

<i>Policy &amp; Procedures:</i>	Access to Registration Applicant Records
<i>Reference #:</i>	PPS003-C111809
<i>Approved by:</i>	Council
<i>Date approved:</i>	November 18, 2009
<i>Attachments:</i>	none



## **Access to Registration Applicant Records**

### **PURPOSE**

- To ensure registration applicants have access to information in their file.

### **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**

- A registration applicant may receive a copy of their file.

### **PROCEDURES**

Upon written request and payment of the \$50.00 fee, as per College By-law 15.16, an applicant can receive a copy of their file within 30 days.