

# Requalification Program Approval and Registrar Authorization Policy

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## Purpose

1. This policy supports decision making relating to the reissue of general certificates of registration to members who hold inactive certificates of registration. More specifically, the policy applies to the assignment of requalification programs and to the reissue of general certificates following the successful completion of a requalification program under clause 15 (4) (b) of Regulation 168/11 under the *Midwifery Act, 1991* (the “Regulation”).
2. This policy does two things:
  - (a) it approves standard requalification programs for the purpose of reissuing general certificates of registration under section 15 of the Regulation; and
  - (b) it authorizes the Registrar to reissue general certificates of registration to members who successfully complete a standard requalification program set out in this policy.

## Scope

This policy applies to all registrants of the College who hold inactive certificates of registration and are applying for re-issuance of a general certificate as of April 1, 2021.

## Definitions

“Standard Requalification Program” – as outlined in Schedule A (Assessment Tool) attached to this policy.

## Policy Statement

### Approval of Requalification Programs

1. The Registration Committee (the “Committee”) approves the standard requalification programs set out in the Assessment Tool in Schedule A for the purpose of clause 15 (4) (b) of the Regulation. This approval is conditional on the College assigning requalification programs to members in accordance with the criteria set out in the Assessment Tool.
2. The Committee’s approval under paragraph 1 above is approval of a panel of the Committee for the purpose of clause 15 (4) (b) of the Regulation.
3. If the member seeking reissue of a general certificate of registration does not meet the criteria set out in the Assessment Tool, the member will be referred to a panel of the Committee for the approval of a requalification program.

4. If a member is referred to a panel of the Committee, they will: (a) receive notice of the referral, (b) have the opportunity to submit information to the panel for its consideration, and (c) receive brief reasons from the panel for the requalification program that the panel approves.

#### Registrar Authorization

5. The Committee authorizes the Registrar to reissue a general certificate of registration to a member in the inactive class under clause 15 (4) (b) of the Regulation, if the member:
  - (a) successfully completes a requalification program approved under paragraph 3 above; and
  - (b) meets all the other requirements relating to the reissue of a general certificate of registration.

#### Policy Review and Orientation

6. This policy is subject to the Committee's annual review and approval. The Committee may approve revisions to the policy. New Committee members will receive education on the policy before any annual approval.

## References

Registration Regulation (O. Reg. 168/11) under the Midwifery Act, S.O. 1991, s. 15(4)(b)  
Application for Certificate of Registration Class Change from Inactive to General

Approved by: Registration Committee  
Approval date: March 1, 2021  
Implementation Date: April 1, 2021  
Last reviewed and revised

## ASSESSMENT TOOL

### Request to change class from Inactive to General under s. 15 of the Registration Regulation

#### Process:

1. Review application for class change inactive to general
2. If current clinical experience and active practice (birth numbers) as outlined in the Registration Regulation (sections 8(1)2i and 12(2)(b)) for a General certificate are met and all other requirements are met = General certificate issued
3. If current clinical experience and active practice not met (i.e., there is a shortfall in primary birth numbers and/or total) = risk review for requalification program (see below)

Low Risk Criteria (all must be met)	Criteria Met - Outcome	Criteria Not Met - Outcome
<p>Active practice/birth number shortfall met in all categories by counting seconds or, 70% of the following to be met:                      Total births - 40 (28) consisting of:                      20 primary (14)                      10 primary out of hospital (7)                      10 primary hospital (7)</p>	<p><b>Standard requalification</b> program issued under Requalification Program Approval and Registrar Authorization Policy as follows:</p> <ul style="list-style-type: none"> <li>• review the College’s <a href="#">Professional Standards for Midwives</a></li> <li>• review the Association of Ontario Midwives’ (AOM) Guideline for discussing choice of birthplace with clients: Methodology and review of evidence</li> <li>• review of the College’s <a href="#">Guiding Documents</a></li> <li>• other document review the College deems relevant to the midwife’s application (e.g., midwife’s learning plan, new College documents or regulatory changes)</li> <li>• review relevant documents related to community practices around COVID-19 where applicable</li> </ul>	<p><b>Referral to a panel of the Registration Committee for approval a requalification program.</b></p>
<p>1. Midwife has been inactive &lt;2 years</p>		
<p>2. Midwife previously provided all aspects of midwifery care including prenatal, intrapartum and postpartum care to women and newborns in hospital and out of hospital settings.</p>		
<p>3. The prior history/professional standing of the midwife do not indicate any concerns.</p>		
<p>4. Midwife has practised the profession for a minimum of 3 years (i.e., held a general certificate of registration and completed their new registrants year prior to going inactive).</p>		