

<i>Policy & Procedures:</i>	Referral of a Registration Application to a Registration Committee Panel
<i>Reference #:</i>	PPS005_C021010
<i>Approved by:</i>	Council
<i>Date approved:</i>	February 10, 2010
<i>Attachments:</i>	none



Referral of a Registration Application to a Registration Committee Panel

PURPOSE

To specify how and why a registration application would be referred to a Panel of the Registration Committee for a decision.

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, and to all registration applicants.

POLICY

An application for registration may be referred to a Panel of the Registration Committee if the Registrar (or Deputy Registrar acting on her behalf): 1) has doubts, on reasonable grounds, about whether the applicant fulfills the registration requirements; 2) is of the opinion that terms, conditions or limitations should be imposed on a certificate of registration of the applicant and the applicant does not consent to the imposition; or 3) proposes to refuse the application. The Registrar or Deputy Registrar will determine if a referral is required, and will document any and all reasons for the referral. The Chair of the Registration Committee will be advised of the referral.

See "*Panel Member Appointment*" Policy for details on the Panel Appointment procedure.

PROCEDURES

1. The College receives an application for registration and the Registrar (or Deputy Registrar acting on her behalf) believes that the applicant does not fulfill one or more requirements

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specified in the registration regulation, believes terms, conditions or limitations should be imposed and the applicant does not consent to those, or proposes to refuse the application.

2. The Registrar or Deputy Registrar will refer the registration application to a Registration Committee Panel and document the reason/s for the referral.
3. The Chair of the Registration Committee will be advised of the referral within one business day.
4. The Chair of the Registration Committee will convene a properly constituted Panel to review the referral as soon as possible within 30 business days.
5. Applicants referred to a Registration Committee panel will be notified within 14 business days of the referral, reasons for the referral, the opportunity to make a submission and the deadline for making a submission to the panel of 30 business days.