



Maternidad La Luz
SCHOOL CATALOG

2017 - 2018

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MATERNIDAD LA LUZ 2017 – 2018 STUDENT CATALOG

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CALENDAR FOR 2017 – 2018

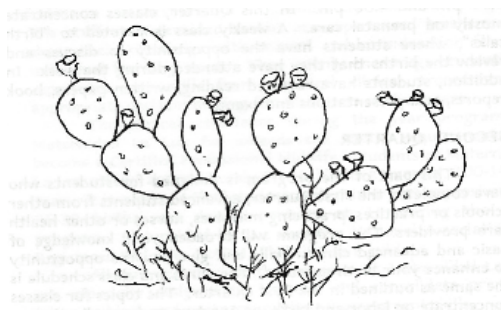
The One-Year Program, 18-Month Program, Three-Year Program, and NARM Phases II & III begin every March 1 and September 1.

CLASS BEGINNING MARCH 2017

ORIENTATION	March 1 - March 20, 2017
FIRST QUARTER	March 21 - June 14, 2017
SECOND QUARTER	June 15 - September 20, 2017
THIRD QUARTER	September 21 - December 14, 2017
FOURTH QUARTER	December 15, 2017 - March 20, 2018
<i>Recognition Circle One-Year Students</i>	March 21, 2018
FIFTH QUARTER	March 21 - June 14, 2018
SIXTH QUARTER	June 15 - September 20, 2018
<i>Recognition Circle 18-Month Students</i>	September 21, 2018
SEVENTH QUARTER	September 21 - December 14, 2018
EIGHTH QUARTER	December 15, 2018 - March 20, 2019
NINTH QUARTER	March 21 - June 14, 2019
<i>Recognition Circle Three-Year Students</i>	June 15, 2019

CLASS BEGINNING SEPTEMBER 2017

ORIENTATION	September 1 - September 20, 2017
FIRST QUARTER	September 21 - December 14, 2017
SECOND QUARTER	December 15, 2017 - March 20, 2018
THIRD QUARTER	March 21 - June 14, 2018
FOURTH QUARTER	June 15 - September 20, 2018
<i>Recognition Circle One-Year Students</i>	September 21, 2018
FIFTH QUARTER	September 21 - December 14, 2018
SIXTH QUARTER	December 15, 2018 - March 20, 2019
<i>Recognition Circle 18-Month Students</i>	March 21, 2019
SEVENTH QUARTER	March 21 - June 14, 2019
EIGHTH QUARTER	June 15 - September 20, 2019
NINTH QUARTER	September 21 - December 14, 2019
<i>Recognition Circle Three-Year Students</i>	December 15, 2019

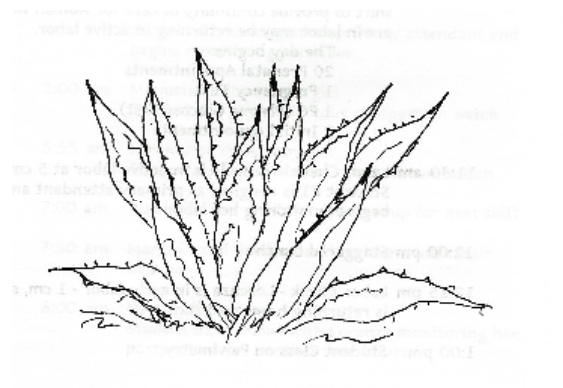


CLASS BEGINNING MARCH 2018

ORIENTATION	March 1 - March 20, 2018
FIRST QUARTER	March 21 - June 14, 2018
SECOND QUARTER	June 15 - September 20, 2018
THIRD QUARTER	September 21 - December 14, 2018
FOURTH QUARTER	December 15, 2018 - March 20, 2019
<i>Recognition Circle One-Year Students</i>	March 21, 2019
FIFTH QUARTER	March 21 - June 14, 2019
SIXTH QUARTER	June 15 - September 20, 2019
<i>Recognition Circle 18-Month Students</i>	September 21, 2019
SEVENTH QUARTER	September 21 - December 14, 2019
EIGHTH QUARTER	December 15, 2019 - March 20, 2020
NINTH QUARTER	March 21 - June 14, 2020
<i>Recognition Circle Three-Year Students</i>	June 15, 2020

CLASS BEGINNING SEPTEMBER 2018

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FIFTH QUARTER	September 21 - December 14, 2019
SIXTH QUARTER	December 15, 2019 - March 20, 2020
<i>Recognition Circle 18-Month Students</i>	March 21, 2020
SEVENTH QUARTER	March 21 - June 14, 2020
EIGHTH QUARTER	June 15 - September 20, 2020
NINTH QUARTER	September 21 - December 14, 2020
<i>Recognition Circle Three-Year Students</i>	December 15, 2020



MATERNIDAD LA LUZ STAFF AND FACULTY

Patricia A. Gimler, Clinical Director, Staff midwife and Academic Faculty. Licensed Midwife in Texas and CPM. Trisha is a graduate of the Maternidad La Luz program and has been practicing midwifery since 1999.

Judith N. Lane, Academic Director, Academic Faculty and staff midwife. Certified Professional Midwife; Licensed Midwife in Texas; MPH in International Public Health, Tulane University School of Public Health and Tropical Medicine. She is a 2004 graduate of Maternidad La Luz.

Patricia Gimler, Staff midwife. Licensed Midwife in Texas. She has been practicing midwifery since 1986.

Elizabeth Hartman, Clinical Experiences Coordinator, staff midwife and a March 2011 graduate of the Maternidad La Luz program. Licensed in Texas and CPM.

Jennifer Olliges, Staff midwife. Certified Professional Midwife; Licensed Midwife in Texas; Bachelor of Science in Biology, Bellarmine University, Louisville, Kentucky. Jenna is a 2007 graduate of Maternidad La Luz.

Rebecca Palak, Resident Midwife and September 2014 graduate of Maternidad La Luz. Licensed Midwife in Texas and CPM. Rebecca graduated from the University of Oregon with a major in geography.

Deborah J. Kaley, Founder of Maternidad La Luz and Academic Faculty. Certified Professional Midwife; Licensed Midwife, Texas and New Mexico; NRP Instructor; MEAC Founding Member; BA in Psychology, Wayne State University in Detroit. Kaley has been practicing midwifery since 1981.

Holli Berry, Guest Faculty. BS in Biology, University of Texas at El Paso; Chairperson of Science Department for El Paso High School; High School teacher in Physical Sciences, Biology, Anatomy and Physiology for 26 years. Holli has been teaching at Maternidad La Luz since 1999.

Cristi Lewis, C.Hom. Guest Faculty. Certified homeopath and licensed midwife in California. Crisit is a 2014 graduate of MLL.

Jon-Michael Blowe, Guest Faculty. EMT/paramedic who has been teaching IV Therapy at the school since 2012.

Patti Ochoa, Administrative Assistant. Patti has been with the clinic since 1998.

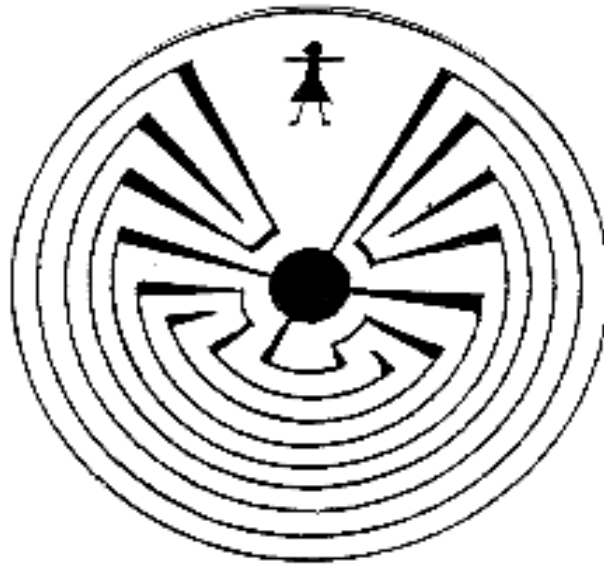
Celia Ruiz, Auxiliary Staff housekeeping department. Celia has been with the clinic since 2005.

Josefina Estrada, Receptionist. Fina has been with the clinic since April 2006. She oversees the reception.

Elizabeth Perezchica, Auxiliary Staff housekeeping department. Liz has been with the clinic since 2012.

Leno Gurley, buyer and official cake baker. Leno has been with the clinic since January 2013.

During the academic year other visiting educators and midwives come to teach at Maternidad La Luz.



MATERNIDAD LA LUZ

Maternidad La Luz is a community-based, Texas state-licensed birth center and a Texas Department of State Health Services approved midwifery school, accredited by the Midwifery Education Accreditation Council (MEAC). Since its inception in 1987, Maternidad La Luz (MLL) has been both a birth center and a school of midwifery, a dynamic partnership that benefits the birthing woman as well as the student. Maternidad La Luz clients receive excellent clinical care in a warm, supportive environment, and the students have outstanding midwifery education and training in a hands-on setting, supervised by the experienced Maternidad La Luz staff.

Through an integrated model of academic and clinical training, MLL offers a unique and holistic learning experience for aspiring midwives. The midwifery program, provided within a busy birthing center, allows students to solidify clinical skills while integrating their academic learning. A student at Maternidad La Luz begins learning midwifery theory and midwifery skills the first day of classes. Maternidad La Luz is the only MEAC-accredited school that provides all necessary clinical and academic requirements on-site for the North American Registry of Midwives (NARM) Certified Professional Midwife credential (CPM), except for two hospital births and five homebirths, with no additional fees.

The school is located in a comfortable house in an historic neighborhood of El Paso. It has two classrooms, a library, the academic office, and a kitchen. The birth center is on the same block in a two-story house that includes three birthing rooms, a kitchen, a waiting room, two consultation rooms, and all equipment and supplies necessary to provide midwifery and well-woman care. The center provides a warm, welcoming, homelike atmosphere for birthing women in Western Texas, Southern New Mexico, and Mexico.

The border between El Paso and Ciudad Juárez is very fluid with people frequently crossing back and forth. MLL clients who are residents of Mexico have a laser visa, a legal document created to facilitate access to El Paso goods and services. Mexican nationals comprise a large percentage of the population of El Paso. As a result, about ninety-five percent of women who come to Maternidad La Luz speak primarily Spanish. Many people living in the border region have no medical insurance and limited or no access to medical care. Maternidad La Luz is able to provide low cost, high quality care for all low risk women in the community, regardless of nationality or residency status.

The staff and students at Maternidad La Luz care for approximately 40 to 60 birthing women a month. Since 1987, they have attended more than 16,000 births at the center. Women from the ages of twelve to forty-six have had satisfying, natural birth experiences. The majority of clients are Mexican or Mexican-American who primarily choose MLL based on the recommendation of family and friends who have previously given birth at the center. Other reasons include:

- a long-standing tradition of midwifery in Mexico
- a desire for woman-centered and women-attended care
- a belief in the normalcy and naturalness of birth and motherhood
- economic considerations
- a desire for US citizenship for their children.

Deborah Kaley, the founder of Maternidad La Luz and director from 1987 to 2012, had worked with a diverse bicultural clientele in many settings, from busy birth centers to a rural home birth practice. Over the years she had attracted a dedicated and skilled staff of midwives and academic instructors, who brought their enthusiasm, life experience, expertise and skills to enrich the learning experience of students. Trisha Gimler and Judith Lane, the current directors, are committed to continuing in Kaley's tradition while bringing a fresh perspective and new ideas to the program.

Since March 1987, more than 750 students from over a dozen countries have received midwifery training at Maternidad La Luz; of these, approximately 250 graduated from our MEAC-accredited programs. Maternidad La Luz's intense, highly challenging program results in skilled, ethical, and confident midwives who are ready to practice independently or join established midwifery practices.

The NARM certification exam pass rate for MLL students from 2013 through 2015, as calculated by MEAC, was 85%, and graduates working as midwives or in related fields was 91% for the same period. The student completion rate for students enrolling in the One-Year Midwifery Program from 2010 to 2015 was 64%, with 10% of students still enrolled. The Eighteen-Month Midwifery Program has had six students enroll, and all completed the program. The Three-Year Midwifery has had 21 students enroll since its inception; fourteen (67%) have completed the program, five (24%) are still enrolled, and the remainder either dropped out or had enrollment discontinued by the school.

The philosophy of Maternidad La Luz is based on the principles of the *Midwives Model of Care*[™]. These principles acknowledge and recognize pregnancy and birth as normal and important life events. The midwifery 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, and continuous support and assistance during labor, delivery and the postpartum period;
- minimizing technological interventions;
- and identifying and referring women who require obstetrical attention.

This model not only provides good care for birthing women and their babies, but also has been proven to reduce the incidence of birth injury, trauma and cesarean section.

The understanding that midwives respect and support women so that they may give birth safely and with power and dignity is fundamental to Maternidad La Luz's philosophy of care.

- We respect the diversity of personal and cultural backgrounds of women and their families, and we strive to respond to women's social, emotional, spiritual and physical needs.
- We believe women should have the option of economical and cost effective health care.
- We believe that women have a right to choose the place of their birth and to birth in a safe, nurturing place assisted by caring attendants. Midwifery care includes health education and counseling to enable women to make informed choices and decisions.
- We encourage women to actively participate in their care throughout pregnancy, birth and the postpartum period.

- We believe it is important to encourage and support women who have chosen to be midwives, answering the need in our society to support women and their families through the natural, healthy process of pregnancy and childbirth.
- We believe that midwives are best taught the art and practice of midwifery by experienced midwives from diverse backgrounds.
- We believe that the Midwifery Education Accreditation Council's Essential Competencies provide the student with a solid academic and clinical foundation.
- We believe that the North American Registry of Midwives (NARM) requirements provide the student with solid clinical skills.
- We believe student midwives should have ample opportunity for hands-on learning supported by theoretical learning in the classroom.
- We believe that student midwives should begin developing their critical thinking skills to ensure lifelong evidence-based midwifery practice.
- We believe that learning midwifery in an out-of-hospital birth center prepares midwives to practice both in birth centers and in the home.
- We believe midwifery education should be accessible to students of all economic backgrounds.
- We believe student midwives have much to offer midwifery through their commitment, insights and life experience.
- We believe students benefit from exploring their experiences and expressing their ideas. Their unique perspectives and program evaluations continually help shape and improve the program at Maternidad La Luz.
- We believe it is important for midwives to work together to assure the continuation of the profession of midwifery.
- We believe that by supporting each other and sharing knowledge and experience, midwives improve the care they provide to women and their babies.

Maternidad La Luz agrees with the International Confederation of Midwives international definition of a midwife, as revised and adopted by ICM Council on June 15, 2011.

A midwife is a person who has successfully completed a midwifery education programme that is duly recognized in the country where it is located and that 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.

Scope of Practice

The midwife is recognised as a responsible and accountable professional who works in partnership with women to give the necessary support, care and advice during pregnancy, labour and the postpartum period, to conduct births on the midwife's own responsibility and to provide care for the newborn and the infant. This care includes preventative measures, the promotion of normal birth, the detection of complications in mother and child, the accessing of medical care or other appropriate assistance and the carrying out of emergency measures.

The midwife has an important task in health counselling 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 child care.

A midwife may practise in any setting including the home, community, hospitals, clinics or health units.

THE MISSION OF MATERNIDAD LA LUZ

The mission of Maternidad La Luz is:

- to provide excellent health care to pregnant, birthing, and postpartum women and their babies, and
- to promote excellence in direct entry midwifery education

THE GOALS OF THE MIDWIFERY PROGRAM

The goals of the Midwifery Program, providing students from around the world the academic foundation and clinical experience to become midwives, are:

- To promote and support the continuation of direct-entry midwifery as an essential and viable option for women choosing to birth outside the hospital system and for women aspiring to become midwives
- To provide a strong academic foundation and clinical experiences based on the MEAC's Essential Competencies that combine the Midwives Alliance of North America (MANA) Core Competencies, the North American Registry of Midwives (NARM), and the International Confederation of Midwives (ICM)
- To provide clinical experience necessary to meet the requirements for licensure by the State of Texas
- To provide complete midwifery care based on a midwifery model using the protocols and regulations of the Texas Birth Center Laws, the Texas Midwifery Standards, and MLL protocols
- To provide an atmosphere where students can learn, gain confidence in their skills and grow professionally and personally as midwives
- To promote the bond of sisterhood, trust, and support of midwives for midwives
- To encourage student awareness of the politics of the profession of midwifery on a local, national, and international level
- To foster an understanding of the importance of self-regulation and self-evaluation in the form of peer review



THE GOALS OF THE BIRTH CENTER

The Birth Center at Maternidad La Luz provides quality services for the El Paso, Ciudad Juárez, Mexico and Southern New Mexico community.

- To provide safe, affordable care by trained direct-entry midwives.
- To educate and empower women regarding childbirth based on the principles of informed choice.
- To establish a well-organized, well-managed birth center that makes an essential contribution to the community.
- To provide employment, job security and professional advancement for well-trained midwives.
- To provide an opportunity to student midwives for hands-on learning.
- To maintain a healthy and safe workplace.

PROGRAM OBJECTIVE

The program objective of Maternidad La Luz is to train and educate midwives to become competent and confident care givers for birthing women and their families. The student is expected to meet the licensing requirements for the state of Texas and the requirements for certification as an entry level midwife by the North American Registry of Midwives (NARM) after successfully completing the one-year program and 2 planned hospital births and 5 home births. Maternidad La Luz provides all of the required experiences except the hospital and home births.

Most midwives who have graduated from a Maternidad La Luz program are self-employed in private home birth practices, working in birth centers, practicing in provincial health care systems in Canada, or working in reproductive health-related careers such as in Planned Parenthood. Some continue their studies to become certified nurse-midwives or physicians.

CLINICAL PLACEMENT

Maternidad La Luz is one of the few Midwifery Education Accreditation Council (MEAC) accredited midwifery schools where a student can expect to catch babies in the first months of a midwifery education program. Students can meet all of their clinical and academic requirements onsite to become NARM Certified Professional Midwives (CPM), except for two planned hospital births and five homebirths, with no additional expenses or travel.

Students receive their clinical training from licensed midwives who share their knowledge with respect and consideration for the individual learning needs of each student, while ensuring optimal care for the client. Staff midwives encourage students to broaden their skills in all aspects of client care.

The skills that students learn at Maternidad La Luz have varying levels of complexity and difficulty; therefore we have developed a progressive process to teach and evaluate skills. This process involves observing a skill performed in class by midwives, learning and practicing the

skill on sister students in class, then on clients in class, and finally progressing to the student performing it on clients in the birth center. A licensed midwife supervises all of the work of students.

In addition to classroom time, students spend two to three shifts a week at the center, alternating between 12-hour shifts and 24-hour shifts. When students have continuity of care clients, they spend additional hours at the center to provide care to those clients.

It is extremely difficult to work a job or pursue other major interests while at MLL. As the programs involve total commitment on the part of the students, students need to be sure that they can give 100%. There is no vacation time granted during the first two quarters, but each student has a two-week vacation during the third quarter.

Students at Maternidad La Luz attend an average of 25 births a quarter, or 100 births a year. It is guaranteed that students in the One-Year Program will provide care at the minimum 25 primary births and other clinical experiences required by NARM¹, except for 5 home births and 2 planned hospital births. It is preferred that students meet the requirement of two planned hospital births and five homebirths before they begin their program at Maternidad La Luz; however, they may meet those requirements during or after they finish their on-site portion of the program.

Providing comprehensive client care includes facilitating the smooth running of the clinic. Students are responsible for cleaning up before and after appointments and births, restocking clinic supplies, checking emergency equipment and general clinic maintenance.

CONTINUITY OF CARE (ON-CALL)

NARM and many states and provinces require a specific number of continuity of care (COC) clients for licensure. Students in the One-Year Program provide care for at least seven full COC clients, which includes beginning care in the 2nd trimester and doing all prenatal appointments, labor and birth, and postpartum care of the mother and baby. The student must be the primary birth attendant for at least five of the seven COC clients to fulfill this NARM requirement. Some students choose to remain at MLL for additional quarters to spread out this requirement, or to take additional COC clients to meet licensure requirements in their state or province.

Students begin selecting full COC clients in the 1st Quarter and continue attending COC clients throughout their program at MLL. All students who have COC clients must have a cell phone.

MIDWIFERY PROGRAMS AT MATERNIDAD LA LUZ

Maternidad La Luz offers several educational options for those with a calling to the art and practice of midwifery, with the capacity to accommodate a maximum of twenty-five students. The Maternidad La Luz midwifery program is a direct entry program providing an integrated model of academic and clinical training. All options involve a very intensive program of study

¹ We cannot predict political changes, weather or natural disasters. As Maternidad La Luz is on the border, there are no guarantees that the birth numbers will continue at the present levels. In the unlikely event that the clinic were closed, academic classes would continue and other requirements would be fulfilled if possible.

and clinical training. The programs are flexible, giving students the opportunity to make educational choices based on their individual midwifery goals. Programs are organized on a quarter system. Each quarter is approximately thirteen weeks in length, building on the learning and experience from the previous one.

The academic programs are based on the MEAC Essential Competencies and the clinical programs are based on Texas standards and NARM requirements. The curriculum is designed to build students' knowledge sequentially, beginning with pregnancy in the first quarter, progressing to labor and birth in the second, and moving to advanced midwifery skills and knowledge in subsequent quarters. Midwifery research is an integral part of the program to prepare midwives to have a questioning and reflective attitude towards their own practice and to continue to gain new knowledge.

MEAC-ACCREDITED MIDWIFERY PROGRAMS AT MATERNIDAD LA LUZ

Maternidad La Luz offers three MEAC-accredited programs—the One-Year, 18-Month, and Three-Year Programs. Students in the One-Year Program may choose to complete the 18-Month or 3-Year Program for further clinical experience, to have more COC clients or to take advantage of more advanced academic classes. If a student attends a program at MLL not accredited by MEAC, s/he will qualify to take the NARM exam to become a CPM only through the Portfolio Evaluation Process (PEP).

❁ THE ONE-YEAR IMMERSION PROGRAM

The One-Year Program, consisting of four quarters, is the basic program that fulfills the requirements necessary to apply to become a Texas-licensed midwife, a NARM Certified Professional Midwife (CPM), or for licensure in other states and provinces. After fulfilling the requirement of two planned hospital births and five home births, all other requirements for the One-Year Program can be completed on-site within one year after an additional three weeks for the orientation. Students have up to two years to complete the requirements.

The majority of students attend the one-year program on-site and then take advantage of the off-site three-month long grace period to complete their academic assignments. There is no fee for the grace period.

❁ THE EIGHTEEN-MONTH PROGRAM

The 18-month Program consists of quarters one through six of Maternidad La Luz's midwifery program and may be completed on site in 18 consecutive months. As the academic year in most schools lasts nine months, MLL's 18-month program is the equivalent of two academic years of study. It meets the requirements of some jurisdictions in terms of clinical and academic hours, time frame, and number of continuity-of-care clients.

The program includes 2,880 clinical contact hours, including labor and birth, prenatal and postpartum care, well woman care, and up to 12 continuity of care experiences. Students in the 18-Month Program have the opportunity to gain expertise in advanced midwifery skills such as suturing, IVs, emergencies, and more autonomy in births under supervision. The program also

includes 424.2 academic contact hours and 456.4 lab/practicum hours, offering topics that go beyond entry-level requirements, including research project design, statistics, epidemiology and more in-depth study on topics covered during the first year of study. Students attend a weekly senior intern seminar with a director to set clinical goals and track progress, discuss current research, and review client charts of particular interest to the student.

The majority of students who attend the 18-Month Program are able to complete all assignments while on-site at Maternidad La Luz. However there is a grace period of three months to complete academic assignments. There is no fee for the grace period.

❖ **THE THREE-YEAR PROGRAM**

The Three-Year Program consists of quarters one through nine of Maternidad La Luz's midwifery program, a total of 27 months. The Medical Board of California accepts the MLL Three-Year Program as a vehicle for licensure. All requirements for the Three-Year Program can be completed on-site within twenty-seven months plus an additional three weeks for the orientation. The majority of students who attend the three-year program complete their academic assignments on site, but do have a grace period if not. There is no fee for the grace period.

The program includes 4,380 clinical contact hours, including labor and birth, prenatal and postpartum care, well woman care, and up to 24 continuity of care experiences. The program also includes 481.8 academic contact hours and 657.6 lab/practicum contact hours, carrying out an original research project, and cultural competency classes and externship. Students continue to attend a weekly senior intern seminar with an experienced to set clinical goals and track progress, discuss current research, and review client charts of particular interest to the student. There are various options to complete Maternidad La Luz's Three-Year Program.

Advanced Placement for the 3-Year Program via Previous Learning and Experience Program (PLEP)

This program was designed to evaluate and give credit for prior midwifery education and experience. NARM Certified Professional Midwives (CPMs) may advance place into MLL's Three-Year Program via the Prior Learning and Experience Program (PLEP). Possession of a CPM credential in good standing and a thorough audit of documentation of experience will be considered equivalent to completion of the Maternidad La Luz One-Year Program. CPMs interested in advanced placement must contact MLL to request a packet to be submitted with their application. They must complete the application included in this catalog and send it with a copy of their CPM certificate and the 3-Year Advanced Placement packet and fee. The Three-Year Program consists of attendance in the fifth through ninth quarters (15 months), including academic classes and clinical shifts as a senior intern in the birth center. Students who successfully complete the 5th through 9th quarters will receive Maternidad La Luz's Three-Year Midwifery Program diploma.

Midwifery Residency

Students may apply for this program after completing Maternidad La Luz's One-Year Program and obtaining midwifery licensure in Texas. They earn their three-year diploma while working as a midwife in the birth center. Students receive a full scholarship for tuition and a modest

weekly stipend while doing the residency. There are a limited number of positions for the residency and only legal residents of the United States may be enrolled in this program.

OTHER MIDWIFERY PROGRAMS AT MATERNIDAD LA LUZ

Maternidad La Luz offers other midwifery programs for aspiring midwives in various stages of training—from those with absolutely no midwifery training, to students enrolled in other schools of midwifery, to apprentices or licensed midwives who want a birth center experience. It is important to understand that MLL gives preference to applicants who opt to do the MEAC-accredited programs.

NARM Phase One Program

After attending classes in infection control and cultural competency, students will do 24-hour shifts two or three times a week until they meet the NARM Phase I requirement of observation of 10 births. This program is scheduled at the mutual convenience of the student and school.

NARM Phase Two and Three Program

This is a six-month program for those exploring the profession of midwifery and for midwifery students and apprentices who are striving to obtain the Certified Professional Midwife credential via PEP. This program, which begins every March 1 and September 1, provides the student midwife with the opportunity to learn and acquire basic midwifery skills, attend births, catch babies, and provide prenatal and postpartum care. Licensed midwives sign off all skills and knowledge gained during this program. Maternidad La Luz has a notary public on premises who notarizes student documents at no additional cost. The program includes:

- A three-week orientation to the clinic and MLL policies, procedures, and protocols.
- Didactic and practical classes in essential midwifery and well-woman care skills (1st and 2nd Quarter classes)
- Attendance at 20 births as assistant under supervision, which includes assist, documenter, and gofer roles, as well as assisting at 20 newborn exams.
- Once a student completes the NARM assistant under supervision requirements, s/he will begin the primary under supervision requirement.
- Providing prenatal and postpartum care to clients to complete the required 25 prenatals and 10 postpartum visits as assistant under supervision
- Providing prenatal and postpartum care to clients to complete the required 75 prenatals and 40 postpartum visits as primary under supervision
- Begin attending births as primary under supervision
- Students do not take full continuity of care clients during this program
- Signing off of NARM skills and requirements
- A written evaluation and certificate at the end of the program.

Short-Term Placements

Maternidad La Luz will accept applications from individuals who desire a short-term visit. Any placement for less than three months is considered to be short-term. This opportunity is open to those investigating a career in midwifery, experienced midwives who want to observe life in a busy birth center setting and others interested in studying at Maternidad La Luz. While at MLL, short-term students may attend births as observers, shadow students in the clinic, and attend first or second quarter classes.

THE ACADEMIC PROGRAM

New Student Orientation

Students begin their orientation with acceptance into the program. The acceptance letter includes a list of required books, information about housing, child care, utilities, places to relax, recreational areas, where to shop for food, and a list of Spanish language schools in El Paso and elsewhere.

After paying the deposit for first quarter tuition, students will receive by mail The Maternidad La Luz Student Handbook and other useful documents on a flash drive. The handbook includes:

- the most current student catalog
- information about the actual day-to-day responsibilities and privileges of students at Maternidad La Luz
- Curriculum and syllabus for the one-year program
- Prenatal and Postpartum client books in English and Spanish
- Forms used at MLL
- Spanish for Midwives
- NARM Candidate Information Bulletin and other NARM information

New students begin their program at Maternidad La Luz with a two-part orientation. In the first part, students are expected to be at the center for three weeks of introductory classes and short clinical shifts. This part of orientation is designed to prepare students to work in the birth center by teaching beginning midwifery skills, protocols, and orient them to living in the El Paso-Juárez border area.

The second part of orientation is to assist students as they begin their clinical shifts at the birth center. A New Student Coordinator is assigned to the students for their first weeks of shifts to facilitate their integration into the clinical setting and practicing their midwifery skills. There is a very well organized system of supervision of skills as students progress through the orientation.

ACADEMIC AND CLINICAL CREDITS

Maternidad La Luz uses a formula for calculating academic contact hours: One contact hour is defined as 50 clock minutes of classroom time. For each credit hour, students are expected to spend three hours per week engaging in learning activities. Twenty-six laboratory/practicum credits are equivalent to one credit.

The formula for converting clinical experiences to credit hours is twenty clinical contact hours is equivalent to one quarter credit hour. One clinical contact hour is defined as sixty clock minutes of time. There are an average of 500 clinical hours, or 25 clinical credits, for each quarter. The mechanism for determining this was based on several factors:

- We know that students in the One-Year Program attend 252 hours of scheduled clinical shifts per five-week period.
- Shifts sometimes run over 24 hours for postpartum care and transports.
- Students also provide care for a minimum of seven full continuity of care clients. This care is provided in addition to regular shifts.

- Some of the time at the birth center is “down time” and sometimes there are quiet nights when students sleep through the night.
- Sometimes students leave the clinic to be in class.
- Based on documentation of direct hour-by-hour care, interns and students perform a minimum of 500 direct clinical hours per quarter.

CURRICULUM OVERVIEW BY QUARTER

❖ FIRST QUARTER

Didactic: 161.4 academic contact hours, equivalent to 12.4 academic credits & 148.8 lab/practicum contact hours, equivalent to 5.7 lab/practicum credits (18.1 credits)

This quarter serves as an introduction to midwifery and provides an opportunity to acquire basic midwifery skills. Classes are usually held on Monday, Tuesday and Thursday from 1:00 to 4:00 or 5:00 PM. The Tuesday class is devoted to “birth talks” where students have the opportunity to discuss and review the births that they have recently attended. First Quarter classes concentrate on pregnancy and prenatal care and include:

Introduction to Midwifery & Orientation (1.2 academic credits, 1.3 practicum credits)

- Orientation I & II
- Regulation of Midwifery
- Ethics in Midwifery Practice
- Client Care & Education
- Academic Honesty
- Infection Control & Applied Microbiology
- Writing Practice Protocols
- Medical Terminology
- Orientation Synthesis

Prenatal Care (2.2 academic credits / 0.7 practicum credits)

- Initial Interview & Communication Skills
- Prenatal I—Maternal Assessment
- Prenatal II—Venipuncture
- Prenatal III—Abdominal Exam
- Nutrition and Lifestyle
- Pregnancy Discomforts

Basic Intrapartum & Postpartum (1.2 academic credits / 0.4 practicum credits)

- Labor Support & Documentation
- Birth at Maternidad La Luz
- Immediate Postpartum Skills
- Neonatal Skills
- Postpartum Skills & Documentation
- Breastfeeding

Well Woman Care (1.5 academic credits / 0.3 practicum credits)

- HIV/AIDS/Hepatitis A, B, & C
- Physical Assessment
- Sexually Transmitted Infections
- Breast Self-Exam
- Principles of Preventive & Community Health in Well Woman Care
- Family Planning

Psychosocial & Cultural Issues in Midwifery Care (0.7 academic credits / 0.8 practicum credits)

- El Paso & Juarez: The Border Experience
- MLL Clients
- Domestic Violence & Sexual Abuse
- MLL Spanish Phrases

Anatomy & Physiology (1.6 academic credits / 0.1 practicum credits)

- A & P I—Reproductive System
- A & P II—Female Endocrine System
- A & P III—The Female Pelvis (Pelvimetry)
- Maternal Adaptation I: Integumentary, Skeletal, Muscular & Cardiovascular Systems
- Maternal Adaptation II: Lymphatic, Respiratory, Nervous, Urinary & Gastrointestinal Systems

Laboratory Work & Screening (1.1 academic credits)

- Applied Chemistry: Laboratory I & II
- Genetic Screening & Counseling
- Ultrasound in Pregnancy

Prenatal Complications & Emergency (2.1 academic credits / 0.4 practicum credits)

- Emergency Procedures
- Emergency Skills 1
- Hospital Procedures
- Anemia and Teratogens
- Hypertensive Disorders of Pregnancy
- Gestational Diabetes
- Common Prenatal Complications I & II

Topics in Midwifery 1 (0.6 academic credits / 1.8 practicum credits)

- Birth Talks / Peer Review
- Chart Review and Risk Assessment
- 1st Quarter Synthesis & Review

Academic work includes reading assignments, homework, research, book reports, oral presentations, site visits, take-home quizzes, and exams.

Clinical: 500 Clinical Hours / 16.5 Clinical Credits

During the First Quarter each student is required to work a rotating schedule of clinical shifts as described above. These shifts include prenatal and postpartum appointments and participation in births. Students begin attending births as assistant under supervision while shadowing more advanced students to learn the birth roles. They will gradually move into the role of primary under supervision, providing labor support and coaching, catching the baby and providing immediate postpartum care of mother and baby. Students may select one full continuity of care client during this quarter.

❖ SECOND QUARTER**Academic: 87.6 Academic Contact Hours / 6.8 Academic Credits & 73.2 lab/practicum contact hours / 2.8 practicum credits (9.6 credits)**

Classes during the Second Quarter concentrate on normal labor, birth and postpartum, as well as intrapartum and postpartum complications. The class schedule is the same as outlined in the First Quarter. Classes include:

Normal Labor & Birth: (2.2 academic credits / 0.1 practicum credits)

- Introduction to Labor and Birth
- Normal 1st Stage
- Normal 2nd Stage
- Normal 3rd and 4th Stage
- Normal Birth Videos
- Posterior Presentation
- Water Birth
- Fetal Heart Tones

Complications during the Intrapartum & Postpartum: (2.9 academic credits / 0.9 practicum credits)

- Shoulder Dystocia
- Hemorrhage and Shock
- PROM, Hydramnios, & Cord Prolapse
- Neonatal Resuscitation Program (NRP)
- Prematurity, SGA, & FGR
- Postmaturity, Postdates, LGA
- Meconium
- Uterine Complications
- Postpartum Complications
- Basic Suturing.
- Emergency Skills 2

The Postpartum: (1.4 academic credits)

- Normal Postpartum
- Normal Neonatal Adaptations
- Newborn Issues

Topics in Midwifery 2 (0.3 academic credits / 1.8 practicum credits)

- Teaching & Learning Midwifery
- Birth Talks / Peer Review
- 2nd Quarter Synthesis & Review

Clinical: 500 Clinical Hours / 16.5 Clinical Credits

During the Second Quarter each student is required to work a rotating schedule of twelve- and twenty-four hour shifts weekly. These shifts include prenatal and postpartum appointments, labor support and coaching, birth attendance as primary care giver, assistant, documenter or gofer. This quarter will broaden the student's knowledge of basic and advanced clinical skills and give the opportunity to increase her clinic and birth numbers. Students may select up to three continuity of care clients during this quarter.

❖ **THIRD QUARTER**

Academic: 30.0 Academic Contact Hours / 2.3 Academic Credits & 64.8 lab/practicum hours / 2.5 lab/practicum credits (3.8 credits)

Upon successful completion of the 2nd Quarter, students advance to intern level. Students must complete certain clinical and academic assignments before advancement. Interns continue to attend Birth Talks/Peer Review and classes, as well as Midwifery Seminar. They also participate in Community Outreach and begin preparing for their review of the literature paper and various presentations. The Third Quarter, with its light class schedule, provides time for interns to integrate their academic knowledge and complete homework assignments.

Topics in Midwifery 3: (2.3 academic credits / 2.4 practicum credits)

- Childbirth Education I & II
- Counseling Skills for Midwives
- Cultural Competency
- Past, Present, and Future of Midwifery
- Community Outreach Project
- Midwifery Seminar
- IV Therapy
- Intermediate Suturing
- Introduction to Midwifery Research
- Emergency Skills 3
- Birth Talks / Peer Review

Clinical: 500 Clinical Hours / 16.5 Clinical Credits

Students are now considered to be “interns”, as they focus on improving clinical skills during the third quarter. They are given more responsibility as they continue to provide primary care under the supervision of a Senior Midwife. Clinical experience consists of twenty-four and twelve hour shifts. Students will continue selecting and providing continuity of care for up to three clients in this quarter. Depending on the number of primaries they already had with at least one prenatal, they will be on-call for the birth of clients whose 36-week protocol they did until they reach NARM’s requirement of ten primaries with at least one prenatal (“partial” continuity of care).

❖ FOURTH QUARTER

Academic: 91.2 Academic Contact Hours / 7.0 Academic Credits & 55.2 practicum contact hours / 2.1 practicum credits

During the Fourth Quarter interns attend Birth Talks/Peer Review on Tuesdays and participate in Midwifery Seminar. Other classes during this quarter are generally held all day on Wednesday or Friday and include:

Advanced Midwifery Topics: (6.2 academic credits / 0.1 practicum credits)

- Breech Presentation
- Multiple Gestation
- Other Presentations
- Emergency Skills 4Embryology
- Genetics
- Herbology
- Pharmacology for Midwives
- Home Birth & Establishing a Private Practice Cesarean & VBAC
- Global Issues in Midwifery Care
- Unexpected Outcomes & Grief
- Homeopathy

Topics in Midwifery 4: (0.8 academic credits / 2.0 practicum credits)

- Normal Birth Videos II
- Midwifery Seminar
- Transitioning from Student to Midwife
- Birth Talks / Peer Review

Clinical: 500 Clinical Hours / 16.5 Clinical Credits

Interns continue to do twelve- and 24-hour shifts per week, providing prenatal, intrapartum, and postpartum care. They work towards mastering skills and accepting more responsibility as a midwife providing primary care under supervision. They also complete the remainder of their continuity of care requirement for the One-Year Program.

❖ FIFTH QUARTER

Academic: 32.4 Academic Contact Hours / 2.5 Academic Credits & 61.2 practicum contact hours / 2.4 practicum credits

Students enrolled in the Fifth through Ninth Quarters are considered senior interns. They attend Birth Talks/Peer Review and participate in Midwifery Seminar. Senior interns meet individually each week with a director during Senior Intern Seminar to establish clinical goals and to assess their progress in meeting these goals. The academic focus during the Fifth Quarter is on Research and Statistics. Students choose a research topic and design a research project. Fifth Quarter classes include:

Advanced Well Woman Care (0.3 academic credits 0.1 practicum credits)

- Human Papilloma Virus
- Advanced PE

Advanced Well Baby Care (0.8 academic credits)

- Child Development in the First Year
- Advanced Breastfeeding Skills
- Advanced Newborn Exam & Gestational Age Assessment

Midwifery Skills 5 (0.6 practicum credits)

- Advanced Chart Review
- Emergency Skills 5

Topics in Midwifery 5 (1.4 academic credits & 1.7 practicum credits)

- The Past, Present, and Future of Midwifery
- Professionalism for the CPM / DEM
- Senior Intern Seminar
- Midwifery Seminar
- Community Outreach
- Birth Talks / Peer Review

Clinical: 380 Clinical Hours / 13 Clinical Credits

During the Sixth Quarter interns provide care for and attend the births of three on-call clients and spend the equivalent of two 24-hour shifts per week a week in the clinic.

❖ SIXTH QUARTER

Academic: 21.6 Academic Contact Hours / 1.6 Academic Credits & 52.8 Practicum Contact Hours / 2.0 Practicum Credits

The academic focus in sixth quarter is on well woman and well baby. Sixth Quarter classes include:

Midwifery Research (0.8 academic credits / 2.0 practicum credits)

- Designing a Research Project
- Statistics
- Epidemiology

Topics in Midwifery 6 (0.8 credits)

- Senior Intern Seminar
- Midwifery Seminar
- Community Outreach
- Birth Talks / Peer Review

Clinical: 500 Clinical Hours / 16.5 Clinical Credits

This quarter is a time for clinical synthesis and providing continuity of care to three on-call clients, as well two 24-hour shifts.

❖ **SEVENTH QUARTER**

Academic: 25.2 Academic Contact Hours / 2.4 Academic Credits & 79.2 Practicum Contact Hours / 3.0 Practicum Credits

During the Seventh Quarter, students meet twice a month with an academic director for advisement in carrying out their research project. During the Seventh Quarter interns attend Birth Talks /Peer Review, Midwifery Seminar, and Senior Intern Seminar, and have classes on emergency skills and chart review.

Research Project (1.1 Academic Credits / 1.1 Practicum Credits)

Topics in Midwifery 7 (1.3 academic credits 1.9 practicum credits)

- Senior Intern Seminar
- Midwifery Seminar
- Emergency Skills 7
- Community Outreach
- Birth Talks / Peer Review

Clinical: 500 Clinical Hours / 16.5 Clinical Credits

During the Seventh Quarter interns provide care for and attend the births of three on-call clients and spend the equivalent of two 24-hour shifts per week a week in the clinic.

❖ **EIGHTH QUARTER**

Academic: 18.0 Contact Hours / 1.4 Academic Credits & 58.8 Practicum Contact Hours / 2.2 Practicum Credits

The academic classes during the Eighth Quarter focus on Cultural Competency and Sociocultural Sensitivity in Midwifery Care and includes a volunteer externship with a local organization. They continue to work on their research project.

Cultural Competency (0.6 academic credits / 0.2 practicum credits)

- Cultural Competency in MW Care
- Volunteer Externship
- Organizational Analysis for Cultural Competency

Topics in Midwifery 8 (0.8 academic credits / 2.0 practicum credits)

- Senior Intern Seminar
- Midwifery Seminar / Peer Review
- Birth Talks / Peer Review
- Emergency Skills 8

Clinical: 500 Clinical Hours / 16.5 Clinical Credits*

During the Eighth Quarter interns provide care for and attend the births of three on-call clients and spend the equivalent of two 24-hour shifts per week in the clinic.

❖ NINTH QUARTER

Academic: 14.4 Academic Contact Hours / 1.1 Academic Credits & 67.2 Practicum Contact Hours / 2.5 Practicum Credits

The Ninth Quarter is a time for academic synthesis, is comprised of independent study in addition to Birth Talks/Peer Review, Midwifery Seminar, and Senior Intern Seminar. Interns will complete all of the legal requirements to begin practice in the jurisdiction of their choice. They also recertify in IV therapy and neonatal resuscitation and refine their protocols, forms, business plan, and other documents needed to set up a practice. There is a final exam at the end of the 3-Year Program.

Transitioning to Midwife (0.3 Academic Credits / 0.6 Practicum Credits)

- IV Recertification
- Neonatal Resuscitation Program (NRP) Recertification
- Developing a Business Plan

Topics in Midwifery 9 (0.8 academic credits / 2.0 practicum credits)

- Community Outreach
- Midwifery Seminar
- Emergency Skills 9
- Birth Talks / Peer Review

Clinical: 500 Clinical Hours / 16.5 Clinical Credits

During the Ninth Quarter interns provide care for and attend the births of three on-call clients and spend the equivalent of two 24-hour shifts per week a week in the clinic.

THE LEGALITIES OF MIDWIFERY

There are various paths that a person may take to become a midwife²:

- **Direct-Entry Midwife (DEM):** A direct-entry midwife is an independent practitioner educated in the discipline of midwifery through self-study, apprenticeship, a midwifery school, or a college- or university-based program distinct from the discipline of nursing. Direct entry midwifery is based upon the European model of professional midwifery practice, which does not require becoming a nurse as a prerequisite, although some nursing skills are taught as part of a comprehensive midwifery education. A direct-entry midwife is trained to provide the Midwives Model of Care to healthy women and newborns throughout the childbearing cycle primarily in out-of-hospital settings.
- **Certified Professional Midwife (CPM):** A CPM is a knowledgeable, skilled, and professional independent midwifery practitioner who has met the standards for certification set by NARM and is qualified to provide the midwifery model of care. The CPM is the only international credential that requires knowledge about and experience in out-of-hospital settings.
- **Certified Nurse-Midwife (CNM):** A CNM is an individual educated in the two disciplines of nursing and midwifery, who possesses evidence of certification according to the requirements of the American College of Nurse-Midwives (ACNM).

² Adapted from the Midwives Alliance of North America website.

- **Certified Midwife (CM):** A CM is an individual educated in the discipline of midwifery who possesses evidence of certification according to the requirements of the ACNM.
- **Lay Midwife:** The term “lay midwife” has been used to designate an uncertified or unlicensed midwife who was educated through informal routes such as self-study or apprenticeship rather than through a formal program. This term does not necessarily mean a low level of education, only that the midwife either chose not to become certified or licensed, or there was no certification available for her type of education, as was the fact before the CPM credential was available. Other terms to describe uncertified or unlicensed midwives are traditional midwife, traditional birth attendant, granny midwife, and independent midwife.
- **Licensed Midwife (LM):** A licensed midwife is a midwife who is licensed to practice in a particular jurisdiction, usually a state or province.

Laws and regulations for midwives vary greatly from location to location. Anyone interested in becoming a midwife should be familiar with the laws affecting midwives in the state, province or country where they expect to practice. Students coming to MLL are solely responsible for understanding the requirements and requesting applications for licensing in their own state, province or country. In some jurisdictions one must be a certified nurse-midwife in order to practice midwifery.

Maternidad La Luz provides assistance in fulfilling requirements for Texas, New Mexico, and California, as well as for other state and provincial licensing. Maternidad La Luz cannot guarantee any certification or licensing in any jurisdiction. Many challenges face midwives in the future due to political and economic changes. The health care field is in a time of change, and there are no guarantees for employment for anyone pursuing a career in direct entry midwifery.

Maternidad La Luz school and birth center have no malpractice or liability insurance for staff or students.

NARM REQUIREMENTS

Students who enroll in the Maternidad La Luz’s one-year immersion program must meet the NARM requirements listed below to become a Certified Professional Midwife (CPM).

- Attending 10 births in any setting in any capacity as observer, doula, family member or friend, or beginning apprentice
- Clinicals as assistant under supervision *before* attending births as primary under supervision, including 20 births, assisting at 20 newborn exams, 25 prenatal, and 10 postpartum visits.
- Attending a minimum of 20 births as an assistant under supervision (active participant).
- Attending an additional 25 births functioning in the role of primary midwife under supervision.
 - 10 of these require that the student did at least one prenatal with the client
 - 5 of these require full continuity of care that includes at least 5 prenatal spanning two trimesters, the birth, the newborn exam, and at least 2 postpartum visits
- Attending a minimum of 5 home births in any role, and 2 planned hospital births in any role
- Attending a minimum of 75 prenatal exams including 20 initial exams.
- Attending a minimum of 20 newborn exams.
- Attending a minimum of 40 postpartum exams.

For more information on NARM and the Certified Professional Midwife credential, write:

North American Registry of Midwives
5257 Rosestone Drive
Lilburn, GA 30047
(888) 84-BIRTH
www.narm.org
e-mail: info@narm.org

For an application, write to:
NARM Applications
P.O. Box 420
Summertown, TN 38483

MIDWIFERY LICENSURE

Texas Requirements for Midwives

Maternidad La Luz's one-year program, approved by the State of Texas, meets the requirements to become a Licensed Midwife in Texas. To become a licensed midwife in Texas, an applicant has to have graduated from a MEAC-accredited school and pass the Texas state examination (NARM exam), or already be a NARM Certified Professional Midwives. Applicants must also pass an on-line course on Texas midwifery rules and regulations. Successful completion of the NARM written exam is required.

Students are advised to contact the Texas Department of State Health Services in Austin for current information. For more information on Texas laws and a copy of the Texas Midwifery Manual, write:

Texas Department of State Health Services
The Midwifery Program
1100 W. 49th Street
Austin, Texas 78756-3199
(512) 834-4523

New Mexico Licensing

Many students attending Maternidad La Luz anticipate being licensed midwives in New Mexico. The student is advised to contact the Department of Health in Santa Fe at the following address for current information and a copy of the regulations governing midwives:

Department of Health
Maternal Health Program
2040 Pacheco
Santa Fe, NM 87505
(505) 476-8908

California Licensure

The Medical Board of California has approved the three-year Maternidad La Luz program as a vehicle for state licensing. Students who complete this program are eligible to become licensed midwives in the state of California.

Interested students are advised to contact the Medical Board of California in Sacramento for current information and a copy of the regulations governing licensed midwives at the following address:

Medical Board of California
Attn: Midwifery Program
2005 Evergreen Street, Suite 1200
Sacramento, CA 95815
916-263-2393

Other States, Provinces and Countries

Maternidad La Luz graduates have been registered in Ontario, Manitoba and British Columbia Provinces in Canada. Any student expecting to practice in a state, province or country other than Texas, New Mexico, and California must investigate the laws and regulations governing midwifery before coming to Maternidad La Luz. Applications often need to be completed before training begins. Maternidad La Luz cannot guarantee licensing or certification in any jurisdiction.

ACCREDITATION

Maternidad La Luz was the first school accredited by the Midwifery Education Accreditation Council, which is approved by the United States Department of Education as a federally recognized accreditation agency. The school was first accredited in 1995; the Three-Year Program was accredited in 1999; and the 18-Month Program was accredited in 2011. The school is currently accredited with probationary status until February 28, 2021.

Midwifery Education Accreditation Council
850 Mt. Pleasant Avenue
Ann Arbor, MI 48103
Phone: 360-466-2080, Ext. 4
e-mail: info@meacschools.org

The Texas Department of State Health Services has approved Maternidad La Luz as both a Midwifery Education Program and as a Licensed Birth Center. If someone has a complaint regarding Maternidad La Luz, please contact the address below:

Texas Department of State Health Services
1100 W. 49th Street
Austin, Texas 78756-3199
Phone: 512-834-4523

ADMISSIONS INFORMATION

Admissions Policies and Process

Students must be able to fulfill all prerequisites and send in the appropriate application and fee to be considered for any Maternidad La Luz program. Preference for admissions is given to students applying for the One-Year, 18-Month, and Three-Year Programs.

The Admissions Committee, consisting of a director, a staff midwife, and a student, reviews applications. The applicant should telephone Maternidad La Luz ten days after sending in an

application to arrange for a phone interview with a director. The applicant speaks with a student currently enrolled at Maternidad La Luz as part of the admissions process. This gives the applicant an opportunity to understand the program from a student's perspective. There is also an interview in Spanish to assess the applicant's ability to communicate in Spanish. A second Spanish interview may be necessary before acceptance into the program.

A director reviews the completed application, the phone interviews and the recommendations of the Admissions Committee in selecting students for the upcoming class. Applicants are notified of acceptance at least three months in advance of the requested start date. A wait list is maintained of eligible students who are notified as openings in the program become available.

Students are encouraged to submit their applications six months prior to the program starting date in order to ensure placement in the preferred class. However, Maternidad La Luz has a rolling admissions policy and will consider later applications if space is still available.

Once accepted, students receive an acceptance letter with the dates of their program and useful information about Maternidad La Luz and El Paso. Students must send the deposit within the time stated in their acceptance letter in order to secure a place in the program. Student Handbooks are sent approximately three months prior to the start date.

Qualified midwifery students are accepted without discrimination in regard to sex, race, marital status, religion, ethnic origin, creed, age, sexual orientation/preference or physical ability. Maternidad La Luz attempts to provide reasonable access to all qualified students with disabilities.

Prerequisites

The following are prerequisites for students wishing to attend Maternidad La Luz for three months (one quarter) or longer. Proof that the applicant meets the prerequisites must be sent with the application.

1. Documentation of age 18 years or older.
2. Have a thorough understanding and use of the English language.
3. Desire to work and study in a bilingual and bicultural setting.
4. Documentation of high school diploma or equivalent.
5. Ability to communicate conversationally in Spanish. Approximately 95% of the clients at Maternidad La Luz are primarily Spanish speaking; so communication with most clients is done in Spanish. A student's ability to converse well in Spanish affects the student's and client's experience at Maternidad La Luz. There are several Spanish language schools in El Paso and elsewhere where students have successfully prepared for the program:
 - Language Plus, 915-544-8600, www.languageplus.com
 - Bilingual Now, 915-577-0440
 - La Paz Language Academy, 915-584-5100
 - Mayra Pol from Antigua teaches Spanish by Skype, \$10 per class. mayrabps@yahoo.com
 - Proyecto Linguistico Quetzaltenango ("PLQ) in Guatemala for immersion. They also offer classes by Skype.

6. Current American Heart Association or American Red Cross Adult and Infant CPR card that must remain current while at MLL.
7. Have a reliable car, a valid driver's license and car insurance.

For applicants who wish to attend a MEAC-accredited program at MLL, the following are also required:

8. Proof of completion of a basic human anatomy and physiology class before coming to MLL. This may be in a college, community college, or on-line.
9. Have proof of doula training.
10. Have met the NARM requirement of two planned hospital births and five homebirths before they begin their program at Maternidad La Luz, OR they may also meet those requirements after they finish the on-site portion of their program at MLL.

Applicants wishing to attend Maternidad La Luz for short-term stays of less than 3 months must meet only the first three prerequisites listed above.

Functional & Technical Abilities Prerequisites for MLL Students³

Midwifery is a profession that requires certain physical, emotional, and mental abilities. At MLL we try to accommodate the specific needs of all students with limited disabilities to the best of our ability per the federal Americans with Disabilities Act (ADA). We have accommodated students with moderate hearing loss, epilepsy, back injuries, learning disabilities, depression, diabetes, and heart conditions. We attempt to work out a reasonable individual plan with any student who has a disability that does not impede their ability to safely practice midwifery or perform the tasks required in their job.

In order to provide safe and effective client care at Maternidad La Luz, the student must be able to demonstrate—with or without reasonable accommodation—physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the midwifery program, including use of necessary equipment and technology.

- Gross motor skills sufficient to provide full range of safe and effective client care activities such as move within confined spaces such as birth rooms and examination rooms, assist with lifting clients, administer NNR and treat for shock.
- Fine motor skills sufficient to perform manual psychomotor skills such as pick up and grasp small objects with fingers such as syringes, vacutainers, lancets; perform suctioning, insert urinary catheters; perform Pap smears and vaginal exams.
- Physical stamina to remain continuously on task for up to 24-hour clinical shifts while standing, sitting, moving, lifting, and bending to perform client care activities.
- Physical ability to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform midwifery activities.

³ Adapted from the Pima Community College Associate Degree Nursing Program

- Auditory ability sufficient for physical monitoring and assessment of client and newborn health care needs such as hear normal speaking level sounds; hear auscultatory sounds with stethoscope, fetascope, Doppler; hear cries for help
- Normal or corrected visual ability sufficient for accurate observation and performance of midwifery care such as visual acuity to read calibrations on 1 ml syringe or sphygmomanometer; assess skin color for cyanosis, jaundice, pallor.
- Tactile ability sufficient for physical monitoring and assessment of health care needs such as feel pulses on a woman and newborn, detect temperature changes, palpate veins for venipuncture and IV cannulation.
- Olfactory ability sufficient to detect significant environmental and client odors such as detect odors from clients and newborns (foul smelling discharge), detect smoke.
- Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions such as establish rapport with clients, instructors, and sister students; respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their own; deliver midwifery care regardless of client's gender, race, marital status, ethnic origin, creed, age, sexual orientation/preference or disability.
- Present professional appearance and demeanor; demonstrate ability to communicate with clients, supervisors, support staff, sister students to achieve a positive and safe work environment. Follow instructions and safety protocols. Conduct themselves in a composed, respectful manner in all situations and with all persons; work with teams; establish and maintain healthy boundaries with clients; demonstrate emotional skills to remain calm and maintain professional decorum in emergency/stressful situations.
- Demonstrate prompt, safe and ethical care to all clients, including documentation of that care; adapt rapidly to changing environment/ stress; exhibit ethical behaviors and exercise good judgment.
- Ability to adapt to scheduling policies and to being on call for clients 24 hours a day, 7 days a week much of the time. Available to work the hours of an assigned schedule, which will include shifts any day of the week.

In addition to the above-listed functional abilities, students must have the ability to use certain technology to prepare homework assignments and classroom presentations:

- To use a computer or other word processing device to type homework assignments in a prescribed format;
- To use the Internet to conduct searches on health research databases and in peer-reviewed journals to prepare evidence-based protocols and/or guidelines and complete other homework assignments;
- It is recommended but not required to be able to use presentation programs such as PowerPoint and/or Prezi to prepare classroom presentations.

Serious Considerations

It is strongly recommended to attend and verify 10 births as an observer before beginning a program at MLL to facilitate an easier progression through the program. There is a NARM

Phase I verification form included in the application to document these births. This may also be done through a short-term stay at Maternidad La Luz or at the beginning of your program.

It is also strongly recommended that students meet the NARM requirement of two planned hospital births and five homebirths before they begin their program at Maternidad La Luz, but they may also meet those requirements during or after they finish on-site portion of their program at MLL.

Maternidad La Luz also strongly recommends that the applicant do the following:

- Be able to evaluate individual circumstances and the appropriateness of attending Maternidad La Luz at this time of life. Balancing home and family responsibilities, childcare, finances and personal relationships while at Maternidad La Luz can be very challenging.
- If coming to Maternidad La Luz with children, be able to provide loving, adequate childcare for children twenty-four hours a day.
- Know your Hepatitis B status and receive the series of vaccines for the prevention of Hepatitis B. Students who choose not to be vaccinated will be required to sign a waiver.
- Know your HIV, TB, rubella, and syphilis status.
- Arrange for personal health insurance coverage.

INTERNATIONAL STUDENTS

Maternidad La Luz is authorized under federal law to enroll nonimmigrant students. International students should apply to Maternidad La Luz using the regular application and, upon acceptance, MLL will file the appropriate forms with the US Government and copies will be sent to the applicant.

Students from Argentina, Bolivia, Canada, France, Hungary, India, Israel, Mexico, the United Kingdom, Puerto Rico, Japan, Portugal, Brazil, and South Africa, amongst others, have studied at Maternidad La Luz.

Students should be aware of the legalities of practicing midwifery in their resident countries. They should also consider how the program at Maternidad La Luz fits into the requirements where they plan to practice. In many cases the program at Maternidad La Luz has been used to facilitate licensure or registration in other countries.

Students from other countries have been able to adapt easily to the bicultural setting of the El Paso/Juárez area. The cost of living in El Paso is one of the lowest in the United States and housing is easily available and economical.

FINANCIAL INFORMATION

The tuition for all programs at Maternidad La Luz includes classes, clinical rotations, and all materials and equipment. A tuition deposit is due three months before the first quarter begins or on the date stated in the acceptance letter. Full payment of tuition for each quarter is required by the first day of class. See Tuition Refund Policy for refund schedule.

If a student interrupts her program for a significant amount of time and returns to MLL, she will have to participate in at least one week of reorientation. The length of the reorientation will depend on the length of the absence. There is a fee for the reorientation.

If a student does not complete her homework within the three-month grace period after completing her program, there will be an administrative fee at the beginning of each month that the student still has outstanding homework.

Tuition for MEAC-Accredited Programs

Tuition for 1-Year Immersion Program	\$8,500
Tuition for 18-Month Program	\$11,500
Tuition for 3-Year Program	\$16,000
Breakdown of tuition by Quarter:	
1 st Quarter	\$2500
2 nd – 4 th Quarters	\$2000 per quarter
5 th through 9 th Quarters	\$1500 per quarter

Tuition for Other Programs

NARM Phase II & III (6-month program)	\$4500
Short-term stays / NARM Phase I	\$300 per week

Students are given a receipt for all tuition and other fees paid. Ledgers are maintained in each student’s file and may be seen by appointment with the academic director.

Other Expenses

- The cost of living in El Paso is inexpensive in comparison to other cities. Students spend an average of \$500 - \$800 a month including rent, and housing is readily available in El Paso. We recommend that students arrive with sufficient time (at least a week) to find a place to live and to get somewhat settled before the program begins. There are often students looking for roommates. We will help students interested in sharing accommodations to get in touch with each other. Please write a letter or e-mail to Maternidad La Luz expressing housing requirements and let us know if we may give your contact information to other students.
- There are several required books that are used in the program. A list of these books is sent with the acceptance letter, which includes NARM’s Reference List. We recommend all students have these books as references in their own libraries. Estimated cost of books is \$500 to \$750. All required books are also found in the MLL library.
- Students who are on-call need to possess a cell phone, the cost of which is borne by the student.
- All midwifery and emergency equipment is provided at the birth center. Students do not need to purchase equipment and supplies.
- Students must either own a computer or tablet on which they can complete homework assignments, or access a computer at the public library.
- Scrubs, closed-toe shoes, and a watch with a second hand are to be worn during all shifts. Students need to purchase at least two sets of scrubs before starting at MLL. There are many used clothing stores in El Paso that sell scrubs at very low cost.
- It is recommended that everyone have health insurance.

- Each student must have reliable transportation during clinic hours; therefore finances for general vehicle maintenance and insurance need to be considered.

Financial Aid

- Maternidad La Luz provides one full scholarship per class to assist self-identified women of color in the study of midwifery. This scholarship covers tuition for the 2nd through 4th quarters of study for students enrolled in the One-Year Program. This scholarship may be divided if there is more than one student who qualifies for the scholarship.
- MLL provides one scholarship for the 2nd through 4th quarters of the One-Year Program to one local aspiring midwife from El Paso / Cd. Juarez.
- Students who are enrolled in the Midwifery Residency receive a full tuition scholarship for Quarters 5 - 9, and a weekly stipend to assist with living costs.
- Students who are enrolled in a college or university may be able to arrange financial aid through their school.
- Local women's groups or Chambers of Commerce may provide grants.
- State work force agencies and state rehabilitation agencies have provided financial aid to Maternidad La Luz students.
- Private loans may be available for those who qualify through their bank or credit union.
- Maternidad La Luz is not enrolled in the Title IV Federal Student Loan Program.

STUDENT POLICIES

Student Enrollment Policies

- All students who enroll in a midwifery program at Maternidad La Luz must first meet the prerequisites as stated in the Student Catalog and the Texas Midwifery Board's Midwifery Rules. Students must have the ability to attend a full-time program and pay the tuition for the program.
- Students must maintain current their CPR card during the entire program and NRP card once obtained during the second quarter of studies.
- Students must agree to follow Universal Precautions while in the birth center and sign an informed consent that they have received the information and agree to abide by sanitation policies and procedures.
- Students must sign a confidentiality agreement and abide by its contents during their program at MLL.
- Students must remain in good standing both academically and clinically.
- Students who take a leave of absence during their program must abide by the timeframe of the new class that they joined and by the information in the most current student catalog.
- All students who wish to enroll in the 18-Month or 3-Year program MEAC must first complete the clinical component of the One-Year Program and be in good standing. They must submit the appropriate application and sign a new enrollment agreement.

Refund Policy

To confirm placement in the program, an applicant is required to send in a signed enrollment agreement and the first quarter deposit three months before classes begin or on the date

designated in the acceptance letter. A full refund of this deposit is given if the applicant notifies the Director within 72 hours of mailing the signed enrollment agreement. If an applicant pays the deposit and cannot attend the class applied for, she may defer her starting date up to one year. If an applicant does not begin the program within one year of the original starting date, she must re-apply. Any money not refunded will be applied to her tuition.

If an applicant decides not to attend, she must notify the director at least 30 days before the first day of class to receive a refund of tuition paid less a \$100.00 administrative fee.

Per the Texas Education Code, Section 132.061, students who begin a program and decide to leave will be refunded the pro rata portion of tuition and fees. If a student has completed 75% or more of a quarter, a student may not collect a refund. MLL will deduct from paid tuition \$150 per week of any quarter that a student has at least partially completed, until the student gives notice of resignation. The balance up to 75% of tuition paid will be refunded to the student by check. For example, if a student pays \$2000 in tuition and leaves after six weeks of enrollment, she will be refunded \$1100. However, if she leaves after nine weeks of enrollment—i.e., more than 75% of the quarter—she will not be entitled to a refund.

If a student begins the orientation, the \$500 orientation fee is non-refundable. However, the student may receive a refund of the first quarter tuition per the policies of tuition refunds described above.

Late Tuition Policy

There is a two-week grace period for students to pay their tuition. If a student pays her tuition beyond the two-week grace period, there will be a fee of \$100, and there will be imposed an additional 5% each 30 days on any remaining unpaid tuition thereafter. If the tuition is not paid by the end of the quarter, the student will not advance to the next quarter and will not receive credit for the previous quarter until the tuition is paid.

Evaluation Process

Peer review and self-evaluation are an integral and ongoing part of being a midwife. Evaluation of both midwifery knowledge and clinical skills is an essential part of the Maternidad La Luz program.

Students receive a final clinical and academic grade for each quarter. Grades given for academic and clinical achievement are S = Satisfactory, U = Unsatisfactory or I = Incomplete. A grade of Satisfactory is equivalent to 80% or above.

Students may advance into the next quarter with incomplete academic assignments; however there are some assignments that are required, as well as successful completion of the clinical requirements, necessary to advance to the next quarter. If a student receives an incomplete clinical grade, she will be placed on probation and will not be able to attend births until the clinical requirements are met. An Unsatisfactory is given if the student has failed the quarter, in which case it is possible for the student to repeat the quarter with the director's approval.

Academic Progress Evaluation Components

- 25% Homework: Students have reading and homework assignments for nearly every class taught at Maternidad La Luz. All homework assigned during a quarter must be successfully completed to receive credit for that quarter.
- 25% Class Participation: Students are graded on class participation.
- 50% Examination: Students have an end of quarter exam for the First and Second Quarters. At the end of Fourth and Ninth Quarters students take a comprehensive exam. An 80% grade on exams is considered a passing grade.

Failed Exams

If a student fails the end-of-first or second quarter examination, she will be required to complete a list of selected homework assignments that will be turned in and approved by an academic director before scheduling a make-up exam. The make-up exam must be taken by the end of the following quarter. There is a fee to take a make-up exam.

If the student fails the make-up exam, she must repeat the academic component of the failed quarter and pay a Repeat of Academic Component fee. If she fails the exam at the end of the repeated quarter, the student will be asked to leave the program.

If a student fails the fourth quarter exam, she will be required to satisfactorily complete all homework assignments and take a make-up exam within three months of failing the fourth quarter exam. If the student fails the fourth quarter make-up exam, she will need to make a plan to stay for an additional quarter for academic tutoring and pay the academic tuition for that quarter.

If a student fails any section of the Three-Year Examination, she must successfully retake it/them within five years of her initial start date of enrollment. She may retake any section up to two times. If the student does not successfully pass any section after two retakes, she will need to make a plan to stay for an additional quarter for academic tutoring and pay the academic tuition for that quarter.

Clinical Progress Evaluation Components

- Birth Reports: After every birth attended in the primary role, students write a birth report including a self-evaluation of their role birth. These are turned in to the Academic Director and become part of the student's permanent record. All Birth Reports must be in the student's file before each end-of-quarter evaluation.
- Clinical Hours Record Book: Each student is required to keep personal documentation of her clinical experience in a provided documentation book. To record appointments, students keep record of client's name, date of visit, the client's EDD, baby's DOB, and a midwife signs off the student's work during each shift. Students tally the number of prenatal appointments, initial appointments, labor checks, labor sits, hospital transports, newborn exams, and postpartum visits. For students' convenience, there are also columns to keep a record of blood draws, Paps, physical exams, and pelvimetry. This document will become part of the student's records for each quarter. At the end of each quarter a tally sheet summarizing all clinical work for the quarter must be turned in to receive credit for clinical hours.

- Verification of Births Attended: Students are required to keep a record of all births attended and their role at each birth—primary, double primary, assist, documenter, gofer, observer, or hospital birth—newborn exams and transports. The record of each birth must be initialed by the supervising staff midwife. This document serves as the official tally of births attended and must be turned in at the end of each quarter.
- Self-Evaluations: Students have the opportunity to do a self-evaluation at the end of each quarter, using the same evaluation form that staff use to evaluate the students.
- End of Quarter Review: Each student’s progress is reviewed quarterly at staff meetings and compiled into an End-of-Quarter Review that assesses where the student is compared to expected levels. Staff midwives recommend whether a student should be advanced to the next quarter or repeat. The compiled review is discussed by the student and a director during the student’s end-of-quarter review, and a copy of the written staff review is given to the student.

Advancement to Intern Level

Interns are expected to have successfully completed all of the clinical hours and academic classes for the 1st and 2nd Quarters. Designated assignments from the 1st and 2nd Quarters must be completed to advance to the level of intern at Maternidad La Luz and to be eligible to take additional continuity of care clients and assist other interns at births.

Completion of Assignments

Students have a grace period of three months after the end of their program to complete outstanding assignments. If a student has not turned in all homework by the end of the grace period, there is an administrative fee charged at the beginning of each month that homework is outstanding within the time frame stated below. In this case, students will be considered to be on inactive status. The majority of students complete their program within the three-month grace period.

Time Frame

Any student enrolled in a Maternidad La Luz program that is longer than one year must first complete all requirements for the one-year program (quarters one through four), and then continue further quarters to complete either the 18-Month or 3-Year Program.

If a student goes beyond the stated timeframe for her program, she will be sent official notification to inform her that she is no longer enrolled and may not be eligible to sit the NARM exam under the requirements listed in this catalog.

If a student interrupts her program for a significant amount of time, she will need to attend one week of reorientation per quarter of absence when she returns and will meet the timeframes of the class s/he joins. There is a fee for this reorientation and the time spent is in addition to the normal program time.

Graduation & Official Documents

Diploma: A diploma is provided upon successful completion of both academic and clinical requirements of the accredited One-Year, Eighteen-Month, or Three-Year Program within the stated timeframes. The student must have passing grades on homework, class participation, examinations and clinical experience, have paid all tuition and fees, as well as the approval of the

Academic Director. Upon graduation, Maternidad La Luz cannot guarantee any certification, licensing or employment in any jurisdiction.

Certificate of Attendance: A certificate of attendance is provided to those students who attend Maternidad La Luz on short-term placements or a Midwifery Practicum, or to students who do not successfully complete at least the One-Year Program. Students participating in these non-accredited courses will not be graduates of a MEAC-accredited program. They may not advertise themselves as graduates of Maternidad La Luz, nor will they necessarily be eligible for NARM certification or Texas documentation as result of their short course at Maternidad La Luz.

Transcripts: Transcripts include academic and clinical grades and credits and official verification of clinical tallies and births. Transcripts are available for any student completing any quarter for a fee of \$25 for the first one and \$10 each for any subsequent transcripts.

Official Verification: Official verification of clinical tallies and births attended is available to students who attend MLL for any length of time. Official verification is available for a fee of \$25 for the first one and \$10 each for any subsequent verification.

Withholding Records: Per the Texas Education Code, Section 132.062, a school may withhold a student's transcript or certificate of completion of training until the student has fulfilled the student's financial obligation to the school.

COMPLAINT POLICY

The following policy was written to help students deal with conflicts and complaints about the school, clinic, staff or between individuals, or in the event of dismissal. The ability to deal with conflict and complaints in a positive manner is part of being a good midwife.

This process may be used as a first step in resolving a conflict in the belief that people can, most of the time, resolve their own problems.

- If a student at Maternidad La Luz has a conflict with something to do with the functioning of the school or clinic, she should speak to a director.
- If a student has a conflict with any individual at Maternidad La Luz, she should speak directly to that person and attempt to resolve the problem. If this does not satisfactorily resolve the conflict, a third party may be asked to assist via consultation or mediation.
- Some other means for informal resolution of a conflict include Birth Talks, Birth Reports, and evaluations.

Complaints

A complaint is a statement that a situation is unsatisfactory or unacceptable. Students will not be discriminated against in any way for making a complaint. The complaint will remain as confidential as possible among the people involved. A complaint must be written in a letter or an e-mail message, but never by a text message. Complaints may be filed with the directors at Maternidad La Luz, Texas Department of State Health Services, the Midwifery Education Accreditation Council, the Family Educational Rights Privacy Act, or other agency. We would hope that the first avenue for addressing a complaint would be Maternidad La Luz.

The director receiving the complaint from the grievant or any other agency will respond within 15 days acknowledging receipt of the complaint. The director who received the complaint will convene a directors' meeting made up of all directors to review and act upon the complaint within 6 weeks. The complainant(s) will be informed of actions taken from the meeting. If any of the parties involved are not satisfied with the directors' plan, a Resolution Committee will be convened.

If the complaint is against a director, a directors' meeting would not be convened, but rather a professional independent mediator would be contracted. All parties must abide by the plan and decisions of the independent mediator.

Resolution Committee

The Resolution Committee will be composed of the director who received the complaint, one other director, one staff, and two students, all to be elected by their peers. Family members, partners, or housemates of either complainant(s) or complained against may not serve as members of the committee. All members of the Resolution Committee will sign an Agreement of Confidentiality.

Each member of the Resolution Committee will receive a copy of the book, *On Conflict and Consensus* to prepare to be an effective participant and to use as a guide to govern the resolution process. This committee will review all information and documentation relating to the complaint. Both the complainant(s) and the complained against may request to speak to the Committee individually. The Resolution Committee will develop written recommendations within 6 weeks of being convened.

Appeal Process

If any party involved is dissatisfied with the recommendations or outcome of the Resolution Committee, they may go to the Appeals Committee. The committee will be convened to attempt to develop another plan acceptable to all parties involved.

Appeals Committee

The Appeals Committee will be established by the Board on an ad hoc basis and includes the Board of Directors and a Staff Midwife to be chosen by her peers. They will review all appeals and make a final decision.

All written complaints are kept for at least 7 years in a Complaint File along with the decisions or actions taken.

ACADEMIC HONESTY POLICY & PROCEDURES

Reasons for academic honesty:

- Academic dishonesty can ruin your reputation not only with the faculty of your school, but also with your friends and acquaintances.
- The reality that you have completed a program may be tarnished by the knowledge that you did so fraudulently.

- Your professional competence may be called upon to use the specific skills or knowledge that you were supposed to have acquired.
- You are here as a student—to learn how to research, how to write, how to think about midwifery—and you are paying for this privilege. By plagiarizing, you are shortchanging yourself.

Included in the orientation is a class on academic integrity to ensure that students know what specifically constitutes academic dishonesty and ways to prevent it.

Written homework is evaluated on the assumption and the expectation that the work handed in is the student's own, unless properly cited. Anything less is considered a violation of the commitment to academic honesty that students sign during orientation. Each case of suspected plagiarism, cheating, or falsification of records will be dealt with on a case-to-case basis.

Plagiarism is only one form of academic dishonesty. Others include:

- Cheating: intentionally using or attempting to use unauthorized materials, information, study aids, or other devices or materials in any academic exercise.
- Fabrication: Making up data or results; submitting fabricated documents.
- Falsification: Manipulating research materials, equipment, or processes; changing or omitting data or results such that the research is not accurately presented in the research record.
- Multiple submissions: submitting substantial portions of the same work for credit more than once without the permission of the class instructor
- Complicity: intentionally or knowingly helping another student to commit an act of academic dishonesty.
- Buying a paper from a paper mill or research service
- Copying in whole or part from the Internet
- Copying from a sister student, with or without their knowledge
- Having someone write a paper for you
- Copying information from a source without acknowledgement. Omission of credit is the same as plagiarism or stealing.
- Copying exactly from a text, citing the text, but not putting it in quotes
- Paraphrasing without documenting a source
- Cheating on an exam, including use of a cell phone during an exam

Procedure in the Event of Suspected Academic Dishonesty

Students will be informed in writing by the academic director in the event of suspicion of academic dishonesty, or the clinic director in the event of suspicion of falsification of clinical records.

The director will schedule a meeting with individual student(s) involved.

If it clearly is not a case of academic dishonesty or falsification of clinic records, the case will be dismissed and no record of the suspicion will be stored in the student's file or elsewhere.

If a student agrees that they did cheat, they will be put on academic probation with the stipulation that they will be dismissed if a second offense occurs during their enrollment at MLL.

Minutes of meetings and outcomes will be put in writing and stored in the student's (or students') permanent records.

Appeal Process

If the student and director do not reach consensus, the student may appeal the director's decision, and an academic honesty committee will be convened to ensure due process.

The committee will be composed of a director who was not involved in the initial meeting and two staff and/or faculty chosen by that director and agreed upon by the student. The committee will review all minutes and meet separately with the individuals involved. The decision will be made by the majority.

If the committee finds that they cannot determine that it was a case of academic dishonesty, the case will be dismissed and no record of the suspicion will be stored in the student's file or elsewhere.

If the committee determines that it was indeed a case of academic dishonesty, the student will be put on academic probation with the stipulation that they will be dismissed if a second offense occurs during their enrollment at MLL.

Appeals Committee

If the student does not agree with the decision of the academic honesty committee, s/he may go to the Appeals Committee as described in the Complaint Policy.

DISCIPLINARY POLICIES

Warnings

When a student problem is identified, a written warning will be given by a Director to notify her of the problem. A copy of the warning will be kept in the student's file.

Probation

A student will be placed on probation when a serious problem is identified. Any discussion, suggestions for remedying the problem, and a timeframe for solution of the problem will be kept in the student's file. If the problem is not remedied within the stated timeframe and conditions established by the Director and the student met, the student may be dismissed.

Grounds for Probation or Dismissal

A student may be placed on probation or asked to leave the program for the following reasons:

- Failure to comply with the requirements, rules and policies of the school as described in the Student Handbook.
- The student's actions put a client or Maternidad La Luz in danger.
- Unsatisfactory clinical progress at the end of a quarter as determined by the Director and/or two clinical Staff Midwives.
- Unsatisfactory academic progress at the end of a quarter as determined by failure to pass the end-of-quarter exam, failure to complete the assignments required to advance to the next quarter, and habitual absences or tardiness.

- Disrupting a class, impeding or otherwise hampering the educational process of other students in the School or Center.
- Failure to comply with the conditions of a warning or probation.
- Failure to attend classes or clinic shifts without prior approval by a Director.
- A charge of plagiarism or cheating.
- Failure of a student to pay tuition by the end of the quarter.
- A felony conviction related to midwifery or failure to be rehabilitated from prior felony convictions.
- Has a conviction involving a crime of moral turpitude.
- Has been successfully sued for a midwifery act, fraud, or deceptive trade practice within the last 10 years.
- Is currently in violation of any midwifery regulation in Texas or any other state or province.
- Falsification of records.
- Determination by a Director that a student is conducting herself in an unprofessional manner either in a clinical situation or in any situation in which the student is representing herself as a Maternidad La Luz student.
- Inability to act in the role of a student midwife, as determined by a Director.
- A recommendation for probation or dismissal from the Resolution Committee.

The Academic Director has the authority to dismiss a student immediately under any of the conditions described above. The student may appeal within 30 days of the date of dismissal, in which case the Resolution Committee will be convened.

During the period of appeal and after dismissal, the person shall neither participate in school activities nor represent herself as a Maternidad La Luz student, nor should she represent herself as a former student in good standing. She will surrender her school identification card to the director.

CONFIDENTIALITY AND STUDENT RECORDS

Confidentiality

A midwife deals with clients' current and past medical and psychosocial history and other information of a personal nature. It is important to respect that all information about a client is of a confidential and sensitive nature. None of this information should be discussed outside of the MLL clinical setting. Caution should be maintained when speaking on the phone so that no breach of confidentiality is made. Maternidad La Luz does not permit students to make copies of client charts.

The same respect for confidentiality should apply to personal relationships at the center and in classes. The environment at Maternidad La Luz fosters open communication; students are expected to respect the privacy of sister students and staff.

The names, addresses and phone numbers of clients, students and staff are never released without permission of the individual concerned.

Records of Clinical Experience

Many students need to verify their clinical experience for licensure or certification. Students are responsible for maintaining their clinical hours and numbers and documenting them in their Clinical Hour Records Book. This book contains forms to keep track of the number of prenatal and postpartum appointments the student does, as well as forms to record all births attended. A supervising Staff Midwife signs off all clinical work, births, and transports. Copies of these forms and tally sheets are kept as permanent records in the student's file.

Access to Student Records

Maternidad La Luz maintains an open record policy. Student records are stored in fire resistant file cabinets in the locked office of the Academic Director to prevent unauthorized access and are protected against potential fire and water damage.

Students have access to their records during end-of-quarter and mid-quarter evaluations, or by appointment with an academic director. Students are given a copy of their clinical evaluations at the end of each quarter.

Maternidad La Luz considers student records and information about students to be confidential and private in nature.

Per the Family Educational Rights and Privacy Act (FEERPA), students have the following rights to protect their privacy. Students must sign a confidentiality statement that includes these rights during orientation, and again at the end of the third and sixth quarters. The signed statement is stored in the student's file and is a permanent part of the record.

- The right to review and inspect their records within 45 days of request.
- The right to seek to amend their records believed to be inaccurate.
- If their records are not amended to their satisfaction, a written document that states their case will be kept in their file together with the documented issue.
- Students must consent to the disclosure of personally identifiable information from their education records, except as specified by law. Therefore a written release is required from a student before any information can be shared transferred to another institution or entity.
- The right to be notified annually of FERPA's act.
- The right to file a complaint to FERPA concerning alleged failures of MLL to comply with FERPA's requirements:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202

STUDENT ATTENDANCE POLICIES

It is expected that students will attend all scheduled clinical shifts and classes. On occasion events arise that require an absence or tardiness. It is the responsibility of the student to inform a director of any anticipated absence or tardiness.

Maternidad La Luz attempts to accommodate students' observance of religious practice. The birth center operates 24 hours a day seven days a week and must be adequately staffed at all times. An applicant who has religious restrictions must explain their needs during the application process to see if it is possible to work out a plan with Maternidad La Luz.

Clinic

Each clinic day is important for both student learning and for the smooth running of the clinic at Maternidad La Luz. Students are expected to be present at clinic 15 minutes before the scheduled shift so that they are settled in before starting the day. Shift begins promptly at 8:00 a.m. with a circle of students and staff who were on the previous shift and those coming on. Clinical staff keep attendance of students who are scheduled for the day, reporting anyone who is absent or tardy to the Clinical Director.

Students who are on the "Cita Team" are expected to work until 8:00 PM. Those who are on the "Birth Team" are expected to work until the 8:00 AM change of shift circle ends the following day. Primaries with an early morning catch may hand over the postpartum to a student on the new shift once the newborn exam and certain paperwork are completed.

A student who is ill may need a day or part of a day to recuperate. This must first be cleared with a Clinical Director. Students are responsible for arranging their own substitutes for clinical shifts when possible.

Any unexcused absence may constitute review and probation or expulsion. A student who is late three times will be given a written warning. Being late a fourth time may result in probation or the addition of clinical hours at the end of the program to make up the time. Being late while on probation may be grounds for suspension or expulsion.

Classes

Classes for the first and second quarter students are usually held on Mondays and Thursdays from 1 to 4 or 5 PM. Third and Fourth Quarter classes are usually held on Wednesdays and/or Fridays from 9 AM to 4 PM. Fifth through Eighth Quarter Classes are scheduled individually with the Academic Director. All students and interns attend Birth Talks/Peer Review on Tuesdays from 1 to 4 PM except for those in the residency program.

Academic faculty keep class attendance and record P (present), A (absent), T (tardy) or B (attending a birth during all or part of the class). They also record class participation as S (satisfactory) or U (unsatisfactory).

In an excused absence or when missing a class because of attendance at a birth, the student will be expected to complete the learning objectives for that class in writing and hand in the assignment within two weeks of the class, or she may attend the class when it is next offered.

Students planning to eat in class must prepare food ahead of time.

Emergency and Personal Leave Policy

We understand that students may need to be absent temporarily from the program for an emergency or personal reasons. The Emergency and Personal Leave Policy was written for situations of family emergencies, severe illness, or personal reasons. A student may take no more than two weeks of non-vacation leave during the one-year program.

A student who needs to take leave must fill out a Request for Leave Form and submit it to the Academic Director for approval. Students taking leave must make up classes as described above in the Missed Classes Policy. Missed clinical shifts will be made up at the end of the student's program. A student missing more than two weeks in a single quarter during her program will need to repeat the quarter or make individual arrangements with the Academic Director.

Schedule Policy

There are two variations of the schedule depending on the number of students currently enrolled.

- Students work 24-hour shifts every third day in addition to the care they provide to their continuity of care clients.
- Students work a 12-hour shift doing appointments, have a day off, and then work a 24-hour birth shift followed by 48 hours off.

Students may switch shifts with students at their own level, but may not work two 24-hour shifts in a row or do only half a shift for another student. The monthly student clinic schedule is made up by the Clinical Director and released by the 15th of the previous month.

There is no vacation time scheduled during the First, Second and Fourth Quarters of the program. There is a two-week vacation during the third quarter, and for students in the Three-Year Program one week of vacation in the Fifth and Seventh Quarters.

Missed Birth Policy

Maternidad La Luz has a policy to fairly distribute students' presence at births.

- If a student decides that she cannot be primary at births for whatever reason during a shift, she will put an "X" in the next primary box on the Birth Rotation Chart. The student needs to discuss her reasons for missing the birth with a Director. If this happens repeatedly, the student may be placed on probation.
- Students who are on vacation will take one "X" for each week of vacation.
- Interns in the Fifth Quarter will be given one "X" at the beginning of each quarter.

OTHER STUDENT POLICIES

Couch

One student is assigned on each shift to sleep on the couch downstairs in the birth center at night in order to answer the phone, open the door to laboring women and do labor checks. Students should not do couch more than two shifts in a row.

Dress Policy

Maternidad La Luz has a very specific dress protocol in order to respect the comfort level of our clientele who expect our staff and students to present a professional appearance. Students must keep in mind that during their 24-hour shift at Maternidad La Luz they may be accompanying a client to the hospital. Other health care professionals see students as representatives of the El Paso midwifery community, and, in a broader sense, all midwives. We recognize and appreciate diversity of expression and understand that it may be difficult to adapt to this policy. Nonetheless, students are asked to observe the following:

- Students on shift or at the birth center for on-call clients may wear their choice of scrubs that come in many colors and styles. They must be clean and in good condition. In lieu of scrub tops, students may wear “ethnic” blouses, such as those found in Mexico. Scrubs will be worn both during the day and at night at MLL, when going to the hospital, and when on MLL field trips. Scrubs with a printed hospital name may not be worn at the clinic. Students should keep spare scrubs at the clinic in case of accidental splashes.
- Closed-toed shoes must be worn at all times in the clinic and must be clean and professional looking.
- Hair must be clean and neat and pulled back.
- Fingernails must be clean and cut short.
- Deodorant should be used, especially during warm weather.
- Bras and underwear should not be showing.

Our clients view staff and students as professional caregivers; therefore students should be mindful of their appearance whenever they come to the clinic, even when not on shift. If students are unsure about the appropriateness of their clothing, they may ask a Director. If a student’s attire is found to be inappropriate or her hygiene unacceptable for the clinic, a Director or Staff Midwife will ask the student to address the problem before attending clients.

Legal Responsibilities

Although students will be working under the direct supervision of a licensed midwife, they must be aware of the rules and regulations guiding midwives and birth centers in Texas.

Policies for student midwives involve adherence to several official documents, the most important being the Texas Birth Center Rules, Texas Midwifery Standards, and Maternidad La Luz Protocols. A copy of the Texas Midwifery Standards is located in the Protocol Book that is kept in the clinic so students may refer to it easily. All MLL protocols must be followed. During orientation, every student receives a copy of the Protocol Book that contains the Texas Midwifery Standards.

Car

All students on shift are responsible for having a car or other motorized vehicle in good working condition in case they are required to accompany a transport to the hospital. MLL requires a valid driver’s license, and the state of Texas requires car insurance.

Visitors

MLL welcomes visitors to the center for a 24-hour shift. All visitors must be approved by the Director before coming to the center. Visitors may attend births only if a client agrees.

Students' children are not allowed at the center or the school without prior approval. Students' pets are not allowed at the center or the school.

Mail

Students may receive mail and packages at the center at 1308 Magoffin Avenue. Maternidad La Luz stamps and stationery may not be used for personal mail.

STUDENT SERVICES

- *Clinical placement:* Maternidad La Luz provides 100% of the clinical experience that students need to complete their program, except for 2 planned hospital births and 5 homebirths. The school does attempt to help students obtain these experiences.
- *Equipment and materials:* All clinical equipment and materials for use during classroom training and shifts are included in tuition fees.
- *Notarization of experiences:* Maternidad La Luz pays a notary public to sign off required paper work on site.
- *Signing off on skills for NARM PEP applications:* CPMs sign off skills and experiences obtained at MLL for PEP candidates.
- *Student housing:* Maternidad La Luz offers help to accepted applicants in finding housing and roommates.
- *Library:* Maternidad La Luz has a lending Library. The school library contains all of the most recent editions of books in NARM's reference books in a locked bookcase that students may use in the schoolhouse. The library also contains the book report books, recommended book list, and current periodicals such as *Midwifery Today*, *Journal of Midwifery and Women's Health*, *Obstetrics and Gynecology*, *The Canadian Journal of Midwifery Research and Practice*, and *Maternal and Child Nursing*.
- *Computer:* There is WiFi in both the birth center and school so that students may use their laptops in either building.
- *Tutoring:* The Academic Director has posted hours during which she is available for individual didactic tutoring. Clinical and Spanish tutoring are available two scheduled hours each per week during first quarter.
- *Advising and counseling:* The Academic Director posts office hours each week that she is available for individual advisement or counseling. Both directors are available if a student has an issue that needs to be discussed. A local resource list is given to all new students during orientation.
- *Student ID Card:* Students receive a Maternidad La Luz Student ID card that may be used for student discounts at businesses and events that offer such discounts.
- *Financial aid:* Maternidad offers two woman of color and one local woman scholarships per year, as well as some work-study opportunities as discussed in the section on financial aid.
- *Job opportunities, conferences and other educational opportunities:* MLL maintains a bulletin board where employment and educational opportunities are posted. The MANA News is also posted to give the students information on current political issues and job opportunities. The midwifery journals that MLL subscribes to also regularly list job opportunities. The extensive circle of MLL alumnae, including the website

www.maternidadlaluz.ning.com, provides students with a large number of midwives and former students with whom to network.

STUDENT INPUT

Student input is very important and valued at Maternidad La Luz, and leads to continual improvement. The following are some of the formal ways in which students can be assured of their input into the academic and clinical program at Maternidad La Luz.

- Every Birth Talks class begins with a request for student input in terms of clinic, classes or personal issues. This input is welcome and respected and, as a result, many changes have been implemented at Maternidad La Luz.
- Students are invited to be members of all committees at Maternidad La Luz.
- Students may complete evaluation forms for each class.
- Students may complete evaluation forms once a year for all MLL employees.
- Students may complete an end of course evaluation.
- Students are involved in the process of accepting new students.
- Every year an e-mail survey is conducted with students who have graduated in the past three years to review what progress they have made since leaving the program.

MATERNIDAD LA LUZ COMMITTEES

The midwifery program at Maternidad La Luz provides opportunities for representation of staff and students on in-house committees. All students may serve on any of the following committees at Maternidad La Luz:

Academic Program Improvement Committee

This committee reviews suggested revisions to the syllabus, curriculum, and teaching methodologies. The process of curriculum review and revision is done to ensure consistency with the philosophy, goals and objectives of Maternidad La Luz, MEAC Essential Competencies, NARM certification requirements, updated MEAC guidelines and Texas midwifery rules. Committee members are expected to integrate new developments in health and education and current standards in midwifery into the program at Maternidad La Luz. This committee also reviews current learning material for its appropriateness for the educational program. Suggestions from all staff, students and graduates are reviewed and incorporated where possible. This committee meets at least once a year. All Maternidad La Luz students, staff and instructors are invited to attend; but at minimum, members of the committee include one director, one staff and at least one student and intern.

Admissions Review Committee

All current Staff Midwives and currently enrolled students are potential members of this committee that meets on an ad hoc basis to review applications, as they are received throughout the year.

Current students participate in the admissions process by conducting prospective student phone interviews. The students ask questions of applicants from a standardized form, fill it out and answer any questions they may have. This completed form, as well as a general impression of the applicant, is documented and placed in the applicant's file. Students also evaluate prospective students who do a 24-hour visit. The Academic Director takes all comments from staff and students into consideration when making a final admission decision.

Clinic Improvement Committee

The purpose of this committee is to make suggestions for physical improvements of the center as well as suggestions to improve the operation of the clinic, especially as it impacts client care. This committee, which meets at least once a year, also revises protocols for the clinic, handouts for the clients and miscellaneous paperwork used at Maternidad La Luz. All Maternidad La Luz students and staff are invited to attend; but at minimum, members of the committee include one director, one staff and at least one student and intern.

Appeals and Resolution Committees

These committees are described above in the Complaints and Resolution Policies.

All committees submit their minutes to the Academic Director. Minutes are reviewed during the Biannual Administrative Meeting where decisions and plans are made to implement suggestions. The Biannual Administrative Report documents any decisions made regarding committee recommendations.

THE MATERNIDAD LA LUZ ENROLLMENT AGREEMENT

Upon acceptance to the MLL, students will be sent the enrollment agreement (found on the next page) between Maternidad La Luz and the student. The agreement provides information important for the applicant to know before deciding to attend MLL. If a student needs clarification on any point in the enrollment agreement, she is encouraged to call MLL and ask to speak to a Director. Students must read and sign the enrollment agreement and return it with the tuition deposit.

SAMPLE ENROLLMENT AGREEMENT

The Maternidad La Luz Enrollment Agreement for Students Beginning March 1, 2017

This is an agreement between myself and Maternidad La Luz, located at 1308 Magoffin Avenue, El Paso, Texas 79901, for the course entitled *Midwifery*.

I understand and agree to the following:

I will be a student midwife under the direct supervision of a licensed midwife who is responsible for the decisions made regarding client care. These decisions are non-negotiable and to be followed.

I will not be asked to participate in unsafe practices and have an obligation to speak with both the midwife and a director if I have any concerns.

I will learn skills on sister students and they will learn them on me. These skills include venipuncture, IVs, physical exam and Pap smears, among others.

I am required to attend all academic classes on time. Attendance is required at New Student Circle. If I am absent from a class, I will answer all learning objectives or attend the class when it is next offered.

Classes are generally scheduled as follows:

- 1st and 2nd Quarters: 3 classes per week
- 3rd Quarter: 1 or 2 classes per week, one of which may last all day.
- 4th Quarter: 2 or 3 classes per week, one of which may last all day.
- 5th through 9th Quarters: 1 or 2 classes per week

I will be assigned a schedule of clinical shifts some that are 24 hours long, beginning at 8:00 AM and ending at 8:00 AM the following day. Some shifts are 12 hours long, beginning at 8:00 AM and ending at 8:00 PM. Students are at the birth center an average of 50 hours per week.

I am required to be present during all scheduled shifts and to arrive on time. If I am unable to work a scheduled shift, it is my responsibility to arrange a substitute if possible. I will have to make up any missed shifts. If I take personal or emergency leave during the program, I will make the time up at the end of the program.

Vacations are scheduled as follows:

- One-Year Program: 2 weeks during the 3rd Quarter.
- 18-Month Program: 2 weeks during the 3rd Quarter and 1 week during the 5th Quarter.
- 3-Year Program: 2 weeks during the 3rd Quarter and 1 week each during the 5th and 7th Quarters.

In order to graduate from any MLL MEAC-accredited program, students must have successfully completed within the stated timeframes all academic and clinical hours, all academic and clinical assignments, and the NARM requirements.

A DAY AT MATERNIDAD LA LUZ BIRTH CENTER

A Day at Maternidad La Luz Birth Center was created to give the reader a sense of what one might experience on a shift at the center. A shift consists of several students at various levels of the program working under the supervision of a staff midwife and a resident midwife. A director is always available for consultation by telephone. During the shift, the staff and students are responsible for the care of all clients.

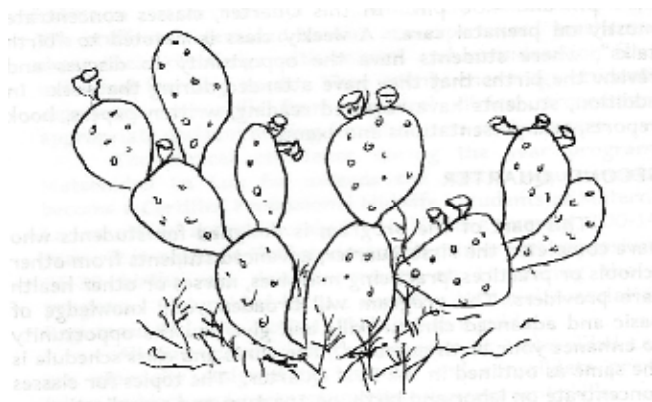
- 7:45 AM Students arrive on shift and prepared for the day—hair tied back, breakfast eaten, food put away, etc.
- 8:00 AM Shift begins. Staff and students gather for a circle to allow for a smooth transition into the new day. Sharing information, experiences, concerns and insights from the outgoing shift enables the new shift to provide continuity of care for clients. The day begins:
- 12 prenatal appointments scheduled for the AM
 - 4 postpartum appointments scheduled for the AM
 - 2 initial appointments
 - Hospital visit of 2 clients
- 11:30 AM Labor check – Client A is in active labor at 6 cm. Student #1 is assigned as primary attendant and begins monitoring her labor.
- 12:00 PM Staggered Lunch
- 12:15 PM Labor check – Client B is in early labor at 1 cm. She is returning home with early labor recommendations.
- 2:00 PM
- 15 prenatal appointments
 - 1 initial appointment
 - 5 postpartum appointments
- 6:00 PM Staggered dinner
- 8:00 PM General clean up, organization and restocking of the clinic. “Cita Team” goes home.
- 9:30 PM Staff chart review
- 11:15 PM
- Labor check – Client B returns in active labor at 6 cm.
 - Student #2 is assigned as primary attendant and begins monitoring her labor.
- 1:00 AM
- Client A births a baby girl. Student #3 assists and student #4 documents.
 - Student # 1 begins six-hour postpartum watch
- 5:55 AM
- Client B births a baby girl. Student #4 assists and Student #3 documents.
 - Student #2 begins six-hour postpartum watch (to be handed over to next shift once certain tasks are completed by Student #2)
- 7:00 AM Wake up time. Last minute cleanup for next shift.
- 7:30 AM Client A and her partner go home with their new baby girl.
- 8:00 AM
- New shift begins
 - Student #2 remains with Client B monitoring her postpartum until newborn exam and other paperwork is done, and then hands over to a newly arrived student.

EL PASO / CD. JUÁREZ

El Paso is situated in the Chihuahuah Desert in the western corner of Texas, on the Texas, New Mexico and Mexico borders. It is very hot and dry in the summer with balmy mild winters; it even snows sometimes! The city is bisected by the Franklin Mountains, which comprise the tail end of the Rocky Mountain chain. This creates diverse scenery including spectacular sunrises and sunsets and beautiful mountain views.

The terms “bilingual” and “bicultural” come to life in practically every day-to-day activity in El Paso. With a combined population of over two million, El Paso and its sister city of Cd. Juárez are the largest cities on the US/Mexican border. In January 2011, El Paso was ranked the safest large city in the United States, despite the drug war in Mexico next door. El Paso has been ranked in the top three safest cities each year since 1997.

The rare confluence of two vibrant cultures has created a truly unique situation in terms of midwifery. There are a large number of women who choose midwifery care for birthing their babies as an affordable and desirable alternative. The great demand for this service has resulted in El Paso being the heart of midwifery in the United States.



ABOUT THIS CATALOG

Any information in this catalog regarding the program, the nature of the courses and graduation requirements are presented as clearly as possible. All information is up-to-date and the program is honestly portrayed. The Director of Maternidad La Luz has reviewed this catalog and to the best of her knowledge it is current and accurate. If you have any questions please call Maternidad La Luz at 915-532-5895.

This catalog is dated and the applicant is advised to inquire if a more recent catalog has been issued. All students and interns are bound by the policies and protocols of Maternidad La Luz and this catalog unless an addendum is made and written agreement provided by the student. Students who defer their start date must abide by the policies, tuition and fees stated in the most current catalog.

INSTRUCTIONS TO COMPLETE THE APPLICATION

Use this application if you are applying for any Maternidad La Luz program except for the California Challenge. If applying for the California Challenge, please download the California Challenge Handbook that includes the application, forms, and policies from our website: www.maternidadlaluz.com.

Students are encouraged to submit their application six months prior to the program starting date in order to ensure placement in the preferred class. However Maternidad La Luz has a rolling admissions policy and will consider later applications when space is still available.

- Please complete the entire application unless you are applying for a short-term program (less than 3 months), then complete only parts 1 through 4.
- Please remember to include your non-refundable application fee of \$75 in check or money order payable to Maternidad La Luz.
- Send your completed application to:

Maternidad La Luz
1308 Magoffin
El Paso, TX 79901
915-532-5895

- Ten days after you mail your application, please phone Maternidad La Luz to arrange for a telephone interview with a director and a student, and a brief interview in Spanish.

2017– 2018 MATERNIDAD LA LUZ APPLICATION

PART I

Current <u>Legal</u> Name		Date	
Other Names Used (nicknames, maiden names, chosen names, etc.)			
Street Address			
City		State / Province	
Zip Code		Country	
Home Phone	Work Phone	Cell	e-mail
Permanent Address			
Emergency Contact (name, address, and phone number)			
Date of birth	Country of Birth	Citizenship	
Social Security Number			
Do you have a partner?			
Please list your children & their ages			
Who will be accompanying you?			
Personal health / Physical or other limitations / Anything we should know about you that will affect your progress at Maternidad La Luz?			
Do you speak Spanish? _____ Please describe your level of comprehension and conversation.			
How did you hear about Maternidad La Luz?			
Did you visit Maternidad? <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____			

PART 2: DATES & PROGRAM APPLYING FOR

I am applying for a MEAC-Accredited Program:

- Accredited One-Year Immersion Program
 - Intend applying to 18-Month Program upon completion of 1-Year Program
 - Intend applying to Three-Year Program upon completion of 1-Year Program

I am applying for the following program that is not MEAC-accredited:

- NARM Phase I Program (Dates: _____)
- NARM Phase II & III Program
- Short-term stay (Dates: _____)

Please check the starting date and year you wish to attend:

- March 1, 2017 September 1, 2017
- March 1, 2018 September 1, 2018

In case the session you are applying for is full, please indicate a preferred alternate date:

PART 3: LETTERS OF REFERENCE

Please provide three letters of reference using the form on the following page. At least one reference must be from a person who has supervised you in a work or school environment. If possible, one reference should be from a midwife or other healthcare professional. Please do not ask family members or partners to provide letters of reference. The referee may return the letter by mail or fax, or may put it in a sealed envelope signed across the flap so that you may return it with your application.



Maternidad La Luz

1308 Magoffin El Paso, Texas 79901
 Tel: (915) 532-5895 Fax: (915) 532-7127
 www.maternidadlaluz.com

LETTER OF RECOMMENDATION

Name of Applicant: _____

The above applicant has applied for admission to Maternidad La Luz, an accredited school of midwifery that offers a very rigorous program of study. There are certain qualities and skills that midwives should possess. We ask you to rate this applicant using the following scale. Please comment to clarify or amplify your assessment of these qualities and skills. You may write on the back of this sheet as well.

Outstanding	More than adequate	Slightly more than adequate	Adequate	Slightly less than adequate	Less than adequate	Inadequate	Not Applicable
7	6	5	4	3	2	1	NA

	7	6	5	4	3	2	1	NA	Comments
Honesty									
Commitment									
Compassion									
Initiative									
Flexibility									
Ability to work in a group									
Respect for diversity									
Academic ability									
Ability to cope with stress									
Ability to receive constructive criticism									
Professionalism									

Your name: _____ Date: _____

Your profession: _____

Relationship to applicant: _____

Length of time you have known this applicant: _____

Your telephone number: _____ e-mail address: _____

Thank you for taking the time to complete this letter of recommendation and supporting this applicant's pursuit of midwifery education. Please return this letter either by fax or postal mail to the address above.

PART 4: ASPIRATIONS FOR TRAINING AT MATERNIDAD LA LUZ

Please answer the following:

- What goals do you hope to accomplish by training at Maternidad La Luz?
- What are your plans after completing the program at Maternidad La Luz?

PART 5: ESSAY QUESTIONS

Please answer the following:

- Why do you want to be a midwife?
- Do you identify with any particular practitioner or author in the field of midwifery or obstetrics? Explain.
- Describe why a school that works with primarily Spanish-speaking women on the US-Mexico border is the best fit for your midwifery education.
- Describe the skills and experiences you will bring to MLL and how you will contribute to the class.

PART 6

Please submit the following:

- **Education:** Schools attended and degrees received, including proof of high school graduation or equivalent, or college graduation.
- **Other Education:** List any additional education, experience, special interests, seminars attended or taught; publications subscribed to; articles published.
- **Past Employment:** Brief description and dates employed
- **Midwifery / Health Experience:** Any relevant experience including apprenticeships, you feel will complement your training as a midwife.
- **Certificate of Doula Training**
- **Clinical experiences completed:** If you are doing PEP or another midwifery program, please include copies of any forms that you have signed off.
- **Professional Licenses:** Certifications, credentials, and/or professional licenses.
- Copy of your driver's license and proof of automobile insurance
- Legal document with your date of birth (e.g., driver's license, birth certificate, or passport).
- Copy of your current American Heart Association or American Red Cross adult and infant CPR card
- Proof of completion of a human anatomy and physiology course (or proof of enrollment)
- Check or money order of \$75 for non-refundable application fee.

PART 7: BIRTHS AS AN OBSERVER

Name _____

Document attendance at birth in any setting in any capacity (observer, doula, family member, friend, beginning apprentice, etc.). These births may be verified by any witness who was present at the birth.

For the client code, use the client’s initials and EDD (mm/dd/yy). For the birth site: HM = home, BC = birth center, HL = hospital, and O = other (car, outside, etc.). Add OOC in addition to the location if the birth was outside of the US or Canada.

Birth #	Client Code	Date of Birth	Planned Setting for Birth	Actual Site of Birth	Your role	Witness’s Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

NOTES