



REGISTRATION APPLICATION GUIDELINES

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

IMPORTANT INFORMATION

APPLICATION PROCESSING TIMES

Applications must be reviewed by a committee and therefore may take up to 6 weeks to process. Please contact the CMM for committee meeting dates to receive a more accurate timeline.

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.

JURISDICTIONAL EXAM

All applicants educated outside of Manitoba must complete the CMM Jurisdictional exam prior to registration with the CMM. Please review the *Jurisdictional Exam Overview* for further information

SUPERVISION/NEW REGISTRANT POLICY

All newly registered midwives, except those registered via reciprocity from another Canadian jurisdiction, must fulfill the requirements of the New Registrant Policy, and depending on their education and/or experience may have additional conditions placed on their registration that would require a period of supervised practice. Please review the *New Registrant's Policy* and information on Supervision in order to familiarize yourself with these requirements.

FEES

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 CMM – *Application Fees* via email to: admin@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 1st annually.

CMM APPLICATION FORM

Please refer to the *Application Checklist* to ensure you have included all the necessary supporting documentation with your application.

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 prior to your anticipated start date.
- If you are planning on practising in Manitoba for less than three months please indicate your end date of registration. Otherwise leave this section blank
- Please ensure you enclose both 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. *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).*
- 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. Therefore, you must provide a personal e-mail address.

Digital Photo:

- You must submit a digital photo to the College via email (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



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* (if not, please see *Supervised Practice Candidate* below).
- Those applicants who meet the minimum clinical experience requirements may be registered as a practising midwife. All newly registered midwives (except those registered via reciprocity from another Canadian jurisdiction) must fulfill the requirements of the New Registrant's Policy, and depending on their education and

experience may have additional conditions placed on their registration that would require a period of supervised practice. Please refer to the *Supervision Overview* and related documents.

Supervised Practice Candidate:

- Applicants who do not meet the currency of practice requirements (experience in the last 3 years) may be registered as a Supervised Practice Candidate as per the *Midwifery Regulation* Section 8.1, until such a time as the currency requirements are met.

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 Program. Include one *Record of Clinical Experience* with your application for registration.
- Please ensure a copy of your Canadian Midwifery Registration Exam (CMRE) results are forwarded to the CMM (if you have not completed your CMRE, see *Exam Candidate* below).

For Gap Training/Bridging Program Applicants

- Clinical Experience requirements are verified by your
 - Final Report,
 - Clinical Experience Record and
 - Final Evaluation.

Please arrange for your program to forward these three items directly to the CMM.

- Please ensure a copy of your Canadian Midwifery Registration Exam results are forwarded to the CMM (if you have not completed your CMRE, see *Exam Candidate* below).

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 body directly.

Exam Candidate:

- If you have not yet written or received your marks from the CMRE you may be registered as an Exam Candidate as per the *Midwifery Regulation* Section 8.1, until CMRE results are received.

Part 6 - Competency Requirements

Neonatal Resuscitation (NRP)

- 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.
- Training in neonatal resuscitation (NRP) is required annually. The Canadian Paediatric Society's Neonatal Resuscitation Program (NRP) is the accepted standard of performance.

Cardiopulmonary Resuscitation (CPR)

- 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.
- 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).

Emergency Skills (ES)

- 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.
- Training in emergency skills (ES) is required every 24 months. Training must be through one of the midwifery ES workshops listed in the *CMM Standard on Continuing Competency in Emergency Skills*.

Fetal Health Surveillance (FHS)

- 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.
- Training in FHS is required every 24 months.

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 – Criminal Record, Child Abuse and Adult Abuse Registry Check

Criminal Record Check

- Canadian residents must submit a Canadian Police Information Center (CPIC) check. Depending on circumstances a CPIC check may take 6 weeks to process.
- Criminal record checks must include a vulnerable sector search.
- For further information on applying for a CPIC please contact your local police service, <http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks> or <http://www.winnipeg.ca/police/pr/pic.stm#pic>. The CMM is a registered agency with the Winnipeg Police Service.
- If you currently reside or have recently resided (within the last six months) outside of Canada you must provide a criminal record search based on a nationwide search from the appropriate law enforcement agency in that country.
- Criminal record checks are considered valid for one year from the date they were performed.

Child Abuse Registry Check

- All Applicants must submit a Child Abuse Registry Check. For further information on how to apply please visit https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html
- Child Abuse Registry Checks are considered valid for one year from the date they were performed.

Adult Abuse Registry Check

- All Applicants must submit an Adult Abuse Registry Check. For further information on how to apply please visit https://www.gov.mb.ca/fs/adult_abuse_registry.html
- Adult Abuse Registry Checks are considered valid for one year from the date they were performed.

Part 10 - 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 11: Membership Agreement

- You must read and sign the Membership Agreement.