

<i>Policy & Procedures:</i>	Information on the Registration Process
<i>Reference #:</i>	PPS001_C111809
<i>Approved by:</i>	Council
<i>Date approved:</i>	November 18, 2009
<i>Attachments:</i>	none



Information on the Registration Process

PURPOSE

- To ensure detailed and appropriate information on the registration process is accessible by applicants
- To ensure information is clear and easy-to-follow

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

Ensure that detailed and appropriate information on the registration process is accessible by applicants on the website. Ensure that the information is clear and easy-to-follow.

PROCEDURES

- Detailed information on the registration process will be maintained on the College web site for all applicants.
- The College will make an annual presentation in person to the graduating classes of the Midwifery Education Program and the International Midwifery Pre-registration Program regarding the registration process.
- The College will conduct an annual review and update of this policy when necessary.