

<i>Policy &amp; Procedures:</i>	Acceptable Supporting Documentation
<i>Reference #:</i>	PPS011_C021010
<i>Approved by:</i>	Council
<i>Date approved:</i>	February 10, 2010
<i>Attachments:</i>	none



## Acceptable Supporting Documentation

### PURPOSE

To specify what is considered to be acceptable supporting documentation for a registration application.

### 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 (CMO) 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 CMO by-laws, Articles 14 and 15

### SCOPE

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

### POLICY

Acceptable supporting documentation for registration applications include:

Midwifery Education Program (MEP) Applicants:

1. Clinical Experience Record issued by the university
  - must be an original, not a photocopy.
2. Transcript
  - Must be issued by the university and sent directly to the CMO. The transcript must either state that the degree has been conferred or be accompanied by a letter from the Registrar's office of the university, stating that the applicant is eligible to graduate.
3. Proof of citizenship
  - Canadian citizens can use a birth certificate, passport, citizenship card or citizenship certificate to prove status. Permanent residents must supply their Record Of Landing (Landed Immigrant Paper) or permanent resident card. In this case, there must be no

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conditions listed on the record or card. Applicants without citizenship or Permanent Residency must submit a copy of their Open Employment Authorization.

4. Photo ID
  - This must be an official, government issued picture identification. Acceptable types are: driver's license, photo Health card, passport, photo citizenship card, etc.
5. NRP certification
  - A copy of proof of completion as per the CMO's policy on continuing competency in neonatal resuscitation for required standard of performance.
6. CPR certification
  - A copy of proof of completion as per the CMO's policy on continuing competency in cardiopulmonary resuscitation.
7. Emergency Skills certification
  - A copy of proof of completion as per the CMO's policy on emergency skills.
8. 2 color passport-sized photos
9. Letter of professional conduct and good standing from each regulatory body where the applicant was previously or is currently registered

#### International Midwifery Pre-registration Program (IMPP) Applicants:

1. IMPP Final Report
  - This document is faxed directly to the CMO from the IMPP program and is proof that the applicant has completed the program. This form will identify any supervision needs of the applicant.
2. Clerkship Requirements form
  - This document is faxed directly to CMO from the program, usually with the Final Report. This form is used to determine birth numbers for the supervision plan.
3. Proof of citizenship\*
4. Photo ID\*
5. NRP certification\*
6. CPR certification\*
7. Emergency Skills certification\*
8. Ontario Midwifery Language Proficiency Test (MLPT) Results Report. A passing mark of 70% in all areas of the MLPT is required in order to be eligible for registration.
9. 2 color passport-sized photos
10. Letter of professional conduct and good standing from each regulatory body where the applicant was previously or is currently registered

\*See MEP Applicants list for details on accepted documents.

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### Agreement on Internal Trade (AIT) Applicants:

1. Proof of Professional Conduct received directly from each Canadian midwifery regulatory body where the applicant is currently registered.
2. Proof of citizenship\*
3. Photo ID\*
4. NRP certification\*
5. CPR certification\*
6. Emergency Skills certification\*
7. 2 passport photos

\*See MEP Applicants list for details on accepted documents.

### **PROCEDURES**

Check each registration application against this list to determine if all supporting documentation is acceptable.