



## Letter of Professional Conduct (LOPC) – Request Form

### SECTION A – Person to Receive the Letter of Professional Conduct (LOPC) by Email

Recipient Name			
Recipient Title			
Organization Name			
Organization Address			
City/Province/Postal code			
Telephone		Email	

### SECTION B - Member

The Letter of Professional Conduct (defined below) is with respect to the following member:			
Midwife Name		Registration #	

### SECTION C – Information provided in the LOPC

- Member's name and College registration number
- Date of initial registration and date of expiry of the current certificate of registration
- Class and status of certificate
- Limitations on the certificate
- Whether a member has a proceeding before the Registration, Discipline or Fitness to Practice Committee
- The findings of any proceedings with the Registration, Discipline or Fitness to Practice Committee
- That a member has been cautioned in the previous two years
- That member has currently been ordered a Specified Continuing Education or Remediation Program by the Inquiries, Complaints and Reports Committee
- That a member has a signed Acknowledgement and Undertaking in progress with the College

### SECTION D – Processing Information

Regular Delivery (within 15 business days): Include fee of **\$40** (by cheque or credit card\*)

Expedited Service (within 5 business days): Include fee of **\$60** (by cheque or credit card\*)

\*Credit card payments will be through the Member Portal. Members will be advised when an invoice is available for payment.

**Please do not enter credit card details on this form.**

- An LOPC cannot be issued without payment, a complete request form and the attached signed consent by the member.
- Send completed request to the Registration Department by email to [regsupport@cmo.on.ca](mailto:regsupport@cmo.on.ca) or by mail to the address noted below.
- As per the consent form, a member may request a copy of the LOPC.
- An LOPC will be sent by email unless otherwise requested



Policy (CMO):	Consent to Release of Information Regarding Letters of Professional Conduct (LOPC)
Reference #:	PCMO-C051910
Approved by:	Council
Date approved:	May 19, 2010 (Revised December 2010)
Attachments:	none

## CONSENT TO RELEASE OF INFORMATION REGARDING LETTERS OF PROFESSIONAL CONDUCT

I, \_\_\_\_\_ hereby consent to the release of information in  
(name of member)

the College of Midwives of Ontario ("College") files about me to

\_\_\_\_\_  
(name of organization)

by the College. This information will include information in the possession of the College regarding my status with the College and my professional conduct, as identified in the chart below.

**I would like a copy of the Letter of Professional Conduct sent to me for my own information and records.** YES  NO

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(Day) (Month)

\_\_\_\_\_  
Member's signature

INFORMATION PROVIDED	RECIPIENT					
	HOSPITAL	TRANSFER PAYMENT AGENCY	MIDWIFERY PRACTICE GROUP	OTHER REGULATOR	ASSOCIATION OF ONTARIO MIDWIVES	MIDWIFERY EDUCATION PROGRAM
MEMBER'S NAME	X	X	X	X	X	X
REGISTRATION NUMBER	X	X	X	X	X	X
DATE OF CERTIFICATION	X	X	X	X	X	X
CLASS AND STATUS	X	X	X	X	X	X
LIMITATIONS	X	X	X	X	X	X
CURRENT PROCEEDINGS	X	X	X	X	X	X
FINDINGS OF GUILT	X	X	X	X	X	X
CAUTION (IN THE PREVIOUS TWO YEARS)	X	X	X	X	X	X
SPECIFIED CONTINUING EDUCATION OR REMEDIATION PROGRAM (SCERP)	X	X	X	X	X	X
A&U IN PROGRESS	X	X	X	X	X	X
OTHER INFORMATION (REASONABLY RELEVANT)						
<ul style="list-style-type: none"> <li>▪ QAP COMPLIANCE</li> <li>▪ CERTIFICATION COMPLIANCE</li> <li>▪ OPEN INVESTIGATION</li> </ul>						

NOTE: The College's Public Register contains the following information for each registered midwife: Referrals to Discipline, Synopsis of Decisions (findings of guilt), Findings of Malpractice, Suspensions and Revocations, Specified Information from the Registration, Discipline and Fitness to Practise Committees, Resignation with agreement to never re-apply. The Public Register is available on the College's website ([www.cmo.on.ca](http://www.cmo.on.ca)).