Midwifery Liaison Committee

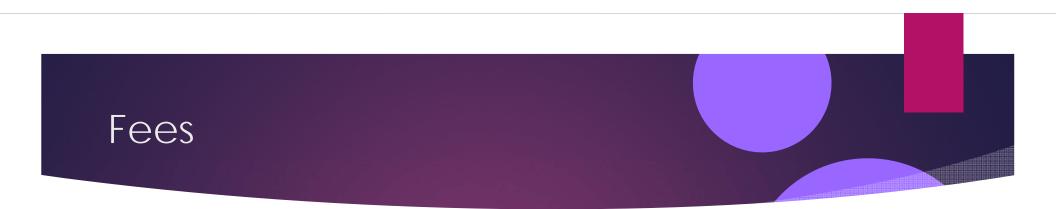
APPLICATION PROCESS OVERVIEW

What You'll Need

► A completed application that can be found at:

http://www.njconsumeraffairs.gov/mid/Applications/Application-for-Licensure-as-a-Midwife.pdf

- ▶ The nonrefundable application fee of \$125
- ▶ Your certification from the A.M.C.B, the A.C.C. or N.A.R.M sent to our office
- Midwifery school transcripts
 - If you are seeking prescriptive authority and will be using education as a qualifier, you must indicate where you received your 30 credit hours in pharmacology
- Verification of licensure from any other states
 - If you are seeking prescriptive authority and using your ability to prescribe in other states as a qualifier, please make sure the verification clearly states your prescriptive authority



- ► Application Fee: \$125
- Prescriptive Authority fee of \$50 (if applicable)
- Initial licensing fee:
 - During the first year the licensing fee is \$270.
 - During the second year, the licensing fee is \$135.
- Payable by check or money order
- ► NO CASH

Criminal History Background Check (CHBC)

- You must complete the "Certification and Authorization Form" as part of the application
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded on your application has been received and opened by our office
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.
- If you already have a license from a regulatory board in the Division of Consumer Affairs and have been finger printed, you must submit a resubmittal fee (see the "Certification and Authorization Form" for the fee)



- This can be the longest part of the application process
- You can schedule an appointment as soon as you receive the notice to schedule
- Processing time is 7-10 days after the digital scan
 - Out of state residents must be finger printed. This can add several days to the process
 - Out of state residents doesn't always mean non-New Jersey residents. If you live within 10 miles of the State's border, you will be required to come into the state for your digital scan



- Once your application has been approved you will be requested to pay the licensing fee if you haven't already.
- You must verify the information and return with the appropriate fee (\$270/\$135)

Keeping Your License Current

- Licenses are valid for 2 years
- Every type midwifery license expires in October of odd-numbered years
- You must keep your address current with the Committee to receive renewal notices
- Renewals are done online and require a renewal fee (currently \$270)

Communicating with the Committee

- If you get a letter or email from the Committee read it
- If the Committee asks for you to respond to it do it in a timely fashion (duty to cooperate)
- If you move, change your name, start working in a new location contact the Committee and update your information

Getting Documents to Us

Mailing Address:

NJ Board of Medical Examiners Midwifery Liaison Committee P.O. Box 183 Trenton, NJ 08608

Physical Address:

NJ Board of Medical Examiners Midwifery Liaison Committee P.O. Box 183 Trenton, NJ 08608

Email:

Third party documents can be accepted so long as they are received **DIRECTLY** from the primary source. For example, documentation relating to your N.A.R.M., A.C.M.B. or A.C.C. certification can be emailed to our office from the it the institution.

Please email: bme@dca.lps.state.nj.us

Tips for Applying

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Using USPS adds several days until the document is received by our office. Depending on your situation, using a courier service like FedEx, DHL or UPS may be helpful
- Submit as much information as possible, if you answer "yes" to any of the questions
 - Even if you believe a legal matter was expunded, you should disclose all information as it will likely turn up in our background check.



Midwifery Liaison Committee

http://www.njconsumeraffairs.gov/mid/Pages/default.aspx

Application Status

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

License Verifications

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx