



# 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*

# Fees

- ▶ 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)**

## CHBC "Tips"

- ▶ 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*

# Initial Licensing Fee

- ▶ 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 institution.

Please email:

[bme@dca.lps.state.nj.us](mailto: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 expunged, you should disclose all information as it will likely turn up in our background check.*

# Useful Links

- ▶ Midwifery Liaison Committee

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

- ▶ Application Status

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

- ▶ License Verifications

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)