

College of Midwives of Ontario Registration Application Guide



College of
Midwives
of Ontario

Ordre des
sages-femmes
de l'Ontario

Registration Application Guide

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

Assistance:

Contact the College by email at regadmin@cmo.on.ca or by phone at 416-640-2252 ext. 204 or 1-844-640-2252 for assistance in submitting your registration application to the College.

Helpful Hints:

- 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 Guide, and the checklist.

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SECTION 1: APPLICATION CATEGORY

Are you applying for a 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 College 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. 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.

Otherwise choose the most appropriate application category based on the program you completed.

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

Anticipated Registration Date: Enter the date you wish to be registered. We cannot guarantee this date, but will work to meet it if all registration requirements are met.

SECTION 2: PERSONAL & CONTACT INFORMATION

Personal contact information is not released to the general public, but is used by the College for direct contact with members. The College maintains a public register on its website that includes all practice and professional information on each member. It is important that you keep the College 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 licence, passport, etc.) is required to confirm your legal name and identity.

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).

Email 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 email address.

SECTION 3: EDUCATION & CLINICAL REQUIREMENTS

3A) Midwifery Education Program Applicants

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 emailed transcripts will not be accepted. Clinical experience requirements are verified by your Record of Clinical Experience issued by the Midwifery Education Program. Include one original Record of Clinical Experience document with your application for registration. The College will not accept a copy.

3B) Internationally Educated Applicants

IMPP 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. Therefore, you do not need to attach a copy to your application.

IMPP graduates are required to provide a name of a Supervising Midwife 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 by the College. In addition, a Conflict of Interest Declaration Form signed by your proposed supervising midwife is required to be submitted with your registration application. Download the supplemental Supervised Certificate information from The College's website to obtain the declaration form and additional supervision information.

3C) Applicants from other Canadian Midwifery Jurisdictions

A Letter of Good Standing and Professional Conduct 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.

3D) Former Registrants

If you have been practising midwifery in another jurisdiction, a Letter of Good Standing and Professional Conduct must be sent directly to the College of Midwives of Ontario from each regulator. Please make arrangements for this by contacting the regulatory bodies directly.

3E) Transitional Class Applicants

See information in section 1.

SECTION 4: OTHER REGISTRATION REQUIREMENTS

4A) Canadian Midwifery Registration Examination

If you are writing or have completed your midwifery qualifying examination outside of Ontario, a please arrange for a Score Report to be sent directly to the College from the Canadian Midwifery Regulator. If you have completed your midwifery qualifying examination in Ontario, no action is required since the College has the information on file.

Continuing Competency Courses

Applicants must successfully complete a College of Midwives of Ontario approved course in neonatal resuscitation; obstetric emergency skills and cardiopulmonary resuscitation. [Click here](#) for the College's Continuing Competency Requirements and Approved Courses.

4b) Neonatal Resuscitation (NRP)

Certification in neonatal resuscitation (NRP) is required annually. The Canadian Paediatric Society's Neonatal Resuscitation Program (NRP) all levels, advanced, is the accepted standard of performance. You must submit, with your application form, proof of certification in NRP within the previous 12 months.

4c) Cardiopulmonary Resuscitation (CPR HCP)

Certification in cardiopulmonary resuscitation (CPR) is required every 2 years. The minimum required standard is the Heart and Stroke Foundation of Canada's Basic Life Support (BLS) for Healthcare Providers(C) or equivalent as outlined in the College's document on Continuing Competency Requirements and Approved Courses. You must submit, with your application form, proof of certification in CPR within the previous 24 months.

4d) 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 as outlined in the College's document on Continuing Competency

Requirements and Approved Courses. You must submit, with your application form, proof of certification in ES within the previous 24 months.

Important note regarding continuing competency courses

All continuing competency courses in NRP, ES and CPR must include a theoretical and practical component. Courses which are conducted solely online are not accepted. The College only accepts **course/workshop certificates of completion**, we do not accept exam completion certificates.

The continuing competency certificates mentioned in 4b), 4c) and 4d) above are entry-to-practice requirements as well as on going annual requirements under the Registration Regulation. They must be valid on the date you intend to be registered.

4E) Jurisprudence

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. There is a \$300 fee to take the course. Find out more about the Jurisprudence Course [here](#).

4F) 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 that professional liability insurance is in place and will be effective as of the anticipated date of registration.

SECTION 5: PROFESSIONAL AFFILIATIONS

In this section you must list all professions and affiliations where you are or have been registered. If the body is a regulator, a Letter of Good Standing is required.

Letters of Good Standing must be in English or French and must be sent directly to the College of Midwives of Ontario from each regulatory body where you are or have been registered.

SECTION 6: DISCLOSURE OF PRIOR PROCEEDINGS

Questions in this section relate to all previous experience, including experience in another profession or proceedings 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

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 College 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.

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 (Keep checklist for your records)

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 Guide, and the checklist.

SECTION 9: Fees

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 noted-below. If you are paying in installments, all installment cheques must be received before registration can be issued.

Fee Schedule - October 2018 to September 2019

Initial Registration Fees for Transitional, Supervised Practice and General Classes

Month of Registration	Annual Registration Fee	Annual Admin Fee	One Payment	OR	Two Installments	
			Total Fees Payable as of the 1st of the month		1st Installment Payable as of the 1st of the Month	2nd Installment Payable as of Feb 1, 2019
October 2018	\$2,150	\$50	\$2,200		\$1,125	\$1,075
November 2018	\$1,971	\$50	\$2,021		\$1,036	\$985
December 2018	\$1,792	\$50	\$1,842		\$946	\$896
January 2019	\$1,613	\$50	\$1,663		\$857	\$806
February 2019	\$1,433	\$50	\$1,483		Installation option not available	
March 2019	\$1,254	\$50	\$1,304		Installation option not available	
April 2019	\$1,075	\$50	\$1,125		Installation option not available	
May 2019	\$896	\$50	\$946		Installation option not available	
June 2019	\$717	\$50	\$767		Installation option not available	
July 2019	\$538	\$50	\$588		Installation option not available	
August 2019	\$358	\$50	\$408		Installation option not available	
September 2019	\$179	\$50	\$229		Installation option not available	

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".

SECTION 10: Additional Requirements

- 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. Please submit two types of government issued identification. Expired documents will not be accepted.
- In order to be registered you also must have demonstrated reasonable fluency in either French or English demonstrated by one of the following:
 - Having obtained a midwifery degree in Canada; being registered in another province of Canada in which midwifery is regulated;
 - Passing the Ontario Midwifery Language Proficiency Test (MLPT). The International Midwifery Pre-registration Program administers the MLPT.
- Effective **April 1, 2019**, all applicants that are Canadian citizens, permanent residents or those who are authorized under the Immigration Act to engage in employment in Canada must submit the results of a Vulnerable Sector Check as part of their application to the College, in accordance with the College's Criminal Record Screening Policy.
- One (1) recent passport-sized colour photo with frame height of 70 mm/2 3/4 in. and frame width of 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.

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