

College of Midwives of Ontario

Registration Application Handbook



College of
Midwives
of Ontario

Ordre des
sages-femmes
de l'Ontario

Registration Application Handbook

The Registration Regulation under the *Midwifery Act, 1991*, establishes the non-exemptible entry to practise requirements, including the education, clinical experience and examination requirements, as well as other requirements which must be met to be issued a certificate of registration. For more information on these requirements, please visit the Initial Application [page](#) of the College of Midwives of Ontario's ("the College") website. This Registration Application Handbook and Form have been developed to collect the necessary information and supporting documentation to demonstrate that these requirements are met and to help determine the type of certificate to be issued. All applicants are encouraged to familiarize themselves with the requirements for registration and the regulations that govern midwifery in Ontario. This information is available on the College's website (www.cmo.on.ca).

Some of the information collected in this application form is required and reported on under s. 36.1 of the *Regulated Health Professions Act, 1991*, which requires the College to collect personal information for the purpose of health human resources planning or research.

This handbook is designed to help you complete the form and includes helpful links to other useful information and documents available on our website.

Assistance:

Contact the College by email at admin@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 Registration Application Handbook, and the checklist.
- Complete applications can take up to 14 business days to process. Please submit your application well in advance of your anticipated practice start date.
- If some of your supporting documents are not available in English or French, then an official English or French translation by a certified translator is required.
- If you are having difficulty obtaining your supporting documentation, please let us know so we can discuss your options.

Table of Contents

Section 1: Personal and Contact Information	3
Section 2: Application Category	4
Section 3: Midwifery Education & Clinical Requirements	6
Section 4: Other Education Information	7
Section 5: Other Registration Requirements	8
Section 6: Professional Registrations	8
Section 7: Disclosure of Proceedings & Findings	8
Section 8: Authorization & Certification	9
Section 9: Application Checklist	9
Section 10: Fees & Application Submission	9
Section 11: Additional Information	10

Section 1: Personal & Contact Information

Personal contact information is not released to the general public but is used by the College for direct contact with members. 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. A legible photocopy of official, government issued photo identification (driver's licence, passport, etc.) is required to confirm your legal name and identity.

You will be listed on the Public Register under your legal name and you are expected to practise using it, however, you can also list your common name if you wish and this will also appear on the Public Register.

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. Provide documentation to support the name change, e.g. a marriage certificate. 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.

Email Address: As part of our 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 2: Application Category

Route of Entry: Choose the most appropriate application category based on the midwifery education program you completed or your registration in another regulated Canadian midwifery jurisdiction.

Practice Name: Enter the exact name of the practice that you are hoping to join upon registration.

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.

Are you applying for a Transitional Certificate of Registration?

Not available unless you have written the Canadian Midwifery Registration Examination (CMRE) and are awaiting the results.

Anyone who is able to meet all of the requirements for a General or Supervised Practice certificate of registration with the College and has written but has not received the results of the Canadian Midwifery Registration 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 certificate applicants are required to sign an Undertaking with the College, agreeing to practise as outlined in the Undertaking. Transitional certificates are valid for up to 90 days and will be revoked when the candidate is notified that they have passed the exam and receives a General or Supervised Practice certificate of registration or when they are notified that they have 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, including the Transitional certificate [Undertaking Form](#), [Agreement to Act as a Supervising Midwife Form](#) and [the supervisor Conflict of Interest Declaration](#). These documents must be signed and submitted with your registration application.

Certificates will be issued as soon as possible after the examination is written and all registration requirements have been met. Please note, if you are to be issued a Supervised Practice certificate of registration, an approved supervisor and Plan for Supervised Practice and Evaluation must be in place prior to issuance of a Transitional certificate of registration.

Examination Score Reports are generally released within six weeks of the examination date.

Section 3: Midwifery Education & Clinical Requirements

3A) Ontario Midwifery Education Program Applicants

During the COVID-19 pandemic 2020 the College will be obtaining letters directly from the Midwifery Education Programs to verify program completion. All applicants must provide official transcripts once available.

If available, attach your original clinical experience record. If you do not have a clinical experience record, during the 2020 COVID-19 pandemic, the College will contact the midwifery education program directly to verify this information for 2020 graduates.

Arrange for an original official 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. Scanned 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

Completion of the International Midwifery Pre-Registration Program (IMPP) and clinical experience requirements are verified by your Final Report from the IMPP. This report is automatically sent directly to the College by the IMPP. Therefore, you do not need to request a copy or attach a copy to your application.

Usually IMPP graduates do not meet the current clinical experience requirements for a General certificate of registration and for that reason are instead eligible for registration in the Supervised Practice class. IMPP graduates are required to provide a name of a midwife whom they would like to act as their 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 application.

3C) Applicants from Other Regulated Canadian Midwifery Jurisdictions

To verify your registration in another regulated Canadian midwifery jurisdiction, a Letter of Standing and Professional Conduct must be sent directly to the College from the regulatory body where you are currently registered. In addition, a letter of standing is required from each regulatory/licensing body where you are or have ever been registered. Please make arrangements for this by contacting the regulatory bodies directly.

3D) Former Members Not Currently Registered in Another Canadian Jurisdiction

Former members of the College of Midwives of Ontario may apply for re-registration. If you have been practising midwifery in another jurisdiction outside of Canada, a Letter of Standing and Professional Conduct must be sent directly to the College from each regulatory/licensing body in each jurisdiction where you have been practising. Please make arrangements for this by contacting the regulatory/licensing bodies directly.

Section 4: Other Education Information

4A) All Applicants

All applicants are asked to outline the details of their educational backgrounds whether or not the education was related to midwifery. This helps the College collect and provide information as required for the Health Professions Database, once the applicant becomes a member.

Section 5: Other Registration Requirements

5A) Canadian Midwifery Registration Examination (CMRE)

Due to the COVID-19 pandemic, all applicants who completed the MEP Final Clerkship Exam will be required to sign an undertaking requiring the completion of the CMRE when it is next available. The College will provide you with the undertaking once you have submitted an application for registration and the necessary information has been verified.

Please answer all applicable questions in this section. The College will be verifying this information with the Midwifery Education Programs and the IMPP.

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

5B) Continuing Competency Courses

During the COVID-19 pandemic, certificates of continuing competency will be considered valid if they are current or if they expired a year or less than a year ago. Applicants must still submit certificates indicating completed training.

Applicants must have current training in neonatal resuscitation (NRP), completed within the previous 12 months; obstetric emergency skills (ES) and cardiopulmonary resuscitation (CPR), completed within the previous 24 months. [Click here](#) for the College's Continuing Competency Requirements and Approved Courses.

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, we do not accept exam completion certificates.

The continuing competency certificates mentioned 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.

Copies of the above-mentioned certificates of completed training must be submitted with your registration application.

5C) College of Midwives of Ontario's Jurisprudence Course

All applicants to the College 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. There is a \$300 fee to take the course. Find out more about the Jurisprudence Course and how to access it [here](#). Certificates of completion must be included with your application.

5D) Vulnerable Sector Check

During the COVID-19 pandemic, due to limited access to police services, you are not required to submit a vulnerable sector check report. However, under the Criminal Record Screening Policy, the Registrar will request submission of a vulnerable sector check at a later date.

Effective April 1, 2019, all applicants 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](#). Please visit the College's website to find out how to obtain a vulnerable sector check and to ensure that your vulnerable sector check meets all of the Criminal Record Screening Policy requirements. Information can be found on our website [here](#). Please note that a finding on any vulnerable sector screening report does not disqualify your application for registration and the application will be processed in accordance with the Criminal Record Screening Policy and [Good Character Guide](#).

5E) Eligibility to Engage in Employment in Canada

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. Expired documents will not be accepted.

5F) 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, the College will verify that professional liability insurance is in place and will be effective as of the anticipated date of registration.

Section 6: Professional Registrations

In this section you must list all professional bodies where you are or have been registered to practise any profession, **in and outside of Canada**. A Letter of Standing is required from each body listed.

Letters of Standing must be sent directly to the College from each body where you are or have been registered.

Section 7: Disclosure of Prior Proceedings and Findings

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 8: Authorization & Certification

8A) 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.

8B) Certification of Application: You must ensure that this section is checked, printed and signed (written signature) and dated. You may wish to keep a copy of your signed application for your records.

The Registration Regulation states that a certificate of registration will be invalid if a member knowingly makes a false or misleading statement in an application for a certificate of registration.

Section 9: Application Checklist

(Keep checklist for your records)

Use the checklist (last page of the registration application) to ensure the required supporting 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 Registration Application Handbook and the checklist.

Section 10: Fees and Application Submission

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. Your application cannot be processed without the application fee. Please see below for payment options.

Initial membership and administration fees for a Transitional, Supervised Practice or General Certificate: You may pay your initial administration and registration fees as per the Initial Registration [Fee Schedule](#). Initial registration fees are prorated based on the month you are registered.

Regardless of when you are initially registered, registration renewal is required by October 1st each year.

As a reminder, as part of your application you must complete the College's online Jurisprudence course. There is a \$300 fee to take the course.

Payment Options

Applicants can submit their application form along with payment through one of two methods:

1. **CHEQUE AND MAIL.** The cheques and form can be mailed to the College's offices at: 21 St. Clair Avenue East, Suite 303, Toronto, Ontario, M4T 1L9. Cheques should be payable to: College of Midwives of Ontario and not combined with any other payment.
2. **ELECTRONIC SUBMISSION AND CREDIT CARD.** On the application form you can select that you prefer to pay by credit card. If you select this option prior to registration you will be contacted by the College to pay all fees by credit card. The form should be submitted through the College's secure deposit box on the College's website which can be found at the following link:
<https://www.cmo.on.ca/applicants/application/applyinitial/>

Please note, registration is not possible until all fees have been received. Please indicate on your application what method of payment you have selected.

All fees are outlined in the College's [Fees and Remuneration By-law](#).

Section 11: Additional Information

Please attach one (1) recent passport-sized colour photo to the space available in Section 1 of the form. **Not required during the COVID-19 pandemic 2020.**

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.

Application Processing Times: Complete applications can take up to 14 business days to process and are processed in the order received at the College. Early submission is recommended.

Once you have submitted your application you can expect a confirmation of receipt email within 7 days. This email will tell you if there is anything missing from your application and may tell you what type of registration certificate you qualify for.

For more information on the registration process, please visit the [Applying for Registration page](#) on the College's website (www.cmo.on.ca).