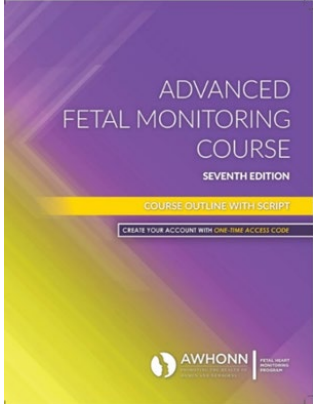




Frequently Asked Questions for FHM Instructors

Town Hall December 4, 2024

I. Review of New Materials

Intermediate Instructor Teaching Materials (full set-print/w digital download) - Each hospital/facility at a single address should purchase its own full set.  Includes the Intermediate Instructor Resource Manual, Presentation, Course Outline with Script, Case Scenario and Short Practice Tracings (included in the slides with script), Test/Rationales, Online Prerequisite Educational Learning, and Participant Pack one for review with participants. Delivered print in a 3-ring binder with digital download for one-time code to download files to workstation. No more USB drives. Case Scenario and Short Practice Tracings will also be included as a spiral-bound book (qty 2). Prerequisite Educational Learning course outline with script will also be included as a separate spiral-book (qty 1) All Instructors must purchase or have access to the full set of Intermediate Instructor Teaching Materials. Instructor Resource (Manual is valid for use by ONE Instructor only and uploading to single user workstation for teaching.) Facilities with multiple Instructors teaching at a single address should purchase additional Intermediate Instructor Resource Manuals (partial - digital version only) for each instructor in your facility. *Permission includes sharing and uploading the Case Scenarios and Short Practice Tracings,	Intermediate Instructor Resource Manual (partial - digital version only) \$110.00 (ISBN - 9798385129294. (Does not include the Case Scenario and Short Practice Tracings, Test/Rationales, Prerequisite Learning, and Participant Pack.) The digital copy is intended as a service to help hospital/healthcare systems with multiple Instructors at their facility and need additional manuals. Delivered as a digital version via web portal. (Case Scenario and Short Practice Tracings, Test/Rationales, Prerequisite Learning, and Participant Pack not included in purchase) Permission: Single-user purchase is valid for use by ONE instructor only and should be secured. The presentation (does not include the Case Scenario and Short Practice Tracings in the slides with script) should not be posted to a public-facing website. *Updates made available via web portal. *Email address for digital item access (codes and instructions will	Advanced Instructor Resource Manual (print/with digital or Digital version)  Delivered in a 3-ring binder with digital download for one-time code to download files to workstation. Or *Digital download only via web portal. (No more USB drives.) Permission: Single-user purchase is valid for use by ONE instructor only. It should be secured. Should not be posted to a public-facing website. *Updates made available via web portal. *Email address for digital-only item access (codes and instructions will be sent to distribute to individuals for personal redemption). Not permitted: This education should not be provided to others
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Online Prerequisite Learning for Instructors to access for providing direction/teaching the AWHONN FHM Intermediate Program at a single address. Cannot be used for any other educational purposes. * Updates made available via web portal *Should be secured. Not permitted: User cannot upload copies of the Instructor Resource (Manual). This education should not be provided to others who are not authorized purchasers or instructors. Users should not make derivative education products from this content. Should not be posted to any external public-facing website, social media, or publicly available platform outside of the purchasing hospital facility. Should not be uploaded to any AI generative or predictive platforms or services. This content should not be posted to EMR platform or other education platforms. *Hospitals that have data security protocols should work with facility IT.	be sent to distribute to individuals for personal redemption). Not permitted: This education should not be provided to others who are not authorized instructors. Users should not make derivative education products from this content. It should not be posted to any external public-facing website, social media, or publicly available platform outside of the purchasing hospital facility. It should not be uploaded to any AI generative or predictive platforms or services. This content should not be posted to EMR platform or other education platforms.	who are not authorized purchasers or instructors. Users should not make derivative education products from this content. It should not be posted to any external public-facing website, social media, or publicly available platform outside of purchasing hospital facility. It should not be uploaded to any AI generative or predictive platforms or services. This content should not be posted to EMR or platform or other education platforms.
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During the Town Hall on December 4, 2024, the following scenarios were provided related to the Intermediate FHM Course Instructor Teaching Materials (full set- print w/digital download). Responses to the questions are posted on the next few pages.

Intermediate Course Instructor Teaching Materials (full set – print/w digital download) - \$520.00 (ISBN- 9798385129188). All Instructors must purchase or have access to the full set of Intermediate FM Instructor Teaching Materials.

Q: What is in the Full set?

A: The Intermediate Course Instructor Teaching Materials (full set – print/w digital download) includes: The Intermediate FM Instructor Resource Manual, Presentation, Course Outline with Script, Case Scenarios and Short Practice Tracings (included in the slides with script), Test/Rationales, Online Prerequisite Educational Learning, and Participant materials (one for review with participants). Materials are valid for use through the CNE/CME course expiration date (1/31/2028).

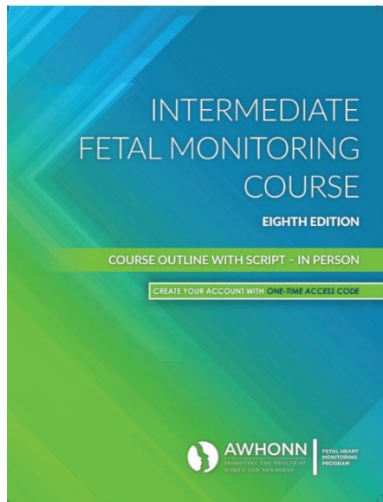
Q: Will an order form from Kendall Hunt be posted?

A: Kendall Hunt/Customer Solutions started preorders for the new editions of the Advanced Course 7th ed, Intermediate Course 8th ed, and Intermediate Instructor Workshop 4th materials on December 6 2024. The materials can be purchased through Kendall Hunt/Customer Solutions. Customer Solutions can be contacted directly by email ordernow@kendallhunt.com or 1-800-338-8290. The hours of operation for Customer Solutions are from 7:30 a.m. to 5:00 p.m. Central Time, Monday through Friday. The 2025 Order



Form is posted in the FHM Online Community and at www.awhonn.org by logging in to the Instructor Page www.awhonn.org > Course Materials.

Q. How do we access the Online Digital Download Materials



A: The purchaser will receive a one-time unique code to create an account. Creating an account will give you access to the downloadable files. The instructions are printed on the inside cover of the Course Outline with Script - In-Person for the Intermediate Course materials.

Each hospital/facility in the system will need to purchase at least one of The Intermediate Course Instructor Teaching Materials (**full set** – print/w digital download) per facility/single address. In this case, consider designating an Administrator/Lead Instructor to complete the online registration process. This individual will be responsible for the full set of materials and coordinating the sharing and uploading to workstations for teaching at your facility according to the **permission terms** noted below in the QA.

Kendall Hunt eContent Access Information

To access your eContent for 9798385129. see instructions below.

KHP Content
Access Code:

KHP Content instructions:

1. Go to the Kendall Hunt content website: <https://www.khpcontent.com>
2. Enter your access code listed above.
3. Complete the registration and follow the on-screen instructions to access your digital download materials.

Note: if you have trouble getting into your Kendall Hunt content [account](#) please contact techsupport@kendallhunt.com

Please note that all electronically delivered material is non-refundable.

After the account is set up, the designated Administrator/Lead Instructor will have access to the online digital downloadable files. The files will be available and valid for use directly from Kendall Hunt's website and/or by uploading to workstations (according to **permission terms***) through the CNE/CME expiration date.

Q: Does each instructor need to buy the full set of materials? We teach as a system and in the past have been able to purchase the course guide without all the extra materials.	A: Facilities with multiple Instructors teaching at a single address should purchase one full-set and designate an Administrator/Lead Instructor. Additional instructors will only need to purchase the Intermediate Instructor resources manual (digital version).
Q: If our facility has more than one Instructor and different computers, will we only be able to download the one-time user code to one user?	A: To clarify, the purpose of the one-time unique access code is for one individual to set up an account with an email/password. This will allow you to download the materials. The downloadable is restricted to a single facility. We recommend designating an Administrator/Lead Instructor at each facility to manage



	the process for the distribution of (and uploading) the materials. The materials must not be accessible to the public and must be restricted for use to your facility only.
Q: When you download it "one time" will it only be available on that one computer? We have multiple instructors also and use various laptops and computers when teaching.	A: If you have multiple Instructors teaching at a single address and you purchased at least one full set of materials for your facility, then, you have permission* to upload items from the full set to multiple computers within your facility (one address). Additional Intermediate Instructor Resource Manuals (digital version) must be purchased if you have multiple Instructors. Each instructor needs their own purchased Instructor Resource Manual.
Q: We have over 20 instructors. We would like to download it in one place for all instructors to access as opposed to downloading it 20 times. The instructors will all buy their own books, so it will not be a copyright infringement.	A: The statement "Instructors will buy their own books," Are you referring to the Intermediate Instructor Resource Manuals (digital version)? If so, then your facility must purchase at least one Intermediate Course Instructor Teaching Materials full set of materials to be able for all instructors at one address to share the downloaded presentation.
Q: Once content is downloaded to the instructor's workstation, can it be saved on a TEAMS or other cloud-based site where it can be accessed from a computer in a conference room remote from the instructor's office?	A: Should you choose to place the downloadable presentation to upload in one central destination within your facility, materials should be restricted/secured to your facility only. Materials should not be posted to a public-facing website. Teams and SharePoint are private by default. We suggest you appoint an Administrator/Lead Instructor to "Manage Access." Only the Instructors from your facility (same address) can be invited to share the uploaded materials through Teams and SharePoint. You cannot "copy links" and/or "Grant Access" or forward to others outside of your facility. You can have a secure computer within your facility to upload the files to one place.
Q: Can we use the one-time code between instructors? If not, can we share the PowerPoint with each other?	A: After the one-time unique code for the full set is used to set up an account that unique code is no longer valid, but you will have access to the Kendall Hunt digital download site. If you appointed a designated Administrator/Lead Instructor who completed the download registration process, please see the individual at your facility to share the full set of materials.
Q: I also would like verification on downloaded materials, we have a lot of hospitals in our system, and it would not be feasible to have only 1 computer only.	A: Each hospital system will need at least one full set of Intermediate Instructor Teaching materials per facility at a single address to share the uploaded materials within each hospital/facility (same address).



Q: Once downloaded, can we save it on thumb drives? We have several teachers who teach in several locations at our site or within our health system.

Same question - many hospitals no longer allow the use of a USB drive to access content, and if we teach the class in various locations at our site or within our health system, it sounds like we will not have a way to access the downloaded content at those different locations.

So, does this mean the same instructor can save/download to more than one location (i.e., cloud and thumb drive)? The reason there are so many questions about this is that most of us teach at various locations/in various rooms within the same hospital and must be able to access the content from all those locations.

A: Just to clarify, you **cannot** upload the materials on thumb drives and distribute the thumb drives throughout the healthcare system. Each facility must purchase one full set of materials at their site.

If you are employed in a Healthcare System and travel to separate locations to teach, we recommend you see the designating Administrator/Lead Instructor who has access to the downloadable materials for guidance on how to access the materials at each site.

If the facility that you are employed in purchased the full set of materials, and you teach classes in varying rooms within your facility, we recommend you see the designated Administrator/Lead Instructor who completed setting up the account and who is the owner of the account to upload the materials.

Materials **cannot** be open to the public and must be secured and restricted to your facility.

Q: Can thumb drives be offered as an option? For a fee?

A: No more USB thumb drives. The online digital downloadable replaces the USB thumb drive.

Q: Can we download it to our OneDrive?

A: Yes. Typically, OneDrive is private and represents your personal drive, you can download the materials to your OneDrive. However, you cannot "copy links", "Share Link", and/or "Grant Access" to others.

Q: If I get a new computer, I will have to purchase the download of the instructor material again?

A: No. You will not need to purchase the materials again within the same edition. Once purchased you have access to the materials on the Kendall Hunt site to download the materials on your new computer through the CNE/CME course expiration date.

Note: Instructors teaching independently in an entrepreneur capacity and purchasing the Intermediate Course Instructor Teaching Materials (full set- print w/digital download) with their own funds **will not** need to purchase the additional Intermediate Instructor Resource Manuals (partial - digital version only).

Q: Which items on the order form does the Instructor Trainer need to purchase for the Intermediate Instructor Workshop and for how much?

A: We have approximately 93 Instructor Trainers. AWHONN will provide Instructor Trainers with their teaching materials. Therefore, it is not listed on the order form since Kendall Hunt will not be the distributor of the IT teaching materials. The Instructor Trainer materials are complimentary and AWHONN FHM Team will provide Instructor Trainer access through www.awhonn.org FHM Instructor Page once they are available.



II. Student Course Access Portal

Q: Can you slow down/speed up narration (like an audiobook)?

A: Yes, it is available to speed up and slow down the narration.

Q: Did I hear that the course will close 48 hours before class and not the current 24 hours? 24 hours before the course started was a major problem with the last version. Why did you make the due date for the prerequisites 48 hours? This is going to be a huge problem for our staff who need this class. We must pull staff from the schedule for teaching the class and if they don't get the prerequisites done on time now, we will have to rework their entire schedule at the last minute. This causes huge problems for hospitals with a nursing union who have scheduling restrictions subject to our contract.

A: Completing the prerequisite 48 hours before the course date is a continuation of the current process. The 48 hours in advance gives the instructor the ability to verify that participants completed the prerequisite learning before admitting them into the in-person course. If the prerequisite is not complete before the course, the instructor must notify the participant of the next steps since they cannot attend the in-person course.

It also provides instructors time to prepare their in-person course should participants submit any questions or topics they need answered and ensures a smooth transition between the in-person course and the test/evaluations to obtain their nursing contact hours/CME certificate.

NEW FEATURE: Although the course is available 30 days before the course date and ends 48 hours before the course, we are aware participants do not always complete the prerequisite in the time allocated. Therefore, we will give the instructor(s) registered to teach the course the ability to **extend the prerequisite deadline** at their discretion. Course participants and Instructors will no longer need to contact fhm@awhonn.org to make this request. This change is based on feedback AWHONN received. Instead, the course participant should contact the instructor.

A blue extend button (see below) will appear the day before the course date in the Course Instructor Access Portal/Course Roster. This will extend the deadline to 11:59 PM Pacific Time. However, AWHONN believes it is best practice that the online prerequisite learning must be completed 48 hours before the course date.

Extend Prerequisite Deadline

Q: At the last Town Hall I believe you discussed instructors having access to the online portal to move participants to different classes. Is this an option?

A: **Yes. Prerequisite Education** – Instructors moving participants are restricted only to the Intermediate Course and Intermediate Instructor Workshop prerequisite portion and it is intended to be used for those who were unable to attend the in-person course and have started the prerequisite assignment. For a participant to be moved, the new course must currently be available for prerequisite completion (beginning 30 days before the course date) and must also be the same course edition. Please note participants must provide their Participant Materials ID to the instructor for the instructor to move the participant.



In-person Course/No Show - We encourage participants to complete the in-person course at the time the course is held. If the participant did not attend the in-person course, they have six months from the original course date to be moved to another course. If it is past six months, the prerequisite will be reset after they are moved. Participants can use the same Participants Materials ID. The course edition must be the same.

Course Cancellation: If your facility or Instructor cancels the course, the participant can move to a different upcoming course. However, if the course was canceled and rescheduled with the same Course ID, then the Course Administrator would update the new course date on the AWHONN Registration page. Participants will be automatically moved to the rescheduled course. The course edition must be the same.

III. Clinical Content –

Q: When will the new flyers be posted?

A: We anticipate the new flyers to be posted at www.awhonn.org Instructor Page > Instructor Requirements > by the first week in February.

Q: Is there any way to print the slides from the town hall on the AWHONN website?

A: The slide presentations from the Town Halls are posted at www.awhonn.org > Instructor Page > FHM News > 2025 Course Revisions. The slide presentations can be printed. The video recordings are under Webinar Recordings > 2025 Course Revisions Town Hall> December 4, 2024, Video.

Q: Is the fetal monitoring principles & practices book also being updated or can we continue using our current copies?

A: We are currently still using the Fetal Heart Monitoring Principals and Practices (FHMPP), 6th edition for the 2025 FHM revision. The FHMPP book is currently being revised and is due to be published in November 2026. We will notify the FHM instructors on the FHM Instructor website.

Q: Has this new version been reviewed/edited more thoroughly than the last few versions?

A: We engaged many new contributors and reviews for this revision. There were also 17 pilot courses taught all over the USA. We think you will really like the updates.

Q: Is the test part of the requirements for AFM or is it still optional?

A: The AFM Test will be mandatory. Participants have three attempts to complete the online test after the course. If the participant does not get greater than or equal to 80% on the test, NO nursing contact hours/CME activity will be provided. Participants must retake the entire course using a different course number and the participant must purchase new Participant Materials from Kendall Hunt.

Q: Can we still teach Advanced virtually?

A: Yes, Instructors have the option to teach the Advanced Course virtually and there is a maximum of 24 participants per AFM course, whether it is held in-person or virtually.

Q: Can the Instructor Workshop be done virtually, like the OPS Instructor Course.?

A: No. The Intermediate Instructor Workshop will remain an in-person course with an online prerequisite before attending the workshop.



Q: Will there be a price reduction for simply a code (not full-price course materials) when an employee needs to take FM again within the SAME version once their two years expire?

A: No. We do not offer a unique participant code at a reduced cost. Each time participants take the AWHONN FHM instructor-led courses they are required to pay the full price. The price for the participant materials includes AWHONN's registration fee to attend a course (which includes the code), participant materials, and nursing contact hours/CME.

Q: Since NCC certification is required, can AWHONN approach NCC to offer credit toward our CE requirements (for that NCC certification) since we are teaching these courses regularly?

A: AWHONN does not determine which courses can be used for NCC certification. The instructor should contact NCCwebsite.org to inquire about which courses the instructor can use for certification.

Q: How often does one have to certify for C-EFM? Is it one and done or does it expire?

A: Certifications for Electronic Fetal Monitoring are done by the National Certification Corporation at www.NCCwebsite.org. Here is a [link to the C-EFM exam catalog](#). If you become certified in EFM, you need to renew the certification every 3 years with a minimum of 15 hours of fetal monitoring education. Both the AWHONN Intermediate Fetal Monitoring course and the Advanced Fetal Monitoring course are approved as Fetal Monitoring nursing contact hour and CME courses for C-EFM renewal. There are other AWHONN educational webinars and courses that are also approved as Fetal Monitoring continuing education courses, and they are listed in the description of the courses and webinars.

Q: We just added some dates for IFM and AFM in Feb, is there a way that we are not able to add those classes when scheduling on the AWHONN website to avoid confusion with not being able to get books?

A: When scheduling a course at the AWHONN Registration, you can choose the "private" instead of the "public" option. Thus selecting "private" will hide the course from the "public." Once the materials are available, you will return to the site and update the registration to "public."

Transition Current Courses-Reminder

The continuing education credits (nursing contact hours/CME) will expire on 01/31/2025 for the current Instructor-led courses, which means that the current courses using existing materials may no longer be taught after 01/31/2025. Also, the materials will be marked out of print and no longer for sale after 01/31/2025. *All current course materials must be used before the end of 01/31/2025.* The nursing contact hours/CME contact hours earned for courses held through the end of 01/31/2025 may still be applied to certification maintenance or employer continuing education requirements – please check with the certifier or employer for any questions on nursing contact hours/CME requirements.

Planning 2025 Courses

The AWHONN FHM Team highly recommends that courses using the new materials in 2025 not be scheduled until March, at the earliest, to allow instructors to review the new format, content, and materials before teaching the new courses. Participants attending the Instructor Workshop or the Intermediate Course will have online learning prerequisites available 30 days before the scheduled course. Scheduling a course in March will provide ample time for course participants to access the online learning prerequisites, which must be completed before attending the in-person course.

Please note that registration for the upcoming [Town Hall on January 14, 2025, at 4:00 PM ET](#) are limited. The events will be recorded and made available for all to review as needed. We look forward to your participation.