



## REGISTRATION APPLICATION GUIDELINES

Application Processing Times: Applications can take up to 6 weeks to process.

The application form and these guidelines are based on the regulations governing the midwifery profession. Please refer to these regulations in the CMM Registrant's Handbook or at <http://www.midwives.mb.ca/aboutus.html#Legislation>.

### A. CMM Application Form

#### Part 1: Application Category

- Choose the most appropriate application category based on the program you completed or whether you are applying via reciprocity, etc.
- Anticipated Registration Date: Enter the date you wish to be registered (usually the date you anticipate beginning work with an RHA). Please allow for a processing time of 4 – 6 weeks.
- Please ensure you enclose your application and registration fee.

#### Part 2: General Information

- Personal contact information is used by the CMM for direct contact with members, and is not released to the general public. The CMM maintains a public register that includes all practice and professional information on each member. It is important that you keep the CMM informed of any changes to your contact information so that we may contact you regarding your application and registration.
- Name: Enter your full legal name. 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. A legible photocopy of official photo identification (driver's license, passport, photo health card, etc.) is required to confirm your legal name.
- 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.
- E-mail Address: As part of efforts to improve the efficiency and effectiveness of communications with members, the College sends information electronically wherever possible. As a result, you must provide a personal e-mail address.

If you change your name any time after registration has been issued, you **must** notify the College within 30 days. A fee of \$25 will be charged for updating the register and reissuing registration documents (College By-Laws).

#### Part 3: Employment Eligibility

In order to work as a midwife in Manitoba you must be either a Canadian citizen, a permanent resident of Canada or authorized under the Immigration Act (Canada) to engage in open employment in Canada.

#### Part 4: Professional Affiliations

In this section you must list *all* previous professional affiliations, including international affiliations and affiliations in other provinces and other health care professions. Details for each affiliation must be provided, as listed. You must also request that a letter of professional conduct



be sent from that regulatory body directly to the CMM. Contact the CMM directly if you anticipate any difficulty in obtaining these documents.

## **Part 5: Education and Experience**

Midwifery Education: Please complete the information regarding your midwifery education.

Clinical Experience Requirements: Please indicate if you meet the minimum clinical experience requirements as defined in the Midwifery Regulation

### **Supporting documentation**

#### For Approved Education Program Graduates

Arrange for a 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 will not be able to get a transcript with the designation "Degree Conferred". In this case, arrange for a final transcript and a *Letter of Eligibility to Graduate* from the Registrar's office of your university to be sent directly to the College.

Clinical Experience requirements are verified by your *Record of Clinical Experience* from the Midwifery Education Programme. Include one *Record of Clinical Experience* with your application for registration.

Please ensure a copy of your Canadian Midwifery Registration Exam results are forwarded to the CMM

#### For Reciprocity Applicants

Proof of Good Professional Conduct must be sent directly to the College of Midwives of Manitoba from each regulatory body where you are or have been registered. Please make arrangements for this by contacting the regulatory bodies directly.

#### For Gap Training/Bridging Program Applicants

Please ensure a copy of your Canadian Midwifery Registration Exam results are forwarded to the CMM

Clinical Experience requirements are verified by your Final Report, Clinical Experience Record and Final Evaluation. Please arrange for your program to forward these items directly to the CMM.

## **Part 6 - Competency Requirements**

### ***Cardiopulmonary Resuscitation (CPR)***

Training in cardiopulmonary resuscitation (CPR) is required every 2 years. The minimum required standard of performance is the Canadian Heart and Stroke Foundation of Canada's Basic Life Support (BLS) for Healthcare Providers (Level C). As per the *CMM Standard on Continuing Competency in Cardiopulmonary Resuscitation* you must submit, with your application form, proof of certification in CPR within the previous 24 months. Or, if you are a CPR instructor, you may submit proof of your instructor status and proof of having taught a minimum of one class in the previous 24 months. Provide the date you completed the training on the application form.

### ***Neonatal Resuscitation (NRP)***

Training in neonatal resuscitation (NRP) is required annually. The Canadian Paediatric Society's Neonatal Resuscitation Program (NRP) is the accepted standard of performance. As per the *CMM Standard on Continuing Competency in Neonatal Resuscitation* you must submit, with your application form, proof of training in NRP within the previous 12 months. Or, if you are an NRP



instructor, you may submit proof of your instructor status and proof of having taught a minimum of one class in the previous 12 months. Provide the date you completed the training on the application form.

### ***Emergency Skills (ES)***

Training in emergency skills (ES) is required every 2 years. Training must be through one of the midwifery ES workshops listed in the *CMM Standard on Continuing Competency in Emergency Skills*. You must submit, with your application form, or within 6 months of becoming registered, proof of training in ES completed within the previous 24 months. Provide the date you completed the training on the application form.

### ***Fetal Health Surveillance (FHS)***

Training in FHS is required within the 24 months prior to registration or within 6 months of becoming registered. You must submit, with your application form, or within 6 months of becoming registered, proof of training in FHS completed within the previous 24 months. Provide the date you completed the training on the application form.

## **Part 7 - Evidence of Professional Liability Insurance**

In order to be eligible for registration, you must either provide proof of employment (or offer of employment) with a Manitoba Regional Health Authority (RHA) or evidence of other professional liability insurance. In Manitoba most midwives are employed by RHAs. Because you must have professional liability insurance in order to practice, and professional liability insurance is tied to employment, the CMM coordinates your first date of registration to occur on the start date of your employment. You may submit your application for registration prior to receiving a letter of offer from an employer, but it must be received prior to registration. If you need to arrange for alternate professional liability insurance please contact the Midwives Association of Manitoba.

## **Part 8 - Disclosure Professional Proceedings**

Questions in this section relate to *all* previous experience, including experience in another profession or that occurred outside of Manitoba or outside of Canada. All questions must be answered “yes” or “no”. For every “yes” answer, you must provide a detailed explanation on an additional sheet of paper attached to the application.

## **Part 9 - Authorization**

The duty of the College is to protect the public. The College requires consent from the applicant to make the necessary inquiries to ensure the applicant's suitability to practise.

In the course of practising midwifery, various agencies require proof of registration with the College. Some of these inquiries will be made directly to the College. The authorization provides the CMM with consent to release this information.

Registration will be revoked if a member knowingly makes a false or misleading statement in an application for a certificate of registration or an annual certificate.

You must ensure that this section is signed and dated. You may wish to keep a copy of your signed application for your records.

## **Part 10: Membership Agreement**

You must read and sign the Membership Agreement.

## B. Professional Reference Forms

### *For ALL Applicants*

You must have references submitted by three referees who must be selected from the following list: Colleague, consultant, employer, midwifery (or related field) supervisor, department head, mentor/preceptor, instructor. Please forward the Professional Reference to each of your chosen referees and have them return the form directly to the CMM.

## C. Application Checklist

Use the checklist to ensure the required documents are enclosed with your application.

### Application Fee:

- There is a one-time non-refundable application fee of \$200.
- This fee must accompany the completed application and is payable immediately on a separate cheque, money order or via Interac E-transfer.
- All Interac E-transfers and the answer to the security question must be sent to *College of Midwives of Manitoba – Application Fees* via email to: [director@midwives.mb.ca](mailto:director@midwives.mb.ca)

### Annual Registration Fees:

- Choose your payment option and confirm your anticipated month of registration in this section.
- Please see the *Fee Schedule* to confirm the amount of your annual registration fees.
- You may pay your annual registration fees in full with one payment via cheque or money order.
- If paying by cheque you may pay in four installments. Please see the *Fee Schedule* for further clarification. If paying in installments the first installment is due on the first day of the month of registration and the subsequent installments due on July 1, October 1 and January 1 (as applicable). If you are paying in installments, **all installment cheques must be received before registration can be issued.**
- All cheques or money orders must be made payable to "The College of Midwives of Manitoba".

**No matter when you are registered initially, registration renewal is required annually on April 1st.** Registration renewal packages are sent to members early February and must be returned by March 1<sup>st</sup> annually.

Digital Photo: You must submit a digital photo to the College via email ([admin@midwives.mb.ca](mailto:admin@midwives.mb.ca)). Please include your full name as it appears on your application form in the subject line of your email. The photo is used to produce a wallet identification card and is kept on file. The photo must be a 'bust shot' (see example below) and have a resolution of 300dpi or greater. If you are unable to provide us with a digital photo please contact the College at the email address above to make alternate arrangements.

Sample of 'bust shot' photo

