

STUDENT REGISTRATION APPLICATION GUIDELINES

Important

- The CMM maintains a register that includes all professional information on each member, including students. The public register on the CMM website contains information regarding registration class, date and education program of every person registered as a student with the CMM.
- Personal contact information is used by the CMM for direct contact with members and is not released to the general public. It is important that you keep the CMM informed of any changes to this information so that we may contact you regarding your application and registration.
- Please allow for an application processing time of 2 – 4 weeks. This includes receipt of documents that will be submitted by third parties.
- The application form and these guidelines are based on the regulations governing the midwifery profession. Please refer to these regulations on the College of Midwives of Manitoba (CMM) *webpage*, [Legislation & By-Laws](#).

Part 1: Personal Information

- Required fields are marked with an asterisk.
- Name: Enter your full legal 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 an e-mail address.
- Login: Please create a username and password for continued access to the member only section of the CMM website. Passwords must contain at least 6 characters including one capital letter and one number.

Part 2: Previous Names

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. *If you change your name any time after registration has been issued, you must notify the College within 30 days.*

Part 3: 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, and a letter of professional conduct provided directly to CMM by each affiliation listed.

Part 4: Education Program

- Please indicate which education/bridging program you are enrolled in.
- Examples of proof of enrolment may include copies of a student ID card, a recent transcript, or a letter of confirmation from your education program.

- Anticipated Registration Start Date: Enter the date you wish to be registered, excluding weekends and statutory holidays.

Part 5: Disclosure of Professional Proceedings

Questions in this section relate to *all* previous experience, including experience in another profession or experience 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 in the space provided.

Part 6: Membership Agreement

You must read and sign the Membership Agreement.

Part 7 – Criminal Record, Child Abuse and Adult Abuse Registry Check

Criminal Record Check

- All applicants 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 8 - Authorization

The duty of the CMM is to protect the public. The CMM requires consent from the applicant to make the necessary inquiries to ensure the applicant's suitability to practice as a student. In the course of practising midwifery, various agencies require proof of registration with the CMM. Some of these inquiries will be made directly to the CMM. The authorization provides the CMM with consent to release this information.



Registration may be revoked if a member knowingly makes a false or misleading statement in an application registration.

Part 9: Fees

Annual Registration Fee

- Annual registration fees are due before your initial start date. Consult the Prorated Fee Schedule for Student Registrants for the amount to remit. Contact admin@midwives.mb.ca to indicate how you will remit the fee.

Application Fee:

- There is a one-time non-refundable application fee of \$25 which must accompany the completed application.

Payment Options:

CMM accepts payment by credit card, E-transfer, cheque and money order. (Do not mail cash)

- All fees paid by credit card are subject to a 2.45% credit card fee.
- Interac E-transfers and the answer to the security question must be sent to admin@midwives.mb.ca with the subject line *CMM – Student Application Fees*.
- Cheques and money orders should be made payable to "College of Midwives of Manitoba".

Applications will be processed upon receipt of all documents, including those from third parties, and fees.

Renewal:

All registrations expire on March 31st annually, regardless of your initial date of registration. Registration renewal is available online beginning in early February and must be completed by March 31st annually.