

# Heritage School of Midwifery and Natural Health Sciences



## **Student Catalog**

Volume SC-2023-24

The most recent version of this catalog can be found at

[HeritageSchoolofMidwifery.com](http://HeritageSchoolofMidwifery.com)

[Effective August 2023](#)

2575 N. Toledo Blade Blvd #3

North Port, FL 34289

941-423-4376

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# About Us

## Introduction

Welcome to the Heritage School of Midwifery and Natural Health Sciences (HSM). We are passionate about ensuring that the rich heritage of midwifery continues to be passed on to the next generation. Midwifery is so much more than a job or career. It is a calling, a culture, a labor of love. We invite those who share our passion for childbirth to come learn the art of midwifery.

HSM's robust 3-year midwifery program includes traditional classes and hands-on experience. Students observe and eventually assist a licensed midwife with prenatal, intrapartum, and postpartum care. Upon completing the midwifery program, students will receive a diploma, and are qualified to become a Florida Licensed Midwife (LM) or Certified Professional Midwife (CPM) by taking and passing an exam administered by the North American Registry of Midwives (NARM).

At HSM, we teach our students to use the [Midwives Model of Care™<sup>1</sup>](#) with their clients. The Midwives Model of Care™ is all about nurturing, holistic care of pregnant women. The Midwives Model of Care™ includes:

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

We believe that the same nurturing, holistic environment is optimal for learning how to be a midwife, so we extend this practice to our students. We ensure individualized education through small class sizes, focus on hands-on learning, and offer referrals to counseling and tutoring services. Just as a midwife is with her client every step of the journey from prenatal to postpartum, HSM vows to be there to help our students, from the day they submit their application to when they start their careers as midwives.

## Vision

Drawing from the wisdom of those who have gone before us and utilizing the vast body of current knowledge and skill, HSM provides the highest quality of midwifery education. We thoroughly equip aspiring midwives to serve their communities with excellence. We are creating a legacy and rich heritage, ensuring continued access to maternity care providers who follow the Midwives Model of Care™.

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<sup>1</sup>Copyright © 1996-2015, Midwifery Task Force, Inc., All Rights Reserved. Used with permission. HSM is not affiliated with Midwifery Task Force, Inc.

## **Mission**

HSM will preserve the art and science of quality midwifery care and secure ongoing access to excellent maternity care by educating future midwives and cast the vision for passing along this wealth of wisdom from generation to generation. Our success will be measured by seeing the number of midwives in Florida grow as our students reach their full potential, graduate, and become licensed.

## **Programs**

### ***Direct Entry Midwifery Program***

Our Direct Entry<sup>2</sup> Midwifery program trains students in midwifery. Graduates receive a certificate of completion and will be eligible to take the NARM exam. Students who pass the NARM exam may apply to become a Certified Professional Midwife (CPM, recognized in [most states](#)) and/or a Licensed Midwife (LM, Florida-specific).

The curriculum consists of 93 semester credits, which equals 2535 clock hours. We have three semesters each year; Fall, Spring, and Summer. All courses are offered in lock step with the other courses that semester, which means that each course is only offered once a year. If a student fails a course, s/he will have to wait until the next year to retake it, which may prevent enrollment in a subsequent course.

This program is designed to take 3 years, depending on how quickly the student meets the clinical requirements. Please refer to the Clinical Lab Policies section for complete clinical requirements.

### ***Program Goals***

Graduates of HSM's direct-entry midwifery program should:

- Earn a Diploma in Midwifery
- Pass the comprehensive midwifery board exam administered by the North American Registry of Midwives in order to earn the credentials of Florida Licensed Midwife (LM) and/or Certified Professional Midwife (CPM)
- Start a midwifery practice or join an existing midwifery practice in their communities
- Practice the art and science of midwifery according to the laws and rules set forth by the state of Florida, the MANA Core Competencies, and the Midwives Model of Care (TM), upholding the professional standards of the CPM credential
- Promote the advancement of midwifery and work toward increased access to midwifery care for all through community, state, and/or global involvement

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<sup>2</sup> "Direct Entry" Midwifery refers to specialized midwifery training with minimal college level prerequisites as opposed to a Certified Nurse Midwife (CNM) who must first have a degree in nursing before taking midwifery training.



## **Statement of Legal Control**

Todd and Kristin Schuchmann maintain full legal control of Heritage School of Midwifery (HSM). LifeSong Midwifery is HSM's parent company and is also owned by the Schuchmanns.

## **Student Catalog and Handbook**

All students will receive both the Student Handbook and the Student Catalog at the mandatory orientation before courses begin. The most current version of both these publications will be posted to ThinkWave when they are revised. It is the student's responsibility to read, understand, and abide by the policies found in the current versions of these publications.

## Staff

### Administration

#### *President/Executive Director/Instructor/Preceptor*



**Kristin Schuchmann, CPM, LM**, a second-generation midwife, graduate of Commonsense Childbirth School of Midwifery, and a practicing home birth midwife in southwest Florida, is the founder of Heritage School of Midwifery and Natural Health Sciences. Kristin is also fulfilling a dream to see maternity care and birth outcomes improve globally as the founder and executive director of Charis Childbirth, Inc., an international school that trains childbirth professionals. Having benefitted from close relationships with respected, skilled midwives, including her own mother, Kristin finds great satisfaction in mentoring and passing along the knowledge, skill, and wisdom she has attained over the years. When she is not working, Kristin enjoys sitting on the beach, hiking in the mountains, singing, gardening, and preparing gourmet healthy meals. Kristin's greatest passion and love are for her family and she is thoroughly enjoying grandmother-hood.

[Kristin@HeritageSchoolOfMidwifery.com](mailto:Kristin@HeritageSchoolOfMidwifery.com)

#### *Vice President/Website Admin*



**Todd Schuchmann, BS**, son of a chiropractor and great-great-grandson of a midwife, graduate of Thomas Edison State College, and successful sales professional, has spent decades being the wind beneath Kristin Schuchmann's wings. He has provided immeasurable support and behind-the-scenes help as the operations manager of Charis Childbirth, Inc., and LifeSong Midwifery, Inc. His skill and experience in business and finances, coupled with his natural ability to encourage people and his passion for seeing people succeed, make him the perfect fit for this role. In his spare time, Todd enjoys doing kung fu and tai chi, reading, golfing, singing, playing guitar, and taking on whatever new projects his wife envisions. Todd considers his greatest accomplishments to be in his family life as a loving husband, father, and grandfather.

[ToddS@HeritageSchoolOfMidwifery.com](mailto:ToddS@HeritageSchoolOfMidwifery.com)

#### *Chairperson/Administrative Director*



**Tessa Nobles** has 12 years of experience working for a Fortune 500 company where she served in a customer service/administrative role and climbed her way up the ladder to one of the top management positions at the retail level. She loves people and her passion is leading and supporting others. In 2013, Tessa was introduced to midwifery care when she had the privilege of being present at the home birth of her nephew. She then chose to birth her children with the assistance of loving and skilled midwives. Since then, she has felt a calling to support this community. In her free time, Tessa enjoys walking on nature trails with her family, singing, crafting, and going on adventures with her three boys.

[amindirector@Heritageschoolofmidwifery.com](mailto:amindirector@Heritageschoolofmidwifery.com)

### *Board Member*



**Christy Hicks, BA**, graduated from the University of South Florida in 2012. She first became interested in natural birth when she was pregnant with her oldest daughter in 2011. Since then, she has worked in an administrative capacity for LifeSong Midwifery and Charis Childbirth. She has been instrumental in the founding and administration of HSM. In her free time, Christy enjoys reading and playing with her two adorable daughters.

### *Board Member*



**Johnathan Edwards, DC** is a pregnancy and pediatric chiropractor who serves Cape Coral and the surrounding communities in FL. Dr. Edwards wanted to be a chiropractor since the time he was a teenager in Omaha, Nebraska. He graduated Magna Cum Laude from Truman State University in Kirksville, Missouri with his Bachelors in Exercise Science. He was so determined to learn more about the human body that he moved to be a block away from the Kirksville College of Osteopathic Medicine (now known as A.T. Still University) so he could attend the open cadaver lab! Dr. Edwards began his studies at Palmer College of Chiropractic in Davenport, Iowa in 2000. While at Palmer, he served as his class treasurer, lobbied the US Congress as a representative to the student chapter of the American Chiropractic Association, and worked at the NIH's Center for Chiropractic Research. The most transformative experience of his time at Palmer was serving the Labasa and Savu Savu Fijian communities as part of the clinic abroad program.

### *Academic Director*



**Tabitha Rushmore, B.S., M.S., C.A.S.**, graduated from Elmira College, University of Michigan-Dearborn, and SUNY Brockport. She holds Florida licenses in Educational Leadership, Elementary Education, Exceptional Student Education, Reading, and English for Speaker of Other Languages. Tabitha has been an educator since 2000, in the classroom and as an administrator. Her passion includes teaching research-based practices to other educators to assist students in reaching their full potential. Tabitha loves encouraging others and is excited to support the instructors and students at Heritage. When she finds a little free time, Tabitha enjoys reading and making memories with her husband and three children. [academicdirector@heritageschoolofmidwifery.com](mailto:academicdirector@heritageschoolofmidwifery.com)

### *Clinical Director*



**Susan Oshel, CPM, LM**, is a Virginia licensed CPM who began attending births as a doula and midwife's assistant in 1977, and in 1981 attended her first birth as a primary midwife. She grew up in Virginia Beach, VA and spent most of her adult life in Floyd County, VA, where she served the beautiful, rural, diverse mountain community as a traditional midwife. Along with a committed group of sister midwives,

professionals, and consumers, Susan successfully worked toward legalization of Certified Professional Midwives in Virginia. In 1999, Susan developed and launched her first midwifery academics course with great results. In addition to her expertise in women's health, reproduction, birth, lactation, infants and children, she has extensive education in herbs and nutrition. She maintains membership in Midwives Alliance of North America (MANA) and the Virginia Midwives Alliance (VMA) where she is the director of professional accountability. Susan has assisted over 1,000 births and continues serving families in SW Virginia. As the Director of Midwifery Studies for Charis Childbirth, an international school for midwives, Susan has provided education and consultation for midwives all over the world since 2006. Susan is also currently involved in analyzing midwifery statistics as a Midwives Alliance of North America (MANA) data reviewer and has reviewed over 25,000 birth forms to-date. Susan and David, her husband and high school sweetheart, currently live in Roanoke, VA. They have 5 grown children and many grandchildren and great-grandchildren. In her free time, she enjoys gardening, sewing, and graphic art.  
[Susan@HeritageSchoolOfMidwifery.com](mailto:Susan@HeritageSchoolOfMidwifery.com)

### *Clinical Coordinator*



**Amy Swagger** is a doula student at Charis Childbirth. She is passionate about caring for women and their families throughout pregnancy and postpartum. She has experience serving in the role of Clinical Coordinator at Midwest Sleep and Neurodiagnostic Institute in Illinois and continued her career in the field of sleep medicine here in Florida; she has much appreciation for the Sunshine State. Amy is a homeschooling mom of 4 kids. She loves to spend her free time with her family and friends at the beach, in the mountains, or anywhere surrounded by nature. [clinicals@HeritageSchoolOfMidwifery.com](mailto:clinicals@HeritageSchoolOfMidwifery.com)

### *Academic Faculty*



**Connie Mullen, CPM, LM**, has been childbirth professional for over 34 years, including having a very successful private midwifery practice since 1995. For many years she was the only practicing home birth midwife in Palm Beach County. After graduating the South Florida School of Midwifery in 1990, Connie became a Florida Licensed Midwife, Certified Professional Midwife, Certified Childbirth Educator and an American Heart Association Basic Life Support Instructor. In addition, she holds certificates as a childbirth assistant, bereavement doula, breastfeeding specialist, and fitness instructor. She is a Regional Coordinator and teacher trainer with the Florida Outreach Childbirth Education Program, serves as a midwife preceptor for the Traditional School of Midwifery and served as a midwife preceptor for the Miami-Dade Community College Midwifery program. Connie has also given many presentations, lectures and has written or appeared in several magazine and newspaper articles and on television. [Connie@HeritageSchoolOfMidwifery.com](mailto:Connie@HeritageSchoolOfMidwifery.com)



**Brandi Wood, BSM, CPM, CDEM**, has been a practicing midwife since 2001. She has a Bachelor of Science degree in Midwifery from National College of Midwifery. She was the 2nd licensed midwife in the state of Indiana. Brandi holds her CPM and Bridge Certificate through NARM.

She is a Certified Lactation Specialist. She has been a certified childbirth educator since 1995 and now teaches for Birth Boot Camp. Brandi's greatest privilege has been parenting three amazing humans and now a daughter-in-love. In off hours she can probably be found enjoying family, friends, laughter, and board games.

[Brandi@HeritageSchoolOfMidwifery.com](mailto:Brandi@HeritageSchoolOfMidwifery.com)



**Susan Connell, MS, CNM, APRN**, has over 20 years of experience as a midwife. She graduated from the University of Philadelphia in 2010 and works now as a CNM at Lakeland Regional center. She is married with four children, two biological grandchildren and a gang of step-grandchildren, all of whom she loves dearly. They came to the United States from south England in 2000 and love Florida.

[SusanC@HeritageSchoolofMidwifery.com](mailto:SusanC@HeritageSchoolofMidwifery.com)



**Andrea McCain, BS**, received her bachelor's degree in clinical laboratory science in 2018 from Florida Gulf Coast University. Since then, she has worked at Lee Health as a Medical Laboratory Scientist. She also is an artist and performer in her own band and enjoys costume designing and acro-balance. She loves to travel and tour when she is not teaching.

[Andrea@HeritageSchoolOfMidwiery.com](mailto:Andrea@HeritageSchoolOfMidwiery.com)



**Jamie Bodily, MS, BS, LPC**, is a licensed therapist. She specializes in perinatal mood disorders, birth trauma and sexual abuse trauma. After receiving her provisional license in 2013, she began a private practice. She has a BS Family Sciences --BYU, MS Human Services--Capella University, MS Mental Health Counseling--Capella University, Certificate in Addictions Counseling--Capella University, and she is currently enrolled at Institute of Integrative Nutrition. After assisting only a few

clients as a birth doula, she quickly recognized the absence of mental health services and support, as well as limited information for survivors of sexual abuse. Listening to her clients about their history and feeling like she had no practical ways to help or support, motivated her to continue her education and become a Licensed Professional Counselor. She wanted clients to feel comfortable with receiving the care they need without hesitation.

[JamieB@heritageschoolofmidwifery.com](mailto:JamieB@heritageschoolofmidwifery.com)





**Glenda Datsko, CPM, LM, CCBE** Glenda received her midwifery training in Florida, attending Florida School of Traditional Midwifery and Commonsense Childbirth School of Midwifery and clinical training in birth centers. In 2010 following the earthquake in Haiti she travelled there to support relief efforts in a hospital maternity ward and street clinics. In 2011 she returned to Haiti with Mother Health International as a clinical midwife and trainer to Haitian midwifery students. She practiced as a home birth midwife in western Massachusetts for six years and currently works at Sweet Child O'Mine birth center. She has extensive training and experience in community work. She has served on the Springfield Maternal Child Health Commission and partnered there to organize a community-based doula initiative and recently served on the Pinellas County Fetal Infant Mortality Review Board (2018-2020). She has given birth to five children out of hospital and has four grandchildren, all born with midwives.

[GlendaD@heritageschoolofmidwifery.com](mailto:GlendaD@heritageschoolofmidwifery.com)



**Dr. Taylor Howell ND, CNS** is a Naturopathic Doctor who offers virtual health consultations from a holistic lens! She grew up in Venice, FL, graduated from UCF in Orlando with a Bachelors in Biomedical Science and a Minor in Environmental Science. She then moved to Portland, OR to receive her doctorate in Naturopathic Medicine from NUNM, the National University of Natural Medicine, where she also spent two years studying the science of Chinese Medicine and completed the

Naturopathic Midwifery program. She has worked with homebirth midwives assisting births, and continues to do so with LifeSong Midwifery in North Port, FL. Taylor completed her residency in Atlanta, Georgia at Progressive Medical Center. She hadn't expected to want to return home to Florida, but is grateful her path has brought her right back to Venice. Taylor does not practice medicine in the state of Florida and does not diagnose or treat individuals. She holds a physician license in the state of Washington, and offers natural medicine consultations as a Certified Nutrition Specialist through her virtual practice, Red Sky Holistic Health. Taylor tends to keep busy with various homesteading projects, spending time reading, writing, and researching, playing with her dogs or farm animals, and being immersed in nature with camping, gardening, boating, or herbal medicine. Taylor is married to her college boyfriend Jeff, and together they lead an adventurous and fulfilled life with family and friends. [TaylorH@heritageschoolofmidwifery.com](mailto:TaylorH@heritageschoolofmidwifery.com)

## Credentials

Heritage School of Midwifery is licensed by the Florida Commission for Independent Education, License No. 5610. Additional information regarding this institution may be obtained by contacting the commission at:

325 West Gaines St., Suite 1414  
Tallahassee, FL 32399-0400  
Toll free: (888) 224 - 6684  
<http://www.fldoe.org/cie/>



Midwives are regulated by the Florida Department of Health, Council of Licensed Midwifery.

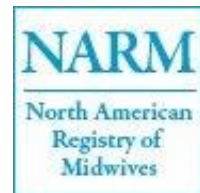
Licensed Midwives (LM) are licensed by the Florida Council of Licensed Midwifery. LMs provide maternity care within Florida. The Department of Health can be contacted at:

4052 Bald Cypress Way, Bin #C06  
Tallahassee, FL 32399-3256  
[www.floridahealth.gov/](http://www.floridahealth.gov/)



Certified Professional Midwives (CPM) are certified by the North American Registry of Midwives. CPMs can practice midwifery in other states that recognize CPM certification. State regulations vary, and it is up to the midwife to determine the state's requirements and regulations before practicing. NARM can be contacted at:

5257 Rosestone Dr.  
Lilburn, GA 30047  
[www.NARM.org](http://www.NARM.org)



## **Location and Facilities**

2575 N. Toledo Blade Blvd. #3

Phone#: 941-423-4376

North Port, FL 34289

Office hours: Fridays & Saturdays 9:00 AM to 4:00 PM

HSM is in North Port on Toledo Blade, just a couple minutes away from the interstate. The facilities at HSM are uniquely designed to provide an optimized educational environment. We have two classrooms that are structured for active learning. Students will receive hands-on instruction with anatomical models and up-to-date medical equipment. There is a cozy library for studying, and a small kitchen for students who wish to bring their lunch. The 2000 sq. ft. building is shared with LifeSong Midwifery, where students may practice in either of the two exam rooms. The facility meets all local health and safety standards. Proof of compliance can be viewed upon request at the administrative office.

Some classes will be taught via classroom teleconference. Students will attend together in the classroom, and the teacher or guest speaker will be teleconferenced in through a projector. This allows us to work with wonderful teachers from all over the US.

## **Student Services**

HSM provides ongoing support to ensure our students' success. Please contact the appropriate staff member for assistance with the following:

### *Administrative Director*

- Mediation - If a dispute arises between students, preceptors, instructors, and/or staff, mediation will be held to help resolve the dispute to everyone's satisfaction.
- Registration - Assistance with the application process, enrollment, and registering for classes.
- Financial Counseling - Tips for how to budget wisely and secure financial support.
- General Questions - Information about the school, classes, requirements, etc.
- Academic Advisement - Assistance with enrollment, choosing classes, transferring credits, understanding grade requirements, etc.
- Tutoring- When students are struggling in a subject, a list of available tutors is available by contacting the administrative director. We will help the student connect with one of our qualified faculty members or another student who can support.
- Student Counseling Referrals - If a student needs counseling we will provide a list of available counseling options.



### *Clinical Director*

- Clinical Placement - Upon enrollment, students will be guided through the process of finding, interviewing, and choosing preceptors for their clinical training.
- Student - Preceptor Relations - Students may be counseled on how to interact with their preceptors to foster an optimal working relationship.
- Annual Performance Review - A detailed review of the student's progress designed to keep the student on track for success.
- Preparation for NARM Exam/Application - includes advice on the process and timing of submitting NARM requirements, the costs involved, and studying for the exam.
- Job Placement Assistance<sup>3</sup> - Once a student has graduated, HSM will help the student find local birth centers, or give advice on starting their own practice.
- Personal Counseling - If a student needs help coping with personal or clinical experiences related to midwifery/childbirth.

### *Clinical Coordinator*

- Clinical Placement - Upon enrollment, students will be guided through the process of finding, interviewing, and choosing preceptors for their clinical training.
- Preparation for NARM Exam/Application - includes advice on the process and timing of submitting NARM requirements, the costs involved, and studying for the exam.
- Job Placement Assistance<sup>4</sup> - Once a student has graduated, HSM will help the student find local birth centers, or give advice on starting their own practice.

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<sup>3</sup> HSM cannot guarantee employment.

<sup>4</sup> HSM cannot guarantee employment.

# Academics

## Prerequisites for Admission

In accordance with Florida Statute 467 (F.S.467) & HSM Policies, prior to enrollment, matriculating students<sup>5</sup> need to:

- Be 18 years of age or older on February 1 of the school year
- Hold a high school diploma or GED
- Have taken and received a passing grade in a college-level Math class worth 3 credits AND a college-level English class worth 3 credits OR Demonstrate competency by passing the College Level Equivalent Proficiency (CLEP). A minimum score of 50 is required for both the Math and English sections
- Have taken and received a passing grade in college-level Anatomy and Physiology I with lab worth 4 credits and Anatomy and Physiology II with Lab worth 4 credits
- Obtain CPR for healthcare professionals' certification. This must be a hands-on course. Online-only courses will not count. Must be through either the American Heart Association or the Red Cross.
- Obtain NRP (Neonatal Resuscitation) certification. This must be a hands-on course. Online-only courses will not count. Must be through the American Academy of Pediatrics.

## Application and Enrollment

Prospective students must:

- Submit a completed application including the following:
  - Birth Certificate or Driver's License
  - High School Diploma or transcripts
  - College transcripts
  - Current (as of first day of school) NRP and CPR certifications.
  - Immunization records and/or signed immunization waiver
  - Current physical health form (including request for any disability accommodations)
  - Typed 600-700-word essay titled "Why I Want to be a Midwife"
  - Submit 1 professional and 2 personal references
- Submit a \$150 application fee (non-refundable)
- Complete an interview with our admissions committee

### *Application Review*

The practice of midwifery is very rewarding, but also rigorous and time intensive. The application process is designed to help prospective students evaluate their own ability and dedication to becoming a midwife. HSM treats all applicants and students fairly. During the application and interview process applicants are evaluated on the following and are met with reasonable accommodations:

- Strong verbal and written communication skills

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<sup>5</sup> Some of the pre-requisites and/or essay may be waived for audit or non-matriculating students on a case-by-case basis. Not all classes are available to audit and non-matriculating students.

- Capability of performing the physical requirements necessary to practice midwifery which include adequate sensory and motor systems
- Reliable transportation and willingness to travel to clinical sites
- Prepared to devote the time and energy required on a clinical site, including the willingness to be on call to attend births
- Fluency in English, currently classes are only offered in the English language
- Has knowledge of or experience in birth or health care setting
- The ability to handle stressful situations, make quick informed decisions, and remain professional
- Solid plan to cover the cost of midwifery school

Space is limited and priority will be given to full-time matriculating students.

Upon acceptance, students must submit a \$100 enrollment fee. New students will meet with the Clinical Coordinator to start the clinical placement process. Before classes begin, there will be a mandatory orientation.

### **Hybrid/Virtual Classes**

HSM offers a hybrid distance option for didactic courses. These courses will not only be available in person at HSM, but students may attend virtually via Microsoft Teams. All classes will be taught synchronously with the teacher and the students attending in person. For students to qualify to attend remotely they must meet the following requirements:

- Have access to a computer, laptop preferably, with audio and a webcam
- Internet access - minimum speed of 3mbps DSL - Preferably 50mbps high speed internet
- Minimum technology skills to navigate Microsoft 365, email, word processing program, and the willingness to learn new computer programs used by the school

### **HSM Discrimination Policy**

HSM does not discriminate based on age, color, disability, gender, marital status, national and ethnic origin, race, religion, or sexual orientation; HSM grants to all the activities, privileges, programs, and rights generally accorded or made available to any members of the organization.

### **Transferability of Credits**

Students who have already earned credits at another institution may request a credit transfer review at least 4 weeks prior to registering for courses. The student will need to submit a Credit Transfer Review form, syllabi and official transcripts showing the credits earned to the Academic Director. The course descriptions and syllabi will be evaluated to determine whether the credits are similar enough to be transferred. Some courses may be required to be completed within the last 3-5 years to qualify. Students must have a grade of C or higher to qualify for transferred credit. Students

will be notified of credit transferability at least one week prior to the beginning of classes. HSM does not grant credit for other types of prior learning.

As per Florida law, transferred credit cannot shorten the time at HSM to less than 2 years. The maximum number of credits that can be transferred is 30. Students transferring from HSM to another institution must check with that institution to determine credit transferability.

### **Course Drop/Add Policy**

A current schedule of classroom hours for each semester will be available on ThinkWave<sup>6</sup> prior to the beginning of classes. Students must pay their tuition in full by the start of their first class or pay a \$50 late payment fee per course. Students have until the end of the second week of the semester to drop classes without a financial penalty. Withdrawing from a class after the add/drop date, but before the last day to withdraw will receive a grade of “W”, but not a refund. Withdrawing after the last day to withdraw will result in a grade of “WF”, and no refund.

To add or drop a course after the first week has started; students must fill out the appropriate form, have it signed by the Administrative Director, and submit it (plus applicable late fees) to the office. New students are strongly encouraged to apply early to allow time for clinical placement. Scheduling at clinical sites will be done in collaboration with our Clinical Coordinator, the student, and the preceptors.

Students may not attend classes at HSM unless they have registered and paid for those courses. 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 with refund. Refer to the Fiscal Information section for more information on tuition and refunds.

Students must purchase their own supplies and textbooks. Before class starts, instructors will publish syllabi containing the textbooks and supplies required for each class. See the Tuition and Fees section for more information about books and supplies.

### **Non-Matriculating Students**

If space permits, non-matriculating students can register for classes the week before class starts. They will be billed full tuition for all classes taken, plus equipment and technology fees. Not all courses are open to non-matriculating students. Contact the Administrative Director before registering.

### **Class Breaks**

Students will be given 10 minutes of break time for each 50 minutes of instruction. Instructors will choose when the students take their allotted breaks.

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<sup>6</sup>ThinkWave is our online student management system. Students will be taught the basics of using ThinkWave during orientation.

# Academic Calendar 2023-2024

## ***Fall 2023 Semester: August-December***

February 11 - July 8	Application Period
July 29 - August 12	Enrollment
August 18	Orientation
August 25	Classes Begin
September 2	Drop/Add Ends
October 14	Last Day to Withdraw and receive a "W"
November 20-26	Fall Break
December 9	Last Day of Fall Semester

## ***Spring 2024 Semester: January-April***

January 5	Classes Begin
January 13	Drop/Add Ends
February 24	Last Day to Withdraw and receive a "W"
March 24 -31	Spring Break
April 20	Last Day of Spring Semester

## ***Summer 2024 Semester: May-August***

May 3	Classes Begin
May 11	Drop/Add Ends
June 22	Last Day to Withdraw and receive a "W"
August 10	Last Day of Summer Semester
August 11-17	Summer Break

There are 3 semesters every year, and each semester is 16 weeks long (15 weeks of class plus one week of break).

## **Schedule**

Classes are on Fridays & Saturdays, we work to have all in person classes scheduled one of those days and the other day virtual. Class times will vary, but you can generally expect to be in class from 9am-5pm. Clinical time will be on a schedule you negotiate with your preceptor. Most students will be at the Clinical site 1-3 days per week the first year, gradually increasing to 3-5 days per week by the end of the program.

## Grading Policy

Academic performance will be graded on the following scale:

A	= 91-100%
B	= 81-90%
C	= 71-80%
D	= 61-70%
F	= 0-60%
I	= Incomplete
IP	= In progress (Clinical Labs)
W	= Withdrawn
WF	= Withdrew after withdrawal date or failed due to academic dishonesty
X	= Audited Class

GPA is calculated using a point per credit system.

A	= 4 points
B	= 3 points
C	= 2 points
D	= 1 point
F	= 0 points

The total number of points earned is divided by the number of credits attempted, and the result is the GPA.

## Academic Standing

Honor Roll:	Student has earned all A's
In Good Standing:	Student has earned C's or better
Academic Warning	Student earned D's or F's the previous semester.
Academic Probation:	Student not making Satisfactory Academic Progress. Students must maintain a cumulative GPA of 2.5 or higher and successfully complete at least 67% of the attempted credits.

## Failing and Repeating a Course

If a student feels that s/he is not doing well in a course, s/he should immediately make an appointment with the instructor or Academic Director, who will attempt to assist the student in finding a tutor. A grade of a "D" or an "F" is considered failing a course. If a student fails a course, s/he will have to repeat it next time it is available the following year. After the student successfully completes the course, his/her GPA will include both the failed grade and the passing grade. Failing a course will result in Academic Warning. If the course is a prerequisite for a subsequent course, the student may not register for the subsequent course until the prerequisite course has a passing grade. This may result in the student attending only part time, or more than full time. The extra time needed to make up failed and subsequent courses is counted towards the maximum time frame. Failing a class more than once or failing more than two classes may result in dismissal.

## **Incomplete Policy**

If a student has completed at least 80% of a course and needs an extension at the end of a semester, s/he may request an “Incomplete” grade from the instructor. The instructor will decide if the student’s reasons are compelling enough to grant the request. If a request is approved, the student will receive an “I” grade and no credit until the work is completed. Student and Instructor will decide on a plan for completing the coursework, not to exceed one semester. If coursework is not completed by the end of the next semester, or within the agreed upon time frame, the student may receive an “F” for the course. If an incomplete course is a prerequisite for a subsequent course, the student may not register for the subsequent course until the prerequisite course has a passing grade.

## **Auditing Courses Policy**

If space is available after matriculating students enroll, students may request to audit a course. Auditing a course allows a student to take a course for no credit, without affecting GPA (“X” grade). The student is still expected to participate in class, except for tests. Prerequisites must still be met, and approval is needed from both the Administrative Director and instructor. Audited classes cost the same as a credit course, and if the course is repeated for credit, full price will still apply. However, if a student has taken and passed a course for credit, s/he may audit the course in the future for free. If a student wishes to change the audit/credit status of a course, s/he must do so before the add/drop date.

## **Academic Warning**

Students who receive a “D” or “F” will be put on Academic Warning. These students will be required to meet with the Academic Director for counseling before the following semester and again halfway through the next semester. They will be encouraged to seek tutoring. Tutoring services may have an additional cost, to be determined by the tutor.

## **Academic Probation**

Any student who has a GPA below 2.5 or does not complete 67% of the cumulative attempted credits will be placed on academic probation for failing to make satisfactory academic progress. Students on academic probation will be required to have a performance review with the Academic Director before the start of the next semester. Students remain on probation until their GPA has risen to at least 2.5 and they are completing more than 67% of attempted credits. Students who are on Academic Probation for more than two semesters may be considered for dismissal.

## **Maximum Timeframe**

The maximum timeframe for finishing the Midwifery Program is 6 years. If a student is unable to meet academic requirements for graduation within that time, the student will not be making satisfactory academic progress and may be expelled from the program. Courses that are failed, incomplete, or withdrawn from still count toward the maximum timeframe. A leave of absence counts toward the maximum time frame unless it is for military active duty. Students must pass at least 67% of attempted credits to graduate within the maximum timeframe.

## Absences

### *General Policy*

Students are permitted to be absent for a total of 2 clock hours for each credit hour of a course. For example, in a two-credit course, a student may be absent for a total of four clock-hours. Absences must be excused, and arrangements must be made with instructors to make up assignments or tests. An absence will be excused for:

- Student or student's dependent is sick
- Death in the student's immediate family
- Religious holidays, with notice provided to HSM and the student's instructor(s)
- Birth-related absence (see below)

The student may be required to submit written, verifiable documentation of the reason for the absence at the discretion of HSM administration or faculty. If documentation is requested by HSM administration or instructor, but not provided by the student, there may be grade penalties, or the student may not be allowed to make up a quiz/test, at the instructor's discretion.

Some courses are less than a semester long. See the instructor's syllabus for details on their absence policy.

### *Birth-Related Absences*

Birth-related absences happen when a student who is enrolled in Clinical Lab is on-call when a client's labor begins and is unable to attend class due to being with the client for an extended period. For example, if a student is on-call Thursday, and is called to support a mother in labor at 4pm that day but is still with the mother until 6pm on Friday, that student's absence from Friday's classes would qualify as a "birth-related absence". Students are required to be off call for ALL classes.

To qualify as a birth-related absence:

- Students must be enrolled in Clinical Lab.
- The birth mother must be the assigned Preceptor's client.
- Students will be allowed up to 2 clock hours for each credit hour of the course missed for birth-related absences each semester. Any additional birth-related absences will be considered unexcused absences.
- It is the student's responsibility to inform each instructor of a birth-related absence before the start of class when possible. If the student is unable to reach the instructor, the student must contact the Administrative Director.
- All missed assignments are expected to be made up quickly. Some assignments, such as quizzes, may not be possible to make up, at the instructor's discretion. Check the syllabus for the instructor's missed assignment policy.
- The student is responsible for submitting to each instructor of a missed class documentation via a "Birth-Related Absence Form", including the Preceptor's signature, the date and time of the birth, and the date and times the student attended the birth.



Unexcused absences are:

- More than 2 clock hours for each credit hour of a course, even if for excused reasons
- Absences requiring but not receiving adequate documentation

Unexcused absences may have grade penalties, or student may be unable to make up missed work, at the discretion of the instructor. Excessive unexcused absences may result in failing the course(s).

### ***Leave of Absence***

A request must be submitted in writing to the Administrative Director describing the reasons for the request and an estimated date of return. All tests, assignments and clinical work must be made up on a schedule approved by the faculty. A leave of absence may be requested for no more than one year. To be considered for an approved leave of absence a student must be in good academic standing with no “Incompletes” pending and be current in all financial obligations to the school. To ensure continuity and logical progression, it may be necessary for students returning from a leave of absence to wait a semester or two until the courses they need are available. This time is still counted toward the maximum time frame allowed to complete the program.

### ***Military Service Members***

HSM values our armed forces. We will grant an extended leave of absence to all military students who are leaving for active duty. Upon return, the students will be readmitted as soon as in-sequence courses are available to pick up where he or she left off. The student will be readmitted to the same program, at the same enrollment status, with the same number of completed credits, and the same academic standing. HSM will make every effort to help the student to prepare for returning to school. If more than 2 years have elapsed since the student left the program, the student will be tested to see if there is a need 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.

Notice of intent to return must be submitted not later than 3 years after completion of service, and not later than 2 years after recovery from service-related illness or injury. If more than 5 years have elapsed since the student left the program, s/he may need to reapply.

### ***Students with Disabilities***

Academic accommodation will be made for students with physical, emotional, or learning disabilities. Students with disabilities must provide written documentation of their disability from a licensed health care provider and a written request for academic accommodations. Requests and documentation should be given to the Administrative Director before the first week of class. Academic accommodations will be established on an individual basis.

## **Graduation Requirements<sup>7</sup>**

- Complete all classes listed in the program curriculum with a grade of “C” or better, and a cumulative GPA of 2.5 or higher.
- Finish and submit documentation for all clinical requirements, including hours, experiences, and skills.
- Meet all financial obligations.

## **Student Records**

Student records are kept on file at HSM. Students may see their grades by accessing their ThinkWave account. Official transcripts may be ordered by filling out a Transcript Release form and submitting it to the office. The student will be charged \$12 per copy. Students will receive 3 copies of their official transcripts upon graduation. Transcripts are kept on record for as long as the school exists. Clinical and other academic records will be kept for 5 years after graduation or withdrawal/dismissal before being purged.

## **Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (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.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Heritage School of Midwifery and Natural Health Sciences (“HSM”) receives a request for access. A student should submit to the Administrative Director a written request that identifies the record(s) the student wishes to inspect. The Administrative Director will plan 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 record 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 the school to amend a record should write the Administrative Director, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school decides not to amend the record as requested, the school 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.

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<sup>7</sup> See Clinical section for the requirements to get a CPM or LM after graduation.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school 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 is a person employed by HSM 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 HSM who performs an institutional service of 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 his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for HSM.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the HSM 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

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 without obtaining prior written consent of the student:

- To other school officials, including teachers, within HSM 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)(2) 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))

- 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, 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 results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the public, the 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 him or her. (§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))

### ***Directory Information***

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that HSM, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, HSM may disclose appropriately designated “directory information” without written consent, unless you have advised HSM to the contrary in accordance with HSM procedures. The primary purpose of directory information is to allow HSM to include this type of information from your education records in certain school publications. Examples include:

- A playbill, showing the student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless students have advised the LEA that they do not want their information disclosed without their prior written consent.<sup>8</sup>

If you do not want HSM to disclose directory information from your education records without your prior written consent, you must notify HSM in writing before the first day of classes. HSM has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- The most recent educational agency or institution attended
- Degrees, honors, and awards received
- Student ID number used to communicate in electronic systems that cannot be used to access education records without a password
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

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<sup>8</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

## Midwifery Program Requirements

### Semester Credit Conversion Formula

<i>Class Type</i>	<i>Clock Hours per Credit</i>
Theory	15
Practical Lab	30
Clinical Lab	60

<b>Credits</b>	<b>Type</b>	<b>Clock Hours</b>
62	Theory	1005
2	Practical Lab	60
<u>24</u>	<u>Clinical Lab</u>	<u>1,440</u>
<b>93</b>	<b>Total</b>	<b>2,505</b>

Cost per Credit Hour:	\$335*
Total Tuition Cost:	\$31,155

### Clinical Requirements\*\*

Total Clinical Credits:	24***
Prenatal Exams:	100
Initial Prenatal Exams:	23
Birth Observations:	10
Birth Assists:	20
Birth Managements:	50
Newborn Exams:	50
Postpartum Exams:	50
Continuity of Care:	15
Required Home Births:	5
Required Hospital Births:	2

(See Page 35 for a detailed breakdown of clinical requirements)

\*All program credits, clock hours, tuition, and fees are subject to change.

\*\*These requirements meet or exceed all mandates as defined by the Chapter 467 Florida Statutes and the North American Registry of Midwives (NARM) and are subject to change at any time. See Clinical Requirements section for a complete breakdown of the required clinical experiences.

\*\*\*Students who have completed their academic requirements but have not finished their clinical requirements must continue to register for Clinical Lab using course codes CLI401, CLI402, and CLI403 until all clinical requirements have been met. It is possible for some students to complete their clinical requirements before the 9<sup>th</sup> semester, in which case they would be exempt from CLI303, bringing the total of clinical credits down to 20.

#### Definitions:

**Semester credit:** A single unit of credit earned over the course of a 15-week semester.

**Part time:** 9 credits or less

**Full time:** 10 credits or more credits per semester

**Clock hours:** The number of hours the student spends in contact with HSM staff, whether in a classroom or clinical setting. Students get a 10-minute break each hour, so a clock hour is 50 minutes long.

# Midwifery Curriculum

## Year 1, Semester 1

Course Number	Course Name	Credits	Clock Hrs.
BIO101	Reproductive Anatomy and Physiology	2	30
BIO101L	Reproductive Anatomy and Physiology Lab	1	30
LAW101	Florida Law and Rule	1	15
HIS101	History of Midwifery	1	15
ETH101	Ethics	1	15
COM101	Communication	2	30
DOU101	Labor Support	1	15
STR101	Strategies for Success	1	15
MID101	Midwifery Skills I	1	15
CLI101	Clinical Lab	1	60
<b>Total</b>		<b>12</b>	<b>240</b>

## Year 1, Semester 2

Course Number	Course Name	Credits	Clock Hrs.
BIO112	Genetics, Embryology, & Fetal Development	3	45
NUT102	Nutrition	3	45
RES102	Research Analysis	1	15
PSY102	Psychology for Midwives	1	15
MED102	Medical Terms & Charting	1	15
MID 102	Midwifery Skills II	2	30
CLI102	Clinical Lab	1	60
<b>Total</b>		<b>12</b>	<b>225</b>

## Year 1, Semester 3

Course Number	Course Name	Credits	Clock Hrs.
BIO103	Microbiology & Epidemiology	3	45
BIO103L	Microbiology Lab	1	30
LAC103	Breastfeeding	3	45
WEL103	Alternative Modalities I	2	30
MID103	Midwifery Skills III	2	30
CLI103	Clinical Lab	1	60
<b>Total</b>		<b>12</b>	<b>240</b>

**Year 2, Semester 1**

Course Number	Course Name	Credits	Clock Hrs
MID201	Antepartum	4	60
WEL201	Alternative Modalities II	1	15
DIA201	Screening and Diagnostic Tests	2	30
MID211	Midwifery Skills IV	2	30
CLI201	Clinical Lab	3	180
<b>Total</b>		<b>12</b>	<b>315</b>

**Year 2, Semester 2**

Course Number	Course Name	Credits	Clock Hrs
MID202	Intrapartum	4	60
PHA202	Pharmacology	2	30
MID212	Midwifery Skills V	2	30
CLI202	Clinical Lab	3	180
<b>Total</b>		<b>11</b>	<b>300</b>

**Year 2, Semester 3**

Course Number	Course Name	Credits	Clock Hrs
MID203	Postpartum	3	45
PED203	Newborn	3	45
MID213	Midwifery Skills VI	2	30
CLI203	Clinical Lab	3	180
<b>Total</b>		<b>11</b>	<b>300</b>

**Year 3, Semester 1**

Course Number	Course Name	Credits	Clock Hrs
MID301	Gynecology and Women's Health	2	30
MID311	Protocol Development	3	45
MID321	Collaborative Management	1	15
CLI301	Clinical Lab	4	240
<b>Total</b>		<b>10</b>	<b>330</b>

**Year 3, Semester 2**

Course Number	Course Name	Credits	Clock Hrs
MID302	Establishing a Practice	2	30
MID312	Issues in Professional Midwifery	1	15
CUL302	Religions and Cultures	1	15
MID332	NARM Exam Prep	1	15
CLI302	Clinical Lab	4	240
<b>Total</b>		<b>9</b>	<b>315</b>



**Year 3, Semester 3**

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Clock Hrs</b>
CLI303	Clinical Lab	4	240
<b>Total</b>		<b>4</b>	<b>240</b>

Course numbers are based on the abbreviated subject name, the year, a random number, and the semester. For example, BIO 201 is a Biology course taught in the second year, first semester. The letter L denotes Practical Lab. Please see full course descriptions with clock hour requirements at the end of this catalog.

# Clinical Lab Policies

## Overview<sup>9</sup>

Every semester, students will enroll in clinical lab to gain real world experience. Throughout these labs, each student will work closely with a Licensed Midwife/preceptor to learn midwifery. Students start by observing, and as they gain skills and experience, they become supervised assistants, and eventually act as a supervised primary.

## Student's Clinical Responsibilities:<sup>10</sup>

At the beginning of the preceptor relationship, the student and preceptor will meet to determine their mutual expectations and responsibilities. The preceptor may require the student to complete office duties or other tasks as part of the training. Students are responsible for all travel costs related to clinical duties, including room and board, when necessary.

Students will:

- Keep their CPR and NRP certifications up to date
- Follow the rules and policies set by their preceptor
- Wear their student ID whenever they are working in a clinical capacity
- Have a reliable means of communication (preferably cell phone)
- Have reliable transportation
- Abide by HIPAA regulations (see below)
- Obey Florida midwifery statutes
- Be professional
  - Punctual
  - Appropriately dressed
  - Positive attitude
  - Respectful
- Be ethical
- Be honest

Students will not:

- Practice midwifery without a preceptor present, except in an emergency
- Use the title “midwife” before being licensed
- Falsify records
- Practice midwifery when under the influence of drugs or alcohol or when otherwise impaired (debilitating illness, medication, etc.)
- Fail to show up at a birth while on call

If anyone requests that the student perform clinical duties that violate Florida statutes or these policies, the student should decline, discuss the matter privately with the preceptor, and inform the Clinical Coordinator within 24 hours.

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<sup>9</sup> See the Student Handbook for an in-depth look at the clinical training process.

<sup>10</sup> See “Code of Conduct” section on page 33 for more information about expected behavior, and consequences for non-compliance.

## HIPAA

The student must abide by all HIPAA confidentiality regulations. Students will not use the real names of clients, midwives, or physicians when referring to client cases outside of the clinical site. Students should use client codes or code names instead of real names when submitting clinical experience documentation. Students are encouraged to keep a private log of client names and codes to use as a reference for documentation. When a student submits forms that verify clinical experiences to the school or NARM, all names should be redacted. Client names are not to be included in emails or text messages. If a student violates HIPAA guidelines, s/he will have to attend a performance review with the Clinical Coordinator. The student may be put on clinical probation and removed from clinical lab work for the remainder of the semester. If a formal complaint is issued by either the preceptor or client, the student may be dismissed from the midwifery program.

## Professional Liability

HSM covers all students with professional medical liability insurance. If a student becomes aware of an incident that may result in a liability claim, the student must contact the Clinical Coordinator within 24 hours.

## Clinical Requirements

The following is a list of clinical experiences required for graduation:

Phase	Initial Prenatal Exams	Prenatal Exams <sup>1</sup>	Full Continuity of Care <sup>2</sup>	Partial Continuity of Care <sup>3</sup>	Vaginal Sutures	Births <sup>4</sup>	Newborn Exams	Postpartum Exams
Phase 1: Observations						10		
Phase 2: Observations as Supervised Assistant	3	25				20	20	10
Phase 3: Clinical Management as Supervised Primary	20	75	5	10	5	50	30	40
<b>Total<sup>5</sup></b>	<b>23</b>	<b>100</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>80</b>	<b>50</b>	<b>50</b>

1. Includes Initial Prenatal Exams and all other Prenatal Exams
2. Includes at least 5 Prenatal Exams over 2 trimesters, 1 Birth, 1 Newborn Exam and 2 Postpartum Exams on the same woman
3. Includes at least 1 Birth and 1 Prenatal Exam on the same woman
4. Includes all Births, whether or not they qualify as Continuity of Care
5. Florida Law requires students to care for at least 50 women in each of the antepartum, intrapartum, and postpartum periods, although the same woman does not need to be seen in all three.

All clinical requirements are in compliance with Florida Statute 467 and NARM.

Regulations require:

- A minimum of 5 births must be conducted in the home
- A minimum of 2 births must be planned hospital births, which cannot be during an intrapartum transport, but can be an antepartum transport
- No more than five percent (5%) of the required intrapartum managements shall include TRANSFERS in active labor.
- In all categories, the supervised assistant requirements must be completed before the student midwife can begin as a supervised primary midwife.

## **Clinical Progress Report:**

The Clinical Director will speak with each student to review clinical progress at the end of each semester. New students and those on probation may be required to meet with clinical staff more than once per semester if needed.

## **Clinical Documentation**

Students will track their clinical experiences using the online platform, Typhon. All clinical case logs need to be entered into Typhon on a weekly basis to allow ample time for preceptors to review. Typhon will not accept case or time logs that are entered in more than 2 weeks following the encounter. The Clinical Coordinator will audit student case logs monthly and semesterly to monitor student progress.

## **Clinical Hours**

Students will record their clinical hours using the online platform, Typhon. All hours need to be recorded in Typhon within one week. Clinical hours do not include time spent driving to the clinic, hospital, or birth site. 60 clinical hours equal one Clinical Lab credit. The student must complete the minimum required hours based on how many Clinical Lab credits s/he is registered for. For example, if the student is registered for 3 credits of Clinical Lab, s/he must complete 180 Clinical Lab clock hours. It is likely that a student will complete more than the required number of clinical hours each semester, based on the arrangements made with the preceptor.

## **Request for Extension**

If a student does not complete all of the required Clinical Lab hours, s/he may meet with the Clinical Coordinator to request additional time to complete the remaining hours. The student must provide adequate reason for the request, which will be granted at the Clinical Coordinator's discretion. A grade of IP (In Progress) will be given until the hours are completed. If the hours are not completed by the deadline set by the Clinical Coordinator (1 semester or less), the student will fail the course.

## **Issues at the Clinical Site**

If a problem arises between a preceptor and a student, either can contact the Clinical Coordinator to request mediation. If problems are not resolved by the end of the semester, the student may be withdrawn from that clinical site, and a new preceptor will be secured the following semester.

Preceptors have the right to dismiss students from the site for poor performance or refusal to appear at a birth while on call. If a student is dismissed from the clinical site, that student will have to attend a disciplinary performance review with the Clinical Coordinator. The Clinical Coordinator may decide to dismiss the student from the midwifery program, put the student on clinical probation and give a failing grade for the current Clinical Lab, or require the student to retake relevant coursework. Any further issues while on probation will result in dismissal from the midwifery program.

## **Clinical Probation**

Students who fail to show up for a birth while on call or who have poor performance at the clinical site will be given Clinical Probation. Students on Clinical Probation will not be allowed to continue clinical work until the next semester, which may result in failing the clinical lab. The following semester, the student's preceptor may submit weekly or monthly progress reports to the Clinical Coordinator. Students on Clinical Probation will meet with the Clinical Coordinator to discuss how they will improve in future semesters and may be assigned to a different preceptor.

Students who allow their CPR or NRP certification to lapse will be put on temporary Clinical Probation until they regain their certificate(s). These students will not be allowed to complete clinical work until HSM has their new certification on file.

Students may not change clinical sites without the Clinical Coordinator's approval. If a student changes sites without permission, s/he will not receive credit for any time spent at the unapproved site and must attend a performance review.

## **NARM Exam**

During students' third year, they will take a course to help them prepare for the NARM exam. This exam is required for both the CPM and LM credentials. First, a student will apply to either NARM or the Florida Department of Health, then they will register and take the exam. Certification and licensure will be granted upon passing the exam and paying all required fees. More information can be found here:

<http://narm.org/category/testing/>

## **Certification**

Upon graduation, students may [apply](#) to the Florida Department of Health to become an LM. Once they receive their Florida midwifery license (LM), they can use that to apply to NARM for their CPM by using the LM equivalency application found here:

[State Licensed Midwife - North American Registry of Midwives \(narm.org\)](#)

## **CPM vs. LM**

The CPM (Certified Professional Midwife) credential is accepted in [most states](#), but Florida is not one of them. In order to practice in Florida, students must apply for their LM (Licensed Midwife) credential. However, both credentials require testing, and Florida accepts the NARM test results as part of the [application for LM](#). Because the application process is similar, and the test qualifies for both credentials, many students will apply for both after graduation.

## **Employment**

After the student has graduated and received an LM and/or CPM, s/he has several options for employment. Some new midwives will join a birth center. Many new midwives will start their own practices close to home. Our curriculum covers the steps necessary to start a practice in Florida, so students will be prepared for this step when they graduate. Although HSM cannot guarantee employment, our administrative staff will help students explore their employment options.

# Code of Conduct

## Student Behavior

HSM students are expected to be ethical. Suspected violations should be reported to the Academic or Clinical Coordinator. Violations include but are not limited to:

- **Illegal activities:** Students will act in a professional and ethical manner. They will observe all laws and regulations, inside and outside of the classroom. Students will become familiar with and observe HIPAA laws to protect patient confidentiality. The Florida Department of Health may deny Licensed Midwife applicants who have a criminal record.
- **Cheating:** Cheating of any kind will not be tolerated.
- **Plagiarism:** Plagiarism is when a person claims that someone else's work is his/her own, fails to properly cite sources, or claims that a previously existing work is new and original. All assignments will be original works created by the student with sources properly cited.
- **Deception:** It is not permitted to mislead others, by either action or omission. This is especially important in clinical settings, where a client's choices are often based on the information given to them by medical staff.
- **Professionalism:** Students will dress and act professionally in the classroom, at the clinical site, and when with clients. Disrespectful or unprofessional behavior may result in being dismissed from the preceptor site.

## Performance Review

Every year, students will attend a performance review with the Clinical Coordinator and/or Academic Director. This review will evaluate the student's academic and clinical performance over the past year. A poor review may result in probation, dismissal, or non-placement with a preceptor until any issues are resolved.

Disciplinary Performance Reviews may also be scheduled as needed.

Some areas that the Performance Review may cover include:

- Grades
- Classroom behavior
- Ethics
- Professionalism
- Respect for preceptor, instructors, staff and students
- Respect for clients and their families
- Progress learning clinical skills
- Punctuality and attendance
- Preserving confidentiality and observing HIPAA regulations
- Maintaining a positive attitude
- Dressing appropriately
- Consistent and effective communication

## **Conditions for Dismissal**

Students may be dismissed for the following reasons:

- Failing more than two classes
- Failing more than one clinical exam
- Violating academic probation
- Violating the code of conduct
- Failure to show up to a birth when on call
- Being dismissed by more than one preceptor for poor performance or behavior
- Showing up to class, clinic, or a birth under the influence of drugs or alcohol.
- Not improving after a poor performance review
- Not paying financial obligations in a timely manner

## **Dismissal and Re-Admission**

When a student is dismissed, s/he will meet with the Academic and/or Clinical Coordinator to discuss the reason for dismissal and the possibility for readmission. Students who are dismissed for violence, HIPAA violations, drug or alcohol abuse, or illegal activity may not be readmitted.

If a student desires to be readmitted after dismissal, s/he may reapply for the program one year after being dismissed (or if dismissed for failure to pay financial obligations, s/he may apply after those obligations have been met.)

A student applying for readmission will have to complete all of the normal entrance requirements, including interview, application and enrollment fees. However, instead of writing an essay titled “Why I Want to be a Midwife”, the essay will be titled “My Plan for Success” and will include what steps the student has taken to rectify his or her past violations, and how the student intends to avoid making similar future violations. Readmission will be granted at the discretion of the Executive, Academic and Clinical Coordinators. If a student is readmitted, s/he will be placed on Academic Probation the first semester. Any violations during that probationary period may be cause for permanent expulsion.

## Formal Complaints, Appeals & Grievances

Any complaints or appeals should be submitted in writing to the Administrative Director. The Administrative Director will investigate the situation, and either resolve it, if possible, or escalate it to the Clinical Coordinator, Academic Director or Executive Director, as appropriate. The Administrative Director may call for mediation between the student and any appropriate parties. Complaints and appeals will be addressed within 60 days after being filed. If the student is not satisfied with the results, the student may file a formal grievance with the Executive Director. Formal complaints, appeals, grievances and their resolutions will be kept on file for 7 years. If a student has a complaint or grievance that involves the Administrative Director, the student will need to contact the Executive director.

Discrimination against students, staff, or faculty who file complaints is not permitted. Discrimination or retaliation of any kind will be documented and could be potential grounds for dismissal or termination of employment. HSM maintains confidentiality whenever such is legally and morally possible. The Administrative Director will only notify other staff members of an issue if such notification is essential to resolution of the issue. Issues will not ever be shared outside of school employees, except as required by law and for accreditation purposes.

If, 60 days after filing a grievance with the Executive Director, the student is still not satisfied with the resolution, s/he may file a formal grievance with the Commission for Independent Education. They will act on all written and signed complaints. To do so please write a letter or send an e-mail containing the following information:

1. Name of Student (or individual wishing to voice their concern)
2. Address of Student (or individual wishing to voice their concern)
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.
8. The process of the Commission involves contacting the institution to obtain their response to your concern. If you do not want the Commission to contact the institution you are attending, you must state so in your documentation; however, doing so will greatly hinder the Commission's ability to assist you with your concern.

Send Letter To: *Commission for Independent Education 325 W. Gaines Street, Suite 1414 Tallahassee, FL. 32399-0400 Or E-mail: [CIEINFO@fldoe.org](mailto:CIEINFO@fldoe.org) Or Fax: 850-245-3238*

**Note:** Documents received in this office are considered public record. Confidentiality cannot be guaranteed. This office cannot give legal advice to any individual or take any legal action on behalf of any individual. We will investigate your concern to see what assistance, if any, we may be able to offer.



# Fiscal Information

## Financial Policy

Tuition and fees are subject to change with notice. Tuition and fees for all registered classes each semester are due by the first day of the semester. After the first day of class, a \$50 late fee per course will be charged. If tuition and fees are not paid in full by the add/drop date, the student will be automatically dropped from the course(s).

Semester payments may be made in full by the first day of the semester, or in advance through our monthly payment plan. Payment may be submitted to the Administrative Director by cash, check, PayPal or QuickBooks. Payment made through PayPal or QuickBooks via Debit, or Credit will incur a 6% processing fee per transaction. ACH Bank transfers through Quickbooks will incur a 1% or maximum \$10.00 fee per transaction. Paying by cash or check will not have any additional fees (unless an NSF occurs). Please make checks out to Heritage School of Midwifery.

Courses are available in lockstep with each other each semester, and thus are only available once a year. Part-time attendance is discouraged for matriculating students because it would be difficult to complete the program within the maximum time frame of 6 years.

## Scholarships and Assistance

Because we are a new school, many of the traditional loans and scholarships are not yet available to our students. We are not eligible for Title IV funds (government loans/scholarships/grants). Here are some of the ways a student can finance their tuition:

### ***Monthly payments in advance:***

Students can pay the school each month for the upcoming semester. Payments will vary, based on how many classes the student is taking and whether the student is getting additional funds elsewhere. A full-time student who isn't receiving any other sort of aid can expect to pay around \$968/month for the first year. Semester tuition needs to be paid in full by the start of each semester. The advantage of this option is that there is no interest, so the total cost is significantly less than a loan, and there is no balance due upon graduation.

### ***Crowdfunding:***

There are several sites, where students can raise money for their education. It is up to the student to create and promote their crowdfunding campaign and ensure that they have enough money for tuition and expenses.

### ***Personal Loans:***

These could be from a bank, credit union, or a friend/family member. Note that loans usually have interest and will increase the overall cost of your tuition. Personal loans are available to those who qualify. Requirements will vary by lender.

## Tuition and Fees

<b>Application Fee:</b>	\$150 (non-refundable)
<b>Enrollment Fee:</b>	\$100
<b>Tuition:</b>	\$335 per credit hour, \$31,155 for the full program
<b>Technology Fee:</b>	\$70 per semester
<b>Insurance Fee:</b>	\$100 per semester
<b>Equipment Fees:</b>	\$115 per semester
<b>Diploma Fee:</b>	\$100 upon graduation. Includes 3 transcripts
<b>Transcript Fee:</b>	\$12 per extra transcript
<b>Textbooks &amp; Supplies:</b>	~\$3,000 (estimate, not purchased from school)

### Example of first semester tuition and fees:

Application Fee:	1	x	\$150 =	\$ 150
Enrollment Fee:	1	x	\$100 =	\$ 100
Technology Fee	1	x	\$ 70 =	\$ 70
Insurance Fee:	1	x	\$100 =	\$ 100
Equipment Fee:	1	x	\$115 =	\$ 115
Tuition:	12	x	\$335 =	\$4,020
<b>Total:</b>				<b>\$4,555</b>

This example assumes that the student is matriculating and not transferring credit. The first semester has the highest cost, due to the application and enrollment fees.

### Tuition plus fees by semester for full-time students with no transferred credits:

Year	Semester	Credits	Cost
1	1	12	\$4,555 (includes Application and Enrollment)
1	2	12	\$4,305
1	3	12	\$4,305
2	1	12	\$4,305
2	2	11	\$3,970
2	3	11	\$3,970
3	1	10	\$3,635
3	2	9	\$3,300
3	3	4	\$1,725 (includes Diploma Fee)

*Total tuition plus fees:* \$34,070

Estimated cost for textbooks & supplies: \$3,000

**Total Program cost: \$37,070.**

Students are charged only for the classes they take, so tuition may be less than shown in this example for students who have credit transfers.

## **Program Withdrawal and Refund Policy**

Withdrawals must be submitted in writing to the Administrative Director. Refunds will be granted as follows:

- The application fee (\$150) is non-refundable.
- Tuition and refundable fees will be refunded in full if student withdraws before the add/drop date, which is at the end of Week 2.

If the student withdraws after the add/drop date, but before the last day to withdraw, the student will receive a prorated refund based on the percentage of the semester attended.

Week 1 and 2	100%
Week 3	80%
Week 4	73%
Week 5	66%
Week 6	59%
Week 7	52%
Week 8	45%
After last day to withdraw	0%

- Tuition will not be refunded after the last day to withdraw.
- All refunds will be granted within 30 days of withdrawal. The date of withdrawal will be determined by the date that the Administrative Director receives notice in writing of withdrawal, the add/drop date if student fails to pay full semester tuition, or the dismissal date if a student is dismissed.
- Textbooks and supplies are purchased from independent suppliers and are subject to the suppliers' refund policies.

## **Cancellation or Termination of the Enrollment Agreement**

If the student withdraws within 3 days of signing the Enrollment Agreement, the agreement will be canceled. After 3 days, the agreement may be terminated by the student by submitting a withdrawal form or by the school if the student fails to pay all tuition and fees or violates the policies and procedures in the most recent Student Catalog and Student Handbook.

## **Course or Program Cancellation Policy**

We reserve the right to cancel or postpone classes for any reason. However, we will do our best to ensure that such decisions are made well before the first class. If classes are canceled, all students will receive a 100% refund of all related tuition and refundable fees within 30 days of cancellation.

## **Re-Admission After Withdrawal**

To be considered for enrollment after withdrawal from the program a student must: be in good academic standing and current in all financial obligations to the school. A student who returns to the program within 5 years of their original enrollment date will need to submit a new application, submit a plan for success to complete the program, sit for an interview with the admission committee, and sign a new enrollment agreement. They will not need to pay a new application fee, but they may need to pay an enrollment fee if they have been unenrolled for over a year and if it will take longer than 1 year to reach the requirements to graduate. The executive director has the

authority to waive the enrollment fee depending on the length of time that the student has spent in the program already, the requirements needed for the student to graduate, and the ability of the student to pay. Students who return to the program more 6 years after their original enrollment date will need to reapply, sit for an interview with the admissions committee, pay all associated application and enrollment fees. They may have to re-take some didactic theory courses and retake all clinical lab courses.

## Course Descriptions

### **Year 1, Semester 1**

	<b>Credits</b>	<b>Clock Hours</b>
<b>BIO 101</b> Reproductive Anatomy & Physiology	2	30
<b>BIO 101L</b> Reproductive Anatomy & Phys. Lab	1	30

Building on the foundation laid in the basic Anatomy and Physiology courses, this course is a comprehensive study of the structure and function of the human male and female reproductive systems. This course includes hands-on laboratory experience to enhance the students' understanding of the concepts presented through lecture.

<b>LAW 101</b> Florida Law and Rule	1	15
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This course focuses on Florida Statute 467, the Midwifery Practice Act, and 64B24 in the Administrative Code. It covers the law and rule specific to the practice of direct-entry midwives in Florida, the history of the law, the legislative and rule-making processes, and the role of the Council of Licensed Midwifery, the Department of Health, and the Midwives Association of Florida.

<b>HIS 101</b> History of Midwifery	1	15
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This course delves into the history of midwifery throughout the world, with emphasis on the history of midwifery in the United States and how that history impacts the practice of midwifery today.

<b>ETH 101</b> Ethics	1	15
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This course presents the theory and practice of informed consent, mutual decision-making, patient privacy and HIPAA. It seeks to provide an understanding of the importance and complexity of ethics in healthcare, explores the role of the students' own ethics and personal opinions and how this can affect the care they provide.

<b>COM 101</b> Communication	2	30
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This course covers basic elements of interpersonal communication including both verbal and non-verbal communication, cultural differences, effective listening, coaching, asking powerful questions, conflict resolution, counseling, facilitating healing, and teaching.

<b>DOU 101</b> Labor Support	1	15
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This course explores the physiology of pain and pain relief, natural comfort measures for labor and why they work, and the role of the doula.

**STR 101** Strategies for Success 1 15  
 This course covers essentials for student success including time management, note-taking skills, test-taking skills, effective studying, writing a research paper, appropriate use of technology, decision-making, problem-solving, stress-management, and cultivating a healthy balance of home/personal life and educational/clinical requirements.

**MID 101** Midwifery Skills I 1 15  
*Matriculating students only*  
 This series covers equipment used by midwives, how to use and care for that equipment, physical exams, gynecological exams and pap smears, venipuncture, injections, fetal monitoring, suturing, newborn exams, and all midwifery skills outlined in The Practical Skills Guide for Midwifery.

**CLI 101** Clinical Lab 1 60  
*Matriculating students only*  
 Students work directly with a qualified Preceptor(s) in one or more clinical sites throughout their education, and progress through a tiered process of observation, assistance and management in the Antepartum, Intrapartum and Postpartum period. Clinical experiences include participating in prenatal and postpartum appointments, labor and birth, and office procedures for midwifery practices.

**Total** 12 240

**Year 1, Semester 2** Credits Clock Hours

**BIO 112** Genetics, Embryology, & Fetal Develop. 3 45  
 This course is a study of basic genetic principles including the structure of DNA and genes, principles of inheritance, the origins of genetic malfunction, and the normal development of a human from conception through birth.

**NUT 102** Nutrition 3 45  
 This course explores the relationship between nutrition and health and the impact diet has on a woman's reproductive health, pregnancy, birth, postpartum, and lactation. Topics covered include an in-depth study of the physiology of digestion, assimilation, and GI health; basic nutritional principles relevant to all humans; specific unique nutritional needs of the pregnant and lactating woman; nutrients and their sources; special dietary needs and choices including food allergies and sensitivities and vegan and vegetarian diets; signs of nutrient deficiencies and PICA; and nutritional evaluation.

**RES 102** Research Analysis 1 15  
 This course is an introduction to the types, quality, and formats of scholarly research. Students will evaluate articles presented in peer-reviewed journals, discuss how the research presented applies to midwifery practice, and learn the principles of statistics as they pertain to medical research.

<b>PSY 102</b>	Psychology for Midwives	1	15
This course focuses on normal psychology as it relates to childbearing families. Specific topics covered include temperaments, body image, eating disorders, sexual abuse, domestic violence, motherhood and fatherhood, psychological responses to unexpected outcomes, and recognizing unhealthy psychological issues that may require referral to a counselor or psychologist.			
<b>MED 102</b>	Medical Terminology and Charting	1	15
This course focuses on learning terminology and abbreviations specific to medical practice and the importance of complete and accurate charting. Students will become familiar with both paper and electronic charting options.			
<b>MID 102</b>	Midwifery Skills II	2	30
<i>Prerequisite:</i> Midwifery Skills I, <i>matriculating students only</i>			
This series covers equipment used by midwives, how to use and care for that equipment, physical exams, gynecological exams and pap smears, venipuncture, injections, fetal monitoring, suturing, newborn exams, and all midwifery skills outlined in <u>The Practical Skills Guide for Midwifery</u> .			
<b>CLI 102</b>	Clinical Lab	1	60
<i>Matriculating students only</i>			
Students work directly with a qualified Preceptor(s) in one or more clinical sites throughout their education and progress through a tiered process of observation, assistance and management in the Antepartum, Intrapartum and Postpartum period. Clinical experiences include participating in prenatal and postpartum appointments, labor and birth, and office procedures for midwifery practices.			
<b>Total</b>		<b>12</b>	<b>240</b>

**Year 1, Semester 3**

		<b>Credits</b>	<b>Clock Hours</b>
<b>BIO 103</b>	Microbiology & Epidemiology	3	45
<b>BIO 103L</b>	Microbiology Lab	1	30
This course provides the student with a broad overview of the principles of microbiology relevant to midwifery including; universal precautions, importance and maintenance of a healthy microbiome, identification of common gynecologic infections, choosing appropriate lab tests and interpreting commonly ordered lab reports. This course includes hands-on laboratory experience to enhance the students' understanding of the concepts presented through lecture. Students will also learn and apply basic concepts of epidemiology as they relate to midwifery and public health, including disease prevention and identification, prenatal and postnatal testing, statistics, and policymaking. Included is the HIV/AIDS training required for Florida midwifery licensure.			

**LAC 103** Breastfeeding 3 45  
 This course is an in-depth study of the anatomy and physiology of lactation, enabling the student to accurately evaluate a baby at the breast, identify and implement solutions to common breastfeeding problems, offer effective breastfeeding education for clients, and understand the role of lactation specialists in the community.

**WEL 103** Alternative Modalities I 2 30  
 This two-part series covers many non-pharmacologic methods of treatment and prevention of specific health issues common to pregnancy, birth, and postpartum; including herbs, homeopathy, essential oils, Chinese medicine, and others. Students learn to grow and make their own herbal preparations. Also included is an introduction to other modalities that may be available in our communities, such as chiropractic, acupuncture, and massage therapy.

**MID103** Midwifery Skills III 2 30  
*Prerequisite: Midwifery Skills II, matriculating students only*  
 This series covers equipment used by midwives, how to use and care for that equipment, physical exams, gynecological exams and pap smears, venipuncture, injections, fetal monitoring, suturing, newborn exams, and all midwifery skills outlined in The Practical Skills Guide for Midwifery.

**CLI 103** Clinical Lab 1 60  
*Matriculating students only*  
 Students work directly with a qualified Preceptor(s) in one or more clinical sites throughout their education and progress through a tiered process of observation, assistance and management in the Antepartum, Intrapartum and Postpartum period. Clinical experiences include participating in prenatal and postpartum appointments, labor and birth, and office procedures for Midwifery practices.

**Total** 12 240

**Year 2, Semester 1** **Credits** **Clock Hours**

**MID 201** Antepartum 4 60  
 This course teaches the student to provide midwifery care from the initial contact with a client through the onset of labor, with emphasis on a normal pregnancy. Students will explore a wide range of topics including pregnancy signs, complications, and the physiology of and solutions for common pregnancy complaints.

**WEL 201** Alternative Modalities II 1 15  
 This two-part series covers many non-pharmacologic methods of treatment and prevention of specific health issues common to pregnancy, birth, and postpartum; including herbs, homeopathy, essential oils, Chinese medicine, and others. Students learn to grow and make their own herbal preparations. Also included is an introduction to other modalities that may be available in our communities, such as chiropractic, acupuncture, and massage therapy.

**DIA 201** Screening and Diagnostic Testing 2 30  
 In this course, students become familiar with the most widely utilized lab and imaging tools used to assist the midwife in determining the health status of the mother and fetus to recognize when intervention is necessary, including all those required by Florida Law.

**MID 211** Midwifery Skills IV 2 30  
*Prerequisite: Midwifery Skills III, matriculating students only*  
 This series covers equipment used by midwives, how to use and care for that equipment, physical exams, gynecological exams and pap smears, venipuncture, injections, fetal monitoring, suturing, newborn exams, and all midwifery skills outlined in The Practical Skills Guide for Midwifery.

**CLI 201** Clinical Lab 3 180  
*Matriculating students only*  
 Students work directly with a qualified Preceptor(s) in one or more clinical sites throughout their education and progress through a tiered process of observation, assistance and management in the Antepartum, Intrapartum and Postpartum period. Clinical experiences include participating in prenatal and postpartum appointments, labor and birth, and office procedures for midwifery practices.

**Total** 12 330

**Year 2, Semester 2** **Credits** **Clock Hours**

**MID 202** Intrapartum 4 60  
*Prerequisite: Antepartum*  
 In this course, students learn the mechanisms of normal labor and birth, review the anatomy and physiology of the reproductive structures and fetal anatomy, learn to assess the well-being of mother and child in each stage of labor, learn how to prevent complications, recognize complications when they do arise, understand appropriate use of interventions, and smoothly transfer care when necessary.

**PHA 202** Pharmacology 2 30  
 This course presents basic principles of pharmacology and drug therapy for pregnancy, birth and postpartum so that the student midwife can appropriately and safely recommend and administer drugs in his or her practice. Students will explore pharmacodynamics and pharmacokinetics, drug properties, routes of administration, types of drugs, dosage, drug categories, and drug profiles.

**MID212** Midwifery Skills V 2 30  
*Prerequisite: Midwifery Skills IV, matriculating students only*  
 This series covers equipment used by midwives, how to use and care for that equipment, physical exams, gynecological exams and pap smears, venipuncture, injections, fetal monitoring, suturing, newborn exams, and all midwifery skills outlined in The Practical Skills Guide for Midwifery.



<b>CLI 202</b>	Clinical Lab	3	180
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*Matriculating students only*

Students work directly with a qualified Preceptor(s) in one or more clinical sites throughout their education and progress through a tiered process of observation, assistance and management in the Antepartum, Intrapartum and Postpartum period. Clinical experiences include participating in prenatal and postpartum appointments, labor and birth, and office procedures for midwifery practices.

<b>Total</b>		<b>11</b>	<b>300</b>
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<b>Year 2, Semester 3</b>		<b>Credits</b>	<b>Clock Hours</b>
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<b>MID 203</b>	Postpartum	3	45
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*Prerequisite: Intrapartum*

In this course, students learn mechanisms of a normal postpartum period from the time following the delivery of the placenta through the final postpartum visit, anatomy and physiology of the involution of the uterus and postpartum recovery, how to assess the physical and emotional well-being of postpartum mother, prevent complications, recognize complications when they do arise, and become prepared to refer for psychologic or gynecologic care when necessary.

<b>PED 203</b>	Newborn	3	45
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In this course, the student midwife will learn normal newborn examinations and behavioral assessments, infant anatomy and physiology, and common complications affecting the newborn, with special emphasis on the infant's first hours of life. Topics covered include the newborn physical exam, signs and symptoms of impending problems, routine medications, when and how to transfer care to the NICU, and the 24-48 hour home visit.

<b>MID213</b>	Midwifery Skills VI	2	30
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*Prerequisite: Midwifery Skills V, matriculating students only*

This series covers equipment used by midwives, how to use and care for that equipment, physical exams, gynecological exams and pap smears, venipuncture, injections, fetal monitoring, suturing, newborn exams, and all midwifery skills outlined in The Practical Skills Guide for Midwifery.

<b>CLI 203</b>	Clinical Lab	3	180
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*Matriculating students only*

Students work directly with a qualified Preceptor(s) in one or more clinical sites throughout their education and progress through a tiered process of observation, assistance and management in the Antepartum, Intrapartum and Postpartum period. Clinical experiences include participating in prenatal and postpartum appointments, labor and birth, and office procedures for midwifery practices.

<b>Total</b>		<b>11</b>	<b>300</b>
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**Year 3, Semester 1****Credits Clock Hours****MID 301** Gynecology and Women's Health

2

30

*Prerequisite: Reproductive Anatomy and Physiology*

With Reproductive Anatomy and Physiology as a foundation, this course is an introduction to the fundamentals of well-woman care. It supplies students with 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, family planning, problems with the female reproductive system and breasts, infertility, and interpretation of lab test results.

**MID 311** Protocol Development

3

45

This course provides an opportunity for students to research, write, and receive feedback on all protocols for their midwifery practice. Final protocol documents are required to be evidence-based and in accordance with F.S.467/Rule64B24, with detailed midwifery application.

**MID 321** Collaborative Management

1

15

This course reviews 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 honing skills for communicating as a medical professional. Emphasis will be placed on applying risk assessment from 64 B24 Florida Administrative Code during prenatal, intrapartum and postpartum care to determine a site and provider for each client. Students will be prepared to interpret data to identify current and potential health problems and needs, establish a collaboration plan with a physician, and ensure clients' safety and dignity during transport/transfer.

**CLI 301** Clinical Lab

4

240

*Matriculating students only*

Students work directly with a qualified Preceptor(s) in one or more clinical sites throughout their education and progress through a tiered process of observation, assistance and management in the Antepartum, Intrapartum and Postpartum period. Clinical experiences include participating in prenatal and postpartum appointments, labor and birth, and office procedures for midwifery practices.

**Total****10****330****Year 3, Semester 2****Credits Clock Hours****MID 302** Establishing a Practice

2

30

This course is an overview of the professional and legal issues related to establishing and maintaining a practice. Topics covered include incorporation, licensure, hiring and paying employees (and yourself), setting up accounts with labs, billing different types of insurance and Medicaid, preparing for business tax payment, bookkeeping, marketing, fostering relationships with other midwives, maintaining an outstanding reputation, and creating a close-knit birthing community.



