

# Fair Registration Practices Report

## Midwives (2018)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

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## 1. Qualitative Information

### a) Requirements for registration, including acceptable alternatives

#### i. Describe any improvements / changes implemented in the last year.

In 2018, the College of Midwives of Ontario continued to implement the Jurisprudence Course and e-learning module as introduced in 2017.

The College completed a review of the continuing competency requirements as outlined in the College's Registration Regulation. Applicants and members are required to have current training in neonatal resuscitation (NRP), emergency skills (ES) and cardiopulmonary resuscitation (CPR). The Registration Regulation requires training in NRP every year and every two years for ES and CPR. The review highlighted that the courses listed in the Policy on Continuing Competencies were needing to be updated and that the policy did not provide clarity around how to provide proof of meeting the requirements.

Based on its review, the Registration Committee recommended that Council rescind the Policy on Continuing Competencies in order to replace it with detailed information on updated approved courses, how to meet the continuing competency requirements and how to provide proof of successful completion of training. The information is posted on the College website and the Application Guide links to it. The new approach now enables the College to effectively outline the currently approved courses, how applicants/members can provide proof of completion of training and the opportunity to submit a proposal to have a course not currently approved, approved by the Registration Committee.

The College developed, and Council approved, a Criminal Record Screening Policy and Good Character Guide. The Policy creates the ability for the College to require applicants and members, when requested, to produce the results of a vulnerable sector screening. This in turn allows the College to better evaluate applicants and members in accordance with the good character provisions under the Registration Regulation. The Good Character Guide outlines how the College and Committees assess good character and how a positive finding on a vulnerable sector screening would be evaluated. The Policy does not come into effect until April 1, 2019.

#### ii. Describe the impact of the improvements / changes on applicants.

The Jurisprudence Course and e-learning module has continued to be successfully completed by applicants without issue.

The Policy on Continuing Competencies was rescinded effective October 1, 2019 and the updated approved course list for meeting the requirements around neonatal resuscitation (NRP), emergency skills (ES) and cardiopulmonary resuscitation (CPR) was implemented on October 1, 2018. It therefore did not affect the majority of applicants in 2018. The courses outlined in the Policy for Continuing Competencies were in place for renewal 2018 and members are required to comply with the updated approved course list when they are next due to meet a requirement, either October 1, 2019 or October 1, 2020. [MS1]

The impact of this change on applicants was minimal, if anything, as the majority of the approved courses remained the same, with the exception of the removal of online CPR and MOREOB. MOREOB is generally completed in a hospital setting and therefore applicants do not complete this emergency skills course for entry-to-practise. In addition, information about the changes in the approved courses was communicated to the Midwifery Education Programs and International Midwifery Pre-Registration Program. [NG2] [MS3]

Information about meeting these requirements is included in the enhanced applicant website information on the College's website and Registration Application Guide, also available on the College's website.

The Criminal Record Screening Policy did not impact applicants in 2018 as it only comes into effect on April 1, 2019 to provide adequate time to notify and prepare stakeholders and applicants. The College has developed a letter explaining who we are and why applicants require a vulnerable sector check for registration. This will help applicants, if needed, when approaching their local police services to request a vulnerable sector check.

Comprehensive registration information is now available to applicants under a dedicated Applicant tab. This improves access, understanding of the registration requirements, and the registration process for all registration applicants. College staff ensured the information presented is in an easily understandable format.

### **iii. Describe the impact of the improvements / changes on your organization.**

Rescinding the Policy on Continuing Competencies and replacing it with detailed information and a list of courses approved by the Registration Committee is beneficial to the College as it enables us to be responsive to course changes and updates and/or to be able to consider new courses that become available to applicants and members and which may meet the College's requirements.

In addition, having outlined in detail the course requirements, how to meet the requirements and to how to provide proof of successful completion of the courses, makes it easier for applicants and members to comply and better for staff processing. The information is outlined in detail on the College website. It has also been shared by way of the College's newsletter and e-blast communications.

Developing the Criminal Record Screening Policy provided the College with a clear rationale for implementing this public protection tool. Registered midwives work with clients and their families in a variety of settings, including in clients' homes. It is therefore in the public interest for applicants to complete a vulnerable sector screening to help determine suitability to practise and enable public protection.

The Criminal Record Screening Policy explains why it is in the College's authority to request a vulnerable sector check and who must provide one.

While requiring a vulnerable sector check to be completed by applicants at the time of application requires additional College resources, it is easily built into the application and registration process. We have also started the paperwork to enter into a MOU with the Toronto Police Reference Check Program.

## **b) Assessment of qualifications**

### **i. Describe any improvements / changes implemented in the last year.**

The qualification and registration requirements remain the same.

The College's registration application and guide were reviewed and updated in 2018 for improved provision of

information related to the registration requirements and processing of applications. This update included a computer fillable application form and clearer information in the accompanying guide.

In July 2018 the Registration Committee implemented a Registration Panel Risk Assessment Tool for Determining Requalification Programs as required under the Registration Regulation. The tool assists panels of the Registration Committee in making fair and consistent decisions in the public interest. Although each case is considered on its own terms and individual circumstances are always factored in, having guidance with respect to areas of risk, mitigating factors and options to address any concerns lends itself to a more robust decision-making process.

The College continues to rely on the IMPP for assessment of internationally educated midwives based on the demonstration of competencies.

The College worked with the International Midwifery Pre-Registration Program (IMPP) to have the IMPP establish a MOU with its third-party provider, the World Education Services (WES), to help ensure the third-party provider is applying the principles of fairness, objectivity, impartiality and transparency to its assessment practices. The College also formalized a reporting and monitoring process with the IMPP, which includes annual reporting by the IMPP on how its assessment and training is aligned with the OFC principles of transparency, objectivity, impartiality and fairness. The College received the first report in October 2018.

The Canadian Midwifery Registration Examination (CMRE) continues to be the entry-to-practice examination written by all applicants, Canadian and internationally educated, and is administered nationally by the Canadian Midwifery Regulators Council (CMRC). It is based on the Canadian Competencies for Midwives. There continue to be two sittings each year, one in May and one in October. The exam is always offered in Toronto and in Sudbury, if demand exists.

A “registerable checklist” continues to be used to ensure applications are consistently processed and all aspects of the application are considered both by staff and Registration Committee panel members as needed.

## ii. Describe the impact of the improvements / changes on applicants.

Usage of the Registration Panel Risk Assessment Tool for Determining Requalification Programs has enabled the Registration Committee to critically consider how they are arriving at a decision and the reasons for their decision, thereby strengthening the decision and reasons issued to the applicant. Having used the tool for many months, they are now in a position to refine it further to enable:

1. **Transparency:** the plan is to post the tool to the College website to make the decision-making process of the Committee more transparent, as this allows the members and applicants to better understand what factors are taken into consideration during panel deliberations and decision making to ensure fair, objective and impartial outcomes.
2. **Efficient & Consistent Decision Making:** Having this tool available to the Registration Committee will allow for a clear framework to guide decision making, thus allowing for a more efficient decision-making process and a higher likelihood of yielding consistent outcomes for similar matters.
3. **Meaningful Trends Analysis:** The tool will allow for meaningful trends analysis and this information could assist staff with identifying gaps in regulation and inform future policy decision-making.

The more formalized reporting and monitoring process established with the IMPP allows the College more input on practices that may affect applicants.

## iii. Describe the impact of the improvements / changes on your organization.

As noted above, the improvements, such as the implementation of the risk assessment tool strengthen the ability of Registration Committee panels to make more efficient and consistent decisions. Having a clear framework to guide decision making enables panel members to arrive at decisions that better ensure fair, objective and impartial outcomes.

In addition, using the tool helps staff better understand possible gaps in regulation and inform future policy decisions.

### **c) Provision of timely decisions, responses, and reasons**

#### **i. Describe any improvements / changes implemented in the last year.**

As previously noted, a risk assessment tool is being used by the Registration Committee to aid panels addressing requalification programs in making decisions grounded within their legislative powers and to help expand on the reasons for their decisions. This tool continues to be refined to support a rigorous and thorough decision making and more efficient drafting process.

The panel referral process and materials were reviewed and improved. A monthly panel schedule was developed to assist in more timely referrals and issuance of decisions. More detailed tracking was implemented to assist in evaluating compliance with timelines and for future benchmarking.

The College worked with legal counsel to establish a process whereby a decision of a Registration Committee panel may be communicated to the applicant before the issuance of the written decision and reasons, in certain circumstances where the information will assist the applicant in being able to meet a requirement and thereby potentially shorten the timeframe for issuance of the requested certificate of registration.

The College continues to review the panel referral and decision process to find more ways to assist in the provision of timely decisions, responses and reasons. As part of the development of a College data strategy, in November 2018, the Registration Committee approved a template for quarterly and an annual Committee reports to Council. The data strategy, once finalized, will assist in the collection of relevant data to enable the College to evaluate its performance.

#### **ii. Describe the impact of the improvements / changes on applicants.**

Improved standardization of panel processes and materials has served to maintain consistency, fairness, objectivity and impartiality to how applications referred are considered with the goal of more timely provisions and reasons.

Being able to begin to act on items required for the completion of a requalification program or other registration requirements prior to receiving a written decision and reasons has assisted members and applicants in moving forward in the registration process.

#### **iii. Describe the impact of the improvements / changes on your organization.**

The risk assessment tool and improved standardization of the panel materials helps with the efficiency of Registration Committee Panels. Written decisions and reasons continue to be issued to all applicants who are referred to the Registration Committee.

Being able to provide up front information to members and applicants with respect to some Registration Committee decisions has helped staff manage inquiries and to be more proactive in the provision of information when possible.

### **d) Fees**

#### **i. Describe any improvements / changes implemented in the last year.**

The current Fees and Remuneration By-law was implemented in June 2018 and made available on the College's website.

In accordance with the College's Fees and Remuneration By-law, annual registration fees increased \$200, as of October 1, 2018, for all practising members of the College. Fees for non-practising members increased \$100. This fee increase impacted both new registrants, currently practising and non-practising members of the College.

Other fees, such as the administrative fee, fees for returned cheques and letters of professional conduct and standing remained the same. The penalty fee for late renewal or late payment of fees remained at 15%.

**ii. Describe the impact of the improvements / changes on applicants.**

A new fee schedule was posted on the College's website well in advance of the implemented fee increase to ensure applicants were aware of the upcoming change. Applicants pay pro-rated initial registration fees and can take advantage of an installment payment option. No negative impact was identified.

Fees were clearly outlined in all renewal information on the website, in the renewal guide and electronic communications to members. In accordance with the College's Fees and Remuneration By-law, members were provided 60 days notice that fees were due.

**iii. Describe the impact of the improvements / changes on your organization.**

The Council of the College must ensure a secure financial positioning, which necessitated a small increase in registration fees in 2018 to cover operational expenses.

**e) Timelines**

**i. Describe any improvements / changes implemented in the last year.**

The three-year funding agreement currently in place facilitates the flow of funding from the Ontario Midwifery Program to the Transfer Payment Agencies and the Midwifery Practice Groups at the beginning of each fiscal year. In the past year, this enabled applicants to become registered as soon as they met all of the registration requirements.

Registration timelines otherwise have remained the same in 2018 as in 2017.

**ii. Describe the impact of the improvements / changes on applicants.**

Where applicants are able to meet all the registration requirements, the College has been able to immediately confirm professional liability insurance and register the applicant in line with the applicant's anticipated work start date. Therefore, applicants have not had to wait for issuance of a certificate of registration upon the release of funding, which facilitates the approval of professional liability insurance for the applicant.

**iii. Describe the impact of the improvements / changes on your organization.**

With the established funding agreement, the College has been able to process applications for registration as received and to issue certificates of registration without having to wait for the release of funding. This means that the registration process has been somewhat more spread out over the course of the summer months, as opposed the College having to register the majority of applicants all at the same time, within a couple of days, as funding is released.

**f) Policies, procedures and/or processes, including by-laws**

**i. Describe any improvements / changes implemented in the last year.**

**Policies and Procedures**

As described in our 2017 report, the College has undertaken a three-year strategic plan, which is available on the College's website.

In 2018, in alignment with the Strategic Plan, the College began implementing the Registration Streamlining Plan which was approved by Council in December 2017. This resulted in several registration policies being reviewed, updated or rescinded in accordance with the streamlining plan in 2018.

The College has adopted a new tool for policy development, the Regulatory Impact Assessment statement. For more information on the purpose of the regulatory impact assessment tool and how it is being used by the College, see the College's website. Those policies which no longer serve the regulatory framework and do not meet the criteria for a policy were rescinded.

Where policies were rescinded, they were archived on the College's website in the new Resource section. Any relevant information was published via an alternative means, such as information sheets, registration handbooks/guide and easily accessible website information.

In addition, the College updated the Requalification Program Policy to more accurately align with associated regulatory references and rescinding of the Reissuance of a General Certificate Policy. The College developed a Criminal Record Screening Policy and Good Character Guide. The College rescinded the policy on Active Practice Requirements and established comprehensive information outlining an updated approach to reviewing and processing active practice requirements, in accordance with the Registration Regulation.

Any policies that were to be rescinded were brought to Council for approval and consideration of an appropriate timeline for implementation. Any new policies, such as the Criminal Record Screening Policy, were also brought to Council for review and approval.

The College completed year two of voluntary participation in the Risk Assessment Checklist Program developed by the Healthcare Insurance Reciprocal of Canada (HIROC). The registration checklist provided by HIROC focuses on registration practices related to registering and licensing in a fair and consistent manner. The College is planning to complete the HIROC checklist modules by end of year 2019. Completion of the registration HIROC checklist will facilitate further review of internal registration procedures and information to ensure efficient, fair and consistent registration practices, which also align with the OFC's fair registration practices, any may inform other policy development/changes.

## **Processes**

As discussed above, the registration application form and guideline were updated for improved processing of requirements.

The Supervisor Criteria and Agreement documents were reviewed and the Registration Committee approved revised Criteria for Supervisor Approval. These criteria are used to determine if a proposed midwife may act as a supervisor for an applicant/member who is eligible to practise under a Supervised Practice certificate of registration. Based on a recommendation by the Registration Committee to Council, the Policy on Criteria for Approval of Supervisors was rescinded and archived in 2018. The Agreement to Act as Supervising Midwife form was replaced with an updated Agreement and a Conflict of Interest Declaration Form. The criteria and forms are all available on the College's website and provided to applicants as part of the registration process.

## **By-laws**

The College's Fees & Remuneration By-law was revised in 2018 to include an increase in membership fees for the registration year commencing October 1, 2018.

The College's General By-law, Article 14 (The Register), was also revised to be in compliance with Bill 87, the Protecting Patients Act, 2017.

## **ii. Describe the impact of the improvements / changes on applicants.**

## **Policies and Procedures**

The objective of the streamlining plan is to ensure that College's registration policies, procedures and information are current, accurate, effective and efficient. As a result of the changes implemented in 2018, applicants and members are able to more readily access relevant registration information, policies and forms via the College website, better understand the requirements of registration, including the application and class change requirements and processes.

Participation in the HIROC risk assessment checklist will help ensure that we continue to register applicants in a fair and consistent manner.

Improved availability and clarity of information has improved communication with applicants and members.

The General By-law changes impact the information to be provided by an applicant/member.

### **iii. Describe the impact of the improvements / changes on your organization.**

#### **Policies, Procedures and Processes**

Changes to the registration policies and updating of processes has facilitated the ability of staff to more effectively communicate with applicants and members and to provide more comprehensive information, via the College website.

Improved policies, processes and information helps the College apply consistent procedures and ensure compliance with legislative requirements. It also helps to align the College's processes with changes in the regulatory and practice environments.

By-law changes ensure the College has the ability to enforce its legislative responsibilities.

### **g) Resources for applicants**

#### **i. Describe any improvements / changes implemented in the last year.**

In 2018, the College's website was revamped. This included the introduction of new sections, including sections dedicated to resources, applicants and midwives. The revised format was devised to provide enhanced website information for applicants, members of the College and the public. It allows for greater transparency and the ability to present registration information and policies with updated information and targeted to specific audiences.

The applicant section of the website clearly outlines the application and registration process for the various routes of entry and provides supporting information to help applicants understand how to meet the registration requirements and outlines the registration panel referral process.

The College's Jurisprudence Handbook was updated as was the e-learning module to align with the College's Professional Standards which were implemented in June 2018. Bill 87 changes related to sexual abuse and the funding for therapy were also included in the updates.

All class change information and forms were updated and revised. Extensive information is available to members to help them understand how the class change process works and the requirements that must be met in order to be reissued a General certificate of registration.

The Resource section of the website provides direct access to College's regulations, by-laws, policies, standards of practice, guiding documents, reports and Council packages.

#### **ii. Describe the impact of the improvements / changes on applicants.**

Applicants have better access to detailed website information describing the registration application processes and

costs. This enhanced information facilitates better understanding of the application and registration process, the legislative framework, and the assessment of qualifications.

**iii. Describe the impact of the improvements / changes on your organization.**

Improved resources and information enables College staff to process registration applications more efficiently and to be more effective in responding to inquiries.

**h) Review or appeal processes**

**i. Describe any improvements / changes implemented in the last year.**

No changes in 2018.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes, no impact on applicants in 2018.

**iii. Describe the impact of the improvements / changes on your organization.**

No changes, no impact on the organization in 2018.

**i) Access to applicant records**

**i. Describe any improvements / changes implemented in the last year.**

No changes in 2018.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes, no impact on applicants in 2018.

**iii. Describe the impact of the improvements / changes on your organization.**

No changes, no impact on organization in 2018.

**j) Training and resources for registration staff, Council, and committee members**

**i. Describe any improvements / changes implemented in the last year.**

The College continued to offer regular training for members of Council and staff. In 2018 Council participated in training related but not limited to risk-governance, risk-based regulation, risk management, decision deliberation, decision writing, and facilitation.

The College continues to be a member of the Ontario Regulators for Access Consortium (ORAC) and staff attended all ORAC meetings throughout 2018.

The Fairness Commissioner presented to Council in 2018, which included attendance by all staff in the Registration Department. The Fairness Commissioner also presented to the Registration Committee in March 2018 as part of a Registration Committee training day. As part of this training day members of the Registration Committee received training on their legislative authority under the Health Professions Procedural Code and the Registration Regulation, as well as panel process and decision making scenarios, presented by legal counsel.



The HIROC checklists provides College staff with additional guidance when reviewing registration practices to ensure they are fair and consistent.

**ii. Describe the impact of the improvements / changes on applicants.**

Participation in the HIROC risk assessment program will help ensure that we are registering applicants in a way that is consistent, impartial and fair.

Ongoing training helps to ensure efficiency and compliance with legislative authority of the Registration Committee and the principles of fairness, transparency, objectivity, and impartiality, which contribute to better regulatory outcomes.

**iii. Describe the impact of the improvements / changes on your organization.**

Expanding Council, Committee and staff knowledge of risk-based regulation, risk management, professional competence and decision writing, amongst other things, has enhanced the College's capacity to critically assess our programs, policies, regulations and tools and lends itself to consistent decision making.

**k) Mutual recognition agreements**

**i. Describe any improvements / changes implemented in the last year.**

No changes in 2018.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes in 2018.

**iii. Describe the impact of the improvements / changes on your organization.**

No changes in 2018.

**l) Other (include as many items as applicable)**

**i. Describe any improvements / changes implemented in the last year.**

No other items that have not been identified in previous questions.

**ii. Describe the impact of the improvements / changes on applicants.**

No other items that have not been identified in previous questions.

**iii. Describe the impact of the improvements / changes on your organization.**

No other items that have not been identified in previous questions.

**Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year**

There have been no registration-related amendments to our enabling legislation nor our regulations in the last year.

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## 2. Quantitative Information

### a) Languages

Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No
Other (please specify)	n/a

Additional comments:

### b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	0
Female	80
None of the above	0

Additional comments:

### c) Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	1
Female	948
None of the above	0

Additional comments:

### d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
63	5	6	France 1 Guyana 1	0	80

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Morocco 1 Nigeria 1 Syrian Arab Republic 1 U.K. 1 Total 6		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

**e) Jurisdiction where applicants who became registered members obtained their initial education**

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
61	4	6	France 1 Guyana 1 Nigeria 1 Syrian Arab Republic 1 U.K. 1 Total 5	0	76

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
800	14	33	Algeria 1 Argentina 1 Belgium 1 China 7	0	949

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			France 2		
			Guyana 1		
			Hungary 1		
			India 1		
			Iran 26		
			Lebanon 1		
			Malta 1		
			Morocco 1		
			Netherlands 3		
			New Zealand 1		
			Peru 2		
			Philippines 2		
			Poland 3		
			Russia 1		
			S. Africa 1		
			Sweden 1		
			Switzerland 1		
			Syrian Arab Republic 1		
			U.K. 41		
			Venezuela 1		
			Total 102		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

**g) Applications processed**

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	62	4	5	6	0	<b>77</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	63	5	6	6	0	<b>80</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who became FULLY registered members</b>	61	3	0	0	0	<b>64</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	0	1	6	5	0	<b>12</b>

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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<sup>1</sup> An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

**Additional comments:**

**h) Classes of certificate/license**

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	General	<p style="text-align: center;"><b>Description (a)</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Practice with no restrictions.</div>
b)	Supervised Practice	<p style="text-align: center;"><b>Description (b)</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Practice under supervision.</div>
c)	Transitional	<p style="text-align: center;"><b>Description (c)</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Practice with restrictions and under supervision.</div>
d)	Inactive	<p style="text-align: center;"><b>Description (d)</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Not practising.</div>

**Additional comments:**

**i) Reviews and appeals processed**

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	4	1	1	0	0	6
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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Additional comments:

**j) Paid staff**

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	13
Staff involved in appeals process	2
Staff involved in registration process	5

Additional comments:

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### 3. Submission

**I hereby certify that:**

**Name of individual with authority to sign on behalf of the organization:**  
Kelly Dobbin

**Title:**  
Registrar & CEO, College of Midwives of Ontario

**Date:**  
2019/03/01

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