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| <i>Policy & Procedures:</i> | Access to Registration Applicant Records |
| <i>Reference #:</i> | PPS003-C111809 |
| <i>Approved by:</i> | Council |
| <i>Date approved:</i> | November 18, 2009 |
| <i>Attachments:</i> | none |



Access to Registration Applicant Records

PURPOSE

- To ensure registration applicants have access to information in their file.

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

- A registration applicant may receive a copy of their file.

PROCEDURES

Upon written request and payment of the \$50.00 fee, as per College By-law 15.16, an applicant can receive a copy of their file within 30 days.