CHECKLIST FOR REGISTRATION
Canadian Registered Midwifery Applicants

As a registered midwife who is registered in a Canadian jurisdiction outside Alberta and would like to apply for registration with the College of Midwives of Alberta (CMA), you must complete the following:

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.

☐ **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. The photo must be a clear 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). 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 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.

☐ **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).

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

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

☐ **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.

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 above requirements 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 for payment arrangements.

Additional Information

- **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 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
- 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.