

## ATM Midwifery Training Program

# Enrollment Pathway

This is the usual series of events that take place during the application process.

### Step 1:

The applicant:

1. Reads through all online information. If she has questions, she contacts the Course Coordinator via email or phone.
2. Downloads application and reads packet.
3. Obtains necessary entrance requirements (it is preferred that transcripts be sent with application rather than mailed from the institution.)
4. Types all answers to every question into the application form and saves the form to her computer, per instructions in application packet.
5. Sends reference form requests to 2 – 4 acquaintances.
6. Prints a copy of the financial agreement, “NARM permission to release grades” form, and the signature page of the “Readiness-Commitment Survey”.
7. Signs the above forms.
8. Scans copies of the signed forms.
9. Emails application packet with scanned forms to the email address on the application.
10. Mails the original signed forms with all supporting documents and \$150.00 application fee to the address on the application form.
  - a. If paid via PayPal the applicant must send a copy of her payment receipt.
11. Applicant may work on her entrance essay while the next steps in the process take place.

### Step 2:

Once the school office has received both the emailed and mailed documents:

12. The school emails the applicant to acknowledge receipt of application.
  - a. if there are problems or missing items the applicant will be notified.
13. When the application is complete, including references and mailed transcripts, an email will be sent to the applicant with information and instructions for submission of the essay. This will include:
  - a. A link to a short video on logging into the LMS.
  - b. Notice that she will receive an email with a login ID and temporary password.
  - c. Information on how to upload her essay to the LMS activity.
  - d. Deadline for submission.
  - e. An estimated time when the applicant can expect to know her results.
14. Applicant will be notified when her essay has been assessed.

- a. She will be told if she has been accepted or not accepted into the program.
- b. She will be able to return to the LMS to review the results and feedback regarding her essay.
- c. Instructions and information on the “next steps” will be given.
- d. If accepted, information on paying for her first module.

**Step 3:**

Once the applicant receives notice of acceptance:

15. Tuition for the first module must be paid within 5 days of notice.
16. If tuition is not received within 5 days, the application will be set aside. It will only be re-considered if there are still openings in the class following the deadline. No application will be considered if the tuition payment has not been received by the enrollment deadline.
17. After tuition is received, the school office will process the application and enroll the applicant into the program.
  - a. Enrollment in the program is not fully complete until the new student completes “Orientation”.
  - b. School office will enroll the applicant into the Orientation to the ATMMTP course.
18. The newly enrolled student will be emailed notice that her application has been fully processed and she is ready to begin “Orientation”.
19. When the student completes Orientation, she will notify the school office.
20. Student may begin work on her first module as soon as the module is opened for the new class. This is normally about 4 weeks prior to the official class start date.