

<i>Policy & Procedures:</i>	Processing Registration Applications
<i>Reference #:</i>	PPS004_C021010
<i>Approved by:</i>	Council
<i>Date approved:</i>	February 10, 2010
<i>Attachments:</i>	none



Processing Registration Applications

PURPOSE

To outline the accepted timelines for processing registration applications and to specify the content of written responses given to applicants.

RATIONALE

To ensure that 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 CMO by-laws, Articles 14 and 15

SCOPE

This policy applies to all departments and administrative offices of the CMO, to all CMO officers, to Council and committee members and employees, and to all registration applicants.

POLICY

All registration applications regardless of route of entry will be processed according to the same timelines.

Total processing time: 4 weeks maximum. This processing time will not apply to an application referred to a Panel of the Registration Committee.

Applicants will receive written confirmation of the receipt of their application within 7 business days.

Within 14 business days, the applicant will be informed in writing of the status of their application (including any referral to a Registration Committee Panel).

See “Referral of a Registration Application to a Registration Committee Panel” Policy for details on referrals to the Registration Committee Panel.

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PROCEDURES

1. Within 7 business days, the applicant is notified of receipt of the registration application.
2. Within 14 business days, the Registrar or Deputy Registrar will determine if an application needs to be referred to a Registration Committee Panel. The applicant is notified in writing of the referral, the reasons for the referral and the process. The Panel issues a written decision to the applicant within 30 business days of the Panel meeting.
3. Within 14 business days, the Registration Administrator reviews the application to determine that it is complete and that all supporting documents are acceptable. The applicant is notified in writing whether the application is complete or incomplete.
4. Within 4 weeks, an applicant with a complete registration application (other than one referred to a Panel of the Registration Committee) is registered. Applicant is advised in writing within 24 hours of their successful registration.
5. Newly registered members are sent New Member materials.