



REGISTRATION APPLICATION GUIDELINES

The registration application form and these guidelines are based on the regulations governing the midwifery profession. You may refer to these regulations on the CMO website.

Section 1 - Application Category

A Transitional Certificate will allow individuals who are awaiting the results of the qualifying midwifery examination to practise midwifery while under the supervision of a member who holds a general certificate of registration. See section 5E of this document for further information.

Choose the most appropriate application category based on the program you completed.

For IMPP Graduates Only: IMPP graduates are required to provide a name of a Supervising Midwife at the practice in order for the College to prepare a Plan for Supervised Practice and Evaluation. The proposed Supervising Midwife must meet certain criteria to be approved. In addition, an *Agreement to Act as Supervising Midwife* signed by your Supervising Midwife is required to be submitted with your registration application. Download the supplemental Supervised Certificate information from the CMO website to obtain the *Agreement to Act as Supervising Midwife*, the *Criteria for Approval of Supervisors* and additional supervision information.

Anticipated Registration Date: Enter the date you wish to be registered. You may choose a specific date, ASAP, upon the funding announcement or upon the release of the results of the qualifying midwifery examination.

Practice Name: Enter the exact name of the practice that you will be joining.

Section 2A & 2B - Personal & Contact Information

Personal contact information is used by the CMO for direct contact with members, and is not released to the general public. The CMO maintains a public register on its website that includes all practice and professional information on each member. It is important that you keep the CMO informed of any changes to your contact information so that the College may contact you regarding your application and registration.

Legal Name: Enter your full legal name. If any of the documentation you are providing with your application is in any name other than your current legal name, you must provide documentation regarding the change of name. A legible photocopy of official photo identification (driver's license, passport, photo health card, etc.) is required to confirm your legal name.

Previous Name(s): Enter any name, other than your current legal name, that you have ever been known by and the dates you were known by that name.

It is an act of professional misconduct to use a name other than the name set out in the register, in the course of providing or offering to provide services within the scope of practice of the profession. If you change your name any time after registration has been issued, you **must** notify the College within 30 days. A fee of \$100 will be charged for updating the register and reissuing registration documents (College's Fees and Remuneration By-Law).

E-mail Address: As part of efforts to improve the efficiency and effectiveness of communications with members, the College sends information electronically wherever possible. As a result, you **must** provide a personal e-mail address.

Section 3 - Professional Affiliations

In this section you must list *all* previous professional affiliations, including international affiliations and affiliations in other provinces and other health care professions. Details for each affiliation must be provided, as listed. A letter of standing and professional conduct is required from each regulatory body listed. The letter must be in English or French and must be sent directly to the College from the regulatory body.

Section 4 - Citizenship

In order to be eligible for registration you must be either a Canadian citizen, a permanent resident of Canada or authorized under the Immigration Act (Canada) to engage in open employment in Canada. You must submit proof of your citizenship, residency or employment authorization along with your application. Expired documents will not be accepted.

Section 5 - Other Registration Requirements

Section 5A - Evidence of Protection from Professional Liability

In order to be eligible for registration you must have professional liability insurance. Once the College has determined that you are otherwise eligible for registration, we will verify professional liability insurance.

Section 5B - MEP APPLICANTS - Educational and Clinical Requirements

Arrange for an **original** transcript to be sent from your university directly to the College. **The transcript must have the designation “Degree Conferred”**. If you wish to be registered before your official convocation you will not be able to get a transcript with the designation “Degree Conferred”. In this case, arrange for a final transcript and a *Letter of Eligibility to Graduate* from the Registrar's office of your university to be sent directly to the College. Faxed or e-mailed transcripts will not be accepted.

Clinical experience requirements are verified by your *Record of Clinical Experience* from the Midwifery Education Programme. Include **one original Record of Clinical Experience** with your application for registration. The College will not accept a copy.

Section 5C - IMPP APPLICANTS - Educational and Clinical Requirements

Clinical experience requirements are verified by your *Record of Clinical Experience/Final Report* from the International Midwifery Pre-Registration Program (IMPP). This report is sent directly to the College of Midwives from the IMPP at your request. Therefore, you do not need to attach a copy to your application.

Section 5D - APPLICANTS FROM ANOTHER CANADIAN MIDWIFERY REGULATED JURISDICTION - Letter of Good Standing

A Letter of Good Standing must be sent directly to the College of Midwives of Ontario from each regulatory body where you are or have been registered. Please make arrangements for this by contacting the regulatory bodies directly.

Section 5E - TRANSITIONAL CERTIFICATE OF REGISTRATION AND THE MIDWIFERY QUALIFYING EXAMINATION

Transitional Certificate of Registration: Anyone who is able to meet all of the requirements for registration with the College of Midwives of Ontario and has written but has not received the results of the midwifery qualifying examination, will be eligible for a Transitional Certificate of Registration. **This certificate will allow individuals who are awaiting the results of the examination to practise midwifery while under the supervision of a member who holds a general certificate of registration.**

Transitional certificates are valid for up to 90 days and will be revoked when the candidate is notified that she has passed the exam and receives a General or Supervised Certificate of Registration or when she is notified that she has failed the exam.

If you wish to apply for a Transitional Certificate of Registration, please indicate this in the Application Category of the registration application and download the supplemental Transitional Certificate forms from the CMO website. A signed *Acknowledgment and Undertaking* and a signed *Agreement to Act as a Supervising Midwife to a Midwife with Transitional Certificate of Registration* are required to be submitted with your registration application. Certificates will be issued as soon as possible after the midwifery qualifying examination is written. Once the certificate is issued, you will be notified.

Please note the following:

- *Only one Transitional Certificate of Registration will be issued.

Release of the Examination Score Reports

Once the Examination Score Reports are released, your registration class will change to General or Supervised, if you pass the examination. If you fail the examination, your Transitional Certificate of Registration will be revoked. Examination Score Reports are released within six weeks of the examination date.

Section 5F – JURISPRUDENCE COURSE

All applicants to the College of Midwives of Ontario must be familiar with the laws, regulations and standards that apply to midwives in Ontario and must demonstrate that by completing the College's Jurisprudence Course. This entry-to-practice requirement applies to all applicants wishing to become registered as a midwife in Ontario as of July 1, 2017. [Find out more about the Jurisprudence Course here.](#)

Section 5G - NEONATAL RESUSCITATION (NRP)

Certification in neonatal resuscitation (NRP) is required **annually**. The Canadian Paediatric Society's Neonatal Resuscitation Program (NRP) is the accepted standard of performance. You must submit, with your application form, proof of certification in NRP within the previous 12 months. Or, if you are an NRP instructor, you must submit proof of your instructor status and proof of having taught a minimum of one class in the previous 12 months. Provide the date you completed the certification or instructed a course on the application form.

Section 5H - CARDIOPULMONARY RESUSCITATION (CPR HCP)

Certification in cardiopulmonary resuscitation (CPR) is required **every 2 years**. The minimum required standard of performance is the **Heart and Stroke Foundation of Canada's Basic Life Support (BLS) for Healthcare Providers (C)** or equivalent as outlined in the *CMO Policy on continuing competencies*. You must submit, with your application form, proof of certification in CPR within the previous 24 months. Or, if you are a CPR instructor, you may submit proof of your instructor status and proof of having taught a minimum of one class in the previous 24 months. Provide the date you completed the certification or instructed a course on the application form.

Section 5I - EMERGENCY SKILLS (ES)

Certification in emergency skills (ES) is required **every 2 years**. Certification must be through one of the obstetric ES workshops or equivalent in the *CMO Policy on continuing competencies*. You must submit, with your application form, proof of certification in ES within the previous 24 months. If you are an ES instructor, you may submit proof of your instructor status and proof of having taught a minimum of one class in the previous 24 months. Provide the date you completed the certification or instructed a course on the application form.

Section 6 - Disclosure of Prior Proceedings

Questions in this section relate to *all* previous experience, including experience in another profession or experience that occurred outside of Ontario or outside of Canada. All questions must be answered "yes" or "no". For every "yes" answer, you must provide a detailed explanation at the bottom of the form. If additional space is required, please attach an additional sheet of paper to the application.

Section 7 - Authorization & Certification

Section 7A - Authorization

The duty of the College is to protect the public. The College requires consent from the applicant to make the necessary inquiries to ensure the applicant's suitability to practise.

In the course of practising midwifery, various agencies require proof of registration with the College. Some of these inquiries will be made directly to the College. The authorization provides the CMO with consent to release this information.

The *Registration Regulation* states that a certificate of registration will be revoked if a member knowingly makes a false or misleading statement in an application for a certificate of registration.

Section 7B - Certification of Application

You must ensure that this section is signed and dated. You may wish to keep a copy of your signed application for your records.

Section 8 - Application Checklist

Use the checklist (last page of the registration application) to ensure the required documents and fees are enclosed with your application for registration.

To avoid unnecessary delays with the processing of your application, the College strongly recommends your careful review of this document, the *Registration Application Guidelines*, and the checklist.

Application Fee: There is a one-time non-refundable application fee of \$100. This fee must accompany the completed application and is payable immediately by separate cheque. Do not combine the application fee with any other payments.

Annual Administration and Registration Fees for a Transitional, Supervised or General Certificate: You may pay your annual administration and registration fees as per the Initial Registration [Fee Schedule](#) posted on the College website. If you are paying in installments, **all installment cheques must be received before registration can be issued.**

Regardless as to when you are registered initially, registration renewal is required by October 1st.

All applicable fees may be paid by cheque or money order, payable to "The College of Midwives of Ontario".

Additional Requirements: Two (2) recent and identical passport-sized colour photos.* The College keeps one photo on file.

*Frame height 70 mm/2 3/4 in. Frame width 50 mm/2 in.

Application Processing Times: Applications can take up to 4 weeks to process, and are processed in the order received at the College. Early submission is recommended.

Access to Registration Applicant Records: Upon written request and payment of a \$50.00 fee, as per the College's Fees and Remuneration By-law article 11.10 By-law 15.16, you can request a copy of your registration file. A copy of your file will be delivered within 30 days of the date of the request. Requests should be sent to:

College of Midwives of Ontario
21 St. Clair Avenue East, Suite
303 Toronto, Ontario M4T 1L9
Telephone: 416.640.2252, ext. 222
E-Mail: regadmin@cmo.on.ca

Questions regarding registration may be directed to regadmin@cmo.on.ca or 416-640-2252 ext. 222