

Policy Name	Registration Policy		Number	P06
Date Approved by Council: January 16, 2020	Effective Date: March 19, 2020	Revised by Council:		
<p>Purpose:</p> <p>This policy lays out the categories, requirements and procedures for Registration and holding of Practice Permits for a Midwife in the Province of Alberta. The registration process within this document is necessary and relevant to the practice of the Midwifery Profession and uses appropriate evidence for determining whether applicants meet the required qualifications.</p> <p>I. The Register</p> <p>Those members deemed eligible for registration will have their names entered in the appropriate College Register on the College of Midwives of Alberta (CMA) Website.</p> <p>The Registrar must enter the following information (Sec 33(3))</p> <ol style="list-style-type: none"> The full name of the member; The member's unique registration number; If the registration is general, provisional, or courtesy; The category of a member's Practice Permit: full or conditional; Any conditions imposed on the member's Practice Permit; The status of the member's permit including whether it is current, suspended (for up to two years) or the member has been disciplined (up to five years); Whether the member is authorized by the CMA to conduct any restricted or expanded activity, and the name of the activity. <p>The Registrar may also collect demographic and practice information for the purpose of workforce planning.</p> <p>A member's name will be removed from the Register if:</p> <ol style="list-style-type: none"> Written notice of withdrawal is received; A disciplinary action dictates removal from the register. 				

Information on the Register, set out in Section 33(3) of the Health Profession Act, must be made available to members of the public, generally, and when requested.

II. Register Categories

In accordance with the Midwives Profession Regulation, the CMA Council under section 33(1a) of the Act has established the following Registers of Regulated Members:

A: General Register

B: Provisional Register

C: Courtesy Register

D: Student Register

A: General Register

1. There are three routes to becoming eligible to be on the General Register as a midwife, in Alberta:

a) New Graduates from an approved Midwifery Education Program

A Registered Student with CMA must use the change of permit form in the member section of the CMA's website. Differently, a graduate of an out of province program must apply through the application section on the CMA's website.

As a New Graduate from an approved Midwifery Education Program, an applicant must:

- i.) have successfully completed a CMA approved program of midwifery studies; *¹
- ii.) have successfully completed Practice Requirements for Initial Registration (sec.2);
- iii.) have successfully completed the registration examination and jurisprudence exam approved by the Council;
- iv.) have completed the above requirements within two years of application, or completed an approved refresher program within one year of application.

For Registration under this route, an applicant must submit:

- original documentation of graduation, including transcript and clinical records
- payment of Registration application fee

or

b) Registration with another Canadian Regulatory Body

Under the Canadian Free Trade Agreement (CFTA), an applicant who has full registration in another Canadian jurisdiction will be eligible for registration without additional assessment,

subject to the applicant providing proof of registration in good standing in the jurisdiction(s) in which they are currently or have been registered, providing required proof of good character, and the successful completion of the Jurisprudence examination approved by the Council.

For Registration under this route, an applicant must submit:

- an application for new registration through the CMA website
- a Letter of Standing and Professional Conduct direct from your previous provincial regulatory body(s)
- payment of Registration application fee

or

c) International Educated Midwives

An applicant who did not graduate from a CMA approved education program, or who was not registered in another Canadian jurisdiction must:

- i.) demonstrate to the satisfaction of the CMA that the applicant has a combination of midwifery education and midwifery experience that is substantially equivalent to the College of Midwives of Alberta's registration requirements. A satisfactory report from a CMA approved Prior Learning and Experience Assessment (PLEA) or a CMA approved International Midwifery Bridging Program*¹ is required.
- ii.) successfully complete a minimum supervision period of three-months as a Provisional Registrant with a Conditional Practice Permit.

For Registration under this route, an applicant must:

Step 1:

- provide proof of fluency in English adequate to be able to engage safely and competently in the practice of midwifery in Alberta (Overall 7.0 IELTS Academic score or equivalent required);
- apply to an independent Qualification/Education service: WES, IQAS or ICAS to have your education documents reviewed and sent to the CMA (see each website for cost information);
- complete the Competency Assessment Tool and the PLEA application and submit with payment.

The CMA will review the above documents and issue an interim decision.

STEP 2:

- complete the three components of the Examination Process: Culture and Jurisprudence exam, Canadian Midwifery Registration Exam (CMRE), and the Objective Structured Clinical Examination (OSCE);
 - Results of these three are reviewed by the Registration Committee and a decision is made regarding eligibility for Registration and if appropriate the type of Practice Permit.
- Registration DOES NOT allow a midwife to start practice**

The applicant is required to pay for costs related to the substantial equivalence assessment or Bridging program, the CMRE and the OSCE's.

2. Practice Requirements for General Register

The practice requirements listed here apply to first time Canadian registrants applying to be registered on the General Register. Practice requirements must be met within the Canadian Midwifery Model of Care ^{*2} or within a setting with a comparable scope of practice to the Canadian model. After the first year of registration, the practice requirements for practice permit renewal will apply.

To be eligible for entry onto the General Register, an applicant must have:

- a) attended 60 births in the past **five years**, of which:
- i.) 40 were as principal midwife and
 - ii.) 10 were in an appropriate out-of-hospital setting and
 - iii.) 10 were in a hospital setting
 - iv.) 30 included the provision of continuity of care^{*3}

and

- b) attended a minimum of 10 births in the past **two years**, of which:
- i.) 10 were as principal midwife
 - ii.) 10 included the provision of continuity of care
 - iii.) 5 each in hospital and out-of-hospital settings

One birth may be counted toward meeting more than one requirement, if applicable. For example, a birth where the midwife was principal midwife and provided continuity of care may be counted toward the number of births required as principal midwife and toward the number required for continuity of care.

B. Provisional Register

If an applicant does not meet all of the requirements for General Registration, they may be eligible for the Provisional Register. Applicants who may be eligible for the Provisional Register include, but are not limited to:

- i.) an applicant who has fulfilled the registration requirements set out in 1a) i and ii but not the requirements of iii;
- ii.) an applicant who is undergoing a supervised clinical placement to determine competence to practice within the Canadian Midwifery Model having demonstrated substantial equivalence to education but lack of experience requirements;
- iii.) an applicant who is completing upgrading as directed by the Registrar, Registration Committee or Competence Committee;

- iv.) an applicant who, for various reasons, does not meet one or more of the practice or currency requirements.

Registered Midwives on the Provisional Register may be required to be supervised for all or part of their practice. Supervision requirements are based on the assessment of the applicant's registration application, by the Registration Committee and/or Registrar.

Before a midwife can practice under supervision, there must be a completed Supervision Agreement as established and approved by the CMA. The Requirements for Supervision and Reporting are outlined in the CMA Policy on Supervision Requirements and Plan for Reporting ([P11](#)).

Provisional registration is for a specified period and does not automatically progress to General registration. Once the applicant meets all the requirements of the Provisional Register the Registrant is eligible to apply for the General Register.

C. Courtesy Register

An applicant who is registered as a midwife in good standing in another jurisdiction, who applies for registration in Alberta on a temporary basis for a specified purpose approved by the Registrar, may be registered on the courtesy register. A Courtesy Practice Permit will be issued for a period of time specified by the Registrar, up to one year.

- i.) The applicant must complete the appropriate registration application, pay the prescribed fee, hold liability insurance coverage acceptable to the Registrar, and provide any documentation required by the Registrar.
- ii.) It is a condition of registration on the Courtesy Register that the person must remain registered in good standing in the jurisdiction in which the person was registered at the time of the person's application for registration on the Courtesy Register. And, if the registration in the other jurisdiction is suspended or cancelled, the Courtesy Registration is also cancelled.

D. Student Register

All midwifery students must be registered with the College of Midwives of Alberta in accordance with the CMA Student Registration Policy ([P05](#)), in order to undertake any part of their practical/clinical educational experience (usually starting in their second year) in Alberta. The Student Register entitles the person to perform the authorized practices comprising the clinical practice of midwifery under the supervision of a qualified supervisor. This Register is in accordance with the requirements of the Midwifery Education Program and is detailed in CMA Student Registration Policy ([P05](#)).

III. Review of Registration Applications

Once the CMA receives a completed Application for Registration*³, the Registrar and/or Registration committee completes a review of the application for registration and decides:

- A. to make a registration decision to approve a registration, issue a Registration number and enter the name and number onto the appropriate Register

or

- B. to register the applicant subject to a condition, until the applicant completes further study, obtains specific competencies and/or obtains further practical experience prior to being eligible for registration
 - If the CMA imposes conditions to an application, it states the reasons for that decision to the applicant and advises the applicant about options, if any, that are available for the applicant to pursue. The applicant may request a review of the decision within 30 days of notice.

or

- C. to refuse the application
 - If the CMA refuses an application, it states the reasons for that decision to the applicant and advises the applicant about options, if any, that are available for the applicant to pursue. The applicant may request a review of the decision within 30 days of notice.

IV. Practice Permit

A. Requirements

Applicants who have been entered onto one of the CMA Registers must also meet the following requirements to be eligible for a Practice Permit:

- a) Provide evidence of being a Canadian citizen or a person lawfully permitted to work in Canada;
- b) Hold valid Canadian certification in neonatal resuscitation (valid within 1 year), cardiopulmonary resuscitation (valid within 2 years), managing obstetrical emergencies (valid within 2 years) and fetal health surveillance (valid within 1 year);
- c) Submit a satisfactory criminal record with vulnerable sector check completed within the year prior to application;
- d) On the request of the Registrar, submit evidence satisfactory to the Registrar confirming the member's fitness to practice;
- e) A midwife shall carry professional liability insurance with an insurer acceptable to the Council and in an amount that is at least the minimum level of coverage required by

the College of Midwives of Alberta. Application for insurance is made through the Alberta Association of Midwives and copy of the certificate of liability insurance must be submitted to the College;

- f) Provide practice name and location;
- g) Submit any required supervision documents;
- h) Pay Practice Permit fee as stipulated annually by CMA council.

Once the Practice Permit is granted, the midwife must apply for Privileges through Alberta Health Services and obtain a Practice ID from Alberta Health.

B. Practice Permit Categories

i.) Full Practice Permit

Is issued to a member on the General Register when all registration and continuing competence requirements are met.

ii.) Conditional Practice Permit

Is issued when specific conditions or limitations are required. Conditional Practice Permits can be issued to:

a) General Registrants who are:

- New Registrants:

Registrants in their first year of Registration. Registrant must practice in accordance with the CMA New Registrants Policy.

- Registered Midwife Second Birth Attendants:

(a) General Registrant who has attended at least 200 births as primary, who requests to be identified as a Registered Midwife Second Birth Attendant.

(b) requires that the midwife provide specific parts of the midwifery scope of practice as provided for in CMA Second Birth Attendant Policy (P13).

- Non-Practicing Midwives:

Midwives who wish to remain registered and use the title "Midwife", carry out activities related to midwifery (i.e.: research, study, administration) but do not wish to practice clinical midwifery, may apply for this registration. To be eligible for this category of registration, the midwife must have been fully registered as a midwife in Canada. Under this category of registration, Midwives would not be authorized to provide client care in Alberta and do not require insurance.

b) Provisional Registrants who:

- Require supervision of practice in accordance with the terms and conditions of registration and a Supervision Agreement;

- Require completion of any missing practice or currency requirements within a specified time period;
 - Have been approved to serve as Registered Midwife Second Birth Attendants: allowing the midwife to provide designated specific parts of the midwifery scope of practice as provided for in CMA Second Birth Attendant Policy (P13).
- c) Courtesy Registrants – for the term or requirements of their Courtesy registration

C. Renewal of Practice Permit

The Registration year is from January 1 to December 31st each year. The application and fees for annual renewal of Practice Permit must be received by the date set by the Registrar.

Registrants are cautioned to not let their Practice Permit lapse, and to adhere to the timelines for renewal. The *Health Professions Act* provides that if a registered member does not submit an application for renewal of Practice Permit as required, the Registrar can serve written notice to a registrant and ultimately cancel a Practice Permit.

For the renewal process, applicants must:

It is imperative that members inform the Registrar of any changes in address or practice location.

Late applications may be assessed an additional fee.

1) Practice Requirements

Practice requirements must be met within the Canadian Midwifery Model of Care ^{*2} or within a setting with a comparable scope of practice to the Canadian model. One birth may be counted towards meeting more than one requirement if applicable. For example, a birth where the midwife was principal midwife and provided continuity of care^{*3} may be counted towards the number of births required as principal midwife and towards the number required for continuity of care.

- a) Full Practice Permit:
- In the two years **after the new registrant's year**, a Midwife must have attended 40 total births per year, 20 births as the principle Midwife, 20 births with Continuity of Care^{*3}, including 10 in Hospital and 10 Out of Hospital (as either primary or second), and be current in all requirements of the Continuing Competency Program of the CMA.
 - After completion of three years of General Registration, the Midwife is required to be current on all requirements of the CMA Continuing Competency Program.

b) Conditional Practice Permit:

- the midwife must be in compliance with all required reporting and conditions of the current Conditional Practice Permit.
- the Midwife is required to be current on all requirements of the Continuing Competency Program specific to the Practice Permit.

2. Practice Requirements for Midwifery Education Program Faculty

To be eligible for registration renewal, a midwife who is a full time faculty member in a Midwifery Education program must have attended a minimum of 10 births in the past two years, of which:

- a) 10 were as principal/primary midwife, including 3 in hospital and 3 out of hospital births
- b) 10 including the provision of care in a continuity of care environment*

*Continuity of care environment means working within a team which is making reasonable efforts to provide continuity of care*⁴ to each client.

3. Equivalencies for Practice Requirements

Midwives applying for renewal of registration who do not meet practice requirements may request that the CMA consider equivalencies in lieu of birth numbers.

Documentation of proposed equivalencies must accompany the application for renewal of registration.

For example:

- a) Evidence that the Midwife has taken part in training or continuing education activities directly related to the provision of clinical midwifery care, including intrapartum care and the management of obstetrical emergencies (e.g. recognized courses such as Managing Obstetrical Risk Efficiently, Fetal Health Surveillance, Acute Care of at-Risk Newborns, as well as verified Continuing Medical Education credits related to clinical practice from professional associations such as the Society of Obstetricians and Gynecologists of Canada);
- b) Provision of clinical care that requires the use of midwifery competencies, albeit in a role other than that of autonomous midwife;
- c) Provision of training or education in an accredited education or continuing education program directly related to the development of midwifery competencies (may include supervision of student practice);

- d) Participation in critical review of one's own and others' midwifery practice, including intrapartum care, in the form of peer review or case audit;
- e) Participation in midwifery research and/or the review of evidence in support of standards and clinical practice guidelines for best practice;
- f) Enrollment in an approved graduate or doctoral level Midwifery Education Program.
- g) Midwifery practice carried out in another country.

The CMA Registration Committee will review each application for equivalencies on a case-by-case basis.

Practice requirements met on the basis of equivalencies will be considered fulfilled for the purpose of future applications for renewal of registration.

NOTE: Equivalency requirements are the same for applicants from other Canadian jurisdictions applying under the Canadian Free Trade Agreement.

4. Reinstatement of Cancelled Practice Permit

When a member's permit has been cancelled as a result of a disciplinary action, the member may apply for reinstatement of the permit after three (3) years or the amount of time designated by the Hearing Tribunal, whichever is longer.

The member may apply to the Registrar who will determine whether all of the remedial actions imposed by the Tribunal have been completed satisfactorily. The Registrar will then forward the application to the CMA Registration Committee to determine if the applicant meets the necessary requirements for registration and whether any restrictions are necessary.

Information on a practice permit, records of a hearing, (including the charge(s), and the findings of a Tribunal and information as to whether a hearing is scheduled to be held or has been held), will be made available to a member of the public, on request to the registrar, for a minimum period of 10 years as per regulations and findings of a Tribunal.

VI. Titles and Abbreviations

Authorization to use titles

A regulated member registered on the General register and Courtesy register, may use the title "Registered Midwife", "Midwife" and the abbreviation "RM".

A regulated member registered on the Provisional register, may use the title “Registered Midwife (Provisional)”, and the abbreviation “RM (P)”.

A regulated member registered on the Student register may use the title “Midwifery Student”, “Student Midwife” and the abbreviation “SM(year)” .

Registration numbers

The Registrar will assign a unique Registration Number to each Registrant.

- Members of the General Register will be indicated by numbers starting with ‘R’
- Members of the Provisional Register will be indicated by numbers starting with ‘PR’
- Members of the Conditional Register will be indicated by numbers starting with ‘CR’
- Members of the Student Register will be indicated by numbers starting with ‘SR’

*1 Approved Midwifery Education Programs: University of British Columbia, McMaster University, Laurentian University (Ontario), University Trois Rivières (QC) and Mount Royal University

*2 Canadian Association of Midwives /ACSF Position Statement: CANADIAN MIDWIFERY MODEL OF CARE:

Adopted CAM/ACSF Board of Directors: September 2015

Adopted: Canadian Midwifery Regulators Council: November 3, 2015

Adopted by College of Midwives of Alberta, Council: January 2016

*3 Completed Application for Registration: to receive the application fee payment and receive an application through the member section on the CMA website with all the required information completed and all necessary documents submitted and uploaded.

*4 Continuity of Care definition see: Standards of Competence and Practice.

Approved by Council:



President
College of Midwives of Alberta

Date

Appendix A - Checklist for Reviewing an Application for Registration as a New Graduate from an Approved Midwifery Educated Program

Name of Applicant: _____

DATE	REQUIREMENTS	OBSERVATION
	Registration Committee signed Conflict of Interest Statement and Pledge of Privacy and Confidentiality	
	Applicant paid Application Fee	
	Applicant successfully completed a CMA approved program of Midwifery Studies and provided documentation of graduation, including transcripts and clinical records	
	Applicant successfully completed Culture and Jurisprudence Examination	
	Applicant successfully completed Canadian Midwifery Registration Examination	
	Applicant provided required certifications: Neonatal Resuscitation (valid within 1 year), Cardiopulmonary Resuscitation (valid within 2 years) Obstetrical Emergencies Skills (valid within 2 years) Fetal Health Surveillance (valid within 2 years)	
	Applicant provided evidence of experience requirements: - in the two years after the new registrant's year , a Midwife must have attended 40 total births per year, 20 births as the principle Midwife, 20 births with Continuity of Care* ³ , including 10 in Hospital and 10 Out of Hospital (as either primary or second)	
	Applicant provided evidence of being currently an investigated person	
	Applicant provided information regarding any conduct that has previously constituted unprofessional conduct	
	Applicant provided evidence of any conditions imposed on applicant's practice permit or equivalent	
	Applicant provided evidence as to whether the applicant has ever been a judgment in a civil action with respect to the applicant's practice	

Appendix B - Checklist for Reviewing an Application for Registration as a Registrant from another Canadian Regulatory Body

Name of Applicant: _____

DATE	REQUIREMENTS	OBSERVATION
	Registration Committee signed Conflict of Interest Statement and Pledge of Privacy and Confidentiality	
	Applicant paid Registration Fee	
	Applicant successfully completed Culture and Jurisprudence Examination	
	Applicant provided Letter of Standing and Professional Conduct direct from previous provincial regulatory body(s)	
	Applicant provided evidence of having good character and reputation	
	Applicant provided required certifications: Neonatal Resuscitation (valid within 1 year), Cardiopulmonary Resuscitation (valid within 2 years) Obstetrical Emergencies Skills (valid within 2 years) Fetal Health Surveillance (valid within 2 years)	
	Applicant provided evidence of experience requirements: - in the two years after the new registrant's year , a Midwife must have attended 40 total births per year, 20 births as the principle Midwife, 20 births with Continuity of Care* ³ , including 10 in Hospital and 10 Out of Hospital (as either primary or second)	
	Applicant provided evidence of being currently an investigated person	
	Applicant provided information regarding any conduct that has previously constituted unprofessional conduct	
	Applicant provided evidence of any conditions imposed on applicant's practice permit or equivalent	
	Applicant provided evidence as to whether the applicant has ever been a judgment in a civil action with respect to the applicant's practice	

Appendix C - Checklist for Reviewing an Application for Registration as an International Educated Midwife

Name of Applicant: _____

DATE	REQUIREMENTS	OBSERVATION
	Registration Committee signed Conflict of Interest Statement and Pledge of Privacy and Confidentiality	
	Applicant provided evidence of meeting standards of English proficiency (a minimum of 7.0 IELTS Academic score or equivalent required)	
	Applicant completed an Independent Assessment Qualification with WES, ICAS, IQAS and provided documentation of graduation, including transcripts and clinical records	
	Applicant completed Competency Assessment Tool and PLEA Application	
	Applicant paid Registration Fee	
	Applicant successfully completed Culture and Jurisprudence Examination	
	Applicant successfully completed Canadian Midwifery Registration Examination	
	Applicant successfully completed Objective Structured Clinical Examination	
	Applicant provided evidence of having good character and reputation	
	Applicant provided required certifications: Neonatal Resuscitation (valid within 1 year), Cardiopulmonary Resuscitation) valid within 2 years) Obstetrical Emergencies Skills (valid within 2 years) Fetal Health Surveillance (valid within 2 years)	
	Applicant provided evidence of being currently an investigated person	
	Applicant provided information regarding any conduct that has previously constituted unprofessional conduct	
	Applicant provided evidence of any conditions imposed on applicant's practice permit or equivalent	
	Applicant provided evidence as to whether the applicant has ever been a judgment in a civil action with respect to the applicant's practice	

Appendix D – Timeframe for an Application

DATE	TIMEFRAME	ACTION
	120 days	College receives a complete application
		College notifies applicant that a complete application is received
		College makes decision
		College must give notice of the decision to the applicant as soon as reasonably possible
	Within 30 days	If the applicant is not notified of the decision by 120 days the applicant may request a review
	Within 30 days	Upon a request for review the registrar must notify the applicant of the date, time and place at which the council will conduct the review
	60 days	A review must start no later than 60 days after the registrar is given the request for a review
	120 days	Review a decision pursuant to a request for a review and make a decision