



LICENSED CERTIFIED MIDWIFE APPLICATION INSTRUCTIONS

All Licensed Certified Midwives must complete a *Licensed Certified Midwife Application*, *Certified Midwife Confirmation of Program Completion* form, request *Verification of Certification*, and complete a *Criminal Background Check* if one was not completed within the last year with the Minnesota Board of Nursing.

Licensed Certified Midwife Application Requirements:

1. Complete a *Licensed Certified Midwife Application* form (online or paper). You may download the form at the Board's website.
 - a. Complete the *Minnesota Business Identification Number* section only if you own a Minnesota Business.
 - b. Complete the *Business Name* Section if you are currently practicing as Certified Midwife in any state or territory. If you are not currently practicing, check the box that you are not currently in the workforce related to your practice.
 - c. Complete the fields regarding DEA numbers. Provide information for all DEA numbers you hold or check the box if you do not have a DEA number. Please contact the DEA office to determine if you should obtain a DEA number.
 - d. Submit a written explanation for any "Yes" response in the *Grounds For Review of Application* section.
 - e. Sign your legal name and date the application. (Electronic signatures are not acceptable)
 - f. Licensed Certified Midwife Application Fees:
 1. Enclose the \$137.00 (\$105.00 application fee and \$32.00 criminal background check fee) in the form of a money order or cashier's check payable to the Minnesota Board of Nursing with the completed application form to the Minnesota Board of Nursing if a background check has not been completed within the last year with the Minnesota Board of Nursing. Personal checks are not accepted. **OR**
 2. Enclose the \$105.00 application fee in the form of a money order or cashier's check payable to the Minnesota Board of Nursing with the completed application form to the Minnesota Board of Nursing if a background check has been completed within the last year with the Minnesota Board of Nursing. Personal checks are not accepted.
2. Request documentation of your current certification in good standing from the American Midwifery Certification Board be sent by mail to the Minnesota Board of Nursing at 1210 Northland Drive Suite 120, Mendota Heights, MN 55120 or email to nursing.board@state.mn.us. The certification must be received directly from the certifying body to the Board.
3. Complete the first page of the *Certified Midwife Confirmation of Program Completion* form and forward the two-page form by fax, email, or mail to the Certified Midwife program you completed. The Certified Midwife program must mail the two-page form directly to the Board in an official school envelope or email to nursing.board@state.mn.us.
4. Complete the Criminal Background Check (CBC) and fingerprinting process if you have not completed a background check with the Board of Nursing within the last year. The CBC program will send you a fingerprint packet by email the following business day after submitting your application. CBC Program contact: email criminal.background.check@state.mn.us or call 651-201-2822 if you have questions.

The fingerprinting and criminal background check requirement for licensure with the Minnesota Board of Nursing is independent of any other fingerprinting or background check you may have done in the past or will have done in the future. You must complete the Minnesota Board of Nursing background check process as instructed.

If it has been more than five years since you practiced in the certified midwife role, you must complete a reorientation plan as a certified midwife. Please contact the Board for more information and further instructions.