

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 at the webpage, [The College of Midwives of Manitoba \(CMM\), Legislation and By Laws](#).

CMM APPLICATION FORM

Part 1: General Information

- Personal contact information is used by CMM for direct contact with members and is not released to the general public. 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 and any 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. *If you change your name any time after registration has been issued, you must notify the College within 30 days.*
- E-mail Address: The College communicates with members largely via email. Updates related to registration, renewal, standards and other important information are sent electronically wherever possible. Therefore, you must provide an e-mail address. Please ensure that the primary email address you provide is one that you check regularly and that the CMM is on your list of safe senders.

Part 2: Application Category

- Choose the most appropriate application category based on the program you completed or whether you are applying via reciprocity.
- 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 at least 4 weeks prior to your anticipated start date.
- Leave this question blank unless you are planning on practising in Manitoba for less than three months. If you are seeking temporary registration, please indicate your end date of registration.

Part 3: Identification

- 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.

Part 4: 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 5: 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 6: 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 or received results from the CMRE, see *Exam Candidate* below).

For Gap Training/Bridging Program Applicants

- Clinical Experience requirements are verified by your
 - Final Report
 - Clinical Experience Record
 - 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. Please contact the CMM directly to request information regarding the limitations as practising as an Exam Candidate

Part 7 - 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 having taught a minimum of one class in the previous 12 months.
- Provide the date you completed the training on the application form.
- 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 12 months. Or, if you are a CPR instructor, you may submit 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.
- The minimum required standard of performance is a program at the level of Basic Life Support (BLS) or Health-care Provider (HCP).

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. Or, if you are an ES instructor, you may submit proof of having taught a minimum of one course in the previous 24 months.
- Provide the date you completed the training on the application form.
- The CMM accepts any Canadian Midwives Emergency Skills Workshop (AOM, MAM, CAM, UBC MESP), Society of Obstetricians and Gynecologists of Canada: Advances in Labour and Risk Management (ALARM) or Society of Obstetricians and Gynecology of Canada: Managing Obstetrical Risk Efficiently (MORE OB) (with Emergency Skills Stations)

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. Or, if you are an FHS instructor, you may submit proof of having taught a minimum of one course in the previous 24 months.
- Provide the date you completed the training on the application form.

Part 8 - Evidence of Employment/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 9 – Disclosure of 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 in the space provided below.

Part 10 – Criminal Record, Child Abuse and Adult Abuse Registry Check

Criminal Records 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 11 - 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 12: Membership Agreement

- You must read and sign the Membership Agreement.