

College of Midwives of Ontario

Registration Application Handbook 2023



College of
Midwives
of Ontario

Ordre des
sages-femmes
de l'Ontario

Registration Application Handbook and Form

The Registration Regulation (*Ontario Regulation 168/11*, made under the *Midwifery Act, 1991*) establishes the non-exemptible entry to practise requirements for registration with the College of Midwives of Ontario (“the College”). The Registration Regulation outlines the education, clinical experience and examination requirements, as well as other requirements, which must be met for issuance of a certificate of registration to practise midwifery in Ontario. For more information on these requirements, please visit the Applicants section of the College’s website and the Applying for Registration [page](#). This Registration Application Handbook has been developed to help you provide the necessary information and supporting documentation to demonstrate that these requirements are met and to provide information about the routes of entry. 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 the 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 application form and includes helpful links to other useful information and documents available on our website.

Assistance:

Contact the College by email at registration@cmo.on.ca or by phone at 416-640-2252 or 1-844-640-2252 for assistance in submitting your registration application to the College.

Les documents concernant la demande d’inscription sont actuellement disponibles en anglais. Cependant, ces documents seront disponibles en français sur demande. Veuillez communiquer avec l’Ordre des sages-femmes de l’Ontario à registration@cmo.on.ca si vous avez besoin de nos services en français. Veuillez noter que nous acceptons les documents rédigés en français ou en anglais sans besoin de traduction.

Helpful Hints:

- Use the checklist (last page of the registration application) to ensure the required documents and fees (if paying by cheque) 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 10 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 have questions regarding your application form and supporting documentation, please contact the College so that we can discuss your options.

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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 registrants. 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: To help ensure efficient and effective communication with registrants, the College sends information electronically wherever possible. As a result, you must provide a personal email address.

Headshot: As part of your application for registration, please attach a current-coloured headshot with a plain background. Please avoid use of any filters.

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 planning to join upon your 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 and has written but has not yet received the results of the CMRE, may 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 registrant who holds a general certificate of registration.

In addition to all standard required application documents, transitional certificate applicants are required to sign an undertaking with the College. They must also find a midwife who meets the criteria to act as a supervisor and have them fill out an agreement to act as their supervisor. 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 receive a general or supervised practice certificate of registration. If they are notified that they have failed the exam, their certificate will be revoked, and they will be required to re-apply. In accordance with the law, a revocation of a certificate will also appear on the Public Register under the Registration history section.

If you wish to apply for a transitional certificate of registration, please indicate this in the Application Category of the registration application. To obtain additional information on the transitional class and to obtain the supplemental transitional certificate forms, please visit the [College's website](#). Please ensure to sign and submit both the [Transitional Certificate Undertaking Form](#) and the [Agreement to Act as Supervisor Form](#) with your registration application.

Section 3: Midwifery Education & Clinical Requirements

3A) Ontario Midwifery Education Program Applicants

Arrange for an original 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 may not be able to get a transcript with the designation “Degree Conferred”. In this case, please arrange for a letter from your Midwifery Education Program (MEP) stating your eligibility to graduate and program completion 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 MEP. Please make arrangements to ensure that your original Record of Clinical Experience document is sent directly to the College from the MEP.

The Letter of Eligibility to Graduate and Program Completion, and the Record of Clinical Experience may be emailed to registration@cmo.on.ca.

The Official Transcript may be mailed in a university sealed envelope to the College’s offices at:

The College of Midwives of Ontario
21 St. Clair Avenue East, Suite 303
Toronto, Ontario, M4T 1L9

Or you may choose to have the official transcript emailed to registration@cmo.on.ca and must come directly from the institution and must be verifiable.

3B) Internationally Educated Applicants

Applicants who have successfully completed the International Midwifery Pre-Registration Program (IMPP) or the College’s Orientation and Assessment Pilot Program (O&A) may not initially meet the current clinical experience requirements for a general certificate of registration. Should this be the case, they may be eligible for registration in the Supervised Practice class.

To practise under the supervised practice class, registrant must 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 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 and Professional Conduct is required from each regulatory body where you are or have been registered. Please make arrangements for this by contacting the regulatory bodies directly.

3D) Former Registrants

Former registrants of the College of Midwives of Ontario who are not currently registered to practise midwifery in another Canadian-regulated jurisdiction may apply for re-registration. If you have been practising midwifery in another jurisdiction inside or outside of Canada, a Letter of Professional Standing 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.

Former registrants who resigned from the College within the previous five years and meet all requirements outlined [here](#) will have their application to the Registration Committee for approval of a requalification program.

You will be sent a written notice of referral outlining the reasons for the referral and provide you with an opportunity to make written submissions to the panel within 30 days of receiving the notice.

If you have resigned over five years ago or do not meet the [criteria for former registrants returning to practise](#), you can contact the College at registration@cmo.on.ca to discuss your options.

Section 4: Other Education Information

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.

Section 5: Other Registration Requirements

5A) Canadian Midwifery Registration Examination (CMRE)

If you are writing or have completed your midwifery qualifying examination outside of Ontario, a score report must be sent directly to the College from the Canadian Midwifery Regulators Council (CMRC) or from the jurisdiction in which you wrote the exam. If you have completed your midwifery qualifying examination in Ontario, no action is required as the College will have the information on file.

5B) Continuing Competency Courses

Applicants must provide satisfactory evidence of continuing competency in neonatal resuscitation (NRP), cardiopulmonary resuscitation (CPR), and obstetric emergency skills (ES).

Applicants must have successfully completed a College of Midwives of Ontario approved course in NRP, within the previous 12 months of date of application; CPR and ES, within the previous 24 months prior to the date of application. [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.

The continuing competency training courses noted above are entry-to-practice requirements as well as ongoing annual requirements under the Registration Regulation. They must be valid on the date you intend to be registered.

5C) Language Proficiency

In order to be registered you also must have demonstrated reasonable fluency in either French or English by one of the following:

- i. Graduation from a recognized program of midwifery education in English or French in any jurisdiction in Canada;
- ii. Registration as a midwife in a Canadian jurisdiction;
- iii. Successful results on an English or French language proficiency test acceptable to the College.

The language proficiency tests and minimum scores currently approved by the College are:

English

International English Language Testing System (IELTS) - Academic Format			
Reading – 7	Writing – 7	Listening – 7	Speaking – 7
International English Language Testing System (IELTS) - General Format			
Reading – 7	Writing – 7	Listening – 7	Speaking – 7
Canadian English Language Proficiency Index Program (CELPPIP)			
Reading – 9	Writing – 9	Listening – 8	Speaking – 9

French

Test d'Evaluation de Français (TEF)*			
Reading – 248-262	Writing – 371-392	Listening – 280-297	Speaking – 371-392
Test de connaissance du français (TCF Canada)*			
Reading 524-548	Writing – 14-15	Listening – 503-522	Speaking – 14-15

Please note the following:

- The minimum acceptable score in all four domains of the test (reading, writing, speaking, listening) must have been met;
- Test scores must have been achieved in the 24 months prior to the application for registration; and
- When test scores are combined from more than one sitting, the scores must be from the same test completed at least 30 days apart.

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

All applicants to the College of Midwives of Ontario 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 \$150 fee to take the course. Find out more about the Jurisprudence Course [here](#). Certificates of completion must be included with your application.

5E) Vulnerable Sector Check

In accordance with the College's [Criminal Record Screening Policy](#), all applicants must submit the results of a Vulnerable Sector Check as part of their application. 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](#).

Applicants requiring a Toronto Police Services Vulnerable Sector Check must contact the College at registration@cmo.on.ca to obtain a Toronto Police Services consent form.

The Vulnerable Sector Check (VS) Check report police seal must be clearly visible if submitting the report electronically. You may be required to send the original VSC report by mail to the College's offices for verification.

5F) 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 and Refugee Protection 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.

5G) 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 ever been registered to practise **any** profession (e.g. teacher, lawyer, engineer, other health care provider or midwife), **in and outside of Canada**. A Letter of Professional Standing is required

from each body listed.

In the event that the issuing regulatory body does not issue their own Letter of Professional Standing, A Registration Verification form is to be filled out by the regulatory body, inside or outside of Canada. This form is used for the College of Midwives of Ontario to verify the registration and registration status of a midwife, or any other regulated professional. It is required by the College for the purposes of and in support of a registration application to practise as a midwife in Ontario.

The Registration Verification form can be found [here](#).

Letters of Standing and Registration Verification must be sent directly to the College from each regulatory body where you are or have been registered. They may be sent to the College electronically through our [Secure Dropbox](#) or by mail to:

The College of Midwives of Ontario
21 St. Clair Avenue East, Suite 303
Toronto, Ontario, M4T 1L9

An application is not considered complete until all required letters of standing have been received.

Section 7: Disclosure of Prior Proceedings and Findings

Questions in this section relate to your past and current conduct outside of Ontario or outside of Canada. Examples of an event, circumstance, condition or matter in question 16 include workplace investigation and dismissal. 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. You are encouraged to provide full and complete explanations to avoid delays in processing your application.

If you require guidance on what to provide, please contact the Registration Department at registration@cmo.on.ca.

Section 8: Fees & 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 a separate cheque, unless you have indicated that you will pay by credit card on your application. Do not combine the application fee with any other payments if paying by cheque. Your application cannot be processed without the application fee if you have chosen to pay this fee by cheque.

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

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

Jurisprudence Course Fee: As a reminder, as part of your application you must complete the College's online Jurisprudence course. There is a \$150 fee to take the course. Access the [Jurisprudence Course Handbook](#) and [Jurisprudence Course Application Form](#).

Payment Options

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

1. **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, including the application fee. Your application 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://cmo.on.ca/midwives/apply-for-registration/submit-application-for-registration/>
2. **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.

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

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

Section 9: Authorization & Certification

You must ensure that this section is checked, printed, signed (written signature) and dated in order to complete the application. You may wish to keep a copy of your signed application for your records.

9A) Authorization

The primary duty of the College is to protect the public. The College requires consent from the applicant to make any necessary inquiries to ensure the applicant's suitability to practise. In this section you are authorizing the College of Midwives of Ontario to make inquiries to third parties, including but not limited to educational institutions, regulatory bodies, police services, midwifery practices in order to assess whether you meet the requirements for a certificate or registration.

9B) Certification of Application

The Registration Regulation states that a Certificate of Registration will be invalid if an applicant knowingly makes a false or misleading statement in an application for a certificate of registration. Applicants must notify the College if any information submitted as part of their application changes from the time of submission to the time they have been notified of their registration or refusal of registration.

This page must be printed and signed with the signed page included when submitting the application. We do not accept typed signatures.

Application Checklist & Additional Information

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. You may choose to keep this checklist for your records.

Application Processing Times: Complete applications can take up to 10 business days to process. Early and complete submission is recommended to avoid any delays.

Once you have submitted your application you can expect a confirmation of receipt email within 2 business days. Followed by an email within 7 business days which will tell you if there are any outstanding items related to your application, along with next steps and may tell you what type of Certificate of Registration you qualify for.

Disclosure of Application File: The College will provide the applicant, at their request, all the information and a copy of each document the College has that is relevant to their application in accordance with Section 16(1) of the Registration Regulation. Please contact registration@cmo.on.ca to request a copy of your application file.

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

Rules and regulations are subject to change without notice.