

# Fair Registration Practices Report

## Midwives (2009)

The answers that you submitted to OFC can be seen below.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions Act (FARPA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

### Provision of Information About Registration Practices (1 / 13)

**Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:**

#### a) steps to initiate the registration process

Applicants to the College of Midwives of Ontario (CMO) are either graduates of the Midwifery Education Program, the International Midwifery Pre-registration Program, or registrants from another province of Canada.

To initiate the registration process the College of Midwives of Ontario

1) provides applicants with an application package containing the following documents:

- Registration Application form
- Registration Application Guidelines
- Check list of required documents
- College Steps in the Registration Process
- Finding Answers to your Questions
- Supervision Information

2) makes an annual presentation in-person to the graduating classes of the Midwifery Education Program and the International Midwifery Pre-registration Program. This comprehensive presentation uses PowerPoint slides with accompanying hard-copy print outs. CMO staff respond to questions from the students. All graduating students receive a CMO application package. Additionally, the College collects e-mail addresses from students of the graduating classes in order to communicate prior to registration if needed.

Application requirements and forms are available for download on the CMO website under “Becoming Registered” with information for internationally trained midwives and applicants from other Canadian jurisdictions clearly identified. Forms and documents can be provided by mail, e-mail, or in person.

The application package and information on the website are reviewed annually by CMO staff to ensure that all information is current and that requirements are clear. In 2009, the CMO reviewed its website with a communications consultant to ensure that the information presented is clear, accessible, and comprehensive.

In addition to information provided by the CMO, the International Midwifery Pre-Registration Program provides access to registration information for internationally trained midwives through the following:

- Advertising in focused community resources such as
  - Caribbean, Indian, Asian, Somali, and Chinese newspapers
  - Metro, Toronto Star and Globe and Mail newspapers.
- Holding public information forums at organizations such as Skills for Change, the Maytree Foundation, and community fairs for new immigrants
- Advertising annually in the British Journal of Midwifery
  - Early experience demonstrated that midwives who are still engaged in their professional track turn to professional journals rather than community newspapers. These advertisements reach more potential applicants as well as applicants who are more likely to be eligible for admission.
  - Ads are placed in January or February, which allows interested individuals to complete an application for the September deadline.
  - Approximately one-quarter of international applicants come through England. This is a particularly common route of entry for Caribbean- and African-trained midwives.
  - Advertising in this journal targets those who are already in the process of immigration and helps to prevent loss of time by allowing interested individuals to understand registration requirements and to begin the application process.
  
- Maintaining a presence on the Ryerson University website, which provides a direct link to program staff, who respond personally to every enquiry
- Conducting face-to-face interviews upon request
- Holding an annual orientation to midwifery weekend during the third week of March. One third of those who attend the orientation are not yet residents of Ontario or Canada

The International Midwifery Pre-Registration Program does not actively recruit from non-Western countries as there is an acknowledged health-care crisis in many of these countries. To recruit professionals from these areas has been deemed unethical.

## b) requirements for registration

The requirements for registration are presented to potential applicants

- 1) in person at the presentation to the graduating classes of the Midwifery Education Program and the International Midwifery Pre-registration Program;
- 2) online under “Becoming Registered” on the CMO website;

This section of the CMO website outlines the requirements for registration in an easy-to-understand format. Details of how to access the midwifery profession in Ontario are broken down into sections of information that can be found easily using the left navigation menu. These sections include eligibility for registration, classes of registration, registration process, labour market information, fees, and how to find more information.

This information is also available on the Ontario Ministry of Citizenship and Immigration website.

The Government of Canada “Working in Canada” tool has links to the CMO website.

- 3) in print as part of the CMO’s Registrant’s Binder;

The International Midwifery Pre-registration Program purchases CMO subscriptions for all new students. Students in the Midwifery Education Program are encouraged to subscribe to the CMO. Subscriptions include a copy of the Registrant’s Binder, college newsletters, and professional care bulletins. The

Registrant's Binder contains all regulations, standards and policies that govern the profession of midwifery in Ontario including the registration regulations, contact information, and fees.

All of the policies, guidelines, standards and statements that are included in the Registrant's Binder are accessible online on the CMO website. Regular email updates are available to anyone upon request.

- 4) in the Registration Application Guidelines included in the application package; and
- 5) in a document checklist included in the application package.

CMO staff review the requirements for registration annually to ensure that all information is current, accurate, and easy to understand.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

Explanation of how the requirements for registration as a midwife in Ontario are to be met is given

- 1) in person at the presentation to the graduating classes of the Midwifery Education Program and the International Midwifery Pre-registration Program;
- 2) online on the CMO website under "Becoming Registered>Access to the Midwifery Profession in Ontario>Eligibility for Registration as a Midwife in Ontario"; and
- 3) in print as part of the CMO's Registrant's Binder.

Midwives trained outside Canada are referred to the International Midwifery Pre-registration Program operated by a consortium made up of the following organizations:

- Ryerson University's G. Raymond Chang School of Continuing Education
- College of Midwives of Ontario
- Ontario Midwifery Education Program

Contact information for the International Midwifery Pre-registration Program is provided on the CMO website. The International Midwifery Pre-registration Program provides information about registration requirements to potential applicants.

Applicants from other Canadian jurisdictions where midwifery is regulated are directed on the website to contact the CMO for information about labour mobility and registration. Explanations may be given by phone, email, in-person, and regular mail correspondence.

The Ontario Midwifery Education Program leads to the degree Bachelor of Health Sciences (B.H.Sc.) in Midwifery. Midwifery education programs are currently offered at McMaster University in Hamilton, Ryerson University in Toronto, and Laurentian University in Sudbury.

CMO staff review annually the explanation of how the requirements for registration are to be met, ensuring that all information is current, accurate, and easy to understand.

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

Information about education and practical experience required for registration is explained

- 1) in person by program faculty at the orientation to the Midwifery Education Program and the International Midwifery Pre-registration Program;
- 2) in person by CMO staff at the presentation to graduating classes; and
- 3) online on the CMO website under “Becoming Registered>Access to the Midwifery Profession in Ontario”.

International Midwifery Pre-registration Program graduates are registered as Supervised Midwives for one year while completing an individualized supervision plan. The College prepares an individual supervision plan for the applicant. This plan addresses both clinical number deficiencies and any gaps in clinical skills identified by the program. The successful completion of the supervision plan satisfies the same clinical entry requirements as midwives educated in Ontario. This information is accessible on the CMO website under “Becoming Registered>Access to the Midwifery Profession in Ontario>Classes of Registration”.

Several required practical experiences are provided through the Midwifery Education Program and the International Midwifery Pre-registration Program—for example, a clinical clerkship, certification in neonatal resuscitation, and certification in emergency skills. Information about these requirements is provided to potential registrants at the orientation to those programs.

CMO staff review the presentation materials and website information annually, ensuring that all information is current, accurate, and easy to understand.

#### e) requirements that may be satisfied through acceptable alternatives

Eligibility for registration as a midwife in Ontario is clearly explained

- 1) in person at the presentation to the graduating classes of the Midwifery Education Program and the International Midwifery Pre-registration Program;
- 2) online on the CMO website under “Becoming Registered>Access to the Midwifery Profession in Ontario>Eligibility for Registration as a Midwife in Ontario”; and
- 3) in print as part of the CMO’s Registrant’s Binder.

An applicant who wishes to apply using alternative requirements must contact the CMO and will find contact information in the application package and on the CMO website under “Becoming Registered>For More Information”.

CMO staff review the presentation materials and website information annually, ensuring that all information is current, accurate, and easy to understand.

The International Midwifery Pre-registration Program, as part of its initial information session and on an on-going basis, provides information about acceptable alternatives wherever possible. For example, a required jurisprudence course (offered through the International Midwifery Pre-registration Program as the Canadian Health Care System Course) can be replaced with a university-level system course from any North American university or a three-hour challenge exam (for which the International Midwifery Pre-registration Program provides preparation materials).

#### f) the steps in the assessment process

The registration application process and the steps involved for all applicants are clearly outlined

- 1) in person at the presentation to the graduating classes of the Midwifery Education Program and the International Midwifery Pre-registration Program;
- 2) online on the CMO website under “Becoming Registered>Registration Application Process”; and
- 3) in print as part of the CMO’s Registrant’s Binder.

CMO staff review the presentation materials and website information annually, ensuring that all information is current, accurate, and easy to understand.

The International Midwifery Pre-registration Program provides a step-by-step presentation of their assessment process in print and on its website.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

The CMO provides current and accurate information about required documentation in the registration application guideline that is available

- 1) online on the CMO website under “Becoming Registered>Registration Application Documents”; and
- 2) in print as part of the CMO’s Registrant’s Binder.

Along with documents required by all applicants, internationally trained applicants must submit

- a copy of the International Midwifery Pre-registration Program final report and clerkship requirement form; and
- proof of a passing grade in the Ontario Midwifery Language Proficiency Test.

For admission into the International Midwifery Pre-registration Program, an internationally trained midwife must submit

- proof of graduation from a midwifery education program (if available);
- confirmation of employment as a midwife; and
- a curriculum vitae or resume.

Interested individuals are informed of these requirements as part of the application process to the International Midwifery Pre-registration Program as well as in any orientation to the program that they attend.

h) acceptable alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

There are no alternatives to the documentation requirements for registration with the CMO. An applicant who has questions about documentation requirements may contact the CMO. Contact information is clearly outlined in the application package and on the CMO website under “Becoming Registered>Registration Application Documents>Finding Answers to Your Questions”.

Internationally trained midwives who cannot obtain the required documentation for reasons beyond their control are referred to the International Midwifery Pre-registration Program.

The CMO and the International Midwifery Pre-registration Program are sensitive to stresses on immigrants, particularly those who are political refugees, and those who come from countries where there is unrest or natural disaster. Staff from the International Midwifery Pre-registration Program meet with all applicants; any individuals who come from these types of circumstances discuss alternative documentation (e.g., an affidavit from a supervisor or colleague) at this meeting. In instances where no documentation is available, the International Midwifery Pre-registration Program liaises with the CMO to determine if other competency assessments can be used.

Please note that no one has ever been refused the opportunity to complete the Objective Structured Clinical Examination step of the application process because they were unable to provide documentation.

#### i) how applicants can contact your organization

Applicants may contact the CMO by

- Phone
- Email
- Mail
- In person
- Fax

Contact information, including an email link, appears on both the “Home” page and the “Contact Us” page of the CMO website. A link to the “Contact Us” is accessible at the top of every page of the CMO website.

As well, contact information for the CMO may be found on the websites of the following organizations:

- Ministry of Health and Long-Term Care
- HealthForceOntario
- Association of Ontario Midwives
- Midwifery educational institutions (McMaster University, Laurentian University, Ryerson University)
- Canadian Midwifery Regulators Consortium
- Service Canada
- Citizenship and Immigration Canada

The International Midwifery Pre-registration Program communicates its willingness to meet with any interested potential applicant. As many as 200 individuals per year are taking advantage of the benefits of an in-person meeting.

#### j) how, why and how often your organization initiates communication with applicants about their applications

How, why and how often the CMO initiates communication with applicants about their applications is clearly outlined in the document “College Steps in the Registration Process.” This document is provided:

- 1) online on the CMO website under “Becoming Registered>Registration Application Documents> College Steps in the Registration Process”; and
- 2) in print as part of the CMO’s application package.

The CMO

- 1) confirms receipt of an application in writing within seven days of receiving it;
- 2) informs the applicant in writing within 14 days if the application is incomplete, or if the application is being referred to a Registration Committee panel;
- 3) advises applicant within 14 days if application is complete;
- 4) advises the applicant of registration by phone immediately and in writing by fax within 24 hours; and
- 5) issues a certificate of registration by mail.

#### k) the process for dealing with documents provided in languages other than English or French

Applicants with documents in languages other than English or French are referred to the International

Midwifery Pre-registration Program on the CMO website under “Becoming Registered>Internationally Trained Midwives”.

The program administrator of the International Midwifery Pre-registration Program outlines the process for dealing with documents in languages other than English or French at first contact with an applicant whose documents are provided in a language other than English or French. The International Midwifery Pre-registration Program assesses documents provided by applicants and accepts translation by the applicant.

The International Midwifery Pre-registration Program website explains that documents must be verified by the World Education Services Foreign Academic Credential Evaluation.

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

The CMO provides information about the International Midwifery Pre-registration Program and its role as a third-party assessment agency on the CMO website and in person to foreign-trained individuals inquiring about registration in Ontario.

It is a registration requirement of the CMO that applicants to be members of the Association of Ontario Midwives. Contact information for the Association is included in a contact list provided during the CMO presentations to the Midwifery Education Program and International Midwifery Pre-registration Program and is available on the CMO website.

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

Information about timelines is outlined in the registration application package, in the Registrant’s Binder, on the CMO website, and in person at the presentations to graduating classes.

n) the amount of time that the registration process usually takes

Information about the timing of the registration process is outlined in the registration application package, on the CMO website, and in person at the presentations to graduating classes.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

Information about all fees associated with registration is outlined in the registration application package, in person at the presentations to graduating classes, and online on the CMO website under “Becoming Registered>College Fees”.

The Ryerson University website provides information on fees for course enrolment in the Midwifery Education Program and the International Midwifery Pre-registration Program.

p) accommodation of applicants with special needs, such as visual impairment

CMO staff would meet with any individual who had special needs that require accommodation. Contact information is outlined in the application package and on the CMO website under "Becoming Registered>Registration Application Documents>Finding Answers to Your Questions".

Accommodation will be offered to the extent that it does not conflict with the requirement of practice.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The CMO reviewed its website with a communications consultant to ensure that the information presented is clear, accessible, and comprehensive. The "Becoming Registered" pages of the website have been updated and are easier to navigate.

All of the policies, guidelines, standards and statements that are included in the Registrant's Binder are now accessible online on the CMO website. Regular email updates are available to anyone upon request.

Applicant is advised of a complete application within 14 days instead of the previous 21 days.

Applicant is advised of a referral of the application to a Registration Committee panel within 14 days instead of the previous 21 days.

[BACK TO INDEX](#)

### **Amount of Fees (2 / 13)**

Are any of the fees different for internationally trained applicants? If yes, please explain.

There are no differences in registration fees for internationally trained applicants.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes in fees for internationally trained applicants.

[BACK TO INDEX](#)

### **Provision of Timely Decisions, Responses and Reasons (3 / 13)**

a) What are your timelines for making registration decisions?

The CMO has a straightforward administrative flow. Once a completed application has been received, it is processed within two to four weeks.

Midwifery is a managed program that relies on funding from the Ministry of Health and Long-Term Care. The Association of Midwives relies on funding and cannot provide liability insurance until funding is available. Midwifery practices must also wait for funding announcements to determine if they are able to hire new midwives. For these reasons, many midwives newly graduated from the Midwifery Education Program and International Midwifery Pre-registration Program wait to register until they know that they have a position with a practice. To facilitate the processing of applications, the CMO accepts completed application packages and, if directed, waits until funding is announced before finalizing the processing of the application.

The CMO

- 1) confirms receipt of an application in writing within seven days of receiving it;
- 2) informs the applicant in writing within 14 days if the application is incomplete—for example, if any fees or documentation are missing;
- 3) advises the applicant within 14 days if the application is being referred to a Registration Committee panel;
- 4) advises the applicant within 14 days if the application is complete;
- 5) advises the applicant of registration by phone immediately and in writing by fax within 24 hours; and
- 6) issues a certificate of registration by mail.

b) What are your timelines for responding to applicants in writing?

The CMO responds to applicants in writing within

- seven days to confirm receipt of application;
- 14 days to notify of referral to a registration panel (if necessary);
- 14 days to confirm a complete or incomplete application; and
- Two to four weeks to confirm registration.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions?

If there are any questions regarding an applicant's qualifications to practice, a registration panel is formed, made up of members of the Registration Committee. In accordance with the Regulated Health Professions Act, the CMO notifies the applicant if the application has been referred to a Registration Committee panel. The panel convenes 30 days later, allowing the applicant time to make a submission should they wish. Once the panel meets and reviews the application, it renders a decision within 30 days.

d) Explain how your organization ensures that it adheres to these timelines.

The staff and Registration Committee of the CMO conduct an internal administrative review annually to ensure that all timelines are met.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The CMO informs applicants in writing within 14 days instead of 21 days if the application is incomplete.

The CMO responds to applicants in writing within 14 days instead of 21 days to confirm a completed application.

[BACK TO INDEX](#)

### Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

An applicant must submit a written request to receive a copy of their registration records.

b) Explain why access to applicants' own records would be limited or refused.

Access to an applicant's own records would not be limited or refused.

c) State how and when you give applicants estimates of the fees for making records available.

There are no fees for making records available.

d) List the fees for making records available.

There are no fees for making records available.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

There are no fees for making records available.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes in CMO access to records.

[BACK TO INDEX](#)

### Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

The following resources are available to applicants:

1) In-person presentation by the CMO given to graduating classes of the Midwifery Education Program and International Midwifery Pre-registration Program

2) Application package containing the following:

- Application form
- Application guidelines
- Checklist for required documentation
- Registration process flow chart
- Contact list

3) Registrant's binder, which is available to all CMO subscribers and accessible to anyone online. (The Registrant's Binder contains all regulations, standards and policies that govern the profession of midwifery in Ontario. All of the documents in the Registrant's Binder can be downloaded through the CMO website. Individuals are encouraged to become email subscribers so that they may receive notification of updates to the binder and general communication from the College about standards and regulations.)

4) Websites of educational programs: McMaster University, Laurentian University, and Ryerson University

5) Annual orientation sessions presented by educational programs

6) Annual "orientation to midwifery" weekend

7) Website of the Canadian Midwifery Regulators Consortium and National Assessment Strategy

b) Describe how your organization provides information to applicants about these resources.

Because the midwifery education program in Ontario has only three Midwifery Education Program sites and one International Midwifery Pre-registration Program site, the CMO is able to provide the above resources and information about the resources in-person.

At the annual presentation to the graduating classes of the Midwifery Education Program and the International Midwifery Pre-registration Program, an application package with the following resources is distributed:

- Application form
- Application guidelines
- Checklist for required documentation

- Registration process flow chart
- Contact list

For general registrants from other provinces of Canada and for any potential applicant, all information about the registration process is accessible online from the CMO website. The website also provides links to the Canadian Midwifery Regulators Consortium and National Assessment Strategy website.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

All of the policies, guidelines, standards and statements that are included in the Registrant's Binder are now accessible online on the CMO website. Regular email updates are available to anyone upon request.

[BACK TO INDEX](#)

### Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

If there are any questions regarding an applicant's qualifications to practice, a registration panel is formed made up of members of the Registration Committee. In accordance with the Regulated Health Professions Act, 1991, 18(1), the CMO notifies the applicant if the application has been referred to a Registration Committee panel. The panel convenes 30 days later allowing the applicant time to make a submission should they wish. Once the panel meets and reviews the application, it renders a decision within 30 days.

Registration decisions can be appealed to the Health Professions Appeal and Review Board, which is an independent agency of the Government of Ontario and is regulated by the *Regulated Health Professions Act, 1991*.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

No internal reviews exceeded College timelines.

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

No internal reviews exceeded College timelines for internationally trained applicants.

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

In accordance with the Regulated Health Professions Act, 1991, 18(1), the CMO notifies the applicant if their application has been referred to a Registration Committee panel. The panel convenes 30 days later, allowing the applicant time to make a submission should they wish.

c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.

For internal reviews, the CMO informs applicants in writing about the reasons for the review and explains the process. Applicants are informed that they may make a written submission to the Registration Committee panel and are given 30 days to submit additional information.

For external reviews, the CMO refers applicants to the Health Professions Appeal and Review Board. Contact information for the Health Professions Appeal and Review Board is provided to the applicant in writing and is also available on the College website.

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

The Registrar refers internal reviews of registration decisions to the Registration Committee. The Registration Committee convenes a registration panel to make registration decisions. A registration panel is composed of three members of the Registration Committee: two professional members and one public member.

Accurate minutes are maintained for every panel review. If a subsequent panel review is required, panel members not involved in the first decision are appointed.

The CMO does not conduct appeals of registration decisions.

Registration decisions can be appealed to the Health Professions Appeal and Review Board, which is an independent agency of the Government of Ontario and is regulated by the *Regulated Health Professions Act, 1991*.

e) Describe your internal review or appeal process.

The CMO's registration appeal process was developed in accordance with, and to meet the requirements of, the Regulated Health Professions Act, 1991. A proposal by the Registrar to refuse to issue a registration to an applicant must be referred to a panel of the Registration Committee.

The Registration Committee is composed of three professional members and three public members.

If the Registration Committee directs the Registrar to refuse to issue a registration, or to impose terms, limitations, or conditions on a registration, the applicant can appeal to the Health Professions Appeal and Review Board. Registration decisions are issued in writing to the applicant and include reasons for the decision. Applicants can access all the information concerning the decision with respect to their case.

Information about appeals of decisions is available on the CMO website.

f ) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

The Registration Committee has six members: three professional members and three public members.

Registration decisions are referred to a registration panel. A registration panel is composed of three members of the Registration Committee: two members of the profession in Ontario and one public member of the CMO Council. Of the two professional members, one is an internationally trained midwife.

The chair of the Registration Committee and Registration panels is an internationally trained midwife.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes to CMO Internal Review or Appeal Processes.

[BACK TO INDEX](#)

### **Information on Appeal Rights (7 / 13)**

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

Applicants are informed of the appeal process and given contact information for the Health Professions Appeal and Review Board as part of the written communication regarding the Registration Panel decision. Contact information for the Health Professions Appeal and Review Board is also available on the CMO website.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes to CMO procedures of informing applicants about appeal rights.

[BACK TO INDEX](#)

## Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

The criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements of the CMO are

1) successful completion of a 4-year baccalaureate degree in the Ontario Midwifery Educational Program or International Midwifery Pre-registration Program; or an equivalent program as approved by the CMO; or be a general registrant in good standing in another province of Canada;

2) attendance of at least 60 births of which: 40 shall be as a primary midwife, 30 shall be attended as part of the care provided to a woman in accordance with the principles of continuity of care, 10 shall have been in hospital, and 10 shall have been in a residence or remote clinic or remote birth centre, of which 5 will have been as a primary midwife. The clinical requirements may be satisfied through participation in a midwifery education program or a CMO-approved supervised practice; and

3) certification in cardiopulmonary resuscitation (CPR), emergency skills (ES), and the neonatal resuscitation program (NRP). CPR and ES certification must be within the previous 24 months; NRP certification must be within the previous 12 months.

The Midwifery Education Program enables its students to attend 60 births within the program. Internationally trained midwives are credited with 20 births, in recognition of their previous work experience, and must attend 40 births in the International Midwifery Pre-registration Program. If an applicant has not attended enough births, the application is referred to a panel.

Internationally trained midwives must complete the International Midwifery Pre-registration Program at Ryerson University.

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

The International Midwifery Pre-registration Program uses World Education Services to determine whether a program completed outside Canada satisfies the requirements for entry to the bridging program. Note however, that assessment is based on the internationally trained midwife's competencies, not on the program completed. Approximately 10% of the programs seen by the International Midwifery Pre-registration Program would be acceptable if evaluated in isolation of competency.

The International Midwifery Pre-registration Program tests competencies using an Objective Simulated Clinical Examination.

c) Explain how work experience in the profession is assessed.

The International Midwifery Pre-registration Program assesses work experience using

- self-assessment by the individual applicant;
- references from previous supervisors or colleagues, if available; and
- affidavits if the individual's circumstances dictate (e.g., in the case of a political refugee).

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

The International Midwifery Pre-registration Program uses World Education Services and reviews and verifies information through direct follow-up with the educational institution if needed and where it is possible to do so.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

Because of the commitment to diversity and the belief that competency-based assessments are the fairest and most effective, the CMO supports the International Midwifery Pre-registration Program in not rendering decisions based on previous assessments of jurisdictions or institutions.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

The status of an institution in its home country does not affect recognition of an applicant's credentials. The International Midwifery Pre-registration Program is charged with finding out as much as possible about an institution as part of the assessment but not with relying on the institution's status.

This practice is based on the fact that standards for educational programs at institutions in other countries may change depending on political and cultural circumstances.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

CMO staff would meet with any individual who had special needs that require accommodation. Note, however, that the requirements of practice dictate the degree of accommodation that could be offered.

Contact information is outlined in the application package and on the CMO website under "Becoming Registered>Registration Application Documents>Finding Answers to Your Questions".

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

The average length of time required to complete the entire registration process, from initial application to registration, is 30 days. If a registration panel is necessary, the average length of time is 60 days.

i. State whether the average time differs for internationally trained individuals.

The average length of time does not differ for internationally trained individuals who are graduates of the International Midwifery Pre-registration Program.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

The average length of time does not differ for internationally trained individuals who are graduates of the International Midwifery Pre-registration Program.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

The CMO does not perform any internal credentials assessments. The CMO uses the International Midwifery Pre-registration Program to make assessments.

ii. Describe the criteria that are applied to determine equivalency.

The CMO does not perform any equivalency assessments. The CMO uses the International Midwifery Pre-registration Program to determine equivalency.

iii. Explain how work experience is taken into account.

The CMO does not evaluate previous work experience. The CMO uses the International Midwifery Pre-registration Program to evaluate previous work experience.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

The CMO does not conduct competency assessments. The CMO uses the International Midwifery Pre-registration Program to evaluate competency.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

The CMO does not conduct competency assessments. The CMO uses the International Midwifery Pre-registration Program to evaluate competency.

iii. Explain how work experience is used in the assessment of competency.

The CMO does not conduct competency assessments. The CMO uses the International Midwifery Pre-registration Program to assess competency.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

The CMO does not conduct prior learning assessments. The CMO uses the International Midwifery Pre-registration Program to conduct prior learning assessments.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

The CMO does not conduct prior learning assessments. The CMO uses the International Midwifery Pre-registration Program to conduct prior learning assessments.

iii. Explain how work experience is used in the assessment of prior learning.

The CMO does not conduct prior learning assessments. The CMO uses the International Midwifery Pre-registration Program to assess prior learning.

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The CMO does not administer examinations.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

The CMO does not administer examinations.

iii. State how often exam questions are updated and the process for doing so.

The CMO does not administer examinations.

Please identify and explain the changes in your registration practices relevant to this section that

occurred during the reporting year.

There were no changes to CMO assessment of qualifications.

[BACK TO INDEX](#)

### Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

The CMO relies upon the International Midwifery Pre-registration Program to make assessment recommendations related to admission to the bridging program.

The International Midwifery Pre-registration Program is funded by the Government of Ontario and operates as a bridging program provided by the G. Raymond Chang School of Continuing Education on behalf of the College of Midwives of Ontario.

The International Midwifery Pre-registration Program was developed by a consortium of the following organizations:

- Ryerson University's G. Raymond Chang School of Continuing Education
- College of Midwives of Ontario
- Midwifery Education Program

The International Midwifery Pre-registration Program is a nine-month bridging program with an accelerated stream option of 22 weeks. It provides internationally educated midwives with the following:

- prior learning assessment and access to resources and learning opportunities for required Canadian midwifery competencies;
- orientation to the model of midwifery care, community and institutional environments of midwifery practice, professional communication and cultural role expectations of primary care in a client centered model, and health care technologies in Canadian maternity care;
- observational placements and clinical training opportunities in community and hospital settings followed by a three-month full-time mentored and evaluated midwifery clerkship placement in a community practice;
- provision of certification programs required by hospitals and midwifery regulation, including neonatal resuscitation, emergency skills in obstetrics, fetal surveillance, IV therapy, induction, and epidural maintenance;
- continuous evaluation and remediation with written, oral, and clinical assignments and exams, and a final pre-registration International Midwifery Pre-registration Program exam that completes the bridging program and assists in preparing candidates for the Canadian Midwifery Registration Examination.

The International Midwifery Pre-registration Program works with World Education Services, employs experts in English as a second language to mark the Midwifery Language Proficiency Test and to review written assignments submitted by students, and contracts with practicing health professionals to evaluate student performance in areas such as neonatal resuscitation and fetal monitoring.

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

The CMO and International Midwifery Pre-registration Program have a shared standing committee that meets regularly to review the International Midwifery Pre-registration Program's role and function as a third-party assessment organization. Additionally, the CMO's council reviews and approves International Midwifery Pre-registration Program policy changes that relate to registration requirements.

The International Midwifery Pre-registration Program reports to the CMO regularly and provides statistics on admissions, program completion and job placement following graduation.

Information about the International Midwifery Pre-registration Program's assessment practices is publicly available on the program website. The CMO reviews the assessment practices, including provision of information, as part of its ongoing oversight of International Midwifery Pre-registration Program policies.

ii. utilizes current and accurate information about qualifications from outside Canada

The International Midwifery Pre-registration Program uses World Education Services to evaluate qualifications from outside Canada. World Education Services is used by many regulatory bodies and the CMO acknowledges that it is an effective organization.

The CMO is aware that the International Midwifery Pre-registration Program has never refused an applicant the opportunity to complete the Objective Structured Clinical Examination portion of the application process based on information about qualifications from outside Canada.

iii. provides timely decisions, responses and reasons to applicants

The CMO and International Midwifery Pre-registration Program have a shared standing committee that meets regularly to review the International Midwifery Pre-registration Program's role and function as a third party assessment organization. Additionally the CMO's council reviews and approves International Midwifery Pre-registration Program policy changes that relate to registration requirements.

The CMO reviews the International Midwifery Pre-registration Program's decision-making process as part of its ongoing oversight of the program's policies. The International Midwifery Pre-registration Program reports to the CMO regularly and provides regular updates on assessment decisions made about applicants.

iv. provides training to individuals assessing qualifications

The CMO is aware that the International Midwifery Pre-registration Program uses as its lead specialists practicing midwives with more than 10 years of clinical experience and previous experience as either CMO or Midwifery Education Program consultants or employees. These leads oversee "train-the-trainer" sessions and are directly involved in teaching internationally trained individuals.

The International Midwifery Pre-registration Program has been prioritizing training for International Midwifery Pre-registration Program graduates to act as leads. At this point, 20% of community preceptors and 40% of Objective Structured Clinical Examination evaluators are International Midwifery Pre-registration Program graduates.

The International Midwifery Pre-registration Program reports to the CMO regularly about staffing developments and provides specific information about instructor training and development.

v. provides access to records related to the assessment to applicants

Unsuccessful applicants are provided with general feedback (e.g., the percentile in which they were graded) on their performance in the application process. Anyone who was unsuccessful but who was close to being accepted is offered a face-to-face meeting with International Midwifery Pre-registration Program staff to review their results and to receive feedback on areas and strategies for improvement should they wish to reapply to the program.

Once accepted into the program, students are permitted access to all their assessment –related records through review-of-record sessions that are run for study purposes.

The International Midwifery Pre-registration Program reports to the CMO regularly and provides statistics on admissions.

vi. accommodates applicants with special needs, such as visual impairment

Ryerson University has supports and services to accommodate students with special needs. These supports and services are available to any applicant who requires them. Additionally, the program has used a modified assessment process for applicants who require it (e.g., owing to mobility issues).

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

The International Midwifery Pre-registration Program conducts competency-based assessments. Therefore, the level of credential presented for assessment is not relevant.

ii. Describe the criteria that are applied to determine equivalency.

As stated in Item (i) above, International Midwifery Pre-registration Program assessments are competency-based. Equivalency is a difficult concept in the midwifery profession because there are

- fewer than 10 Ph.D. programs worldwide;
- Master's programs in only a few western countries;
- less than 10% of countries that require a baccalaureate to practice midwifery; and
- no countries where entry to practice depends on a Master's degree or Ph.D.

iii. Explain how work experience is taken into account.

Work experience is used as part of the competency-based assessment approach (rather than a simple assessment of credentials) and as part of the alternate entry stream. Applicants document their work

experience and have the opportunity to use it to support their application to the program.

In keeping with the International Midwifery Pre-registration Program and CMO commitment to diversity and access, the International Midwifery Pre-registration Program does not discriminate against internationally trained applicants because of interruptions in work experience. The International Midwifery Pre-registration Program sees a considerable number of applications from women who have completed their education and then left the profession soon afterward to have children. As well, many immigrants (particularly those who come to Canada indirectly) experience unavoidable interruptions in their work experience while they move through the immigration process.

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

Competency is evaluated at the point of application and throughout the program using a multi-pronged approach including the following:

- self-assessment by the internationally trained midwife;
- written competency assessments;
- oral competency assessments;
- filmed experiences; and
- Objective Structured Clinical Examinations.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

The methodology used to evaluate competency is validated annually by  
1) a team of instructors and assessors from within the program; and  
2) an external team of evaluators appointed by Ryerson University.

iii. Explain how work experience is used in the assessment of competency.

The International Midwifery Pre-registration Program is committed to competency assessment rather than credential assessment. Work experience is the central provider of competency assessment. Applicants document their work experience and have the opportunity to use it to support their application to the program.

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

Prior learning is evaluated as part of the competency-based assessment done during the application process. This includes the following:

- assessment of the program of study by World Education Services;
- self-assessment by the internationally trained midwife;
- written competency assessments;
- oral competency assessments;

- filmed experiences; and
- Objective Structured Clinical Examinations.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

The International Midwifery Pre-registration Program relies on World Education Services to evaluate programs.

The methodology used to evaluate an individual's prior learning is validated annually by the program director in coordination with a team of instructors and assessors from within the program.

iii. Explain how work experience is used in the assessment of prior learning.

The International Midwifery Pre-registration Program is committed to competency assessment rather than credential assessment. Work experience is the central provider of prior learning.

Applicants document their work experience and have the opportunity to use it to support their application to the program.

f ) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The CMO does not currently require the successful completion of an exam as an entry-to-practice requirement.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

The CMO does not currently require the successful completion of an exam as an entry-to-practice requirement.

iii. State how often exam questions are updated and the process for doing so.

The CMO does not currently require the successful completion of an exam as an entry-to-practice requirement.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes to CMO registration practices in relation to third-party organizations.

## Training (10 / 13)

a) Describe the training that your organization provides to:

### i. individuals who assess qualifications

The CMO provides the following training to staff members and Registration Committee members responsible for assessing qualifications:

- CMO Council orientation sessions that include roles and responsibilities of committees and assessment procedures;
- Federation of Health Regulatory Colleges of Ontario meetings; and
- Managing Cultural Differences workshop presented by Ontario Regulators for Access.

Individuals who assess qualifications also have access to ongoing legal support.

### ii. individuals who make registration decisions

The CMO provides the following training to Registration Committee members who make registration decisions and the CMO staff who support them:

- CMO Council orientation sessions that include roles and responsibilities of committees;
- "Reasons and Decision Writing" workshop presented by the CMO lawyer;
- Federation of Health Regulatory Colleges of Ontario meetings; and
- Managing Cultural Differences workshop presented by Ontario Regulators for Access.

Individuals who make registration decisions have access to ongoing legal support.

### iii. individuals who make internal review or appeal decisions

The CMO provides the following training to Registration Committee members who make internal review or appeal decisions:

- CMO Council orientation sessions that include roles and responsibilities of committees and assessment procedures;
- "Reasons and Decision Writing" workshop presented by the CMO lawyer;
- Federation of Health Regulatory Colleges of Ontario meetings; and
- Managing Cultural Differences workshop presented by the Ontario Regulators for Access.

Individuals who make internal review or appeal decisions have access to ongoing legal support.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The CMO lawyer presented a "Reasons and Decision Writing" workshop to CMO staff and Registration Committee members.

[BACK TO INDEX](#)

### Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

- Agreement on Mobility for Midwifery in Canada.
- Agreement on Internal Trade

b) Explain the impact of these agreements on the registration process or on applicants for registration.

The Agreement on Mobility for Midwifery in Canada allows the CMO to recognize the qualifications of midwives who are general registrants in other provinces of Canada where midwifery is regulated. No further education or qualifications are required.

Changes to the Agreement on Internal Trade took effect on August 1, 2009. With some exceptions, if a midwife in good standing from a province where midwifery is regulated is applying to become a midwife in Ontario, the AIT provides that the midwife must be accepted in Ontario.

Changes to legislation must still be made in order for the law in Ontario to "catch up" to the changes made in the AIT. Until the Ontario Labour Mobility Act, 2009 becomes law the existing legislation applicable to the registration of midwives in Ontario is still the law that must be followed.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Changes to the Agreement on Internal Trade took effect on August 1, 2009. With some exceptions, if a midwife in good standing from a province where midwifery is regulated is applying to become a midwife in Ontario, the AIT provides that the midwife must be accepted in Ontario.

**Data Collection (12 / 13)**

**Languages in which application information materials are available**

a) Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No
Other (please specify)	No

**Paid staff employed by your organization**

b) In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, 1 full-time employee and 1 part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	8
Staff involved in appeals process	1
Staff involved in registration process	3

**Countries where internationally educated applicants were initially trained**

c) In the following table, enter the top source countries where your applicants\* were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
U.S.	4
China	2
U.K.	2
n/a	
n/a	
n/a	
n/a	
n/a	
n/a	
n/a	

\*Persons who have applied to start the process for entry to the profession.  
 Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

**Jurisdiction where members were initially trained**

d) Indicate where your members\* were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31<sup>st</sup> of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31<sup>st</sup> of 2009.

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>Members on December 31<sup>st</sup> of the reporting year</b>	381	3	14	71	20	<b>489</b>

\* Persons who are currently able to use the protected title or professional designation of the

profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

**Applications your organization processed in the past year**

e) State the number of applications your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	42	1	4	4	0	<b>51</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	42	1	4	4	0	<b>51</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who became members</b>	42	1	4	4	0	<b>51</b>
<b>Applicants who were authorized to receive an alternative class of</b>	0	0	0	0	0	<b>0</b>

<b>licence* but were not issued a licence</b>						
<b>Applicants who were issued an alternative class of licence*</b>	0	0	4	4	0	<b>8</b>

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

	<b>Class of licence</b>	<b>Description</b>
<b>a)</b>	General	practice with no restrictions
<b>b)</b>	Supervised	practice with restrictions
<b>c)</b>		
<b>d)</b>		
<b>e)</b>		
<b>f)</b>		
<b>g)</b>		
<b>h)</b>		
<b>i)</b>		
<b>j)</b>		

### Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	<b>Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)</b>					
	<b>Ontario</b>	<b>Other Canadian Provinces</b>	<b>USA</b>	<b>Other International</b>	<b>Unknown</b>	<b>Total</b>
<b>Applications that were subject to an internal review or that were</b>						

<b>referred to a statutory committee of your governing council, such as a Registration Committee</b>	0	0	0	2	0	<b>2</b>
<b>Applicants who initiated an appeal of a registration decision</b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>
<b>Appeals heard</b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>
<b>Registration decisions changed following an appeal</b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The CMO is in the process of implementing a new member database system. Part of this system is an on-line renewal process that members trialed for the first time during the October 2009 renewal period. This system is intended to facilitate the collection and sharing of membership, health human resource and registration data with the OFC, the Health Professions Database Group at the Ministry of Health and Long-Term Care, and the Ontario Midwifery Program.

Our review of the data collected from members through this system demonstrated that there were records for which education information was inaccurate or incomplete. A manual review has been done to rectify this to the greatest extent possible, leaving only 20 member records for which education information is unavailable. As a result of this, a process will be put in place to capture this data and to ensure that complete and accurate education data is obtained by all incoming members.

[BACK TO INDEX](#)

### Certification (13 / 13)

I hereby certify that:

- I have reviewed the information submitted in this Fair Registration Practices Report (the "Report").

- All information required to be provided in the Report is included.
- The information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization: Deborah Adams

Title: Registrar / CEO

Date: March 1, 2010

[BACK TO INDEX](#)

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