

CHECKLIST FOR REGISTRATION

New Graduate - Canadian Midwifery Education Program



As a recent graduate from an approved midwifery education program in Canada, who has not yet registered as a Registered Midwife and would like to apply for registration with the College of Midwives of Alberta (CMA), you must:

☐ NR Application Forms

Submit completed NR forms (pages 30-35 of the NR Handbook). These forms can be sent in the beginning of your application before all other documentation since it goes to the Registrar for approval and assistance with the matching process between the new registrant, the mentor and the practice. Please send it to admin@albertamidwives.org

☐ Application for Registration

Provide a completed application, dated and signed and create your CMA profile – [Application for Registration](#)

* If you are a student registered with the CMA, you do not need to start a new application, please request a change of status through your CMA profile.

On your application, please provide a current photo with a plain background that will be used for your practice permit card. The photo must be a clear and coloured headshot, similar to your passport photo.

☐ Non-Refundable Application Fee

Submit payment of the \$300 CAD non-refundable application fee to the CMA (invoice available at the end of the online application above).

*If you are already a student registered with the CMA, you should only pay the \$25 CAD fee for a change of status through your CMA profile.

Interac e-transfer can be made to info@albertamidwives.org or contact the same email address for alternate payment options.

☐ Restricted Activity Survey

Complete the Restricted Activity Survey available through your CMA profile >"view documents" > "additional" > "restricted activities self assessment survey". This survey should be sent along with the NR Application Forms mentioned above to assist with the matching process.

☐ 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 passport or a driver's license.

☐ Name Change

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

☐ Citizenship, Residency or Employment Authorization

Submit copy of: Canadian passport, Canadian birth certificate, permanent resident card or valid work permit.

☐ 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 and are eligible for registration (must be sent directly from your program to the CMA).

☐ CMRE

Successfully complete the [Canadian Midwifery Registration Exam \(CMRE\)](#) and upload evidence in your profile.

☐ 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.

☐ 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, physician). This letter is valid for 6 months and if you do not complete your registration in 6 months you will be required to provide a new one (must be sent directly from the regulatory body to admin@albertamidwives.org).

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☐ Declaration for Registration

Complete the Declaration for Registration form available through your CMA profile >"view documents" > "additional" > "Declaration for Registration".

☐ 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 CMA profile.

☐ Jurisprudence Exam

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

☐ Mandatory Competencies

Provide evidence of successfully completing the mandatory competencies: Cardiopulmonary Resuscitation – CPR (valid for 2 years); Fetal Health Surveillance (includes 3 cm tracing and 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 in your profile. Please see the [Continuing Competence Program Policy](#) for more information.

☐ 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)

☐ 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 above requirements are completed and CMA has issued your registration number.

☐ Practice Permit Fees

Submit payment of Practice Permit Fee: \$4550 for the entire year, but fees will be adjusted according to the month you begin practice. Please contact info@albertamidwives.org for payment arrangements.

Additional Information

- **AHS Privileges** - Midwifery services 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
- Read the CMA [P24 New Registrants \(New Graduates\) Handbook](#) to learn about your New Registrants requirements and for forms.
- Complete applications may take up to 5 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