



STEPS AFTER GRADUATION

Certification and Licensing process for
Certified Midwives and Certified Nurse-Midwives
in New Jersey

1. APPLY TO AMCB

- Apply to the American Midwifery Certification Board (AMCB) at least a month before finishing your midwifery program. There is a Step-by-Step Exam Application Process section on the **AMCB website**. The exam fee is \$500.

2. TAKE A COMPREHENSIVE PREP TEST

- Some midwifery programs offer a comprehensive preparation test during the last semester. This exam is administered by the Eastern Consortium of the Comprehensive Midwifery Exam. It is a great way to practice for boards before finishing your program.

3. RECEIVE NOTIFICATION OF ELIGIBILITY

- You will receive a pass to seat for boards from the AMCB – notification of eligibility, approx. 2-3 weeks after your university sends a letter to the AMCB indicating you have successfully completed your midwifery program –(declaration of safe practice).
- You may take advantage of this time to prepare for boards and also start filling out the application form for licensing. You can find it [here](#)

4. SCHEDULE AND TAKE THE EXAM

- Most graduates schedule their boards around one month after graduation so that they have some time to review important concepts.
- It is highly recommended to schedule your exam within the first two months of graduation as it has been proven that the success rate is higher around this time.
- You can schedule your boards by login into your **AMCB account**. The exam is composed of 175 questions in a multiple choice format with a time limit of 4 hours.

5. RECEIVE YOUR NATIONAL CERTIFICATION

- Once you have passed your boards, which you will be notified about at the end of your exam, you will receive your AMCB certification in the mail within the next 8 weeks.
- AMCB will also send the Board of Medical Examiners (BOME) a letter indicating you have been Certified as a CNM/CM. This is a requisite for licensing and you must indicate the name of this entity (BOME) when you are applying for boards

6. APPLY FOR NJ MIDWIFERY LICENSE

- While you wait for your AMCB Certification, submit the paper application form along with the required documentation to the BOME to start the licensing process.
- The application fee is \$125, which should be submitted as a check along with the application and another check for \$135 (license fee)—if feasible. You can find the requirements and form on this [link](#)
- Make sure you order official transcripts from your university and request them to be sent directly to the BOME at the address indicated on the license application form - Midwifery Liaison Committee, P.O. Box 183, Trenton, New Jersey 08625.

7. FINGERPRINTING APPOINTMENT

- You may receive a letter from the BOME within 4 weeks after submission of your application indicating pending requirements such as the license fee (if you have not submitted it), transcripts (if the BOME has not received them), and a form to start the fingerprinting process (if you have never been fingerprinted in NJ before).
- Fill out the form and schedule your appointment online at the closest fingerprinting office after paying a fee of \$63.91. Instructions are provided by the BOME.

8. SUBMIT PENDING REQUIREMENTS

- Mail pending requirements to the BOME and sit tight to receive your NJ midwifery license in the mail! The whole process may take between 8 and 12 weeks depending on pending requirements.
- You can inquire about the status of your application by calling The Midwifery Liaison Committee at (609) 826-7100.

9. OTHER APPLICATIONS

- Once you have your NJ midwifery license, you must apply for a National Provider Identification (NPI) number. If you received prescriptive privileges, you should also apply for an NJ Controlled Dangerous Substance (CDS) number and a Drug Enforcement Administration (DEA) number to be able to prescribe controlled substances. Sometimes the last two applications are completed by your prospective employer.

10. NPI APPLICATION

- The NPI application is online and free of charge. Go to the NPPES **website** and fill out the application following their instructions. The NPI number is generally approved in less than 24 hours. You will need to provide this number to your new employer.

11. NJ CDS REGISTRATION

- If you are a CNM, you must apply for an NJ CDS number (before applying for DEA). Follow this [link](#) to fill out the application form.
- The application process is online, it includes a \$40 fee, and processing usually takes between 4 and 6 weeks.

12. DEA REGISTRATION

- Once you have your CDS number, you can apply for a DEA number by visiting the **DEA website**. The application process is online and you must pay a non-refundable fee of \$732. Approval usually takes between 4 and 6 weeks.
- After obtaining your DEA number, you must report this information to NJ CDS for them to update your profile.



QUESTIONS?

Feel free to reach out via email at njacnm@newjerseymidwife.org