CHECKLIST FOR REGISTRATION
Internationally Educated Midwives

As an internationally educated midwife from a midwifery education program outside of Canada, who has not yet registered as a midwife in Canada and would like to apply for registration with the College of Midwives of Alberta (CMA), you must:

PART 1

Important: Please start your online application once you have all requirements in Part 1 of this checklist available. You will not be able to submit or save an incomplete application and will have to start over once you have all documents available.

☐ **Education Credential Assessment**
Request an education credential assessment from an independent service such as World Education Service (WES) or International Qualifications Assessment Service (IQAS). This assessment must be sent directly to us by their office.

☐ **Application for Registration**
Provide a completed application, dated and signed and create your CMA profile – Application for Registration
On your application, please provide a current photo with a plain background that will be used for your practice permit card if you are approved. The photo must be a clear headshot, similar to your passport photo.

☐ **Non-Refundable Application Fee**
Submit payment of the 1500 CAD non-refundable application fee to the CMA (invoice available at the end of the online application above).
Interac e-transfer can be made to info@albertamidwives.org or contact the same email address for alternate payment options.

☐ **Identification**
Upload in your profile a clear copy of a government issued identification that matches your full legal name on the application form. The identification must include your photograph and signature. For example, a driver's license or a passport. You will need to provide two different forms of identification (for example: if you provide a copy of your passport for this requirement, please provide a different document listed for the requirement below).

☐ **Citizenship, Residency or Employment Authorization**
Submit copy of: Canadian passport, Canadian birth certificate, permanent resident card or valid work permit.

☐ **Name Change**
Upload in your profile a copy of documentation to support your name change if your name on any document submitted is different from your full name on the application. For example, a marriage certificate or legal name change document.

☐ **Education**
Upload official transcripts and certificate/diploma/degree from your midwifery program. The CMA will accept a letter directly from your Midwifery Education Program to confirm you have completed the program (must be sent directly from your program to the CMA).

☐ **Course Syllabi**
Provide and upload your course syllabi.

☐ **Midwifery Examination (if applicable)**
If you have completed a midwifery examination outside of Canada, please provide evidence.

☐ **Practice Experience**
Provide detailed information and supporting documentation about your practice experience and birth numbers for the past one (1) year and for the past five (5) years.

☐ **Identification and Verification of Practice Experience**
Provide evidence of your practice experience. For example, this can be a letter from your employer/past employer, supervisor, midwifery program.

☐ **Competence Assessment Tool**
Complete and upload the Competency Assessment Tool

☐ **Mandatory Competencies**
Provide evidence of successfully completing the following competencies:

- Cardiopulmonary Resuscitation – CPR (valid for 2 years);
- Fetal Health Surveillance (is valid for 2 years);
- Emergency Skills (valid for 2 years) or equivalent;
- Neonatal Resuscitation (includes E-tube intubation and is valid for 1 year).

These courses must be retaken prior to their expiration and current certificates must be uploaded to your profile. Please see the Continuing Competence Program Policy for more information.

Note: If your application is approved, you will have the opportunity to complete these or any of these mandatory competencies in Canada during your supervision period in case you are not able to complete them before.

☐ Trauma Informed Module

Complete the Sexual Abuse and Sexual Misconduct Module: "Protecting Patients from Sexual Abuse and Misconduct" - http://afrhp.org/bill21-protecting-patients/   Once completed, please save your certificate and upload it into your application.

☐ Restricted Activity Survey

Complete the Restricted Activity Survey available through your online application.

☐ CMRC Self-Assessment Survey

Complete the CMRC Self-Assessment Survey available through your online application.

☐ Jurisprudence Exam

The Jurisprudence exam is currently suspended as it goes through a review and update.

☐ English Language

Provide proof of current English language test if English is not your first language or if you have not completed your midwifery education in English.
IELTS – Academic 7.0 Overall (minimum 7.0/component)
TOEFL – Internet-based 95 total (25 min. speaking and 21 min. other components)

Alternative proof of English proficiency will be accepted as per the *Labour Mobility Regulation*. Please contact the CMA to learn more.

☐ Criminal Record Check

Upload in your profile a Police Information Check with a Vulnerable Sector Check through your local police service in Canada conducted within 6 months prior to the submission date of your complete application. If you are still living outside of Canada or have recently (less than 6 months) moved to Canada, please provide a police check from the country you were living in.

☐ Letter of Standing and Professional Conduct

Provide a Letter of Standing and Professional Conduct from each jurisdiction where you were or are registered as a regulated professional (for example, midwife, nurse, accountant). This letter is valid for 6 months, you will be required to provide a new one if you do not complete your registration in 6 months (must be sent directly from the regulatory body to admin@albertamidaives.org .

☐ Character Declaration

Provide two (2) character declarations from an employer, educational institution or, where applicable, colleagues. Document must be sent directly to admin@albertamidwives.org from the person signing the form.

☐ Professional Conduct Questions

Complete the Professional Conduct Questions available at the end of your online application.

PART 2

Important: Once you receive an interim recommendation from the Registrar or Registration Committee regarding your initial application, you will be able to proceed to Part 2 of this checklist.

☐ CMRE

Complete the Canadian Midwifery Registration Exam (CMRE) and upload evidence in your CMA profile.

☐ **OSCE**

Complete the Objective Structured Clinical Examinations (OSCE) recommended by CMA.

PART 3

Important: Once you meet all requirements in Part 1 and 2 of this checklist and the Registrar or Registration Committee issues a decision to approve your application or approve with conditions, you will be able to proceed to Part 3 of this checklist.

☐ **Liability Insurance**

Provide evidence of professional liability insurance and upload a copy of your Certificate of insurance in your profile. Please contact Alberta Association of Midwives for more information. Important: You will be able to apply for insurance only once all the requirements in Part 1 and 2 are completed and CMA has issued your registration number (you will receive an email with this information).

☐ **Practice Permit Fees**

Practice permit fees are currently 4550 CAD for the entire year; fees will be adjusted according to the month you begin practice. Please contact info@albertamidwives.org for payment arrangements.

*Note: If you have been approved for a direct supervision period, you will not be required to pay your practice fees at this time. You will only be required to pay once your direct supervision period has ended and you are approved for indirect supervision, a new registrant program or general registration without conditions.

Additional Information

- **AHS Appointment and Privileges -** Midwifery services in Alberta are publicly funded through Alberta Health Services. We recommend that if you are applying for any midwifery position you contact Alberta Health Services to understand the privileging and appointment process and to ensure the position is funded - midwives@AHS.ca
  Also, AHS is responsible for approving your insurance (requirement for registration) and they will only do so once you have a secured AHS position.
- Complete applications may take up to 10 business days to be processed.
- The Registrar or the Registration Committee may request additional information in accordance with the *Health Professions Act*, the *Midwives Regulations*, and the CMA Bylaws.
- Coordination of the application process is important to ensure a document does not expire before all required documents are received and approved. **Please confirm with Alberta Health Services regarding their process so you can coordinate similar requirements (for example: criminal record check).**
- Additional questions may be directed by email to admin@albertamidwives.org