



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
BOARD OF COMPLEMENTARY HEALTH CARE PROVIDERS
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035

Anne L. Head, Esq.
Commissioner

Geraldine L. Betts
Administrator

Instructions on uploading Data Collection and Reporting for a Licensed Midwife

Reference: 32 MRS §12539 Data Collection and Reporting for a Licensed Midwife

Report. Each year by February 1st, a midwife licensed by the board shall report to the board, the following information regarding cases in which the midwife assisted during the previous calendar year when the intended place of birth at the onset of care was an out-of-hospital setting.

Open the document named “Data Collection and Reporting for a Licensed Midwife” This form is located under “Forms”

Save the document on your computer

Complete the form

Visit the Maine Complementary Health Care Providers website

<http://www.maine.gov/pfr/professionallicensing/professions/complementary/index.html>

Under “Features of our online Licensing System” select “Upload Annual Midwives Data Collection Report” and select “Continue”

Enter your license number, including the license prefix and select “Continue”

Enter your password and select “Continue”

Click on “Upload Annual Midwives Data Report”

Select “Upload document(s) now” and select “Continue”

Select “Browse” and obtain the Data Collection and Reporting Form you saved to your computer

Select “Upload File”

Select “Continue”

Review the information on the screen

Complete the “Attest & Agree” section at the bottom of the page and hit “Continue”

Any questions regarding the data collection and reporting, please contact Dominic Cotone at (207) 624-8620 or comphealth.lic@maine.gov