

# 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 registrants.\* More specifically, the policy applies to the assignment of requalification programs process and to the reissue of certificates of registration following the successful completion of a requalification program, including programs approved under subsections 8 (5) (c), 15 (4) (b), 19 (5), and 20 (3) of Ontario Regulation 168/11 under the *Midwifery Act, 1991* (the “Regulation”).
2. This policy outlines a process authorizing the Registrar to reissue certificates of registration to registrants according to the criteria set out in this policy.

## Scope

This policy applies to all inactive and former registrants of the College who are applying for reissuance of a general certificate but are required to complete a requalification program.

This policy focuses strictly on addressing shortfalls related to clinical practice requirements and does not apply if there are any other registration concerns including but not limited to previous conduct, incapacity, or fitness to practice issues.

## Policy Statement

### Approval of Requalification Programs

1. If a registrant seeking reissue of a general certificate of registration does not meet the low-risk criteria set out in Schedule A: Assessment Tool, the registrant will be referred to a panel of the Registration Committee (the “panel”) for the approval of a requalification program, pursuant to subsection 15(4) (b) of the Regulation.
2. If a registrant is referred to the panel, 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.
3. The Registration Committee (the “Committee”) approves a set of resources for review set out in Schedule A: Assessment Tool. This review may be ordered as part of the general requalification program for the purpose of subsections 8 (5) (c), 15 (4) (b), 19 (5), and 20 (3) of the Regulation.

\*in this document, “registrant” is used to describe both inactive registrants, and former registrants.

## Registrar Authorization

1. The Committee authorizes the Registrar to reissue a general certificate of registration to a registrant or former registrant, who is required to complete a requalification program, without a referral to the panel, if the (former) registrant:
  - a) meets all of the low-risk criteria set out in Schedule A: Assessment Tool.
  - b) meets all the other requirements relating to the reissue of a general certificate of registration.
  - c) Successfully completes the requalification program pre-approved for this purpose.
2. The Committee authorizes the Registrar to direct a registrant to complete the College's competency-based assessment following the referral, but prior to the panel's approval of the requalification program, if the registrant meets the high-risk criteria set out in Schedule A: Assessment Tool.
3. In the case of (2), where extenuating circumstances exist and the registrant is unable to complete the competency-based assessment, the panel may authorize the Registrar to engage in a discussion with the registrant to discuss alternative options to meet the registration requirements. The outcome of this discussion will be documented and presented to the panel as part of the materials supporting the application for approval of the requalification program.

## Policy Review and Orientation

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 (legislative and other)

Registration Regulation (O. Reg. 168/11) under the *Midwifery Act*, S.O. 1991

Approved by: Registration Committee

Approval date: October 8, 2025

Implementation date: January 1, 2026

## SCHEDULE A: ASSESSMENT TOOL

### Request for General Certificate of Registration from Registrant or Former Registrant

Process:

1. Review application for class change from inactive to general, or re-issuance of certificate of registration.
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 potential referral to the panel of the Registration Committee (see below).

Low-Risk Criteria (all 5 must be met)	Outcome
<ol style="list-style-type: none"> <li>1. Active practice/birth number shortfall met in all categories by counting seconds or, shortfall must represent 40% or less:                 Total births - 40 (24) consisting of:               <ul style="list-style-type: none"> <li>• 20 primary (12)</li> <li>• 10 primary out-of-hospital (6)</li> <li>• 10 primary hospital (6)</li> </ul> </li> <li>2. Registrant has been inactive &lt;2 years</li> <li>3. Registrant previously provided all aspects of midwifery care including prenatal, intrapartum, and postpartum care to women and newborns in hospital and out-of-hospital settings</li> <li>4. The prior history/professional standing of the registrant do not indicate any concerns</li> <li>5. Registrant has practised the profession for a minimum of 3 years (i.e., held a general certificate of registration and completed their new registrant year prior to going inactive).</li> </ol>	<p>There are no known concerns regarding the registrant's competence. Registrant must successfully complete the pre-approved requalification program:</p> <ul style="list-style-type: none"> <li>• Review the College's Professional Standards for Midwives</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 the College's Guiding Documents</li> <li>• Provide evidence of having the required education and training requirements to safely and competently prescribe and administer by injection the controlled drugs and substances set out in Schedule 4 of the Designated Drugs and Substances Regulation.</li> </ul> <p>The requalification program is meant to provide registrant with opportunity for orientation to the current practice of midwifery in Ontario through review of current legislation, standards or clinical practice guidelines.</p>

	<p>Once the registrant provides evidence of successful completion of the requalification program and if all other registration requirements are met, Registrar reissues a general certificate of registration.</p> <p>No referral to the panel of the Registration Committee.</p>
Moderate-Risk Criteria	Outcome
<ul style="list-style-type: none"> <li>• Does not meet any one the criteria in the low-risk category</li> <li>• Does not meet criteria in high-risk category</li> </ul>	<p>Referral to a panel of the Registration Committee for approval of a requalification program based on the materials provided in support of the application.</p> <p>There are potential concerns regarding the registrant's competence that require formal evaluation of the registrant's practice through supervised practice and/or other requirements.</p> <p>A supervision plan could provide the registrant the opportunity to refresh their midwifery skills/knowledge within the context of the Ontario midwifery practice and ensure competence to be a primary care provider.</p> <p>Panel may also order the review of the following set of resources, as approved by the Registration Committee:</p> <ul style="list-style-type: none"> <li>• Review the College's Professional Standards for Midwives</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 the College's Guiding Documents</li> <li>• Provide evidence of having the required education and training requirements to safely and competently prescribe and administer by injection the controlled drugs and substances set out in Schedule 4 of the Designated Drugs and Substances Regulation</li> </ul>

- Provide evidence of completion of a Fetal Health Surveillance course and assessment within two years of registration date
- Any other documents or courses the Registration Committee deems appropriate.

Factors to consider when determining requalification program:

- Registrant's overall clinical experience, including any practise outside Ontario. A shortfall in one area (like number of births) doesn't automatically mean a problem—it just shows where extra training might be needed. What matters most is their overall experience and competence.
- How long and how recently the person has worked as a midwife. Look at whether they had enough time to consolidate their skills, how long they've been away from practise, if they worked full-time or part-time, took any leaves (like parental leave), and whether they completed their new registrant year.
- The registrant's past and future practise environment—whether they provided full-scope care, worked in an Expanded Midwifery Care Model (EMCM), and if they were or will be part of a large group or practising alone or in a small, isolated setting.
- The skills the registrant identified in their submission and self-assessment to see if they've thoughtfully evaluated their abilities. If gaps are noted, consider how essential those skills are and what type of requalification (e.g., training, supervision, courses) would help. Check if they've submitted a clear learning plan.
- The registrant has stayed connected to midwifery through related work like teaching, research, or other roles. Look at whether the work included clinical elements, took place in Ontario, how recent or ongoing it is, and how directly it relates to midwifery or primary health care.
- Changes in midwifery standards or guidelines since the registrant last practised in Ontario, whether they have a

	history of professional conduct issues, and if there's any other information that may indicate a potential risk to the public.
<b>High-Risk Criteria</b>	<b>Outcome</b>
<ul style="list-style-type: none"> <li>Has at least 70% or more in all categories, except out-of-hospital births, when counting seconds: 40 Total births (has at least 28) consisting of: <ul style="list-style-type: none"> <li>20 primary (has at least 14)</li> <li>10 primary hospital (has at least 7)</li> </ul> </li> </ul>	<p>Referral to a panel of the Registration Committee for approval of a requalification program.</p> <p>There are concerns about the registrant's competence and there is information indicating that the registrant may be a risk to the public.</p> <p>Prior to the panel's review, Registrar orders the registrant to complete competency-based assessment, unless there are extenuating circumstances preventing the registrant from doing so.</p> <p>The requalification program will involve a period of supervision and the panel will determine the extent of the supervision plan based on the outcomes of the assessment and other materials provided in support of the application.</p>

## Clinical Experience Requirement – Self-Assessment Tool

If you are a registrant or former registrant and want to return to a general certificate of registration, you must meet several requirements. One of these is the clinical experience requirement.

This section explains what to expect when you apply to the College to return to practice. It only covers the clinical experience requirement. For information on other requirements, former registrants can refer to the [application guide](#), and inactive registrants can find their requirements [\[here\]](#).

You will learn about how the College processes applications, the clinical experience you need, any requalification program you may have to complete, whether your application might go to a panel, and any extra steps needed before your application can be approved.

We strongly encourage you to read this information and use the self-assessment tool. Doing this will help you understand when you could return to practice and plan your return more realistically.

### Who needs to demonstrate that they meet the clinical experience?

Registrants with an inactive certificate or former registrants who resigned within the last five years and want to return to the general class must show that they meet the clinical experience requirement.

### What is the clinical experience requirement?

The clinical experience requirement is outlined in the regulation. It requires that you have attended a minimum number of births, and that this experience is recent. We consider the **last four years**, but you are only required to meet the minimum for **two years** within that period.

### I'm ready to return to practise, what are my next steps?

We recommend that you use the following self-assessment tool to better understand whether you will need to complete a requalification program. This will also help you plan your return, as your application may first be reviewed by a panel of the Registration Committee.

## Clinical Experience Requirement for general certificate SELF-ASSESSMENT TOOL

Please use this self-assessment tool to determine whether you meet the clinical experience requirements and the potential outcomes.

### Step 1: Check if You Meet the Clinical Experience Requirement Against the Regulatory Requirements

#### 1. Look back four years

Count four years back from the date you apply or request a class change.

*Example: If you apply in September, count back four years from that September.*

#### 2. Count the births you attended

For each of those four years, write down the births you attended

- In hospital (primary)
- In community (primary)
- Total number of births

#### 3. Choose your two best years

Pick the two years where you attended the most births.

#### 4. Check if you meet the regulatory requirement:

Number of births	Regulatory Requirement	My two best years
Hospital (primary)	10	-
In Community(primary)	10	-
Primary	20	-
Total	40	-

#### 5. Determine the Outcome

If you meet the requirement set out in the Registration Regulation	If you do not meet the requirement set out in the Registration Regulation
<p><b>Inactive registrant</b> You may be eligible for a general certificate once you meet all other registration requirements.</p> <p><b>Former registrant</b> You may be eligible for a general certificate once you meet all other registration requirements AND complete the following requalification program:</p> <ul style="list-style-type: none"> <li>• Review the College's Professional Standards for Midwives</li> <li>• Review the AOM Guideline for Discussing Choice of Birthplace with Clients</li> <li>• Review the College's Guiding Documents</li> <li>• Provide evidence of having the required education and training to safely and competently prescribe and administer by injection</li> </ul>	<p><b>PROCEED TO STEP 2</b></p>

the controlled drugs and substances set out in Schedule 4 of the Designated Drugs and Substances Regulation.

## Step 2: Check if You Meet the Clinical Experience Requirement Against the College Policy

### 1. Look back four years

Count four years back from the date you apply or request a class change.

*Example: If you apply in September, count back four years from that September.*

### 2. Count the births you attended

For each of those four years, write down the births you attended

- In hospital (primary **AND seconds**)
- In community (primary **AND seconds**)
- Total number of births (**including seconds**)

### 3. Choose your two best years

Pick the two years where you attended the most births.

### 4. Use the last column to answer yes/no to the following:

Number of births	Regulatory Requirement	Policy requirement	My answers
Hospital (primary <b>AND seconds</b> )	10	I have at least 6	Y/N
In Community (primary <b>AND seconds</b> )	10	I have at least 6	Y/N
Primary	20	I have at least 12	Y/N
Total (primary <b>AND seconds</b> )	40	I have at least 24	Y/N
I have been inactive for less than 2 years			Y/N
I previously provided all aspects midwifery care including prenatal, intrapartum, and postpartum care to clients and newborns in hospital and out-of-hospital settings			Y/N
There are no concerns with my prior history or professional standing			Y/N
I have practised the midwifery profession for a minimum of 3 years since being registered (does not include period where I have been inactive)			Y/N

### 5. Determine the Outcome

If you have answered yes to all the questions, you meet the requirement set out in the College policy	If you have answered no to one or more questions, you do not meet the requirements
<p>You may be eligible for a general certificate once you meet all other registration requirements AND complete the following requalification program:</p> <ul style="list-style-type: none"> <li>• Review the College's Professional Standards for Midwives</li> <li>• Review the AOM Guideline for Discussing Choice of Birthplace with Clients</li> <li>• Review the College's Guiding Documents</li> <li>• Provide evidence of having the required education and training to safely and competently prescribe and administer by injection the controlled drugs and substances set out in Schedule 4 of the Designated Drugs and Substances Regulation.</li> </ul>	<p>Your application will be referred to a panel of the Registration Committee.</p> <p>As per College policy, you may be required to complete a Competency-Assessment Test <u>prior</u> to the panel's review. To determine if this applies to you, <b>PROCEED TO STEP 3</b></p>

### Step 3: Check if You Are Required to Complete the Competency-Based Assessment Prior to the Panel’s Review of Your Application

1. Based on the birth numbers you used for STEP 2 (**primary and second**), use the last column to answer yes/no to the following:

Number of births	Regulatory Requirement	Policy requirement	My answers
Hospital	10	I have less than 3	Y/N
Primary	20	I have less than 6	Y/N
Total	40	I have less than 12	Y/N

2. Determine the Outcome

If you have answered No to all of the questions	If you have answered Yes to any of the questions
<p>You will not be required to complete the Competency-Based Assessment.</p> <p>Your application will be referred to a Panel of the Registration Committee, who will approve a requalification program. Please note that as part of the requalification program, the panel may order that you complete the Competency-Based Assessment.</p>	<p>You will be required to complete the competency-based assessment before the Panel can review your application and determine the extent of your requalification program.</p>

More information about the Competency-Based Assessment can be found [here](#).  
More information about the Panels can be found [here](#).