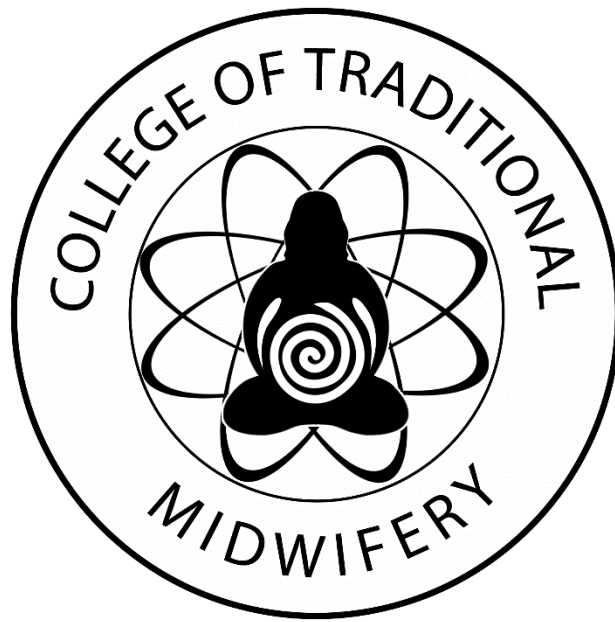


COLLEGE OF TRADITIONAL MIDWIFERY

CATALOGUE



Volume 5

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MISSION OF THE COLLEGE OF TRADITIONAL MIDWIFERY (CTM)

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

OBJECTIVES OF THE ASSOCIATE OF APPLIED SCIENCE IN MIDWIFERY PROGRAM

1. To educate community midwives through a competency-based education program.
2. To provide students, faculty, staff, and preceptors with valid and reliable tools to measure student competency.
3. To prepare graduates to take the national credentialing examination for the Certified Professional Midwife (CPM) credential.
4. To prepare students for legal recognition in the state of Tennessee as CPM-TNs.
5. To assess and validate prior learning and experience.

WHO AUTHORIZES CTM?

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

WHY DOES CTM = CPM+?

- The College of Traditional Midwifery (CTM) uses the North American Registry of Midwives (NARM) Portfolio Evaluation Process and Forms to validate Knowledge, Skills and Abilities of entry-level midwives.
- CTM provides Standardization Workshops in the areas required for the practice of midwifery by the International Confederation of Midwives (ICM).

WHAT MAKES CTM DIFFERENT?

- Competency-based Education Program;
- Apprentice Model of Education;
- NARM Portfolio Evaluation Process (PEP) Forms are used to verify clinical experience, knowledge, skills and abilities;
- A Student Liaison is assigned to each student;
- Education occurs primarily in the community where the student resides;
- The program is tailored for adult learners;
- Students are self-motivated adults;

- Competency is measured through multiple direct assessment tools;
- Standardization Workshops;
- Multiple Choice Tests given each Term;
- All students enrolled in AASM Program are considered full-time students;
- Degree Granting.

THREE (3) WAYS TO EARN A DEGREE

1. CTM = CPM+;
2. Advanced Standing for CPMs;
3. Credit for Prior Learning.

APPLICANT SELECTION, ADMISSIONS CRITERIA, AND PREREQUISITES

Each Applicant must:

1. Attend the **Orientation Workshop** for Midwifery Assistants and/or Associate of Applied Science in Midwifery (AASM) program

OPTION 1

No prerequisites are required for Orientation

- a. Introduction to Competency-Based Education, history of midwifery, Midwifery Model of Care
- b. Review of the NARM Portfolio Evaluation Process, including the Candidate Information Booklet
- c. Introduction to Anatomy and Physiology
- d. Introduction to and practice in basic health care skills
- e. Introduction to and practice in charting and chart review.

OPTION 2

- a. If you are an EMT, LPN, RN or Medical Technician, you may be eligible for 2 day virtual Orientation Workshop at a reduced rate. Please inform CTM of your health skills proficiency level.*
 - b. Introduction to the role of a Midwifery Assistant (NARM PEP Phase II)
 - c. Introduction to Cultural Competency and diversity
2. Be 21 years of age
 3. Have submitted an official High School Transcript or equivalent
 4. Submit a completed physical examination form by a licensed physician including a tuberculin test
 5. Be working with a Preceptor
 - a. NARM Registered Preceptor
 - b. Sign a Student/Preceptor Contract that is returned to CTM with the Application
 6. Agree to be respectful and conduct themselves in a professional manner
 7. Fill out an AASM Application Form completely

8. Write two (2) essays
 - a. Must be grammatically correct with no spelling errors
 - b. Must completely answer the questions asked
9. Read, sign and return with your Application
 - a. Affirmation of Honest Intent
 - b. Cancellation and Refund Policy
 - c. Transferability of Credit Disclosure
 - d. Grievance Policy
 - e. Notice of Racially Nondiscriminatory Policy of the College of Traditional Midwifery As To Students and Faculty
 - f. The Farm Hold Harmless Agreement

ADVANCED STANDING FOR CPMS

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

1. Prerequisites:
 - a. Proof of Current CPM;
 - b. Transcripts and/or Licenses;
 - c. Current hands-on Adult CPR;
 - d. Current hands-on NRP®;
2. CTM Requirements:
 - a. Orientation/Term 1 Standardization Workshops;
 - b. CPM In-Resident Week, three (3) days:
 - i. Research and presentation on a complication;
 - ii. Pharmacology Standardization Workshop;
 - iii. Chart Review.
 - c. NARM Midwifery Bridge Certificate.

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

CREDIT FOR PRIOR LEARNING

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

- Current license as a Registered Nurse or Licensed Practical Nurse;

- Documented attendance at a MEAC accredited program, a community college, or a university;
- Completion of part or all of the NARM PEP Application that has been signed off within the last three (3) years;
- CPM credential without additional experience.

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

APPLICATION PROCEDURE

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

Send all the items above to:

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

APPLICATION DEADLINE

1. All applications must be completed two (2) months prior to the first day of the Orientation Week that the student plans to attend.
2. Students will be notified within two (2) weeks of receipt of the application if they have been accepted into the program.
3. All Enrollment Agreements and fees for the Orientation Week must be sent four (4) weeks prior to the first day of Orientation Week that the student plans to attend.
4. Tuition for the Term must be received by the last day of the Orientation Week or In-Resident Week.

NOTIFICATION OF ACCEPTANCE

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

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

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

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

Online Payments may also be submitted at www.collegeoftraditionalmidwifery.org

Students will be assigned to a Student Liaison during orientation week.

LOCATION OF THE CTM CAMPUS

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

The Farm Education and Conference Center (FECC), located at 150 School House Road, will serve as the meeting space for the Orientation Week and the twice-yearly In-Resident Weeks. The facility consists of a large, light, airy multi-purpose space with access to restrooms. Ample parking is provided. The area is well lit by streetlamps for evening classes. The space is handicap accessible.

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

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

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

The administrative offices and library are located at 320 Evergreen Drive, (mailing address) are within walking distance from the FECC.

ORIENTATION AND IN-RESIDENT WEEKS

Every student is required to attend Orientation Week. Orientation Week must be paid for at the time of acceptance for enrollment. Students will be housed in a spacious live-in dormitory setting and be provided three (3) meals a day.

During Orientation Week, every student will meet their Student Liaison and have a conference call with their preceptor. You will receive your Student Logbook and the Competency-based process will be explained. Students will attend their first Standardization Classes and demonstrate skills in isolated situations according to the *Practical Skills Guide for Midwives*. The student will engage in the Peer Review Process and charting procedures. At the end of Orientation Week, the student will register for Term 1.

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

STUDENT SERVICES

CTM promotes individualized student success, personal and professional development through collaborative and inclusive experiences.

- Student Liaison is assigned to each student. The Student Liaison is a Certified Professional Midwife (CPM), who provides substantive and regular contact with the student, communicates

with the student and preceptor two (2) times during a Term, monitors the progress of the student, and is available for consultations throughout the three-year program.

- Students are housed in a spacious live-in dormitory setting and provided three (3) meals a day.
- CTM provides student with informal interaction with faculty members during meals.
- The Dorm offers opportunities for meaningful student interactions and bonding.
- CTM offers opportunities for Skills Drills.
- CTM gives students multiple-choice practice tests.
- An Extended Transcript is provided digitally every Term to track their progress.
- If a student demonstrates unsatisfactory progress and needs additional tutoring, the Student Liaison and Director of Education will develop a plan with the student.
- Students may request Technological Support from our Tech Team.
- Students may request an Extension at any point in the program. This allows the student to progress at their own pace within the confines of their life.

TUTORING

CTM offers proactive and personalized support of the learner through small Standardization Workshop, interaction with faculty, skills practice sessions, interaction with the Student Liaison, and collaboration with the Preceptors.

If a student needs additional tutoring, the Student Liaison and Director of Education will develop a plan with the student that might include:

- Reviewing the Syllabus/Knowledge Log with the student
- Reviewing the study flash cards developed by the student
- Requesting more time with the Preceptor reviewing knowledge and skills
- Offering more skills practice labs during the Term In-Residence Week
- Requesting more skills drills and flash card practice with student peers
- Requesting additional time with a faculty member, i.e. more instructional time with the student in preparation of their Research Project, Written Paper and PowerPoint Presentation
- Requesting an Extension

SYLLABUS AND STUDY GUIDE FOR EACH TERM

In a competency-based education program, time is a variable, and student competency is the focus, rather than a fixed-time, classroom-based, grade-based model where students achieve varying results.

Each student will download the NARM Portfolio Evaluation Process (PEP) Forms (Phase 1-4) and Candidate Information Booklet before attending Orientation. The NARM Registered Preceptor will use the NARM PEP Forms to verify the student's clinical experiences, skills, knowledge and abilities.

A Syllabus/Study Guide will be given to each student at the end of In-Resident Weeks Term 1-4. The Syllabus/Study Guide is a self-verification tool for knowledge acquisition. The student will record where they learned the information, the amount of time they spent reading each item listed in the Study Guide, the time spent preparing note cards, and the amount of time spent discussing each topic with their preceptor.

Registration for Term 1 occurs at the end of orientation week. The In-Resident Week marks the end of a Term. Students register for each new Term at the beginning of each In-Resident Week.

HOW ARE STUDENTS MEASURED FOR COMPETENCY?

1. Student Liaison evaluation checklist includes:
 - a. Completion and return of the NARM Portfolio Evaluation Process (PEP) Forms (Phase 1, Phase 2, Phase 3 and Phase 4) of clinical experiences designated for each Term;
 - b. Completion and return of Syllabus/ Study Guide for each Term;
 - c. Attendance at Phone Calls.
2. Attendance and Participation in Standardization Workshops.
3. Scoring at least 80% on the Term multiple-choice written practice tests over previous Term.
4. Attendance and Participation in Chart Review each Term.
5. Completion of a review of the literature, a research paper, and a multi-media presentation (Term 4).
6. Completion of the NARM 201a Comprehensive Skills, Knowledge, and Abilities Essential for Competent Midwifery Practice Verification (Term 5 or 6).
7. Completion of Practice Guidelines, Informed Consent, and Emergency Care Plan (Term 5).
8. Competency in NARM Second Verification of Skills Form 206 (Term 6).

DOES THE STUDENT RECEIVE A GRADE?

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

HOW WILL A STUDENT KNOW IF THEY HAVE UNSATISFACTORY PROGRESS?

Each Term, students will receive an Expanded Transcript reflecting their progress from the College. If a student should fall behind on the expected progress, have negative evaluations from their preceptor, or

not pass the Term written multiple-choice assessment, the Student Liaison will speak directly with the student and discuss ways the student can address deficiencies to achieve satisfactory progress. The Expanded Transcript is generated from entries made into the student database for each Term.

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

UNSATISFACTORY MULTIPLE-CHOICE WRITTEN EXAMINATIONS

A student needs to score at least 80% on each multiple-choice written examination over the previous Terms' Syllabus/Study Guide and Standardization Workshops.

A student may retake a multiple-choice written examination for a Term two times. There must be at least three (3) months between each testing. There is an additional fee for each multiple-choice written examination retake. If the student does not receive a passing grade on Term multiple-choice written examination after three (3) tries, a student will be asked to leave the program.

The student may reapply for admission in one (1) academic year, for a probationary period of one (1) semester and must maintain satisfactory competencies for the remainder of the program.

GRADUATION REQUIREMENTS

The Associate of Applied Science in Midwifery (AASM) Program is a 36 month or three-year Midwifery Program with 1,260 clinical contact hours and 750 didactic contact hours equaling 2010 contact hours of knowledge, skills, abilities and attitudes equivalent to 92 credit hours. The program is divided into six (6) Terms or two (2) Terms per year. Each Term is about twenty (20) weeks in length. An Associate of Applied Science in Midwifery will be granted after satisfactory completion of the CTM Midwifery education program. This program must be completed within six (6) years of the student's acceptance date at CTM.

IS A DEGREE GRANTED?

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

CONTACT HOURS AND CREDIT HOUR EQUIVALENCY

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

1. Didactic contact hours:

- a. One (1) contact hour is measured as fifty (50) minutes. Fifteen (15) contact hours are equivalent to one (1) credit hour.
2. Clinical contact hours:
 - a. One (1) contact hour is measured as fifty (50) minutes. Thirty (30) contact hours are equivalent to One (1) credit hour.

DIDACTIC CONTACT HOURS

Didactic contact hours are acquired in multiple prescribed ways:

- Each Term has a Syllabus and Student Logbook for the Knowledge, Skills, and Abilities that the student will be responsible to learn.
- Each student logs the time spent learning the knowledge base of the skill and its parameters of normal and abnormal.
- Time is spent with the preceptor discussing the knowledge and using knowledge for competency.
- Time is spent with the preceptor demonstrating the skill to a defined competency Rubric.
- During the Orientation Week and each Term In-Resident Week, a series of standardization workshops are required for consistency of Knowledge, Skills, Abilities and Attitude.
- Knowledge contact hours reflect the knowledge contact hours recorded each Term plus the time spent learning and demonstrating the knowledge base and skills competency.
- Time is spent with the Student Liaison reviewing knowledge and skills competencies recorded in the Student Logbook and discussing progress.

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

CLINICAL CONTACT HOURS

Clinical contact hours are assigned in the table below:

CLINICAL REQUIREMENTS

	HOURS/VISIT	REQUIRED	TOTAL HOURS	CREDIT HOURS
OBSERVATIONS Terms 1 and 2				
Initial Prenatal	1 hr	10	10 hours	
Prenatal Visits	1 hr	10	10 hours	
Postpartum Visits	1 hr	10	10 hours	
Newborn Exams	1 hr	10	10 hours	
Births	14 hrs	10	140 hours	
Subtotal			180 hours	6 credit hrs

ASSISTANT UNDER SUPERVISION Terms 3 and 4				
Initial Prenatal	1 hr	3	30 hours	
Prenatal Visits	1 hr	22	20 hours	
Postpartum Visits after immediate postpartum	1 hr	10	10 hours	
Newborn Exams	1 hr	20	20 hours	
Births	14 hrs	20	280 hours	
Subtotal			360 hours	12 credit hrs
PRIMARY UNDER SUPERVISION Terms 5 and 6				
Initial Prenatal	1 hr	20	20 hours	
Prenatal Visits	1 hr	55	50 hours	
Postpartum Visits	1 hr	40	40 hours	
Newborn Exams	1 hr	20	20 hours	
Births	24hrs	25	590 hours	
Subtotal			720 hours	24 credit hrs
TOTAL CLINICAL			1,260 hours	42 credit hrs

ASSOCIATE OF APPLIED SCIENCE IN MIDWIFERY PROGRAM

Standardization Workshops for Knowledge, Skills, and Abilities Competencies + Student Study Guide	Didactic Contact Hours	Clinical Contact Hours	Credit Hour Equivalencies
Term 1			
Introduction to Medical Terminology*	15 hours		
Physical Assessment	30 hours		
Charting*	15 hours		
Chart Review	15 hours		
Normal Prenatal Examination and Care	30 hours		
Normal Labor, Birth, Immediate Postpartum	30 hours		
Normal Postpartum (24 hour through 6 weeks)	15 hours		
Normal Newborn Examination	30 hours		
Subtotal Didactic Contact Hours – Term 1	180 hours		12 credit hrs
Physical Assessment, Prenatal, Birth, Postpartum, and Newborn Examination Observations		90 hours	
Subtotal Clinical Contact Hours – Term 1		90 hours	3 credit hrs
Total – Term 1	180 hours	90 hours	15 credit hrs
Term 2			
Introduction to Applied Microbiology and Laboratory Tests*	45 hours		
Introduction to Phlebotomy	15 hours		

Injections	15 hours		
IVs	15 hours		
Introduction to Applied Pharmacology	30 hours		
History of Midwifery in the US*	15 hours		
Public Health Issues	15 hours		
Cultural Competency*	15 hours		
Chart Review	15 hours		
Subtotal Didactic Contact Hours – Term 2	180 hours		15 credit hrs
Physical Assessment, Prenatal, Birth, Postpartum, and Newborn Examination Observations			
Subtotal Clinical Contact Hours – Term 2		90 hours	3 credit hrs
Total – Term 2	180 hours	90 hours	15 credit hrs
Term 3			
Abnormal Prenatal,	15 hours		
Abnormal Labor and Birth	15 hours		
Abnormal Postpartum	15 hours		
Abnormal Newborn	15 hours		
Introduction to Statistics *	15 hours		
Introduction to Epidemiology*	15 hours		
Introduction to Research*	30 hours		
Introduction to Guidelines for Research Presentation and Public Speaking*	15 hours		
Chart Review	15 hours		
Subtotal Didactic Contact Hours – Term 3	150 hours		10 credit hrs
Prenatal, Labor, Birth, Postpartum and Newborn Examination Assists			
Subtotal Clinical Contact Hours – Term 3		180 hours	6 credit hrs
Total – Term 3	150 hours	180 hours	16 credit hrs
Term 4			
Research and Multimedia Presentations*	75 hours		
Introduction to the Psychology of Loss and Grieving*	30 hours		
Introduction to Communication, Education, and Counseling Skills*	15 hours		
Practice Guidelines, Informed Consent and ER Forms	15 hours		
Chart Review	15 hours		
Subtotal Didactic Contact Hours – Term 4	150 hours		10 credit hrs
Prenatal, Labor, Birth, Postpartum and Newborn Examination Assists			
Subtotal Clinical Contact Hours – Term 4		180	6 credit hrs
Total – Term 4	150	180	16 credit hrs
Term 5			
Professional Ethics*	15 hours		

Overview of Midwifery Laws*	15 hours		
Chart Review	15 hours		
Subtotal Didactic Contact Hours – Term 5	45 hours		3 credit hrs
Prenatal, Labor, Births, Postpartum, and Newborn Examinations acting as a Primary Midwife Under Supervision			
Subtotal Clinical Contact Hours – Term 5		360	12 credit hrs
Total – Term 5	45	360	15 credit hrs
Term 6			
How to Start a Business*	30 hours		
Chart Review	15 hours		
Subtotal Didactic Contact Hours – Term 6	45 hours		3 credit hrs
O			
Subtotal Clinical Contact Hours – Term 6		360	12 credit hrs
Total – Term 6	45	360	15 credit hrs
TOTAL DIDACTIC CONTACT/CREDIT HRS	750		50 credit hrs
TOTAL CLINICAL CONTACT/CREDIT HRS		1260	42 credit hrs
TOTAL CREDIT HOURS			92 credit hrs

*Included as part of the general education requirement

PROGRAM COSTS

ORIENTATION	
OPTION 1--Orientation (includes dorm rooms and food)	\$1,500.00
OPTION 2--Virtual 2-day Orientation Workshop for students with documented health care skill proficiency	\$300.00
Application Fee	\$50.00
ASSOCIATE OF APPLIED SCIENCE IN MIDWIFERY	
Term Fee (equivalent to 15 credit hours per Term)	\$3,300.00
Food and Dorm Package	\$800.00
Food Plan	\$400.00
Term Extension Fee	\$250.00
Credit for Prior Learning Portfolio Evaluation (CPLPE) (equivalent to 15 credit hours per CPLPE)	\$500.00
CPM Advanced Standing	\$3,000.00
Application Fee	\$100.00
AUXILIARY COSTS NOT INCLUDED IN PROGRAM COSTS	
Books	\$2,500.00 (estimated)
Midwifery Supplies	\$2,900.00 (estimated)
Travel for attendance at In-Residence Weeks	\$700.00 (per trip)

*Additional Skills and Knowledge Workshops that are included in the NARM Bridge Certificate (NRP®, S.T.A.B.L.E.®, BEST®, Suturing, Pharmacology for Midwives, etc.) are offered to full-time CTM students as part of their program.

All fees are due one (1) month prior to the start of the Term.

REFUND POLICY AND CANCELLATION POLICY

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

Each Orientation Week or In-Resident Week will have a registration date that is four (4) weeks in advance of the first day of Orientation or the In-Resident Week.

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

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

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

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

A student can be dismissed at the discretion of school officials for unprofessional conduct or two (2) successive absences at the In-Resident Week without prior approval from CTM. If a student is dismissed during the refund period, they are entitled to a refund according to the refund policy. A letter from CTM will be sent via traceable carrier to the student informing them of the reason for dismissal, the official cancellation date, readmission procedure and any refund that is due the student.

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

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

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

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

FINANCIAL AID

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

TERM EXTENSIONS

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

CONDUCT AND PERSONAL APPEARANCE POLICY

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

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

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

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

ACADEMIC HONESTY POLICY

All students are expected to be academically and personally honest at all times. Students will sign an academic honesty policy as part of their enrollment agreement. Academic dishonesty is directly prohibited by the CTM and is a condition leading to dismissal.

This pertains to your clinical experiences and Orientation/In Resident Terms. Actions that can fall under the description of academic dishonesty can include but are not limited to: cheating, plagiarism, fabrication of information or citations, and the facilitation of academically dishonest actions by another student. Students will have access to these policies and are expected to be familiar with the commonly accepted standards of academic integrity. (see https://en.wikipedia.org/wiki/Academic_integrity)

CONFIDENTIALITY OF DATA

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

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

ATTENDANCE POLICY

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

UNEXCUSED ABSENCE POLICY

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

TARDINESS POLICY

Punctuality and dependability are important characteristics in the work, learning, and testing environment for a midwife. Habitual tardiness can be a disruption to the learning of others, the testing

environment and the clinical experience. Three (3) tardies will be considered equivalent to one (1) unexcused absence.

LEAVE OF ABSENCE POLICY

A student may apply in writing via traceable carrier for leave for up to one (1) year (2 Terms). His/her reasons would need to be discussed but would be kept confidential. A leave of absence must be approved by the CTM Administration and the preceptor. Tuition fees would be held until the student's return to finish the period unless a financial crisis makes it necessary to request a refund. The refund would be approved by the Board and pro-rated as is the regular refund policy. A student must finish the program within six (6) years from the acceptance date.

CONDITIONS LEADING TO DISMISSAL FROM THE PROGRAM

After consultation with the CTM Administration, students who do not fulfill their preceptor's expectation by not demonstrating competency in knowledge, skills, abilities and attitudes will be dismissed from the program for one (1) year.

After consultation with the CTM Administration, students showing a lack of respect to CTM, Student Liaison, Adjunct Faculty, staff, preceptors, other students or clients will be dismissed for one (1) year.

Students who misrepresent or falsify their work or assessments will be dismissed from College of Traditional Midwifery for one (1) year.

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

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

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

STUDENT SUSPENSION AND CONDITIONS FOR RE-ENTRY INTO THE PROGRAM

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

Expulsion and suspension would result in a refund according to the school policy. If a student wishes to be readmitted, she/he would need to make application as a new student. Acceptance would be determined by the Board of Directors.

GRIEVANCE PROCESS

If a student does not agree with the decision of the preceptor, Student Liaison and/or CTM Administration, the student may request Mediation. Requests must be in writing and delivered to CTM via traceable carrier within thirty (30) days after the primary decision. The results and recommendations of the Mediation will be placed in the student's permanent file. The cost to the student for Mediation is \$200.00. The Mediation will occur within thirty (30) days of the written request.

If the Mediation does not bring about a resolution, the student may request a Peer Review. Requests must be in writing to CTM via traceable carrier within thirty (30) days after the Mediation. The results and recommendations of the Peer Review Process will be placed in the student's permanent file. If the Peer Review is scheduled during an In-Resident Week, there is no additional cost to the student.

If Peer Review does not bring a resolution, the student must request a Board of Directors Review and must be in writing to CTM via traceable carrier within thirty (30) days after the Peer Review. The Board of Directors will conduct a review and make a final determination. The final decision will be written and sent to student via traceable carrier. It may take up to thirty (30) days to receive the results and recommendations from the Board of Directors. The results and recommendations of the Board of Directors will be put in the student's permanent file.

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

All records of a complaint or Grievance with their resolution will be retained in the CTM office for seven (7) years from the date of the complaint.

AVAILABILITY OF PERMANENT RECORDS

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

All records are held for seven (7) years in paper form and a digital copy will be archived beyond seven (7) years.

IS THERE A JOB PLACEMENT SERVICE?

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

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

TECHNICAL ASSISTANCE REQUEST POLICY

Faculty, staff, and students will utilize the "Faculty, Staff, and Student Technical Assistance Form" to submit and technology assistance requests or to report technology issues. The form will be made available to faculty and staff upon hire via onboarding and new hire documents. Forms will be made available to students during the orientation process. Forms shall be submitted to ctmoffice@collegeoftraditionalmidwifery.org.

TRANSFERABILITY OF CTM CREDITS DISCLOSURE

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

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

TRANSFER OF CREDITS TO CTM FROM OTHER INSTITUTIONS

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

- Current license as a Registered Nurse or Licensed Practical Nurse;
- Documented attendance at a MEAC accredited program, a community college, or a university with a grade of C or better;
- Completion of part or all of the NARM PEP Application that has been signed off within the last three (3) years;
- CPM credential without additional experience.

All requests for credit for previous education and experience must be made in writing to the Director of Education when the CTM application is sent to CTM. The Director of Education will compare the course descriptions to see if the transfer is equivalent.

All previous learning for clinical experience, knowledge and skills will need to be documented through the NARM Portfolio Evaluation Process required by the College of Traditional Midwifery. Each Prior Learning credit accepted must be used to evaluate demonstrated competency for up to the equivalence of fifteen (15) credit hours.

The College of Traditional Midwifery does not guarantee that credits will transfer from any educational institution into our program.

Each student can earn up to sixty (60) equivalent credit hours through the Credit for Prior Learning Portfolio Evaluation (CPLPE) toward the Associate of Applied Science in Midwifery offered at CTM.

LEGAL RECOGNITION OF A MIDWIFE IN TENNESSEE

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

After completion of CTM Associate of Applied Science in Midwifery, the graduate will be eligible to take the NARM written examination and become a Certified Professional Midwife (CPM).

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

NON-DISCRIMINATION POLICY

The College of Traditional Midwifery admits students of any race, color, national origin, and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national origin, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Adopted 06/24/2018.

AFFIRMATIVE ACTION PLAN

All faculty members, other employees and students are recruited, hired, appointed and/or promoted without discrimination in regard to sex, gender identity, race, color, marital status, national origin, ethnic origin, religion, age, sexual orientation, or disability. Adopted 06/24/2018.

ADJUNCT FACULTY

- Ruth Bryant, LCSW, LLC
- Deborah Flowers, RN, CPM-TN
- Suzanne Suarez Hurley, ESQ
- Christine Gibson, RN, CNM
- Patricia McCarthy, BS, PA
- William Meeker, MD
- Carol Nelson, AASM, LPN, CPM-TN
- Sharon Wells, MS, CPM-TN
- Rebecca Wunner, BSN, RN

GOVERNING BODY

The College of Traditional Midwifery (CTM) is a not-for-profit corporation organized under the Laws of the State of Tennessee and is recognized as a not-for-profit corporation by the Internal Revenue Service as a 501-C (3). Donations to The College of Traditional Midwifery are tax deductible. The governing body consists of the Board of Trustees:

- Sharon Wells, MS, CPM-TN
- Carol Nelson, AASM, CPM-TN
- Joel Kachinsky, JD
- Dan Bright, MSN-ED, RN

ORIENTATION AND TERMS—2021

- March 7-12, 2021 Orientation
- March 13, 2021 CPR
- March 16-25, 2021 Terms 1, 5/6

OPERATIONAL HOURS AND HOLIDAYS

The CTM office will be open from 1:00 until 3:00 Central Time Monday through Thursday. The best way
The CTM office will be open from 1:00 PM until 3:00 PM Central Time, Monday through Thursday.

The best way to reach the College of Traditional Midwifery is through email at:

applications@collegeoftraditionalmidwifery.org

Contact links can also be found at www.collegeoftraditionalmidwifery.org

All communications to the office will be answered within three (5) business days.

LIST OF EQUIPMENT

Office Equipment of the College of Traditional Midwifery

Desk

Office Chair

Table with 4 chairs

Computer

Printer/Copier

2 locked (1 fireproof) file cabinets

Telephone

Scanner

Bookcase for Library

Office Supplies

Classroom Teaching Aides owned by The College of Traditional Midwifery

4 CPR Resusci Anne Mannequins

2 CPR Baby Ann Mannequins

Abdominal Palpation Model

Fetal Monitoring and Labor Process Model

Cervical Effacement and Dilatation Model

Childbirth Model Set: Pelvis, Fetal Doll, Perineum and Placenta

Self-breast Exam Model

Female Urinary Catheter Model

Vaginal Suturing Model

Labor and Stages Model

Injection Teaching Model

Venipuncture Training Arm Model

The campus of the College of Traditional Midwifery will be closed for the following holidays. Students may not be physically present on campus during these times without written agreement by the CTM Administration. If a student is approved to be present during a holiday, they must follow the guidelines set forth by The Farm Membership Committee. Adopted 07/16/2019.

- New Year's Day
- Memorial Day
- Independence Day
- The Farm Family Reunion
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve

GLOSSARY

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

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

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

ICM SEVEN ESSENTIAL COMPETENCIES FOR BASIC MIDWIFERY PRACTICE: International Confederation of Midwives (ICM) Seven Essential Competencies for Basic Midwifery Practice are:

- **COMPETENCY #1:** Midwives have the requisite knowledge and skills from obstetrics, neonatology, the social sciences, public health and ethics that form the basis of high quality, culturally relevant, appropriate care for women, newborns and childbearing families.
- **COMPETENCY #2:** Midwives provide high-quality, culturally sensitive health education and services to all in the community in order to promote healthy family life, planned pregnancies and positive parenting.
- **COMPETENCY #3:** Midwives provide high-quality antenatal care to maximize health during pregnancy which includes early detection and treatment or referral of selected complications.
- **COMPETENCY #4:** Midwives provide high-quality, culturally sensitive care during labor, conduct a clean and safe birth and handle selected emergency situations to maximize the health of women and their newborns.

- **COMPETENCY #5:** Midwives provide comprehensive, high-quality, culturally sensitive postpartum care for women.
- **COMPETENCY #6:** Midwives provide high-quality, comprehensive care for essentially healthy infants from birth to two months of age.
- **COMPETENCY #7:** Midwives provide a range of individualized, culturally sensitive abortion-related care services for women requiring or experiencing pregnancy Termination or loss that are congruent with applicable laws and regulations and in accordance with national protocols.

IN-RESIDENT WEEK: Each Term, students must attend an In-Resident Week at the CTM campus located in Summertown, TN, where they will participate in Standardization Workshops, face-to-face meetings with their Student Liaison, take the Term multiple-choice written examination and receive a general assessment of their progress.

MIDWIFE: A midwife is any person who has successfully completed a midwifery education program that is recognized in the country in which it is located and is based on the ICM Essential Competencies for Basic Midwifery Practice and the framework of the ICM Global Standards for Midwifery Education, who has acquired the requisite qualifications to be registered and/or legally licensed to practice midwifery and use the title ‘midwife’; and who demonstrates competency in the practice of midwifery.

ORIENTATION: Orientation is an intensive week that marks the beginning of the CTM Midwifery Program. Students will meet their Student Liaison, discuss the NARM Portfolio Evaluation Process (PEP) for record keeping for knowledge, skills, abilities and attitude, and meet the other students in their class.

RUBRIC: A rubric is a guidance tool for consistent measure of when competency has been achieved. For example:

Guidance Rubric for NARM Form 206 SECOND SKILLS CHECK-OFF

Criteria	Competency	Repeat
	Needs no prompting 90-95%	Needs guidance and prompting 89%
Demonstrates the skill appropriately in the testing situations according to steps listed in the <i>Practical Skills Guide for Midwives (PSGM)</i> .		
Verbalizes parameters of normal, associated knowledge, and steps as they are demonstrating.		

STUDENT LIAISON: The Student Liaison is a Certified Professional Midwife (CPM), who provides substantive and regular contact with the student, communicates with the student and preceptor two (2) times during a Term, monitors the progress of the student, and is available for consultations throughout the three-year program.

STUDENT STATUS (FULL TIME/PART TIME): If a student is enrolled in the CTM = CPM+ Associate of Applied Science in Midwifery (AASM), they are Full Time Students. If a student has a Term Extension, they are Part Time Students.

FOUNDERS OF COLLEGE OF TRADITIONAL MIDWIFERY



Pamela Maurath

Carol Nelson

Sharon Wells



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