

Licensed Midwife Document Submission FAQ (7/7/21)

Consumer Health Service Email: CHSLicensing@health.ok.gov

Note: Changes listed in red will go into effect on Sept 11th, 2021.

Q: What does the Licensed Midwife applicant to submit to the Department to obtain a license?

A: The applicant must meet the qualifications and submit the documents required in OAC 310:395-7-2 and 7-3 (link to rules [here](#)). Documentation of meeting these requirements is completed by submitting the Midwife License Application form located [here](#). The required documents include:

- Completed and signed Midwife License Application Form with Application Fee \$1,000.00 (non-refundable)
- Completed Affidavit of Lawful Presence Form
- Proof age is at least 18 years (legible copy of government issued photo ID such as a Driver's License)
- Proof of High School graduation or Graduate Education Diploma (GED)
- Proof of current certification from NARM or AMCB
- Proof of current certification in neonatal resuscitation by the American Academy of Pediatrics or equivalent
- Proof of completion of coursework or training certificate within the last 3 years in administration of medicine including injections and IV administration
- Proof of current certification in Bloodborne Pathogen (BBP) training from the American Red Cross (ARC) or equivalent
- Proof of current certification in CPR training for health care providers from the American Heart Association (AHA) or equivalent
- List of any other relevant credentials
- Other state midwifery licenses (if applicable)
- List of previous disciplinary actions or misconduct (if applicable)
- **Resume with relevant work history**
- **Declarations of previous court judgements against the applicant related to midwifery care**

Note: The applicant will also provide information and sign consent for the Department to conduct a background check.

Q: What does a Licensed Midwife have to submit to renew their license?

A: OAC 310:395-7-8 (link to rules [here](#)) provides the requirements for renewals. They are very similar to the required documentation for the initial application with a few exceptions. They include:

- Renewal Fee of \$1,000.00 (non-refundable)
- Completed Affidavit of Lawful Presence Form
- Proof of current certification from NARM or AMCB
- Proof of current certification in neonatal resuscitation by the American Academy of Pediatrics or equivalent

- Proof of completion of coursework or training certificate within the last 3 years in administration of medicine including injections and IV administration
- Proof of current certification in Bloodborne Pathogen (BBP) training from the American Red Cross (ARC) or equivalent
- Proof of current certification in CPR training for health care providers from the American Heart Association (AHA) or equivalent

Q: What reports or documents does a Licensed Midwife have to submit to the Department during their practice?

A: While licensed, a midwife is required to submit certain reports and documents to the Department either on an annual basis or as needed. The list below will cite the code reference (link to rules [here](#)) and the requirement.

- A current copy of the NARM or ACMB certificate is required to be kept on file with the Department. Upon renewal of the certificate, a copy must be submitted to the Department. [310:395-1-10](#)
- Changes in contact information within 30 days to the Department. (if applicable) [310:395-5-3\(c\)](#)
- Provide the Department information in relation to an application or investigation within 15 days. (if requested) [310-395-5-3\(d\)\(3\)](#)
- Applicable records related to Birth Certificates, Death Certificates, Fetal Death Certificates, and Birth, Death or Stillbirth Certificates as required by law. [310-395-5-16\(a\)](#) and [\(b\)](#)
- Report to the Department any criminal convictions that happen while holding an active license. (if applicable) [310-395-5-16\(c\)](#)
- **A report of any maternal or fetal death within 7 days to Consumer Health Service. [310-395-5-16\(d\)](#)**
- **A report of any severe maternal or neonatal morbidity event per CDC guidelines within 30 days to Consumer Health Service for their initial license until their first renewal. Afterwards it may be reported on the annual report. [310-395-5-16\(e\)](#)**
- An annual report by the last day of January that states: [310-395-5-16\(d\)\(f\)](#)
 - The number of women whom care was provided
 - The number deliveries performed
 - The number of prenatal transfers
 - The number of transfers during labor, delivery and immediately following birth
 - The number of perinatal deaths, including cause of death, and description of circumstance
 - The number and outcome of VBAC, multiple, and breech births
 - The number of fetal loss after 20 weeks gestation.
- Newborn Screening (if not referred to clinic or physician) or refusal form [310:395-5-18\(a\)](#) and [\(b\)](#)
 - Blood Spot Screening after 24 hours of life [310-395-5-18\(a\)\(1\)](#)
 - Pulse Oximetry Screening between 24 hours and 48 hours of life [310:395-5-18\(2\)](#)
 - Newborn Hearing Screening within the first month of life [310:395-5-18\(3\)](#)