

# 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 midwife 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.**

#### New Registrant (NR) Application Forms

Submit completed NR forms (Appendix 2 of the NR Handbook). These forms can be sent at the beginning of your application before all other documentation since they are sent 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](mailto:admin@albertamidwives.org)

#### Application for Registration

Create your CMA profile and submit your application – [Application for Registration](#)

\* If you are a student registered with the CMA, you do not need to start a new application; please submit the Student to New Registrant Application Form (#8) available on the [CMA Registrant Portal](#). **Make sure you have all requirements from Part 1 of this checklist available before submitting your application.**

#### 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).

Interac e-transfer can be made to [info@albertamidwives.org](mailto:info@albertamidwives.org) or contact the same email address for alternate payment options.

\*If you are already a student registered with the CMA, you should only pay the 25 CAD fee for a change of status through the Student to New Registrant Application Form (#8) available on the [CMA Registrant Portal](#).

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

#### CMRE

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

#### Mandatory Competencies

Provide evidence of successfully completing the following competencies:

- Cardiopulmonary Resuscitation – CPR (valid for 2 years);
- Fetal Health Surveillance (valid for 2 years);
- Emergency Skills or equivalent (valid for 2 years);
- Neonatal Resuscitation (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.

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### Trauma Informed Module

Complete the Sexual Abuse and Sexual Misconduct Module: "Protecting Patients from Sexual Abuse and Misconduct" - <https://afhrp.rapidlms.com/scorm/content/Z2lkOi8vZmVuaXgvQ291cnNISXRlbS8xNzA1Mw/0/> 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](#). Please complete this document, save and upload it to your online application when asked.

### 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.

### 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, psychologist, 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@albertamidwives.org](mailto:admin@albertamidwives.org)).

### Character Declaration

Provide two (2) character declarations from an employer, educational institution or, where applicable, colleagues. This document must be sent directly to [admin@albertamidwives.org](mailto:admin@albertamidwives.org) from the person signing the form. Please use this [Character Declaration form](#).

### Professional Conduct Questions

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

## PART 2

**Important:** Once you complete the requirements listed above in Part 1, you will be able to progress to Part 2.

### 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 are completed and CMA has issued your registration number (you will receive an email with this information).

### Practice Permit Fees

Submit payment of practice permit fee: 3875 CAD for the entire year; fees will be adjusted according to the month you begin practice. Please contact [info@albertamidwives.org](mailto:info@albertamidwives.org) for payment arrangements.

## Additional Information

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- **PCA Appointment and Privileges** - Midwifery services in Alberta are publicly funded through Primary Care Alberta (PCA). We recommend that if you are applying for any Alberta midwifery position you contact the Provincial Midwifery Administrative Office (PMAO) at Primary Care Alberta to understand the privileging and appointment process and to ensure the position is funded - [midwives@primarycarealberta.ca](mailto:midwives@primarycarealberta.ca) Also, PMAO is responsible for approving your insurance (requirement for registration) and they will only do so once you have a secured 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 PMAO 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](mailto:admin@albertamidwives.org)
- Please note that once registration is approved, information provided to the CMA will be shared with AB Health, Alberta Health Services, Primary Care Alberta and Alberta Association of Midwives to confirm registration status and for the purpose of including CMA Registrants in the Provincial Provider Registry (PPR) along with other regulated health professionals.