

**Continuing Education Program and Accreditation for California
Licensed Midwives**

Administered by

**CALIFORNIANS for the ADVANCEMENT of
MIDWIFERY (formerly CALIFORNIA ASSOCIATION OF
MIDWIVES FOUNDATION)**

**In Collaboration with and oversight by
California Association of Licensed Midwives**

Effective: July 2020

Contact CEU coordinator with questions at:
education@californiamidwives.org

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Definition of Continuing Education

According to California Law Title 16, Article 4, Section 1379.25 (a) and (c) "Continuing education" means the variety of forms of learning experience undertaken by licensed midwives for re-licensure which are meant to directly enhance the licentiate's knowledge, skill or competence in the provision of midwifery services."

AND

"Course" means a systematic learning experience, at least one hour in length, which deals with and is designed for the acquisition of knowledge, skills, and information related to the practice of midwifery."

Courses must provide the following content as defined by California Law, Title 16, Article 4,

AND

Section 1379.27 (a) (1) (B) (3)

"Course content-The content of the course or program shall be directly related to midwifery, patient care, community health or public health, preventive medicine, professional ethics, the Medical Practice Act, the Licensed Midwifery Practice Act, or improvement of the midwife-client relationship."

CEU Determination

The formula to determine how many CEUs can be awarded is as follows:

50 minutes = 1 contact hour = 1 CEU

California law requires licensed midwives to complete 36 continuing education hours each 2 year renewal period.

Becoming A Provider

Any individual or group who has the resources to provide continuing education for California Licensed Midwives may apply as a provider.

Deadlines & Provider Instructions

Each course must have a provider and an instructor but they can be the same individual if the provider is not an organization. See application (below) for course and provider. When you are ready to apply please send an email to: education@californiamidwives.org and request an application.

- Recommended deadline for application: 60 days prior to the start of a program/course. This will ensure notification of program/course approval, partial approval or denial prior to the start date, and will allow enough time for any changes, clarifications or additions needed.
- Absolute deadline: CAM will accept applications received 14 days prior to the start of the

program. However, sponsors may not receive notification of approval prior to the beginning of the program/course. Notification of approval may take up to 60 days. If applications sent in close to the program/course date do not meet requirements, CAM will deny approval as changes or clarifications cannot be made after the program/course date.

CAM Approval Process

1. CAM's standards have been derived from California law and regulations (Title 16, Article 4, Section 1379.25-1379.27 (see above, P.3). Program applicants have the right to appeal denied applications, but may be required to await a response from the CAM board of directors at their next regularly scheduled meeting. The sponsor will receive in writing the outcome of the board of directors' decision.
2. Program/course approval is good for 1 year from the date of the first offering of that program/course. The program/session must be offered in its entirety within one year in order to qualify for originally approved CEUs. A program/course sponsor should notify CAM in writing and include a copy of the flyer or brochure when the approved program is offered at other times within the one year time frame.
3. A speaker change may be made, if necessary, after the program/course has received approval as long as there are not any revisions to the program/course. CAM must be notified in writing accompanied by the new speakers resumé/CV. CAM reserves the right to audit any program/course or speaker at any time.

The determinations will be as follows:

- ❖ Approved: The program clearly meets all the established guidelines.
- ❖ Approval Pending: The program appears to meet the guidelines, but the application may be incomplete or information is inadequate or unclear, impeding final determination. These applications will be returned for corrections or clarifications. Returned applications must still be received by CAM at least 14 days prior to the start of the program/course.
- ❖ Denied: The program content does not meet all of the guidelines for CAM approval of CEUs.
- ❖ Partial Program Approval: Programs may vary according to which sessions/courses meet criteria. CEUs will be approved for sessions/courses that do meet criteria and an explanation will be made for sessions that are denied.

Fees

Provider fee is \$200.00 to offer 1 to 6 courses, or \$350.00 for 7 to 12 courses. For over twelve, each additional course costs \$50.00. If CAM is the Provider financial arrangements will be discussed individually.

Submitting Payment

Make check payable to: Californians for the Advancement of Midwifery (CAM)

Mail check to:
CAM Central Office
Attn. Rosanna Davis
P.O. Box 104
San Leandro, CA 94577

To Pay by Credit Card:
Inquire with Rosanna Davis at cfo@californiamidwives.org or call 650/964-2229.

Record Maintenance and CEU Awards

The CEU coordinator at CAM generates the actual certificate of attendance after receiving the completed test (if there is one) or the course evaluation form from a participant after completion of the program/course. Additionally, the sign in sheet or in the case of on-line attendance a copy of the attendance sheet must be sent to the CEU coordinator at CAM.

- A certificate documenting the number of contact hours/CEUs (see sample, sent with application) can serve as attendance verification for the participant to present to the Board for license renewal purposes and should include the following information:
 - ✓ Program name
 - ✓ CAM program/course approval #
 - ✓ Number of CEUs awarded
 - ✓ Name and address of provider or contact person
 - ✓ Participant's name
 - ✓ Participant ID # for cross reference purposes –, License #
- The sponsor/provider must store records for 5 years, containing all information above, except for the CEU certificate which will be stored by CAM. Course evaluation forms and/or post-tests verifying successful completion of the program should also be kept by the sponsor/provider as well as a copy sent to the CEU coordinator.

Provider Application for Continuing Education Program

To be filled out by education provider. When applying please use separate form sent on request from CEU manager: education@californiamidwives.org. When application is sent a sample form will accompany it. If CAM is the Provider then all that needs to be submitted is the course application. Financial arrangements for sponsored programs will be discussed individually.

Directions: Please read the CEU guidelines and instructions and see sample application - attached. Applications which do not meet requirements will be returned for revisions

Title of Program (may be the same as the course if there is only one course in program) _____

Date(s) Program is to be Offered _____

Total number of Contact Hours for which you are Requesting Approval (presentation time only) _____

Sponsoring Organization _____

Contact Person _____

Contact Person Address _____

Contact Person Phone #(s) _____

Planning Committee (At least one Licensed Midwife)

Name _____ Title(s) _____ LM

Name _____ Title(s) _____

Fees: Provider fee is \$200.00 for 1 to 6 courses, or \$350.00 for 7 to 12 courses. For over twelve, each additional course costs \$50.00.

The same program/course may be offered on other dates within the one year period.
To submit payment, make check payable to: Californians for the Advancement of Midwifery.

Mail check to:
CAM Central Office
Attn. Rosanna Davis
P.O. Box 104
San Leandro, CA 94577

To pay by credit card: Inquire with Rosanna Davis at cfo@californiamidwives.org or call 650/964-2229

Program Committee Portion of Continuing Education Application

To be completed by the Planning Committee

1. Describe how the need for this program was determined
2. Describe the location of the program and how the environment facilitates the learning experience.
3. How will attendance be verified? Attach a copy of verification document. (see sample, attached).
4. With whom and where will your organization store attendance records for the period of 5 years?
5. Is the program open to midwives outside of your organization?
6. Is the program open to professionals other than midwives?
7. Is the program open to non-professionals?
8. Is the program co-sponsored by any other organization? If yes, please provide name, address, phone and contact info.

Send electronic copies of the following to: education@californiamidwives.org

- Brochure or flyer advertising the program (dates and times must be specified for each course or program).
- Program Application Form
- Course Application Form
- Resumé or CV for each speaker (please use file names that correspond to the session they are conducting))
- Attendance verification form
- Evaluation forms used for this program (see sample).
- CEU Certificate blank form
- Checklist

Course Information Form

When applying please use separate form sent on request from CEU manager: education@californiamidwives.org. When application is sent a sample form will accompany it. Complete a typed form for each individual course.

Course Title _____

Course Length in minutes _____
(Actual lecture time must be at least 50 minutes, Do not include breaks, meals, etc.)

1. **Speaker's Name(s):**
2. **Method of Instruction:**
3. **List Educational Objectives:** Describe what the participants are expected to have learned from this program. Describe what knowledge or skills the learners will be able to demonstrate following the learning experience.
4. **Describe Course Content:** Statements should support behavioral objectives listed above. List approximate minutes of time spent on each subject area.
5. **Assessment of Learner Outcome:** Give examples of how learner achievement will be assessed (check all which will apply, including test Q's and A's).

Pre/Post Test Question	_____
Written/Oral Exam	_____
Demonstration of Skills	_____
Discussion	_____
Projects	_____
Speaker Evaluation	_____ (required)
Other	_____

6. **List Three Pre and Post Course Test Questions** and the Answers that the participant should have learned that directly relate to behavioral objectives.
7. **List at least 5 references** that you have used to prepare this course (texts, journal articles and other credible sources are acceptable). Be sure to include titles (journal and article where applicable) and publication dates.

Send speaker(s) résumé or CV with this form. Please name files with the speakers name and either application or CV (ie: SmithCV.doc or Smithapplication.doc) and please use a format for your documents that can be read by a PC, WORD or PDF docs are preferred. It is important that your CV reflect your training in the area of this course content if it is content outside of your certificate or license area.