conduct process.

An FSTM employee or student who believes they may have been retaliated against, as a result of filing a grievance, complaint, or report of violations of law, rule, regulation, policy, or other misconduct, should immediately report the retaliation to the Executive Director or Program Director. An appropriate, timely review and response will be provided to an employee or student who alleges retaliation.

**Fair Review Procedures:** The school applies review procedures that are fundamentally fair to the parties. Due process does not always require mediation, but allows for a fair and reasonable opportunity for those involved to present their respective cases. All individuals involved will be given fair notice of the complaint and the nature of the information to be presented during the discussion or mediation. Sufficient notice will be given for scheduled discussions or mediations.



Additionally, students may seek direction from the Florida Department of Education's page:  
<http://cdn.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml>.

This site contains overviews of the complaint process and other contact information for the Department of Education.

**Regulatory Agencies:** Students have the right to file a grievance or complaint with the regulatory bodies: MEAC and CIE. Guidance on regulatory and accrediting agencies complaint process and contact information for the Commission for Independent Education (CIE) or the Midwifery Education Accreditation Council (MEAC):

<p>CIE 325 W. Gaines Street, Suite 1414 Tallahassee, FL. 32399-0400 E-mail: <a href="mailto:cieinfo@fldoe.org">cieinfo@fldoe.org</a> Fax: 850-245-3238 <a href="http://www.fldoe.org/policy/cie/file-a-complaint.stml">http://www.fldoe.org/policy/cie/file-a-complaint.stml</a></p>	<p>MEAC 850 Mt. Pleasant Ave Ann Arbor, MI 48103 E-Mail: <a href="mailto:info@meacschools.org">info@meacschools.org</a> Phone: (360) 466-2080 Please see Section III.P Accreditation Activities-Complaints against an Institution /Program: <a href="http://meacschools.org/wp-content/uploads/2013/04/2015_Section-G_Policies-and-Procedures_Accreditation-Handbook_2015_081.pdf">http://meacschools.org/wp-content/uploads/2013/04/2015_Section-G_Policies-and-Procedures_Accreditation-Handbook_2015_081.pdf</a></p>
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All formal written complaints and grievances will be kept on file for a minimum of seven years from the date of resolution. Students are encouraged to first attempt to resolve the grievance or complaint by speaking with the individual(s) involved. However, FSTM realizes that informal resolutions may not always be practical. When informal means do not resolve the complaint, students may begin the Formal Complaint & Grievance process.

When a student has a problem, issue, complaint or any other concern regarding their education with FSTM, and this matter cannot be resolved by the staff and faculty, the student may file a grievance using the following guidelines:

1. The grievance shall be presented in writing to the Program Director or Executive Director. A written acknowledgement of the grievance shall be provided to the student within (5) business days of receipt of the grievance and a resolution offered to the student within five (5) business days following the acknowledgement of the grievance.
2. If a satisfactory resolution cannot be achieved via the review process cited in item 1 above, then the student presenting the grievance may request in writing that the grievance be reviewed by the Executive Director. Such a request is to be made directly to the Executive Director. A written acknowledgement of the grievance shall be provided to the student within (5) business days of receipt of the grievance and a resolution offered to the student within five (5) business days following the acknowledgement of the grievance.

3. If, upon review by the Executive Director, a satisfactory resolution is not achieved, the student may make a written request to the Board of Directors that the grievance be brought to the Board of Directors for review as soon as possible, but not later than 30 days. Such a request may only be made when the steps in items 1 through 3 have been taken. A written acknowledgement of receipt of the grievance shall be provided within five (5) days of receipt of the grievance.

4. The Board of Directors, or a committee appointed by the Board, shall review the grievance and decide if the finding of the Executive Director shall be upheld; or, if not upheld, undertake a separate review of the matter and render a final decision regarding the grievance. A written decision shall be provided to the student within forty-five (45) days of receipt of the grievance.

5. FSTM recognizes the importance of any grievance presented by a student and shall seek to find a resolution in a prompt manner.

### Grading Policy

GPA is calculated using a point system. A and A+ are given 4 points per credit of the course, B+ receives 3.3 points, B receives 3, C receives 2, and F receives 0 points. The total number of quality points is divided by the number of credits attempted, and the result is the GPA. Students' academic performance will be graded on the following scale:

A+	100%
A	90-99%
B+	87-89%
B	80-86%
C	75-79%
F	0-74%
P / F	Pass / Fail
I	Incomplete
W	Withdrawn
IP	In Progress
X	Audit

The following courses are considered Pass / Fail:

- 1307 Introduction to Midwifery Practicum
- 2107 Midwifery Practicum I (Antepartum)
- 2207 Midwifery Practicum II (Intrapartum)
- 2305 Midwifery Practicum III (Postpartum)
- 3105 Midwifery Practicum IV (Obstetric Complications)
- 3202L Clinical Skills Practicum Lab
- All Clinical Lab courses: 1200CL, 1300CL, 2100CL, 2200CL, 2300CL, 3100CL, 3200CL, 3300CL, 4100CL

Pass / Fail courses do not count toward the total number of quality points and do not affect the GPA.

### Incomplete Policy

Incompletes are given at the discretion of the instructor and the Program Director. Fees may apply. A student must offer a compelling reason for the request and a plan for completing the course work. Requests for an incomplete grade will be considered on a case-by-case basis. At least 80% of the coursework must have been completed at the time of the request. An "I" will appear on the grade report until the instructor submits a final grade. If the course is a prerequisite for another course, the student may only register for the subsequent course with permission from both the Program Director and the course instructor. Students must complete the coursework by the end of the following semester, or an "F" will automatically become the final grade. Student's SAP will be recalculated once the final grade is posted.

### Notice of Equal Access/Equal Opportunity and Nondiscrimination

FSTM is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, gender identity, sexual orientation, parenthood/pregnancy status, marital status, national origin, political opinions or affiliations, veteran status, physical appearance and genetic information. FSTM does not discriminate in its programs and activities, including employment and admissions. FSTM is an equal opportunity/affirmative action organization.

FSTM strives to create a supportive environment for all. FSTM strictly prohibits retaliation. FSTM complies with all state and federal laws, rules, and regulations, including Title IX, Title VI, and Title VII of the Civil Rights Act, any and all Age Discrimination in Employment Acts, and any other laws, rules, or regulations that expressly prohibit discrimination in any form for any reason.

Reasonable Accommodations for Learners: FSTM does not discriminate against otherwise qualified individuals with disabilities in decisions about admission, enrollment, registration, and participation in learning activities. Reasonable accommodations will be provided for all applicants or students who need permanent or temporary accommodations or support for their disability in order to perform their duties as a student. Applicants may self-identify and are at the option of the applicant. This disclosure is not required.

In particular, Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. FSTM complies with all aspects of this and other federal and state laws regarding non-discrimination. Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in

hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members. Anyone with questions about compliance or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence as a violation of Title IX, should immediately contact the Executive Director.

### Prerequisites Policy

Course prerequisites are listed with individual course descriptions. Except in rare circumstances, at the discretion of the Program Director, course prerequisites are required to be satisfied before moving on to subsequent courses in the program.

### Program Leave of Absence Policy

The leave of absence policy is mandated by the federal government and is required for all students who may receive Title IV financial aid during their time at FSTM (Federal Pell Grants, Federal Direct Loans, PLUS Loans, FSEOG, or Work Study). If students experience a situation that requires them to stop attending FSTM temporarily, they will be counseled and can apply for an approved leave of absence.

The approved LOA form must be completed in writing, it must be signed and dated, and it must be intended to not exceed 180 days in a 12 month period. The 12 month period always begins with the first day of the student's LOA request.

### School Charges for LOA Students

Because students are considered to be enrolled continuously while on an LOA, they are not assessed additional charges when they are on the LOA or when they return. Students may also not receive any additional financial aid monies for the period once they return from LOA.

### LOA and Return of Title IV

A student who is on an approved LOA is considered to be attending FSTM, so no return to Title IV is required. However, if the student fails to return to the program within 180 days, then the student is considered "withdrawn" and a return to Title IV is required for the student. FSTM uses the last date of attendance as the approved start date for the LOA, which means that students could fail to meet Standards of Progress and receive grades of failing. This is considered a withdrawal for Title IV purposes.

### Completion of Coursework Upon Return

Because FSTM is a lockstep program, students who take an approved LOA must return to the program at the same place where they left it. FSTM must also allow a student to complete the coursework from before the LOA was approved.

### LOA and Maximum Timeframe

Because FSTM has a maximum timeframe for completion, students must carefully consider whether or not going on LOA is in their best interest. FSTM's maximum

timeframe for completion is 4.5 years. When a student is on LOA, the student is considered to be enrolled in the program for that time period. So, the maximum timeframe is not impacted and the date of expected graduation within the maximum timeframe remains in effect.

### LOA and Direct Loans

Direct loans for the student from Title IV cannot be disbursed per 34CFR 682604(c) during the approved LOA from FSTM. A student remains on an enrolled status and the loan remains valid while they are on the LOA. The loan then disburses when the student has completed the LOA. If the student does not return from LOA, then the school reports the last date of attendance as the approved start of the LOA. Please note: one possible outcome from an LOA is that the student's grace period for a Title IV loan may be exhausted if they don't return from LOA.

### Program Withdrawal Policy

A student may request to withdraw from the program, if necessary. A request must be submitted in writing to the Academic Director describing the reasons for the request. Electronic requests are acceptable.

### Returning from Program Withdrawal Policy

If a student returns to the program within one year from the last day of the semester in which the withdrawal occurred, they will not be required to reapply to the program. However, they will be required to submit a new Enrollment Agreement. They will not be required to pay new application and enrollment fees.

If a student returns to the program more than one year after the original withdrawal date, they will be required to re-apply to the program and pay all associated application and enrollment fees.

In order to be considered for re-enrollment after withdrawal from the program, a student must:

- Be in good academic standing
- Be current in all financial obligations to the school
- Complete the application interview process and be accepted

Students who return to FSTM following withdrawal from the program will be able to retain credit for classes completed previously at FSTM as long as the classes were taken within the following time frames:

### Core Classes – Three Years

- Antepartum
- Midwifery Practicums
- Diagnostic Testing

- Intrapartum
- Postpartum
- Newborn
- Obstetric Complications
- Clinical Skills Practicum Lab

#### Science Classes – Five Years

- Anatomy & Physiology I
- Anatomy & Physiology I Lab
- Anatomy & Physiology II
- Anatomy & Physiology II Lab
- Microbiology for Midwives
- Microbiology for Midwives Lab
- Reproductive Anatomy & Physiology
- Reproductive Anatomy & Physiology Lab
- Pharmacology

#### All Other Classes – Seven Years

- Healthcare Skills I
- Healthcare Skills I Lab
- Healthcare Skills II
- Healthcare Skills II Lab
- Research and Public Health
- Cultural Humility
- Midwifery History, Law and Rule
- Psychology for Midwives
- Interpersonal Communication
- Nutrition for the Childbearing Year
- Fetal Monitoring
- Human Sexuality for Midwives
- Professional Communication
- Herb Workshop
- Suturing for Midwives
- Breastfeeding
- Gynecology
- Collaborative Management
- Issues in Professional Midwifery
- Establishing and Maintaining a Practice
- NARM Review

If a student returns to FSTM beyond the time frames listed above, they will need to retake any corresponding courses to earn a new grade and receive credit.

If a student returns to FSTM and does not need to retake any classes for credit based on the aforementioned time frames, the student may be given the option to audit classes, pending instructor and administration approval, if the student would benefit from a review of the course material.

#### Research Requirement

The following courses carry a research requirement:

- Research and Public Health
- Psychology for Midwives
- Reproductive Anatomy and Physiology
- Antepartum
- Intrapartum
- Postpartum
- Issues in Professional Midwifery

Students will learn the valuable skill of gathering and synthesizing information to present either in oral or written form, or both. In each of the above classes, instructors assign either a research paper of at least five pages and/or a research-based presentation. All research assignments are required to be in correct JAMA format according to the most recent guidelines and standards.

### Scheduling and Class Hours

A current schedule of classroom hours for each term will be available before the beginning of each semester. Scheduling at clinical sites will be done in collaboration with FSTM, the student, and the clinical sites.

### Social Media and Networking Policy

Social media activities include but are not limited to creating or contributing to: Blogs, message boards, RSS feeds, etc.; social networks such as Facebook, Instagram, Twitter, and YouTube; or any other kind of social media site on the internet. FSTM students, staff, and faculty are prohibited from posting any content that directly or indirectly criticizes or ridicules FSTM, its policies, students, faculty, staff or curriculum, on any social networking site. In addition, FSTM students may not use their FSTM email credentials to engage on social media sites or discussions at all.

A Student, Faculty member or Preceptor found to have violated this policy may be subject to disciplinary action, up to and including termination/dismissal. A violation of this policy by a temporary employee, contractor or vendor may result in the termination of their contract or assignment with FSTM.

For the full Social Media and Networking Policy, please see the Student and Faculty Handbooks.

### Student Evaluation Policy

Student midwives at FSTM may be required to participate in a Student Success Plan and/or Performance Plan. The purpose of these plans is to evaluate and review the student's academic standing, clinical skills, and/or professionalism, and develop a strategy that will lead to successful completion of the program.

The Student Success Plan is devised by the student and reflects the challenge they are facing and plan for correction. If issues are not corrected by the Student Success Plan, a Performance Plan will be developed by at least two of the following: Executive Director, Program Director, and/or faculty members. Performance Plans will involve student-identified strengths and challenges; faculty, director, or preceptor-identified critiques; and a plan for correction.

Failure to complete the actionable items of the Performance Plan may result in academic or clinical probation, delay, or denial of placement at clinical sites, or dismissal from the program.

Circumstances that may require a Performance Plan include, but are not limited to, the following:

- Unsatisfactory academic or clinical performance, or failure to conform to academic or clinical policies as outlined in this catalog and the Student Handbook
- Unethical or unprofessional behavior in the academic or clinical setting
- Failure to maintain confidentiality according to HIPAA guidelines
- Failure to meet academic or clinical deadlines
- Failure to complete academic or clinical assignments
- Disrespect toward preceptors, faculty, fellow students, staff and or clients
- Failure to comply with individual clinical site policies and procedures
- Failure to show appropriate development or proficiency of clinical skills
- Impairment when on call, in class or in any capacity as a student midwife, or other violation of FSTM policies
- Failure to show sound clinical judgment
- Participation in any actions outside the licensed midwifery scope of practice as outlined in Florida Statute Ch. 467 and FAC 64B24

Performance Plans are also required for petitions to appeal an Academic Suspension status due to not meeting SAP requirements in a probationary term. This form is available in the Financial Aid department.

### Withheld Grades Policy

The school will withhold grade reports, transcripts and diploma if a student has outstanding debts to FSTM, which can include administrative file forms and/or any unpaid balance on her or his account.

## CLINICAL POLICIES & PROCEDURES

### Clinical Lab Enrollment

Students are eligible to enroll in Clinical Lab beginning Year 1 Term 2 and continue to enroll each semester throughout the remainder of the program. In order to be eligible to enroll in Clinical Lab and attend clinic, students must:

- Pass all classes in Year 1, Term 1



- Demonstrate professionalism and appropriate communication skills
- Demonstrate minimal proficiency in basic skills obtained in Healthcare Skills I
- Submit a completed Health Verification Packet
- Hold current certification in BLS (Basic Life Support) for Healthcare Providers and NRP (Neonatal Resuscitation Program)
- Have reliable transportation
- Have access to a phone
- Have availability for regularly scheduled clinic days and on-call availability

To continue to be enrolled in and attend Clinical Lab, students must maintain a cumulative GPA of 2.5, maintain appropriate proficiency of skills, and not be on clinical probation.

### Clinical/Academic Concurrent Learning Policy

Per Florida Administrative Code 64B24-4.007, clinical learning is designed to be conducted sequential to, or simultaneous with classroom instruction. Students enrolled in the program are required to register for the scheduled number of Clinical Lab credits specified in the curriculum. If a student is unable to meet the requirements for Clinical Lab course enrollment, they may be withdrawn from the program. Extenuating circumstances or temporary leave of absence (LOA) may be considered on a case by case basis, but will require a performance plan created in conjunction with the FSTM administration.

### Clinical Placement

Students will be assigned to work directly with a qualified preceptor or Clinical Observation Site. These include Florida licensed midwives (LMs), certified nurse midwives (CNMs), registered nurses (RNs), or obstetricians (OBs) who work in home birth practices, birth centers, women's health facilities, and hospital settings. Clinical experiences may include attending prenatal and postpartum appointments, participation during labor and birth, participation and observation in pregnancy related services, and learning office procedures for various practices. Students will progress through a tiered process of observation, assistance under supervision, and primary under supervision in the antepartum, intrapartum and postpartum period.

Students may obtain clinical experience in two types of settings:

- Clinical Observation Sites
  - Receive clinical clock hours
  - Serve as "Observer" (see below, 'Clinical Experience')
  - May work with a variety of health care practitioners and newly licensed midwives referred to as "mentors"
- Clinical Preceptor Sites
  - Receive clinical clock hours
  - Serve as "Observer," "Assistant Under Supervision" or "Primary Under Supervision" (see below, 'Clinical Experience')

- Preceptors are physicians, licensed midwives, or certified nurse midwives who have a minimum of 3 years' professional experience, and who direct, teach, supervise, and evaluate the learning experiences of the student midwife

The Clinical Coordinator facilitates placement of students at clinical sites. Students and preceptors/mentors have the opportunity to meet and interview with one another to determine if they are a good fit for each other prior to clinical placement. FSTM does its best to place students in sites within their current communities, but assignment is dependent on a number of factors, including how many student openings a particular site has, how many students desire placement at those sites, and whether the student and preceptor/mentor believe they are well suited for each other.

In the event that a student cannot be placed at a site within their own community, they will be required to commute or relocate in order to attend clinic. Students are responsible for the costs related to travel, room and board related to Clinical Lab. Students must have reliable transportation while on call and must be accessible by telephone.

Clinical placement will be assigned on a per semester basis. A Semester Agreement shall be signed by the student, preceptor/mentor, and an FSTM administrator at the beginning of each semester. Students and preceptors satisfied with their arrangement may continue to work together for the duration of the program; however, it is heavily encouraged for students to gain experience with more than one preceptor for exposure to varying practice styles. Students are required to attend a requisite number of births in both hospital and home settings.

Students are not permitted to change clinical sites without the Program Director's approval. Unauthorized changes in a clinical site will result in denial of clinical experiences received at the unapproved site, placement on a Performance Plan, and/or clinical probation.

### Clinical Experience

All clinical requirements are in compliance with Chapter 467, Florida Statute, the Commission for Independent Education, the North American Registry of Midwives (NARM), and the Midwifery Education Accreditation Council (MEAC). Students shall abide by the clinical site's personnel policies, protocols, and contracts as deemed by the Preceptor.

CLINICAL EXPERIENCE MINIMUM REQUIREMENTS FOR GRADUATION	
Experience Type	Minimum
Initial Prenatal Exam: 23 total	
Assistant Under Supervision	3
Primary Under Supervision	20

Prenatal Exam: 80 total	
Assistant Under Supervision	25
Primary Under Supervision	55
Labor and Birth: 80 total	
Observer <sup>1</sup>	10
Assistant Under Supervision	20
Primary Under Supervision <sup>2</sup>	50
Newborn Exam: 50 total	
Assistant Under Supervision	20
Primary Under Supervision	30
Postpartum Exam: 50 total	
Assistant Under Supervision	10
Primary Under Supervision	40
<b>Partial Continuity of Care: 10 total</b> Students shall provide care in a Primary Under Supervision or Assistant Under Supervision role for at least one prenatal visit AND serve as Primary Under Supervision at the birth (labor, birth, immediate postpartum exam, newborn exam).	
<b>Full Continuity of Care: 5 total</b> Students shall provide continuous care to the client for the following: 5 complete prenatal exams spanning at least 2 trimesters, the birth (labor, birth, immediate postpartum exam, newborn exam), and 2 complete follow-up postpartum exams, all as the Primary Under Supervision. <sup>3</sup>	
<b>Sutures: 5 total</b> Student shall perform suturing of 1st or 2nd degree lacerations	

In all categories, the Assistant under Supervision requirements must be completed before the student midwife can begin as Primary under Supervision.

Additionally, these experiences must include:

- A minimum of 5 births conducted in the home
- A minimum of 2 planned hospital births (may not be a result of an intrapartum transfer, but may be an antepartum transfer)

Definition of clinical experience roles:

- **Observer:** Students are introduced to antepartum, intrapartum, postpartum, and newborn skills at the clinical site. Students observe or assist minimally in a role that meets their skill level. The observer role is one of learning and observation, beginning to explore the relationship between theoretical knowledge of skills and practical application.

- **Assistant Under Supervision:** Students are developing antepartum, intrapartum, postpartum, and newborn skills at the clinical site. Students assist the primary midwife, providing supportive care that helps to develop critical thinking and other clinical skills, but does not yet apply those skills consistently or proficiently. They may be beginning to assist the midwife in making management decisions, but may not yet be consistently using best practice.
- **Primary Under Supervision<sup>4</sup>:** Students are proficient in antepartum, intrapartum, postpartum, and newborn skills at the clinical site. Students apply theoretical knowledge to practice and demonstrate the ability to consistently and correctly participate in management decisions regarding client/patient care, while under the supervision of the preceptor. The term 'Primary Under Supervision' may be used interchangeably with the term 'Management'.

<sup>1</sup> Up to five birth observations with a person who is not a preceptor or birth observations obtained prior to program enrollment may be submitted, as long as the observation experience occurred within 10 years of the student's NARM exam date.

<sup>2</sup> No more than two active labor transfers may be included in the 'Labor and birth - Primary Under Supervision' category

<sup>3</sup> Labor transfers may not be counted for Continuity of Care births

<sup>4</sup> Only one student can assume the Primary Under Supervision role at a clinical experience. If two students are present, they may not "co-manage." However, one student may take the Assistant Under Supervision or Observer role (see above) and one may take the Primary Under Supervision role

## Clinical Hours

Each credit of Clinical Lab equates to a minimum of 30 clock hours. The FSTM clinical program encompasses 42 Clinical Lab credits and 1,260 clock hours. Clinical hours are obtained via attendance at the clinical site or other clinically relevant midwifery experience.

FSTM honors that each person's birth experience is unique. Given this, the exact number of hours required to attend the mandated number of birth experiences cannot be predetermined. Intrapartum hours (time spent at birth) may be in addition to clinical hours as defined in the curriculum. Most students will exceed the minimum number of clinical hours required. The preceptor and student shall work together to develop a mutually agreeable call and clinic schedule for the student, and the student must be off call for classes.

Students will document clinical hours on the FSTM Clinical Hours Log and will submit a final and signed version at the end of each semester. The total number of hours submitted must be equivalent to or exceed the number of clock hours associated with the number of Clinical Lab credits for which the student has registered. As an example, if the student has registered for two credits of Clinical Lab, they must show documentation of at least 60 Clinical Lab clock hours. Students may not include driving time to or from clinic and births on the Clinical Hours Log. All hours spent in clinic in the role of student midwife must be documented on the Clinical Hours Log.

Students at risk for not obtaining the minimum number of clinical hours in a semester may obtain hours in additional settings at the discretion of the Program Director.

## Clinical Experience Documentation

Students are required to submit clinical experience forms to the clinical director using our online clinical experience tracking system, Clinical BirthTree. Forms shall be submitted in a timely manner. Students should document all clinical visits at the end of the clinic day and birth experiences soon after client discharge. This is consistent with good midwifery charting practice. Forms submitted more than a month after the clinical experience will be subject to further review and may not be approved by the Program Director.

## Skills Development

FSTM engages in a progressive approach to skill acquisition. Skills are taught in sequence moving from less autonomy and proficiency to more autonomy and proficiency. Students will be given the opportunity for development of skills in Health Care Skills courses and Midwifery Practicum courses as well as in the clinical setting.

Students develop their knowledge and skills in a progressive approach:

- **Introduced:** Students observe or assist in a limited role that meets their skill level. The observer role is one of learning and observation, beginning to explore the relationship between theoretical knowledge of skills and practical application.
- **Developing:** Students assist the primary midwife, providing supportive care that helps to develop critical thinking and other clinical skills, but does not yet apply those skills consistently or proficiently. They may be beginning to make management decisions, but are not yet consistently using best practice.
- **Mastery:** Students act as primary midwife under the supervision of an FSTM-approved preceptor. Students apply theoretical knowledge to practice and demonstrate the ability to consistently and correctly participate in management decisions regarding client/patient care (while under the supervision of the preceptor).

## Clinical Skills Verification

Students will receive written instructions for the hands-on skills learned in Health Care Skills and Practicum classes. Competency will be evaluated during mid-term and final exams in these courses and will also be verified via preceptor signature in the student's FSTM Skills Instruction Manual.

Per NARM/MEAC guidelines students must have signature verification from two different preceptors of proficiency for the following skills:

1. Basic maternal physical exam
2. Routine prenatal exam
3. Newborn exam

#### 4. 4-6 week postpartum check-up

Preceptor signatures on the above mentioned skills indicate that the student has demonstrated proficiency in the skill. Students must also obtain at least one signature verifying proficiency on other skills specified in the FSTM Skills Instruction Manual.

#### Clinical Skills Exam

In Year 3 Term 3 of the midwifery program, students enroll in course 3202L, Clinical Skills Practicum Lab. The course is structured to include a series of skills practice days which end in a comprehensive Clinical Skills Exam (CSE) to determine proficiency in advanced skills prior to graduation. Students must pass all components of this exam in order to graduate from FSTM. The 3202L Clinical Skills Practicum Lab syllabus contains information regarding the CSE Retake Policy.

#### Health Verification Packet

To participate in the clinical component of the program, students must complete and submit a Health Verification Packet. All fees associated with titers and vaccinations are solely the responsibility of the student. The Health Verification Packet must be submitted to the Clinical Coordinator by the stated deadline in the packet. Students who do not complete the Health Verification Packet on time will not be eligible for Clinical Lab in Year 1 Term 2 and may be administratively withdrawn from the program.

Required components of the Health Verification Packet include:

- Signed Health Risk Understanding and Agreement
- Immunization Status Form
- Lab titer reports or vaccination records
- Tuberculosis test report
- Signed vaccination waivers (if titers are negative and student is declining vaccination)

#### BLS and NRP Certification

To begin Clinical Lab, FSTM requires current certification of:

- BLS (Basic Life Support) for Healthcare Providers
  - No other CPR classes may be substituted for BLS; must be AHA or Red Cross approved; must be an in-person course
- NRP (Neonatal Resuscitation Program)
  - Must be an AAP-approved, in-person course

Current BLS for Healthcare Providers and NRP certifications must be maintained for all subsequent semesters for which a student is enrolled. Standard renewal is within 2 years. The student is responsible for the fees and scheduling of these trainings and must maintain a proof of certification in both BLS and NRP on file at FSTM. If certifications lapse while enrolled in Clinical Lab, students must discontinue attending

all clinical experiences until they renew certifications. This could result in a student failing a semester of Clinical Lab, if it is not resolved.

### Law and Rule at Preceptor Sites

Students shall review and abide by Florida law governing midwifery practice detailed by Florida Statute 467 and Florida Administrative Code 64B24.

The unlicensed practice of midwifery in the state of Florida is a felony (FS. 467.201). The student must, at all times, function within the student/preceptor relationship and the provisions of F.S. 467 and F.A.C. 64B24. If a student is asked to perform clinical duties outside of the scope of practice of Florida Statute/Administrative Code, the student shall decline and notify the Clinical Director within 24 hours.

While enrolled at FSTM, the student agrees not to be present at a birth or clinical experience or to perform midwifery or medical services without the presence of a supervising FSTM-approved preceptor. Any student practicing midwifery in the birth or clinical setting without the presence and supervision of an FSTM-approved preceptor, except in the case of an emergency, is in violation of Florida Statute 467.201, an act that constitutes a felony of the third degree. Violation of this statute will result in immediate dismissal from the program.

### Professional Liability Insurance

FSTM students are not covered by professional medical liability insurance through FSTM. Any student who desires such coverage may request from the administration names of agencies or companies who provide student liability insurance. All students must be "directly supervised" in the clinical setting according to Florida statute, and all preceptors are required to carry professional liability insurance.

In the event of an actual or potential adverse outcome associated with a birth experience that the student attended, assisted, or managed, it is the responsibility of the student to notify the FSTM administration (Clinical Coordinator) within 24 hours of the occurrence. Please see the Clinical Incident Reporting Policy for more information.

### HIPAA Guidelines

The Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Rules are intended to enforce standards of ethics and confidentiality as they related to private health information of clients.

- Students are not to use real names or other individually identifiable information when documenting their experiences, discussing client cases in class or otherwise. This includes: clients, midwives, physicians, and events that take place at clinical sites.
- When submitting clinical experience documentation to FSTM, student midwives are to use a standardized client coding system. This code shall include the first and last initial of the client followed by a six-digit due date (XXMMDDYY). For example, Sally Smith, who has an estimated due date of March 4, 2019 would

be coded as SS030419. For continuity purposes, client codes should remain constant, even if a client's due date changes at some point in the pregnancy.

- Student midwives are encouraged to keep a private log (for personal use only) of all client names with client codes to use as a reference when submitting clinical paperwork. It is the responsibility of the student to ensure that these logs are kept secure and in compliance with HIPAA guidelines.
- Student midwives may never photocopy client records or charts without direct permission from the healthcare practitioner and the client.
- Violations of HIPAA may result in any of the following:
  - Placement on a clinical Performance Plan
  - Clinical Probation
  - Dismissal from the clinical site
  - Dismissal from the program

## Challenges in the Clinical Site

Students and preceptors alike have the right to be treated with respect and professionalism. When feasible, issues in the clinical site should be resolved at the most immediate level possible. Students are encouraged to first attempt to resolve their grievance or complaint by speaking with the individual(s) involved.

If a dispute occurs and informal means of resolution are not productive, please notify the Program Director as soon as possible. FSTM realizes that informal resolutions may not always be practical and the Program Director is always available to discuss any situation with the student or preceptor. The Program Director's responsibility is to strive to mediate a resolution that is satisfactory to all parties involved.

In the event that disagreements or problems regarding behavior or clinical performance are not resolved, the Preceptor has the right to file a Clinical Grievance and/or dismiss a student from the clinical site.

Students have the right to submit formal grievances in accordance with FSTM's Grievance Policy.

## Corrective Action

If a student refuses to perform agreed upon clinical duties, such as attendance in clinic, attendance at birth while on-call, or various assigned tasks/skills within the scope of the law, they may be placed on a Performance Plan, clinical probation and/or be dismissed from their current clinical site. This may further result in a failing grade in Clinical Lab or dismissal from FSTM.

## Risk Management and Clinical Incident Reporting

A 'Clinical Incident' is any clinical situation where the possibility exists that the school could be named in an insurance claim or lawsuit, even when the practitioner is not at fault or when the incident resolves favorably. Some examples of events that students might report include (but are not limited to): shoulder dystocia, hemorrhage resulting in a hospital transfer, infection or allergic reaction, medication error, or neonatal



resuscitation. It is preferred that students submit incident reports that are unnecessary, rather than not to have one on file in the case of an insurance claim or lawsuit.

#### Incident Reporting Procedure:

1. When an incident occurs, the student shall call (not email) the Program Director within 24 hours. If the Program Director is not available, the student or preceptor should contact the Executive Director. Do not write any description of the incident or refer to the incident in an e-mail or social media forum.
2. Complete the Incident Report Form. This form is available for download in the 'Student Documents' section of Sycamore. Statements on the Incident Report should be strictly factual.
3. When the Incident Report Form is completed, send it via US mail or hand deliver to the Program Director or Executive Director within one week of the incident. Do not fax or email.
4. The student may not discuss the incident with other students or faculty. Students are further advised to avoid making statements while in a highly emotional state. The student is encouraged to seek the advice of the Program Director as early as possible. The student may not speak to media or news outlets regarding the adverse incident or make any social media posts about the adverse incident.
5. Students shall not contact the client or family involved, or make any statements to attorneys or insurance agents unless they are engaged by FSTM.
6. An incident may not be discussed in private email at any time. Reporting or discussing any incident, other than in the incident report form, must occur by telephone.
7. If the student or preceptor has a question about whether an incident merits reporting, please contact the Program Director.

## FINANCIAL POLICIES AND FEES

### Financial Policy

Upon confirming registration, students assume full responsibility for payment of their tuition and other fees associated with their education at the Florida School of Traditional Midwifery Inc., in accordance with the payment policies of the school. Each semester's tuition, in its entirety, must be paid prior to the start of the semester. Formal payment plans are available by request. Payment plans begin with at least 50% of the tuition paid prior to the start of the semester, accompanied by a formal payment plan arranged with the Finance Department for the remaining balance during the course of the semester. All tuition and other fees must be paid by the end of each semester in order for the student to receive grades and register for any subsequent semester. Any funds received by FSTM on behalf of a student will be applied first to any outstanding balance the student owes the school. Once all balances are paid in full, the student will receive any overage in a disbursement.

If the student is receiving Federal Financial Aid (also known as Title IV) and /or any other financial aid, FSTM will credit the student's account, and disburse the remainder (after tuition and fees) to the student at the end of the drop/add period, or when funds are received from the funding agency.

If a student has an unpaid balance at the end of a term and is unable to make payment in full, they will not be eligible to register for any subsequent term. A student under these circumstances may submit a written request to the Finance Department to establish a payment plan to pay off any outstanding balance. The payment plan must be approved and signed by the Executive Director in order for the student to be eligible to register for a subsequent term. All financial obligations must be met prior to graduation.

FSTM students who enroll for Academic Year 17-18 and beyond are charged a fixed rate (\$4,352) per semester that includes all required fees. If a student adds/drops classes during the semester there is no change in the tuition fees.

**Tuition and Fees:**

Cost	Amount	Due	Notes
Block Tuition per Semester	\$4,352	Each Term	Block tuition applies to students taking at least half of the credits scheduled for the given term; for students taking fewer than half, a-la-carte credit hour rates apply
Application Fee	\$100	With Application	Non-Refundable; Due at time of application
Enrollment Fee	\$200	With Enrollment Contract	Non-Refundable; See Program Withdrawal and Refund Policy for refund information; due at time of enrollment
Advanced Standing Fee	\$25/credit	Per Advanced Standing credit(s) Requested	If Advanced Standing is requested, due at time of application
Late Payment Fee	\$50	When a late payment is made (three day grace period applies)	Extenuating circumstances will be considered on a case by case basis
Course Retake Fee	\$150/credit	Per credit(s) requested	Applied to the term that the course is being re-taken, if the student is taking less than 50% of the total credits for that term
Diploma Replacement Fee	\$15	When a student requests an additional diploma	Non-refundable

\* Fees subject to change

Equipment, Textbooks and Training

Students are responsible for costs not paid directly to FSTM for the purchase of supplies, books and required training. Textbook lists and any required supplies lists will be given at least two weeks prior to the start of a new semester. Individual costs vary depending on the textbook source chosen.

Other required supplies and equipment:

- Computer or tablet
- Word processing ability (Google Docs, Microsoft Word, Pages, etc.)
- Home wifi access
- Cell phone (smartphone preferred)

All financial obligations must be met prior to graduation. Costs vary depending on textbook/training source chosen. The cost of equipment, textbooks and training is estimated to be \$2,768.00.

### Financial Aid Opportunities

FSTM students use a number of options to pay for their education. As a Title IV school, FSTM students can access Federal Financial Aid including:

#### Pell Grants

- Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances.

#### Subsidized and Unsubsidized Loans

- Subsidized and unsubsidized loans are federal student loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans.
- Subsidized loans: The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you're in school at least half-time, for the first six months after you leave school, and during a period of deferment (a postponement of loan payments).
- Unsubsidized loans: You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.

#### Parent PLUS Loans

- Direct PLUS Loans are federal loans that parents of dependent undergraduate students can use to help pay for college or career school.

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

- FSEOG is a grant for undergraduate students with exceptional financial need. Each participating school receives a certain amount of FSEOG funds each year from the U.S. Department of Education's office of Federal Student Aid.

In addition, FSTM also participates in the following:

- Bright Futures scholarships
- Florida Prepaid Plan (529 College Savings Plan)
- Career Source Florida Program (Workforce Investment & Opportunity Act)
- VA Funding
- Honorably Discharged Graduate Assistance Program
- Vocational Rehabilitation
- Other Private Grants & Scholarships
- Private student loans through Sallie Mae and Wells Fargo

## Federal Financial Aid

Students who are US citizens or permanent residents may be eligible for Pell Grants, Stafford Loans, Plus Loans or FSEOG. Stafford Loans are available to those who qualify and may be either subsidized or unsubsidized. All student loans are required to be paid back with interest.

If interested in Federal Financial Aid, students can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To learn more about financial aid eligibility and repayment information, contact the Financial Aid staff.

## Enrollment Status for Federal Title IV Financial Aid

Because FSTM offers a program in credit hours and terms but does not award a degree, FSTM has to convert its clock hours for each term to Title IV credits. FSTM uses the clock-to-credit conversion for enrollment status when Federal Student Aid is calculated. The calculation is made by dividing the number of clock hours in each term by 37.5, which gives a credit hour by which FSTM staff determines whether the student is full, three-quarters, or half time. Full time enrollment is 12 converted credits, three-fourths time is at least nine, and half-time is at least six converted credits.

If a student declines enrollment or drops within the drop/add period, then a direct loan change form will be used to cancel loans.

## Grade Level Progression Policy for Title IV

Students in their first year are eligible for less FSA than students in their second year. In order for students to progress from first to second year FSA award amounts they must complete 30 converted credits (see above). Students will be eligible for second year award amounts once they have completed 30 converted credits. Currently, First-Year loans maximums for independent students is \$4,750.00 and \$2,750.00 for dependent students per semester. Dependent students can receive an additional \$2,000 per term in Unsubsidized eligibility with a PLUS loan denial.

Any eligible student taking the complete Direct-Entry curriculum can qualify for first-year award amounts from Year 1, Term 1 through Year 2, Term 2. Second-year award amounts may be available in Year 2, Term 3 through the end of the program. Currently, Second-Year loans are \$5,250.00 for independent students and \$3,250.00 for dependent students per semester.

## Federal Student Aid and Satisfactory Academic Progress (SAP)

For students to remain eligible for Federal Student Aid (FSA), students must make Satisfactory Academic Progress (SAP). FSTM considers it very important for students to review and understand Satisfactory Academic Progress because it can impact your ability to receive aid to pay for education.

The following conditions are required for a student to be considered meeting SAP:

- Cumulative GPA of 2.5 or higher
- Complete 67% of cumulative attempted credits
- Finish the program within the maximum time frame (4.5 years), please see page 55 of this catalog for more information.
- Incomplete grades: In courses where an 'Incomplete' grade has been issued, students must complete the coursework by the end of the following semester, or an "F" will automatically become the final grade. Student's SAP will be recalculated once the final grade is posted.

If a course is repeated, the initial course grade and the subsequent course grade will be calculated into the GPA for their corresponding semesters. Advanced standing credits received will not be calculated into the student's GPA.

**Financial Aid Warning or Suspension:** At the end of the each term, staff verify that students have met the criteria listed above. If at any point a student fails to meet SAP, FSTM staff will email the student and schedule a time to discuss next steps.

When a student does not meet SAP, the student is placed on 'Financial Aid Warning':

- Note: Financial Aid Warning is for one semester only.
- Financial Aid Warning provides students with another chance to improve their cumulative GPA or completion rate to meet the SAP criteria listed above.
- The student can receive Federal Financial Aid while they are on Financial Aid Warning.

When a student is on Financial Aid Warning:

- A member of the Program team will meet with the student to develop an improvement plan. This is not intended to punish the student, but rather to provide support to help the student meet their goals.
- Students must do well enough in their courses to bring their GPA up to at least 2.5 cumulatively and/or increase their rate of completion to at least 67%.
- At the end of the semester, SAP is calculated and if a student meets SAP, the Financial Aid Warning is lifted.
- If a student does not meet SAP after their term of warning, the student is placed on 'Financial Aid Suspension'.

When a student is placed on Financial Aid Suspension:

- The student is not allowed to receive Federal Financial Aid.
- To become eligible to receive Federal Financial Aid again, the student must continue taking coursework until they meet SAP.

- The student may appeal if they have extenuating circumstances (which have since resolved) that impacted their ability to meet SAP.

Financial Aid Suspension Appeal Submission: If a student is on Financial Aid Suspension, they can choose to appeal if “extenuating circumstances” impacted their ability to meet SAP. Extenuating circumstances may include accidents, serious illnesses of the student or immediate family member, or other circumstances that the student cannot control.

In order to be considered for an appeal, the extenuating circumstances must be successfully resolved and no longer pose a barrier for students to meet SAP criteria.

If a student on Financial Aid Suspension wishes to file an appeal, the student:

- Submits a written explanation of the extenuating circumstances to the FSTM Financial Aid staff;
- Provides documentation that supports their reason for the appeal;
  - Healthcare provider records, accident reports, law enforcement records are all examples of documentation.
  - Documentation is an important part of the appeal and should accompany all appeals.
- Explains how the extenuating circumstance have successfully resolved and how they will be prevented from occurring again;
- May only petition for an appeal one time.

FSTM Financial Aid staff will grant or deny the appeal within 30 days of submission. If the appeal is successful, the student will be placed on Financial Aid Probation and will have one term in which they can take coursework and be eligible for Federal Financial Aid.

All students who are placed on Financial Aid Probation will have an academic or clinical improvement plan to ensure that the student is well supported and has the tools to be successful in the program.

## Federal Student Aid and Withdrawals

When students choose to withdraw from FSTM or are administratively withdrawn, it may impact Federal Student Aid (FSA). It is important to understand how FSTM determines the date of the withdrawal and what happens with the FSA already awarded.

There are two types of withdrawals, which are handled differently:

- **Official Withdrawal:** Official withdrawals are student-initiated. For a student-initiated withdrawal, the official date of withdrawal is the date that the student began the official withdrawal process through the use of the Course/Program Withdrawal Form, or the date that they provided official notification to the school administration regarding their withdrawal. The administrative staff processes the withdrawal from the program.
- **Unofficial Withdrawal:** For a student who does not begin the official withdrawal process, and leaves the program without notification to the administration,

FSTM will determine a date for withdrawal based upon the last date of attendance. The student's withdrawal date will be determined no later than the 14th day after the student's last day in the program as evidenced by attendance records. The official date of withdrawal will be documented in the student record as an "Administrative Withdrawal" and it will be used to calculate the return to Title IV.

After a student withdraws or is administratively withdrawn, FSTM staff will calculate if there needs to be a return of Title IV funds based upon the effective date of withdrawal. In the event of program withdrawal, institutional charges that were previously paid by Title IV funds might become a debt that the student would be responsible for paying.

### Return of Title IV Funds

Students "earn" Title IV funds by attending classes, but FSA is awarded up front to cover the cost of the program because FSTM assumes that the student will complete the semester successfully. Sometimes, however, students have to leave the program without completing. When a student leaves the program they may no longer be eligible for the full amount of Title IV funds that they already received. If a student is half time or more and a single class is dropped that causes the student to go below half time status after loans are disbursed, the loans do not need to be returned.

If a student has completed more than 60% of the semester, then they have earned all the FSA that they have received, and no return to Title IV of FSA is required.

If a student did not complete more than 60% of the semester, then the amount that the school returns to Title IV is calculated by determining the percent earned. The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total number of calendar days in the payment period (less any breaks that are at least 5 days long).

For example: A student is enrolled in the program for 25 days before officially withdrawing from the program.

$$\begin{aligned} &25 \text{ days enrolled} / 105 \text{ days in semester} = 23.8\% \\ &100\% \text{ minus } 23.8\% \text{ earned aid} = 76.2\% \text{ unearned financial aid.} \end{aligned}$$

In this instance, 76.2% of disbursed aid would be returned to Title IV by FSTM and the student would be responsible for paying that amount back to FSTM.

Students owing money to FSTM for returned financial aid will need to make a payment arrangement or payment plan with the Business Coordinator.

FSTM Financial Aid staff completes the calculation for the return to Title IV within 30 days of the withdrawal date and returns the funds to Title IV within 45 days of the student's withdrawal. FSA is returned to Title IV in the following order:

1. Unsubsidized Federal Direct Loan

2. Subsidized Federal Direct Loan
3. Federal Pell Grant

Sometimes when the return to Title IV is calculated, students owe money to the school. When this occurs, FSTM will notify the student of any balance due to the school and arrange a payment plan to resolve the balance within 45 days with the school. If a student does not pay the balance due or make payment arrangements, the debt may be referred by FSTM to a collection agency. Rarely, FSTM may send the account to the Department of Education for Debt Solutions Services. If this happens, the student will not be allowed to receive FSA until the balance is paid in full or payment arrangements are made with the DOE.

FSTM will update the student through certified postal mail with the statement of amount due and how the student can resolve the balance as well as the consequences of not making arrangements.

### Veterans Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified. Students with credit for prior training attend fewer hours (courses) per semester, but do not necessarily graduate earlier than their cohort. Their tuition is reduced by the number of credits approved.

### Veterans Attendance Policy

- Veterans must attend the first day of class in order to be eligible for benefits.
- Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.
- After having benefits terminated due to unsatisfactory attendance, students must demonstrate that the cause of the unsatisfactory attendance has been removed and must have good attendance for one calendar month in order to be considered for recertification of their VA educational benefits.
- The student's attendance record will be retained in the veteran's file for audit purposes.

### Veteran's Standards of Academic Progress

If the cumulative GPA falls below 2.0 at the end of any term the student will be placed on academic probation. The GPA must be brought up to 2.0 or better by the following term or the veteran student will be terminated from veteran benefits.

### Recertification for Veterans Administration Benefits

Upon obtaining a 2.0 cumulative grade point average, the veteran student can be recertified for veteran benefits.

### VA Pending Payment Compliance



In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill (Ch. 33) or vocational rehabilitation & employment (Ch 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment
- Assess a late penalty to the student for a maximum of 90 days, while VA payment is pending;
- Require the student to secure alternative or additional funding
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

### Program Withdrawal and Refund Policy

Should the student withdraw or be dismissed for any reason, all refunds will be made according to the following refund schedule:

- Program withdrawal must be made as an official written request, which includes email requests.
- The complete enrollment fee will be refunded if the student withdraws from the program within three (3) business days after signing the Enrollment Agreement. After three (3) business days, only \$150.00 of the enrollment fee will be refunded.
- Program withdrawal after the third (3rd) business day and before the first day of class will result in a refund of all tuition and fees paid, with the exception of \$50.00 of the enrollment fee.
- Program withdrawal after classes have begun, but prior to 21% completion of the semester, will result in a prorated refund computed on the number of days attended as a percentage of total program days for the semester.
- No refund will be given after 21% of the semester has passed.
- Program withdrawal date: The official program withdrawal date for refund computation purposes is the date written notice of withdrawal is received in the Academic office. Unofficial withdrawals will be the last day of attendance if no communication is received.
- An Unofficial Withdrawal occurs when a student stops attending all classes and stops participating in any academic or clinical activities beyond the last date they attended classes.
- Refunds will be made within 30 days of receipt of the Program Withdrawal Notice.
- No refunds will be made for costs not paid to FSTM or any non-refundable fees disclosed.
- More information is available through the financial aid office.

**Loan Grace Period:** The six month loan grace period begins on the determined date of withdrawal or when a student ceases to be enrolled on at least a half-time basis. The

student should contact the loan servicer or the US Department of Education with any questions and to make repayment arrangements.

## REGULATORY POLICIES

### Graduation Requirements

- Complete all courses listed in the program curriculum with a grade of “C” or higher.
- Complete all clinical requirements listed in the program requirements, and submit appropriate and completed documentation to the FSTM Clinical Department.
- Submit completed skills checklist with signatures to FSTM Clinical Department.
- Complete application for graduation.
- Payment of \$30.00 graduation fee in Year 3 Term 2
- All financial obligations must be met.
- Financial Aid students complete Exit Counseling.

### Maximum Time Frame for Completion

The maximum time frame for completion of the academic portion of the Direct-Entry Midwifery program is 4.5 years. If a student cannot meet academic and clinical requirements for graduation within the maximum time frame, the student will be considered as not making satisfactory progress and may be terminated from the program. Time the student is enrolled but not receiving Title IV funding is counted toward the maximum time frame to complete the program, as are semesters during which the student fails a course, withdraws from a course, or receives an incomplete in a course. The amount of time that a student is on a leave of absence is not necessarily counted toward the maximum time frame. Students must complete 67% of attempted credits in order to graduate within the maximum time frame. Students receiving Federal Financial Aid will become ineligible if the student exceeds 150% of the program’s time frame for completion.

### NARM Certification Requirements

For the Direct-Entry Midwifery Program and Licensure by Endorsement Program:

1. Graduates of a MEAC accredited program must fulfill NARM’s general education requirements, available on their website at [www.narm.org](http://www.narm.org).
2. MEAC school graduates are expected to apply for NARM certification within three years of graduation. If application for certification is made after this time, NARM will require additional documentation.
3. Clinical requirements must be completed (Clinical Lab credits: 42, total Clinical Lab clock hours: 1,260). Please refer to the Clinical Policy and Procedure section of the catalog.

4. Provide a copy of your notarized graduation diploma or a copy of final transcripts with the school insignia to FSTM upon applying to the program.
5. A statement verifying that the student has successfully performed all of the skills on the NARM Verification Form.
6. Required documentation to take the NARM exam includes:
  - A copy of the CPR and NRP card
  - Practice Guidelines
  - An Informed Consent document
  - Forms and handouts relating to midwifery practice
  - An Emergency Care Plan document
  - Cultural Humility course, module, or standards completed

### Requirements for Florida Licensure as a Midwife: Licensure by Examination

The following guidelines apply to graduates of FSTM's 3-year direct entry program (see Florida Administrative Code 64B24-2 for more information):

- Must be 21 years of age when applying for licensure
- Submit application to the Florida Department of Health Council of Licensed Midwifery
- Official transcript from an approved midwifery training program specifically setting forth all courses successfully completed, the date of the applicant's graduation and the degree, certificate, or diploma awarded
- Completed a one-hour educational course on HIV/AIDS that meets the substantive specifications set forth in Section 381.0034, F.S., as it pertains to the practice of midwifery
- Completed a two-hour course relating to the prevention of medical errors
- Provide proof of professional liability insurance coverage in an amount not less than \$100,000 per claim, with a minimum annual aggregate of not less than \$300,000 from an authorized insurer (64B24-7.013)
- A general emergency care plan which meets the requirements of Section 467.017(1), F.S.
- Documentation of a passing score on North American Registry of Midwives' (NARM) written examination, sent directly to the department from the NARM
- Payment of all applicable fees

### Requirements for Florida Licensure as a Midwife: Licensure by Endorsement

Applicants with a current, valid, unrestricted certificate or license to practice midwifery in another state may complete FSTM's 4-month Pre-Licensure Course (See Licensure By Endorsement Curriculum section) to obtain a Florida License. Please reference Florida Administrative Code 64B24-2 for more information on the licensure process.

### Students with Disabilities Policy

Academic accommodation will be made for students with documented physical, emotional, or learning disabilities. Students with disabilities must provide written documentation of their learning or other disability from a licensed psychologist or

other approved health care provider and a written request for academic accommodations.

Requests and documentation should be submitted to the Program Director as early as possible. Academic accommodations will be determined on an individual basis. Academic accommodations may include, but are not limited to, copies of presentations used during class, permission to record lectures, extended time during exams, and a quiet and separate environment during exams and/or permissions to use assisting technology during exams.

## Student Records

### Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for Postsecondary Institutions

FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Florida School of Traditional Midwifery (FSTM) receives a request for access. A student should submit the student request to review records to the Financial Aid department. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask FSTM to amend a record should send a request to amend the student record which clearly identifies the part of the record the student wants changed, and specify why it should be changed. If FSTM decides not to amend the record as requested, FSTM will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before FSTM discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FSTM discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the FSTM in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the FSTM who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in

performing their tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for FSTM.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FSTM to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**Directory Information:** Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. FERPA requires each institution to define its directory items.

At FSTM, the following information is considered directory information:

- Name
- Address (local, permanent, and electronic mail)
- Telephone numbers
- Class level (semester classification or level: first-year, sophomore, junior, etc)
- Major
- Date(s) of attendance
- Enrollment status (full-time, part-time or not enrolled)
- Date of graduation

Students and parents of dependent students may request FSTM to withhold directory information. The student must complete and sign the Request to Withhold Directory Information Form available in the Financial Aid department to keep directory information confidential.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records to the following entities without obtaining prior written consent of the student:

- To other school officials, including teachers, within FSTM whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2). FERPA requires a school to make a reasonable attempt to notify each student of these disclosures.

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against them. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31(a)(15))

Record Retention and Inspection: All student records are permanently on file at the FSTM Administrative Office. Any student wishing to see their records may do so by appointment during office hours. Students and graduates must fill out a Transcript Release Form, and a fee of \$12.00 will be assessed per transcript. Graduates can receive three transcripts at no cost upon graduation.

Below are course descriptions for all FSTM coursework. Prerequisites and corequisites are noted for each course as well as number of credits and clock hours.

1303 ANTEPARTUM - 2 CREDITS

PREREQUISITES: 1110 MIDWIFERY HISTORY, LAW AND RULE; 1201, 1201L ANATOMY AND PHYSIOLOGY II + LAB; 1203, 1203L HEALTHCARE SKILLS II + LAB; 1301, 1301L REPRODUCTIVE ANATOMY AND PHYSIOLOGY + LAB; 2105 PSYCHOLOGY FOR MIDWIVES

This course will provide the student midwife with didactic material necessary to provide care from the initial contact with a client through the onset of labor. The normal pregnancy will be emphasized. Students will explore a wide range of topics including the probable, presumptive and positive signs of pregnancy, deviations from the normal pregnancy, physiologic basis of and solutions for the common discomforts of pregnancy. The student will develop educational materials for use with clients. The class will integrate the medical/midwifery models while providing the foundation for the student to begin their evolution toward providing primary care at clinical sites. 60 CLOCK HOURS

1101, 1101L ANATOMY AND PHYSIOLOGY I + LAB - 3 CREDITS

This two-course series presents an in-depth review of the body's organization and structure. It also introduces the student to basic physiologic concepts as they relate to normal body function and maintenance of health. The laboratory experience demonstrates human and microscopic anatomic and physiologic processes through drawings and various models. With LAB 90 CLOCK HOURS

1201, 1201L ANATOMY AND PHYSIOLOGY II + LAB - 3 CREDITS

PREREQUISITES: 1101, 1101L ANATOMY AND PHYSIOLOGY I + LAB

This two-course series presents an in-depth review of the body's organization and structure. It also introduces the student to basic physiologic concepts as they relate to normal body function and maintenance of health. The laboratory experience demonstrates human and microscopic anatomic and physiologic processes through drawings and various models. With LAB 90 CLOCK HOURS

1205 BREASTFEEDING - 1 CREDIT

PREREQUISITES: 1301, 1301L REPRODUCTIVE ANATOMY AND PHYSIOLOGY + LAB  
COREQUISITES: 2203 POSTPARTUM; 2206 NEWBORN

This course will cover numerous aspects of breastfeeding, including anatomy and physiology, breastfeeding education for clients, proper use of pumping devices, and formulating care plans. The early recognition of simple problems and implementation of solutions will be emphasized. Students will also learn early support intervention techniques and identify referral services. 30 CLOCK HOURS

1200CL, 1300CL, 2100CL, 2200CL, 2300CL, 3100CL, 3200CL, 3300CL, 4100CL, 4200CL, 4300CL, 5100CL CLINICAL LAB - 1-9 CREDITS

PREREQUISITES: 1110 MIDWIFERY HISTORY, LAW AND RULE; PASS ALL CLASSES IN YEAR 1 TERM 1

Clinical Lab starts in Year 1 Term 2 and continues throughout the midwifery program. Students will be assigned to work directly with a qualified Preceptor. Preceptors are Florida Licensed Midwives, Certified Nurse Midwives, Registered Nurses or Obstetricians who work in home birth practices, birth centers and hospital settings. Clinical experiences will include attending prenatal and postpartum appointments, participation during labor and birth, and learning office procedures for Midwifery practices. Students will progress through a tiered process of observation, assistance and management in the Antepartum, Intrapartum and Postpartum period. The student is responsible for completing 42 Clinical Lab credits throughout the midwifery program. Please see Clinical Policies and Procedures section for additional details. EACH CLINICAL CREDIT IS EQUAL TO 30 CLOCK HOURS (TOTAL 1,260).

#### 3202L CLINICAL SKILLS PRACTICUM LAB - 1 CREDIT

PREREQUISITES: 1110 MIDWIFERY HISTORY, LAW AND RULE; 1103, 1103L HEALTHCARE SKILLS I + LAB, 1203, 1203L HEALTHCARE SKILLS II + LAB, 1307 INTRODUCTION TO MIDWIFERY PRACTICUM, 2107 MIDWIFERY PRACTICUM I, 2207 MIDWIFERY PRACTICUM II, 2305 MIDWIFERY PRACTICUM III, 3104 MIDWIFERY PRACTICUM IV, 2204 SUTURING FOR MIDWIVES

This course involves a comprehensive clinical skills exam made up of selected clinical skills and procedures. The course is set up to include a series of skills practice days and ends with the cumulative clinical skills exam. This course is Pass / Fail (see p. 33 for grading policy). 30 CLOCK HOURS

#### 3104 COLLABORATIVE MANAGEMENT - 1 CREDIT

PREREQUISITES: 1110 MIDWIFERY HISTORY, LAW AND RULE; 1305 DIAGNOSTIC TESTING; 1303 ANTEPARTUM; 2103 INTRAPARTUM; 2203 POSTPARTUM; 2206 NEWBORN.

This course will review the indications for consultation, referral and collaborative care according to F.S. 467, the Midwifery Practice Act. Students will explore the role of a Licensed Midwife as a member of a healthcare team while learning skills for communicating as a medical professional. Applying risk assessment from 64 B24 Florida Administrative Code during prenatal, Intrapartum and postpartum care to determine a site and provider for each client will be emphasized. Interpreting data to identify current and potential health problems and needs, establishing a collaboration plan with a physician and ensuring clients' safety and dignity during transport will be discussed. 30 CLOCK HOURS

#### 1108 CULTURAL HUMILITY- 1 CREDIT

This course provides an introduction to cultural humility including principles of equity and social justice, systemic racism and oppression, and the impacts of marginalization for many different communities. Students will engage in research and discussions surrounding practical application of cultural safety and competencies in the context of midwifery care. Coursework includes lectures, active learning engagement in the classroom, activities, reflections, and material review to stimulate students' engagement and practical learning. 30 CLOCK HOURS

#### 1305 DIAGNOSTIC TESTING - 1 CREDIT

COREQUISITES: 1303 ANTEPARTUM



The essence of prenatal care is to monitor the wellbeing of the birthing person and the developing child. In this course students will become familiar with the most widely utilized lab and imaging tools, including all those required by Florida Law, that are used to assist the midwife in determining the health status of the birthing person and fetus in order to recognize when intervention is necessary. 30 CLOCK HOURS

#### 1307 INTRODUCTION TO MIDWIFERY PRACTICUM - 1 CREDIT

PREREQUISITES: 1203 +1203 L HEALTH CARE SKILLS II AND LAB

This course is an introductory practicum course that teaches students how to participate in midwifery practicum. In addition, this course continues to prepare midwifery students for clinical lab and provides an opportunity for students to practice specific skills introduced in Healthcare Skills, Pharmacology, Nutrition, and Psychology for Midwives. 30 CLOCK HOURS

#### 3201 ESTABLISHING AND MAINTAINING A PRACTICE - 2 CREDITS

PREREQUISITES: 1110 MIDWIFERY HISTORY, LAW AND RULE; 3RD YEAR ENROLLMENT

This course is an overview of the professional and legal issues related to establishing and maintaining a practice. We will discuss the benefits and problems of working with insurance, HMOs and Medicaid and the requirements of operating a business. The everyday workings and administration of a practice will be explored. Emphasis will be on the expanding role of midwifery within our healthcare system. 60 CLOCK HOURS

#### 1204 HUMAN SEXUALITY FOR MIDWIVES - 1 CREDIT

PREREQUISITES: 1108 CULTURAL HUMILITY

This course introduces the student to the human sexual system and its contribution to the health and well being of non-pregnant individuals and individuals in each stage of pregnancy, labor, delivery, and the postpartum period. Basic sexual function/dysfunction is discussed, with training in interviewing and history taking around sexual issues. This course examines the role of the midwife in assessing an individual's needs for support in their sexual life so that they may take these needs into account as part of a holistic and non-judgemental approach to each person. 30 CLOCK HOURS

#### 2104 FETAL MONITORING - 1 CREDIT

COREQUISITES: 2103 INTRAPARTUM

This course is designed to integrate the history, theory and principles of fetal surveillance with practical application of auscultation. Students will gain an understanding of relevant anatomy and physiology of maternal utero-placental-fetal circulation and uterine function and activity and its effects on fetal oxygenation. Students will also gain an understanding of the oxygen transfer chain and pathophysiology of disrupted oxygen transfer to the fetus. All components of the fetal heart rate will be discussed including: baseline, accelerations, decelerations, variability, and trends over time. 30 CLOCK HOURS

#### 3101 GYNECOLOGY - 1 CREDIT

PREREQUISITES: 1301, 1301L REPRODUCTIVE ANATOMY AND PHYSIOLOGY + LAB; 2201, 2201L MICROBIOLOGY FOR MIDWIVES + LAB;

COREQUISITES: 1303 ANTEPARTUM

This course is an introduction to the fundamentals of well woman care. Students will gain the knowledge and skills to provide care, support and information to women regarding their overall reproductive health, including understanding the normal life cycle of women; causes of, evaluation of and treatment for problems associated with the female reproductive system and breasts; information and provisions or referral for various methods of contraception; issues involved in decision-making regarding unwanted pregnancies, and resources for counseling and referral; issues involving infertility; and the interpretation of lab results. 30 CLOCK HOURS

#### 1103, 1103L HEALTHCARE SKILLS I + LAB - 2 CREDITS

This foundation course introduces the theory and performance of basic healthcare skills essential to a career in midwifery. Students will gain an understanding of medical terminology relevant to midwifery and learn to properly chart clients' records; learn to develop healthcare plans; explore principles of body mechanics, utilization of therapeutic communication techniques and aseptic and sterile techniques; be able to assess client hydration and elimination status and identify need for intervention with therapeutic measures; and study administration of relevant medications and prenatal care components. Students will be introduced to physical assessment. A section of this course will cover HIV/AIDS training, which is required by the State of Florida for LM licensure. 60 CLOCK HOURS

#### 1203, 1203L HEALTHCARE SKILLS II + LAB - 2 CREDITS

PREREQUISITES: 1103 HEALTHCARE SKILLS I + LAB

IV training, phlebotomy, pelvic/breast exam training. This course is a continuation of Healthcare Skills I, with emphasis placed on development of advanced healthcare skills relevant to midwifery practice. Students will undertake an in-depth systems approach to physical assessment, interpretation of prenatal data, advanced laboratory technique including venipuncture, neonatal physical assessment and lab work. A section of this course will cover HIV/AIDS training, which is required by the State of Florida for LM licensure. 60 CLOCK HOURS

#### 2205 HERB WORKSHOP - 1 CREDIT

This course is an introduction to the herbs and herbal preparations used by traditional midwives during the childbearing year. Students will learn the properties and parts, methods of preparation, indications and contraindications of most commonly used herbs in midwifery practice. Students will have the opportunity to prepare tinctures, oils and salves during this workshop style class. 30 CLOCK HOURS

#### 1306 INTERPERSONAL COMMUNICATION - 1 CREDIT

This is the second communication course in a series that continues throughout the first two years of our program. This course focuses on learning nonviolent communication. Among other skills, students learn to manage anger, make requests, and identify judgments. Students practice dealing with difficult issues, sharpening their communication skills through role-playing scenarios, crisis management, and developing professionalism. 30 CLOCK HOURS

#### 2103 INTRAPARTUM - 2 CREDITS

PREREQUISITES: 1301, 1301L REPRODUCTIVE ANATOMY AND PHYSIOLOGY + LAB; 1303 ANTEPARTUM. 1110 MIDWIFERY HISTORY, LAW AND RULE; 1305 DIAGNOSTIC TESTING

Midwifery students will learn the steps of the normal labor process including mechanisms of labor and birth. Students will review the anatomy and physiology of the reproductive organs, structures and fetal anatomy, and will learn to assess the wellbeing of birthing person and child and screen for complications in each stage of labor. Upon completion of the course students will demonstrate knowledge and management of the normal labor and delivery, recognition of complications and use of appropriate interventions, including knowledge of when to transfer. 60 CLOCK HOURS

3204 ISSUES IN PROFESSIONAL MIDWIFERY - 1 CREDIT

PREREQUISITES: 1110 MIDWIFERY HISTORY, LAW AND RULE, 3RD YEAR ENROLLMENT.

This course introduces the senior midwifery student to the current issues that impact the midwifery profession. The role of the midwife as a change agent in their community and in the professional organizations will be emphasized. Current trends in midwifery education, midwifery legislation, public education, third-party reimbursement, ethics, and consumer advocacy will be discussed. The role of Florida Licensed Midwives in national and international issues will also be explored. This capstone course has a research component and ends in a poster session. 30 CLOCK HOURS

2201, 2201L MICROBIOLOGY FOR MIDWIVES + LAB - 2 CREDITS

PREREQUISITES: 1101, 1101L ANATOMY AND PHYSIOLOGY I + LAB; 1201/1201L ANATOMY AND PHYSIOLOGY II + LAB

This course will provide the student with a broad overview of the principles of microbiology and basic immunology necessary for midwifery practice. Students will be encouraged to think critically and will become familiar with interpreting commonly ordered lab reports. Emphasis will be placed on practical application of these scientific principles, including biological mechanisms of prenatal testing and childhood immunizations. With LAB 60 CLOCK HOURS

1110 MIDWIFERY HISTORY, LAW AND RULE - 1 CREDIT

The law and rule portion of this course is focused on Florida Statute 467, the Midwifery Practice Act, and 64B24 in the Administrative Code. The law and rule specific to the practice of direct-entry midwives in Florida, the history of the law, the legislative process and the rule-making process will be covered, as well as the role of the Council of Licensed Midwifery, the Department of Health and the Midwives Association of Florida. The history portion of this course will provide a historical dimension to the current practice of midwifery in the United States. The multi-faceted roots of U.S. midwifery will be emphasized, as well as global midwifery history and the organizations, politics, and watershed moments that brought midwifery to where it is today. 30 CLOCK HOURS

MIDWIFERY PRACTICUMS – 1 CREDIT (EACH)

PREREQUISITES: 1203, 1203L HEALTHCARE SKILLS II + LAB, 1110 MIDWIFERY HISTORY, LAW AND RULE; 1307 INTRODUCTION TO MIDWIFERY PRACTICUM; EACH PRACTICUM IS A PREREQUISITE FOR THE NEXT PRACTICUM COURSE

In these courses students will meet with their instructor to practice clinical skills taught in the midwifery core classes. A review of material presented in other courses pertaining to clinical skills will be done using skills drills, research projects, student presentations and case reviews. These courses are Pass / Fail (see p. 33 for grading policy). 30 CLOCK HOURS (EACH)

- 2107 Midwifery Practicum I (1 credits) - Antepartum, Gynecology & Diagnostic Testing skills practice: Complete review and practice of all antepartum skills.
- 2207 Midwifery Practicum II (1 credits) - Intrapartum and Fetal Monitoring skills practice: Complete review and practice of all intrapartum skills.
- 2305 Midwifery Practicum III (1 credits) - Postpartum and Newborn skills practice: Complete review and practice of all postpartum skills.
- 3105 Midwifery Practicum IV (1 credit) - Obstetric Complications and Suturing skills practice: Complete review and practice of high-level skills.

3103 NARM REVIEW - 1 CREDIT

PREREQUISITES: 3RD YEAR ENROLLMENT

A complete review for the NARM exam, which is the official LM/CPM licensing exam, recognized by national standards and Florida state standards. This course covers student learning and testing styles, as well as a comprehensive study guide and mock exam questions. 30 CLOCK HOURS

2206 NEWBORN - 1 CREDIT

PREREQUISITES: 2103 INTRAPARTUM, 1110 MIDWIFERY HISTORY, LAW AND RULE

COREQUISITES: 2203 POSTPARTUM

In this course the student midwife will learn normal newborn examinations and behavioral assessments, as well as infant anatomy and physiology and common complications affecting the newborn. Also discussed are the signs and symptoms of impending problems, physical exams, routine medications, when to transfer to the NICU and the 24-48 hour home visit. Upon completion the student will be able to perform the complete newborn exam. This module emphasizes the appreciation and beauty of the "amazing newborn" and explores the messages the newborn sends regarding its own health and wellbeing, particularly during the first four hours of life. 30 CLOCK HOURS

2101 NUTRITION FOR THE CHILDBEARING YEAR - 1 CREDIT

PREREQUISITES: 1101, 1101L ANATOMY AND PHYSIOLOGY I + LAB; 1201, 1201L ANATOMY AND PHYSIOLOGY II + LAB

This course will provide the midwifery student with a foundation in nutrition and will focus on assessment and counseling skills. Nutritional requirements during conception, pregnancy, lactation, postpartum, and infancy will be covered, including topics such as optimal ways to meet nutritional needs, nutritional approaches to pregnancy challenges, nutritional and fluid demands of clients with prolonged labor, how to get food help for pregnant people in need, and many others aspects of nutrition and pregnancy. There will be an emphasis on the physiological and immunological importance of nutrition, breastfeeding, the human microbiome, and "nourishment" in the broadest sense for lifelong health of the individual, both fetus and client. 30 CLOCK HOURS

3106 OBSTETRIC COMPLICATIONS - 1 CREDIT

PREREQUISITES: 1110 MIDWIFERY HISTORY, LAW AND RULE; 1303 ANTEPARTUM; 2103 INTRAPARTUM; 2203 POSTPARTUM; 2206 NEWBORN  
COREQUISITES: MIDWIFERY PRACTICUM IV

This course will train students to anticipate, diagnose, and appropriately manage obstetrical complications. During this course, the student will demonstrate knowledge of the normal pregnancy and complications that may occur; mechanisms of labor and delivery; care of the neonate; and the role of the LM in providing care to the birthing person and infant. 30 CLOCK HOURS

2303 PHARMACOLOGY - 1 CREDIT

PREREQUISITES: 1101, 1101L ANATOMY AND PHYSIOLOGY I + LAB; 1201, 1201L ANATOMY AND PHYSIOLOGY II + LAB; 2201, 2201L MICROBIOLOGY FOR MIDWIVES + LAB

This course presents basic principles of pharmacology and drug therapy for pregnancy, birth and postpartum. Students will explore, among other topics, pharmacodynamics and pharmacokinetics. The goal of this course is to provide a foundation for the Licensed Midwife to function safely in the administration of medicine. 30 CLOCK HOURS

2203 POSTPARTUM - 1 CREDIT

PREREQUISITES: 1110 MIDWIFERY HISTORY, LAW AND RULE; 1303 ANTEPARTUM; 2103 INTRAPARTUM

COREQUISITES: 2206 NEWBORN

In this course, the midwifery student will gain an understanding of the normal events that occur immediately postpartum. Also included are the emotional, psychosocial and sexual variations that may occur during this period. The causes of common postpartum discomforts and how to alleviate them will be discussed. Postpartum nutritional requirements, evaluations and counseling of the client will be covered, and students will learn how to monitor the needs of the birthing person and child in the "fourth trimester," including conducting the 24 hour, 2 week and 6 week postpartum visits. Upon completion of this class, students will be able to recognize deviations from normal in the postpartum period and respond with appropriate intervention. 30 CLOCK HOURS

2106 PROFESSIONAL COMMUNICATION - 1 CREDIT

PREREQUISITES: 1205 PSYCHOLOGY FOR MIDWIVES; 1306 INTERPERSONAL COMMUNICATION

In the last course of the series, students learn to apply communication skills to their personal and professional relationships in order to become more effective midwives. The role of the midwife as a healer will also be explored. 30 CLOCK HOURS

2105 PSYCHOLOGY FOR MIDWIVES - 1 CREDIT

PREREQUISITES: 1109 RESEARCH AND PUBLIC HEALTH

This course, developed especially for midwives, is the psychological study of the changes that occur in people and their behavior during the lifespan. Special emphasis will be given to women's development from puberty to menopause, with highlights on the normal psychology of women during pregnancy, childbirth and postpartum. Other specific topics include body image and eating disorders, sexual abuse, intimate partner

violence, parenthood and psychological responses to unexpected birth outcomes such as miscarriage, stillbirth, fetal death and cesarean birth. 30 CLOCK HOURS

#### 1109 RESEARCH AND PUBLIC HEALTH - 1 CREDIT

This course is designed to give students a basic introduction to the types, quality, and formats of scholarly research. Students will evaluate articles presented in peer reviewed journals, will discuss study design, data analysis, research ethics, and the application of evidence based practice in midwifery care. The course will also cover APA style as it is used in documenting sources in literature reviews, papers, and other academic documents. Students will receive a basic introduction to public health, epidemiology, social determinants of health, health education and promotion, and health disparities. This course is specifically geared toward preparing the student for the research component of subsequent courses. 30 CLOCK HOURS

#### 1301, 1301L REPRODUCTIVE ANATOMY AND PHYSIOLOGY + LAB - 3 CREDITS

PREREQUISITES: 1201, 1201L ANATOMY AND PHYSIOLOGY II + LAB

This is a basic science course developed for midwifery students. It is one of the foundations for courses in clinical management. It will build on knowledge gained in the Anatomy and Physiology course to provide an in-depth understanding of pregnancy, birth and lactation from a biophysical perspective. W/ LAB 90 CLOCK HOURS

#### 2204 SUTURING FOR MIDWIVES - 1 CREDIT

PREREQUISITES: 1301, 1301L REPRODUCTIVE ANATOMY AND PHYSIOLOGY + LAB; 2103 INTRAPARTUM.

This course is designed to integrate theory and principles of suturing and wound healing with practical experience and knot tying techniques on laboratory models. Students will gain an understanding of relevant anatomy and physiology, causation and prevention of lacerations, severity of wounds, pre-suturing assessments, relaxation techniques to be used during the suturing process, postpartum assessment of the sutured area and teaching techniques to aid the client in facilitating the healing process. Principles of asepsis and anesthesia will also be covered. Learning objectives will be met through a combination of lecture material, reading assignments, hands-on practice, and visual aids. 30 CLOCK HOURS

#### 1107 FLORIDA LAW AND RULE (LBE ONLY) – 1 CREDIT

The focus of this course is Florida Statute 467, the Midwifery Practice Act, and 64B24 in the Administrative Code. The law and rule specific to the practice of direct-entry midwives in Florida, the history of the law, the legislative process and the rule making process will be covered, as well as the role of the Council of Licensed Midwifery, the Department of Health and the Midwives Association of Florida. 15 CLOCK HOURS

#### 4101 MIDWIFERY CORE (LBE ONLY) – 5 CREDITS

Provides prospective Florida LMs with a review of core antepartum, intrapartum, postpartum, and newborn topics through the lens of Florida Law and Rule. Prepares students for the state licensure exam (NARM Exam) if necessary.

#### 4102 PREPARATION FOR PRACTICE (LBE ONLY) – 1 CREDIT

Covers required information for licensure as a Florida Licensed Midwife. Topics include intimate partner violence (domestic violence), HIV/AIDS and other blood borne pathogens, and preventing medical errors. Additional topics include other licensure requirements such as Emergency Care Plans, establishing credentialing with Florida Medicaid and other 3rd party reimbursement, and liability insurance coverage needs.

#### 4103 CLINICAL PRACTICUM FOR LBE (LBE ONLY) – 1 CREDIT

Provides the prospective Florida Licensed Midwife with demonstration of selected midwifery skills. Skills covered span the antepartum, intrapartum, and postpartum/newborn time frame.

#### 4104 CULTURAL HUMILITY FOR FL MIDWIVES (LBE ONLY) – 1 CREDIT

Provides the prospective Florida Licensed Midwife with an overview of cultural humility topics relevant to the population they will serve in Florida.

#### 4105CL CLINICAL LAB (LBE ONLY) – 6 CREDITS

Midwifery practice under supervision with an FSTM-approved preceptor. LBE students must complete 10 supervised prenatal exams and 10 supervised births. 1 CREDIT = 30 CLOCK HOURS

### MIDWIVES MODEL OF CARE

The Midwives Model of Care™ is a fundamentally different approach to pregnancy and childbirth than contemporary obstetrics. Midwifery care is uniquely nurturing, hands-on care before, during, and after birth. Midwives are healthcare professionals specializing in pregnancy and childbirth who develop a trusting relationship with their clients, which results in confident, supported labor and birth. While there are different types of midwives practicing in various settings, all midwives are trained to provide comprehensive prenatal care and education, guide labor and birth, address complications, and care for newborns. The Midwives Model of Care™ is based on the fact that pregnancy and birth are normal life events. The application of this model has been proven to reduce the incidence of birth injury, trauma, and cesarean section.

The Midwives Model of Care includes:

- Monitoring the physical, psychological, and social well-being of the birthing person throughout the childbearing cycle
- Providing the birthing person with individualized education, counseling, prenatal care, continuous hands-on assistance during labor and delivery, and postpartum support
- Minimizing technological interventions
- Identifying and referring birthing person who require obstetrical attention

This model of care meets standards set by the World Health Organization (WHO), which defines skilled maternal and neonatal care as: close to where and how [birthing persons and newborns] live, close to their birthing culture, but at the same time safe, with a skilled professional able to act immediately when complications occur (WHO, 2005, p. xxi). The WHO states that this care can best be provided by a registered midwife, or a professional health worker with equivalent skills, in midwife-led facilities.

The WHO goes on to explain that professional midwives can avert, contain, or solve many of the largely unpredictable life-threatening problems that may arise during childbirth, while working collaboratively with the higher level of care offered by physicians and hospitals when birthing persons present problems that go beyond a midwife's competency or equipment (WHO, 2005, p. xxi).



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