

# MS Mother & Birthworker Community

## Application Checklist & Guidance

As you prepare your application to become a part of the MS Mother and Birthworker Community, please review this checklist carefully to make sure you have all the necessary requirements for your application. This will help ensure that you do not have to provide supplementary documentation.

If you have questions as you complete your application, please email the Community Advisory Council at [info@mmbwc.com](mailto:info@mmbwc.com).

### Contact Information

Basic contact information is requested for our records and ability to contact you throughout your time as a part of The Community. You will also be asked to provide any credentials, such as degrees that you may have. This is not required. You will only have to list your degrees, there is no requirement to upload your actual degree certificate.

### Business Information

You will be asked to provide business related information to help potential families research your business as they explore their birthing options. Information that is requested will be:

- Social media handles:** Please provide business only. We do not recommend that you provide your personal social media, unless it is directly connected to your business.
- Website:** This is not required, but if you have a website, please provide the url.
- Phone:** Please provide your business phone number. We do not advise providing your personal phone number unless it is directly connected to your business. We suggest that you obtain a free phone number such as a google number for your business.
- MS Secretary of State information:** You will be asked to upload documentation from the MS Secretary of State's website to show that your business is registered and in good standing. This documentation will not be listed to the public, but it will help us ensure that we are listing established businesses. If you are not registered on the Secretary of State's website, please visit <https://www.sos.ms.gov/Pages/default.aspx> and go to business formation services to form your business. This process is very quick and easy. Please visit our Resources page for additional resources to establish your business.

### Services

You will be asked to provide detailed information about the services you provide.

- Services Provided:** You will be asked to select the services that you provide from a list of several services. If you are a doula, you will need to specify what type of doula services you provide in the text box.
- Years of Service:** You will be required to submit your number of years of service for each of the services you provide. For example, if you are a doula and an IBCLC, you will be asked to provide the number of years of service in both areas. This will give potential clients a better picture of your scope of work.
- Name of company you represent:** If you represent your own business that you have listed in the previous section, please select "Same as above." But, if you represent an organization or company that is not your own, please list their name.
- Fee range:** Please define your fee range for each of the services you provide. You may also list the length of time this fee range covers. You will not be required to add any additional information, as we hope this will be enough information for them to contact you for more information about your services.
- Area of service:** Please list the county/counties in Mississippi that serve as your home base. When asked if you will travel, you may select a mileage radius for which you will travel. If there is a fee for you to travel, you will be asked to provide additional pricing for the mileage.
- Availability:** Please provide your availability to serve families for up to a year on the provided calendar. You will also be asked to provide the number of clients you can take in a one year period and your current client capacity. For example, if you are able to accept 5 clients in a one year period, but you only have 3 slots available, please note that. On a quarterly basis, we will contact you for any updates that you would like to provide.

## Certifications & Training

You will be asked to upload any relevant certifications and training that are relevant to your service as a birth worker.

- Certifications:** You will be required to list the certifications for each service you provide and their renewal dates. You will also be required to upload all certifications for each of the services that you provide. Certifications must be up-to-date and active.
- Training:** Please list any relevant training that you have completed in the past two (2) years. Trainings that are of special interest to us are those that show that you have received skills to work with diverse populations and you have the ability to provide unbiased care to families.

## Bio & Photo

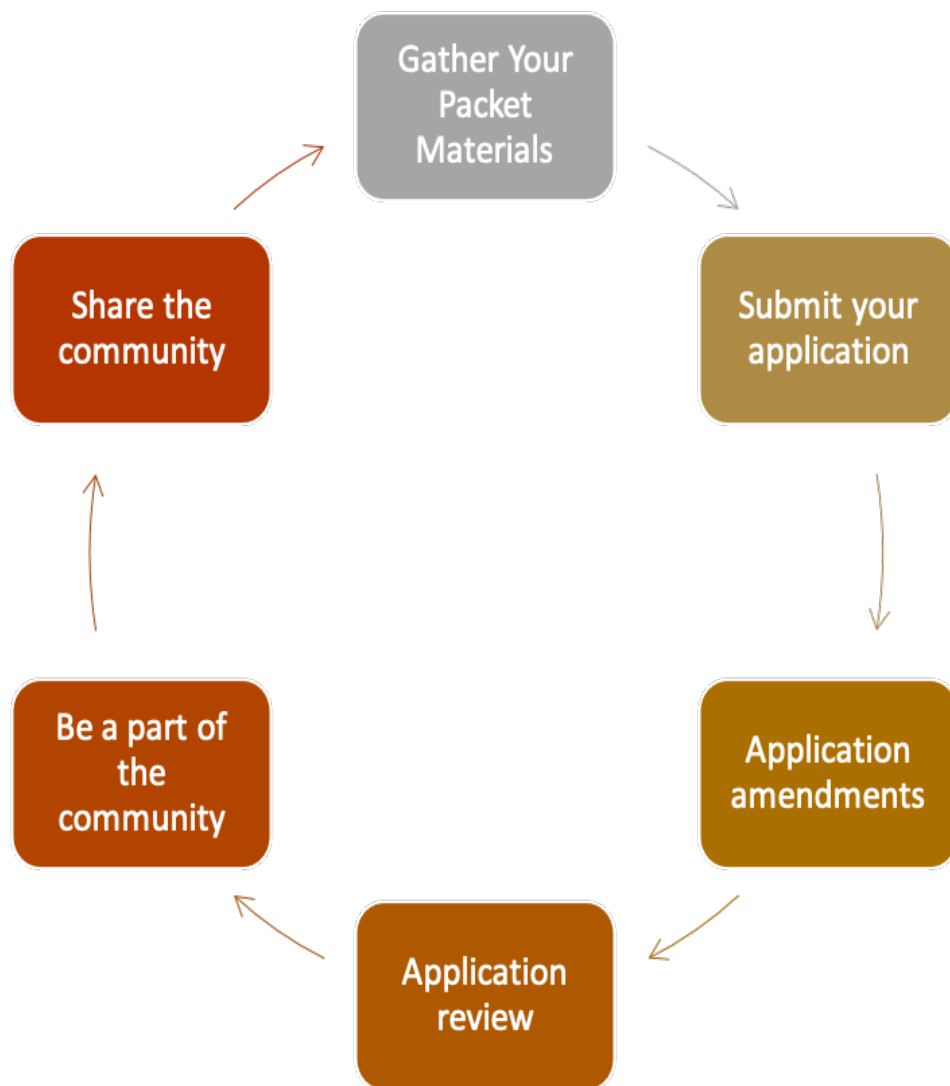
In order for potential clients to get a good feel of who you are, we would like for you to tell who you are in your own words.

- ❑ **Bio:** Please provide a 3-4 sentence bio that tells who you are. We would like for you to provide more about your passion and why you are in this work. This will better complement the other information that will be provided about you on the site.
- ❑ **Photo:** Please upload a professional headshot of yourself. If the photo is not professionally created, we just ask that you provide a good quality photo that is of you only. Please do not upload pictures of you with others.

## Agreement

As a part of this Community, we want to ensure that we are supporting you in servicing the community. We also want to ensure that we are doing our part to address the inequities that are evident in infant and maternal health outcomes. Additionally, we want to support you in your career as a birthworker. Therefore, we will be offering a variety of training opportunities throughout each project year. To remain a part of the Community, you must participate in one Health Equity focused training and one business support training each year. You will receive regular communication about these training sessions.

Please sign to state that you agree to attend at least 2 training sessions per year.



**Gather your information.** Review the [MS Mother and Birthworker Community Application Checklist and Guidance](#) to make sure you have all of your packet requirements.

**Submit your application packet during one of the review cycles.** Applications are accepted and reviewed on a quarterly basis. Review application deadlines for the year [here](#). You may upload your application packet below.

**Application Status.** Within 2 weeks, you will receive information to let you know that your application is complete. If additional documentation is needed you will be provided that information via email and given a 1 week timeframe to submit your final application.

**Application Review.** The Community Advisory Council will meet to review applications and approve all applications.

**Be a part of the community!** Once your application is approved, your information will be live on the website. You will be asked to update your information annually. You will also be added to our mailing list to keep you updated and informed with resources and other information.

**Share the community!** As we build the Community, we would love for you to share the Community with others!