

<i>Policy &amp; Procedures:</i>	Information on the Registration Process
<i>Reference #:</i>	PPS001_C111809
<i>Approved by:</i>	Council
<i>Date approved:</i>	November 18, 2009
<i>Attachments:</i>	none



## **Information on the Registration Process**

### **PURPOSE**

- To ensure detailed and appropriate information on the registration process is accessible by applicants
- To ensure information is clear and easy-to-follow

### **RATIONALE**

- To ensure registration practices are transparent, objective, impartial and fair

### **LEGISLATION**

The relevant legislation, regulations and by-laws regarding registration with the College of Midwives includes:

- the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act*, 1991, as amended from time to time
- Registration Regulation made under the *Midwifery Act*, 1991
- the College of Midwives of Ontario by-laws, Articles 14 and 15

### **SCOPE**

This policy applies to all departments and administrative offices of the College, to all College officers, Council and committee members and employees.

### **POLICY**

Ensure that detailed and appropriate information on the registration process is accessible by applicants on the website. Ensure that the information is clear and easy-to-follow.

### **PROCEDURES**

- Detailed information on the registration process will be maintained on the College web site for all applicants.
- The College will make an annual presentation in person to the graduating classes of the Midwifery Education Program and the International Midwifery Pre-registration Program regarding the registration process.
- The College will conduct an annual review and update of this policy when necessary.