

*Approved September 3, 1997*  
*Effective October 1, 1997*  
*Amended April 2003*

## **Guidelines to the Policy on Change of Practice Status**

Members are required to notify the College of a change in their practice status in order to qualify for adjustments to registration fees and suspension of recertification requirements. Notification must be in the form of a completed *Change of Practice Status* form faxed or mailed to the College in advance of the leave. If a member fails to notify the College prior to beginning their leave, the College shall consider the leave effective from the date the Change of Practice Status form is received. This can affect member's fees and may impact on liability insurance requirements.

### **Adjustments to registration fees will not be granted retroactively.**

Details on fee adjustments are outlined in Section D.

### **A. REDUCED PRACTICE (temporary leaves under 12 consecutive months)**

#### **Member**

- sign, witness and send completed Change of Practice Status form to CMO notifying of exact dates of leave
- maintains liability insurance and therefore liability insurance covers current acts should the member choose to practise
- may practise at any time during the leave, as long as CPR, NRP and ES certifications are current
- may allow CPR, NRP and ES certifications to lapse if not practicing
- responsible for full fee payment
- considers implications for fulfillment of active practice requirements under the *Registration* regulation
- must notify the College in writing when returning to active practice

### **College**

- confirms receipt of Change of Practice Status form
- issues annual registration cards and annual certificate of registration
- suspends requirement for proof of NRP and CPR recertification and does not send reminders of re-certification dates.
- continues to communicate with member (i.e. updates to the Registrant's Binder, general consultation documents, *Bulletin*)
- notifies the AOM of change to practice status
- changes the public register to reflect the new practice status

## **B. CESSATION OF PRACTICE OF ONE YEAR OR MORE (12 consecutive months or more)**

### **Member**

- sign, witness and send completed Change of Practice Status form to CMO notifying of exact dates of leave
  - if leave starts during a registration year, member returns annual certificate of registration and annual registration card to the CMO
- does not practise midwifery or any controlled acts during the leave period
- may allow liability insurance to lapse during leave
- renews membership at a reduced and pro-rated amount
- may allow NRP, CPR and ES to lapse during leave period
- considers implications for fulfillment of active practice requirements under the *Registration* regulation
- must notify the College in writing when returning to active practice

### **College**

- confirms receipt of Change of Practice Status form
- suspends requirement for proof of liability insurance and NRP, CPR and ES re-certification until end of notified leave period
- reduces fees on a pro-rated monthly basis by 50% of the full registration fees due during the period of leave
- informs member of fee adjustments
- holds annual certificate of registration and annual registration cards on file for member

- informs AOM, OMP, Provider Services (Ministry of Health), Marsh Canada and Office of the Registrar General of status change
- continues to communicate with member (i.e. updates to Registrant's Binder, general consultation documents, *Bulletin*)
- changes the public register to reflect the new practice status

## **C. RESIGNATION**

### **Member**

- sign, witness and send completed Change of Practice Status form to CMO notifying of exact date of resignation
  - attaches a copy of resignation notification to their midwifery practice
  - attaches a copy of letter to hospital resigning privileges
  - attaches their CMO photo ID card
  - if resigning during a registration year, member returns annual certificate of registration and annual registration card to the CMO
- does not practise midwifery or any controlled acts after resignation
- does not use titles: "midwife", "registered midwife", "R.M."
- if resigning during a registration year, member remains responsible for full membership fees during that year

### **College**

- Confirms receipt of Change of Practice Status form
- informs AOM, OMP, Provider Services (Ministry of Health), Marsh Canada and Office of the Registrar General of status change
- maintains member's records on file
- changes the public register to reflect the new practice status

## **D. FEES**

In order to respond to membership requests for leave from practice and still maintain a strong membership revenue base, as well as acknowledging the cost of self-regulation and ongoing governance issues, the College has taken the following steps to adjust fees:

- 1) reduced fees will apply *only* to leaves of 12 consecutive months or more (cessation to practice)
- 2) fees will be adjusted for the leave period based on 50% of the fees due during that time plus the annual administration fee (eg. a leave for one registration year = 50% of \$1,500 + \$35)
- 3) annual membership renewal fees which include a leave continuing from the previous registration year or years will be prorated on a monthly basis ( $\$1,500 \div 12 \text{ months} = \$125.00$ ) as follows:
  - annual administration fee
  - # of leave months x \$125.00 x 50%
  - # of remaining months of full membership x \$125.00
- 4) monthly proration will be based on the date a member returns to practice
  - member will be responsible for the full monthly fee regardless of date of return during that month
- 5) two fee installments may be made:
  - (a) for annual membership renewal fees upon return to practice (instalments due on October 1<sup>st</sup> and December 1<sup>st</sup>)
  - (b) for annual membership renewal fees for a leave continuing from a previous registration year through the full subsequent registration year
  - (c) for annual membership renewal fees during a leave, including a return to practice within that registration year (instalments for the total fees owing in that registration year due on October 1<sup>st</sup> and December 1<sup>st</sup>)
  - (d) for return to practice during a registration year earlier than initially expected (instalments based on the total adjustments due on 1<sup>st</sup> day of return to practice and then 60 days later).
- 6) refunds will be made to members in the following circumstances:
  - a) a member changes practice status to "cessation" during a registration year and full fees were submitted at the beginning of that year. The refund will be calculated on a pro-rated monthly basis for 50% of the remaining fees
  - b) refund to be paid to the member before the end of the registration year
- 7) when a member returns to practice earlier than initially expected:
  - a) the member is responsible for submitting a fee adjustment to make up the difference between leave reductions and full fees based on a pro-rated monthly basis
  - b) if the early return date makes the actual time on leave less than the 12 months required for fee reduction, the member shall be required to pay full fees for the time of the leave.

- c) the member may pay fees to make up the difference in two instalments

### EXAMPLES

**A member starts a leave to practice as of October 1<sup>st</sup> to be completed September 30<sup>th</sup> the following year;**

Annual Administration Fee	\$35.00	\$35.00
Annual Registration Fee	$\$1,500 \div 2 = \$500$	\$750.00
<b>TOTAL DUES</b>		<b>\$785.00</b>
1 <sup>st</sup> installment due	October 1	No less than \$410.00
2 <sup>nd</sup> installment due	December 1	Balance of total fees due

**Intended leave of 12 months starting Feb. 15<sup>th</sup>. Member informs CMO at registration renewal date October 1<sup>st</sup>**

Annual Administration Fee	\$35.00	\$35.00
Annual Registration Fees		
Full Fees due Oct-Feb incl.	5 months x \$125	\$625.00
Reduced Fees during leave March - Sept. inclusive	$(7 \text{ months} \times \$125) \div 2$	\$437.50
<b>TOTAL DUES</b>		<b>\$1,097.50</b>
1 <sup>st</sup> installment due	October 1	No less than \$566.25
2 <sup>nd</sup> installment due	December 1	balance of total fees due

**Renewal fees at October 1<sup>st</sup> for member continuing 14 month leave from July 1<sup>st</sup> in previous registration year.**

Annual Administration Fee	\$35.00	\$35.00
Annual Registration Fees		
Full Fees due Oct-Aug inclusive	$(11 \text{ months} \times \$125) \div 2$	\$687.50
Reduced Fees - Sept. inclusive	\$125.00	\$125.00
<b>TOTAL DUES</b>		<b>\$847.50</b>
1 <sup>st</sup> installment	October 1,	No less than \$441.25

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due		
2 <sup>nd</sup> installment due	December 1,	balance of total fees due

**Refund to member taking 12 month leave starting May 13<sup>th</sup> after paying full registration fees at the beginning of that registration year**

Annual Registration Fees		
Full Fees Oct-May inclusive	(8 months x \$125.00)	\$1,000.00
Reduced Fees (Jun-Sept incl.)	(4 months x \$125) ÷ 2	\$250.00
	<b>TOTAL DUES</b>	\$1,250.00
	<b>Less previously paid fees</b>	(\$1,000.00)
	<b>REFUND AMOUNT DUE</b>	<b>\$250.00</b>