



APPLICATION for ASSESSMENT of ELIGIBILITY for REGISTRATION as a MIDWIFE

INSTRUCTION AND EXAMPLE BOOKLET

TO ASSIST YOU IN COMPLETING YOUR APPLICATION

- Before you begin to complete your Application, review this entire booklet thoroughly.
- Read the instructions and review the examples (if applicable) before you complete each section of your Application.
 - The examples are meant to indicate the *type of detail* required in your answers. However, they are not necessarily as comprehensive as your answers will be. The examples only demonstrate plausible alternative ways to answer the questions. They are meant to be used as a *guide only*, and not meant to imply preference for any one type of experience.
- **HELP LINE:** Please contact the Registrar at the College of Midwives of Alberta if you have any questions or difficulties.

Phone: 403-474-3999 or email: info.cma@shaw.ca

NOTE: The Competency Assessment Tool must be completed and submitted with your application form.

Effective immediately, all applications from internationally educated applicants will be reviewed by the Registration Committee of the College of Midwives of Alberta (CMA) for eligibility for registration as a midwife in Alberta.

Fees for Assessment : \$1500.00CAD paid to “College of Midwives of Alberta” by money order or bank draft

All internationally educated applicants are required to have their official educational transcripts evaluated by the World Education Services (WES) or Alberta’s International Qualifications Assessment Service (IQAS). Website contact information for WES is: [www:wes.org.ca](http://www.wes.org.ca). and the website contact information for IQAS is: www.immigration.alberta.ca/iqas. The WES or IQAS evaluation report must be submitted **before** the CMA can determine their final recommendation on eligibility.

On September 30, 2010, the Midwifery Health Disciplines Committee (MHDC) approved the following policy in the **New Registrant’s Handbook: Section 5.4.2 Condition for Practice for Initial Registrants.**

*All midwives registered in Alberta who do not meet the requirements set out in the **Agreement on Internal Trade (AIT)** in accordance with the Labour Mobility Chapter of the Agreement on Internal Trade, will be considered to be new registrants and will be granted registration with the following conditions:*

1. *A new registrant will begin practice in Alberta within an established practice for a period of at least **twelve (12) months and complete a minimum of 40 births as principal midwife.***
2. *A new registrant will participate in monthly peer case reviews with an established practice in Alberta for a period of at least twelve (12) months.*
3. *A new registrant will attend births for at least the first three (3) months **of initial registration** with a midwife who has practiced with **full** registration for at least twelve months.*
4. *If a new registrant requires supervised practice, the terms and conditions set out in her Plan for Supervised Practice must be met at all times.*
5. *Requirements for continuity of care and informed choice should remain at the forefront of any arrangements that are being considered.*

Please also note that the CMA requires **verification of a Criminal Record check**, to be submitted with the application package.

Contents

INSTRUCTION AND EXAMPLE BOOKLET.....	Error! Bookmark not defined.
GLOSSARY.....	3
Section A: Personal Information	6
Section B: Midwifery Examinations / Licensing	6
Section C: Midwifery Education.....	8
Section D: Assessment of Practice Experience	10
Section E: Additional Documentation Required	12
Section F: Conduct Declarations	13
Section G: Language Requirement.....	14

GLOSSARY

Alberta Model of Midwifery Practice:

Midwives are *primary health care providers* that clients may choose as their first point of entry to the health care system when they require maternity care.

As primary health care providers, midwives make autonomous decisions in collaboration with their *clients* and are fully responsible for the provision of primary health services within their scope of practice.

They coordinate services to ensure continuity of care and identify conditions requiring management outside their scope of practice and refer such cases to other providers. (see the Standards of Competency and Practice.)

Appropriate out-of-Hospital Setting:

Examples of appropriate out-of-hospital settings include homes, clinics, birth centres, and other settings which allow for autonomous midwifery practice.

Assessors: The College of Midwives of Alberta assesses candidates at the application level. The College will appoint midwives registered in Alberta who have experience in midwifery practice, education and assessment to assess candidates at the multi-faceted assessment level.

The College may also appoint midwives registered in other jurisdictions with experience in midwifery practice, education and assessment, and who are familiar with the Alberta model of midwifery to assist in the multi-faceted assessment level.

Attended a birth: You were present during the intrapartum and immediate postpartum periods for the purpose of providing Midwifery care, as the primary or second attendant, as a supervisor or as a student.

Birth Setting: The place where the birth has occurred. Examples of birth setting include homes, *appropriate out-of-hospital settings* and hospitals.

Client: A woman and her family for whom you provide care.

College of Midwives of Alberta: The Governing body of midwives in Alberta.

The College of Midwives of Alberta (CMA) governs practitioners registered under the *Act* as midwives.

The College is responsible for :

- Advising the Health Disciplines Board on educational standards, scope of practice, standards of conduct and standards of competency for midwives within the province;
- Registering practitioners as midwives;
- Ensuring compliance with Midwifery Regulations and Standards of Practice;
- Investigating complaints respecting professional misconduct or incompetence demonstrated by a registered midwife.

Colleague: Another health care professional with whom you work or collaborate in the provision of care for pregnant women.

Continuity of Care: The provision of midwifery care to the client by the midwife / group of midwives throughout the childbearing cycle, including prenatal, labour, birth, postpartum and newborn care.

Continuity of care is fundamental to the midwifery model of practice. It is both a philosophy and a process that enables the midwife to provide holistic care and to establish an ongoing partnership with the client in order to build understanding, support and trust.

Although continuity of care is usually facilitated through a one to one relationship between a midwife and a client, continuity of care can be provided by a small group of midwives (no more than 4) if the client has the opportunity to establish relationships with all the members of the group, and all members of the group share the care for the woman equally.

Group of Midwives: No more than four midwives.

Midwife: See the definition of the Alberta Model of Midwifery Practice (page 1)

Practice Experience: A descriptive term which encompasses the care you provide for clients and includes the hands-on performance of the competencies set out in the **Standards of Competency and Practice** (pages 3 to 13)

Practice Role: A descriptive term which indicates the type of services you provide, your level of responsibility and your degree of independence.

Examples are : student midwife, principal midwife, second attendant, supervising midwife.

Practice Site: Any community based practice, agency, organization, institution or business where you have had hands-on experience using the competencies outlined in the **Standards of Competency and Practice** (pages 3 to 13)

Primary Health Care Provider: A person who is:

- Directly accessible to clients without referral from another health care professional;
- Provides health services within a defined scope of practice without supervision by a member of another health profession;
- Coordinates health related services and make referrals to other health professionals when appropriate; and
- Ensures continuity of care.

A midwife is a primary health care provider.

Principal Midwife: For the purpose of assessing your level of responsibility at the births you have attended, the term ***principal midwife*** refers to the midwife who assumes primary responsibility for the care of a woman in the intrapartum period.

Only one midwife is considered the principal midwife for the intrapartum period for a given client except where the supervising midwife has identified the restricted or student midwife as being the principal midwife. In this case, both the supervisor and the restricted / student midwife would be considered the principal midwife.

When care of a client is transferred to another health care professional due to complication at term or in labour, the midwife remains the **principal midwife** as long as she continues care in collaboration with the professional(s) to whom care has been transferred and she resumes the role of primary health care provider in the postpartum period. (See the Midwifery Regulation Section 9 and the **Standards of Competency and Practice:** page 19 to 23)

Section A: Personal Information

OVERVIEW OF SECTION A

- The purpose of Section A is to ensure that:
 - Any personal information kept on file at the College of Midwives of Alberta (CMA) is accurate; and
 - Any other names by which you are known, which appear on documents you provide are referenced.

Location in the Application

- You will find the Personal Information section on page 1 of your Application.

Section B: Midwifery Examinations / Licensing

OVERVIEW OF SECTION B

This section allows the assessors to determine whether your education and/or experience has already been assessed and found to be satisfactory in another jurisdiction.

INFORMATION REQUIRED

- IN SECTION B:
 - 1) You are asked whether you have ever passed any midwifery examination for the purpose of registration, certification or licensing
 - a) **IF SO**, provide the names of each midwifery examination you have successfully completed, the jurisdiction which administered the examination; and the month and year you successfully completed the examination.
 - 2) You are asked whether you are or ever have been registered / licensed to practice as a midwife.
 - a) **IF SO**, provide the jurisdiction in which you are / were legally authorized to practice midwifery, the name of the governing agency / organization under which you were so authorized and the expiry date of your authorization.
 - 3) If you have/had legal authorization to practice midwifery, you are asked to:
 - a) Provide **documentation of the authorization** (ie. Copy of registration certificate) to practise midwifery; and
 - b) Provide a **copy of the scope of practice** for which you were registered in the most recent year of your registration.

APPLICATION ASSEMBLY

- **Attach documentation** which verifies successful completion of the exam to page two(2) of the application.
- **Documentation** which verifies that you are / were legally authorized to practice midwifery in another jurisdiction **to be sent directly to the College from the jurisdiction authority.**

EVALUATION CRITERIA

- The information you provide about your registration background in other jurisdictions will be evaluated to determine how the scope of practice in the jurisdiction in which you are/were legally authorized to practise midwifery relates to the Alberta midwifery scope of practice.
 - If you indicate you are Registered / Licensed / Certified in another jurisdiction, The College of Midwives may be contacting the jurisdictions you name to confirm your status.

ADDITIONAL INFORMATION:

- You may be requested to provide further details regarding the examinations you have successfully competed to determine how the content of the examination relates to the knowledge, skills and philosophy required for registration in Alberta.

LOCATION IN THE APPLICATION

- You will find the Midwifery Examinations / Licensing section on pages 2 and 3 of your application.

Section C: Midwifery Education

OVERVIEW OF SECTION C

- This section allows the assessors to evaluate the information you provide about your education in terms of the opportunities your education has provided for you to learn the knowledge, skills and philosophy required for registration as a midwife in Alberta.

INFORMATION REQUIRED

- In section C, you are asked to:
 - Provide names of each of your educational activities / programmes; and
 - Provide documents and/or materials to verify your successful completion of the education you listed.
 - If these documents are from programs outside of Canada they must be submitted to World Education Services for verification. The report from WES must then be sent directly to the College.
- Depending on your circumstances and the type of education you have taken, any of the types of documents outlined below are acceptable verification of successful completion. **(Non-English documents must be translated into English and notarized for authenticity by a notary public)**
 - **Official Transcript** (preferred) if you have taken a formal program or copy of your degree, diploma or certificate **forwarded directly from the institution;**
 - A **notarized** copy of your **Registration** or **License to Practise** midwifery plus an official description of the **scope of practice, sent directly from your licensing jurisdiction**, which pertains to the year you were registered (eg., UKCC Scope of Practice, New Zealand Standards of Practice);
 - An affidavit signed by your supervisor, colleague etc and **sent directly to the college** to verify your completion of the educational activity / programme (see Appendix I);
 - A statutory declaration to verify your completion of the educational activity/programme. You must go to a Commissioner of Oaths or Notary Public and swear that your written submission relative to your education is true. (see appendix III).

APPLICATION ASSEMBLY

- Attach material and documentation to page five (5) of the Application.
- Official documents must come to the College **directly** from the source.

EVALUATION CRITERIA

- The information you provide about your educational background will be evaluated to determine:
 - How your education relates to the knowledge, skills and philosophy required for registration in Alberta as described in the Midwifery Regulation, the Standards of Competency and Practice and the Recommendations for Midwifery Education, Qualifications and Assessment; and
 - Whether you have had educational experiences (eg. Refresher courses, continuing education, conference attendance, and/or self-directed study (including peer consultation, peer review, and consultation with other health care professionals)) that have provided you with the opportunity to maintain up-to-date knowledge, skills and philosophy.

ADDITIONAL INFORMATION:

- You may be requested to provide further details regarding your education (eg., details of curriculum) to determine how the content of the examination relates to the knowledge, skills and philosophy required for registration in Alberta.
- The results of the educational assessment will be considered within the context of your whole Application and will contribute to the determination of your eligibility to proceed to the Multifaceted Assessment: the Canadian Midwifery Registration Examination and OSCE.

LOCATION IN THE APPLICATION

- You will find the Midwifery Education section on pages 4 and 5 of your application.

Example : Section C Question 2:

List of Documents Submitted for Verification of Education			
Name of Education Activity/ Program	Name of Delivering Institution, Agency or Person	Document(s) Enclosed to verify SUCCESSFUL COMPLETION	Name of Referee
Example 1: B.SC Midwifery	University of somewhere	Official Transcript	
Example 2: Suturing Workshop	Sarah Jones, Midwife	Notarized copy of Certificate of Completion	Sarah Jones

Section D: Assessment of Practice Experience

OVERVIEW OF SECTION D

- This section allows the assessors to evaluate the information you provide about your practice experience in terms of the opportunities your education has provided for you to apply the knowledge, skills and philosophy required for registration as a midwife in Alberta.

INFORMATION REQUIRED

- In the Glossary, review definitions of:
 - Practice Experience
 - Practice Role
 - Practice Site
 - Principal Midwife
 - Client
 - Birth Outcome
 - Continuity of Care
 - Appropriate Out-of-Hospital SettingUse these definitions when answering the following questions:
- In Question 1 you are asked to provide the number of births you have attended in the past five years.
- In Question 2 you are asked to provide details of your practice experience for each place of practice / employment
- In Question 3 you are asked to provide and list documents and / or materials to verify your practice experience reported in Question 2.
- In Question 4 you are asked to provide comprehensive details of your practice experience as reported in Question 1.

APPLICATION ASSEMBLY

- Make copies of page nine (9) as needed
- Attach material and documentation to page eight (8) of the Application.
- Verification of practice experience **to be sent directly** from referee to the College.

EVALUATION CRITERIA

- The information you provide about your practice experience will be evaluated to determine:
 - The current level of your practice experience;

- The range and current level of your intrapartum practice experience and how it relates to the practice requirements.
- To be eligible for registration as a midwife in Alberta a midwife must demonstrate the following minimum birth requirements:
 - a) attended 60 births in the past five years, of which
 - i) 40 were as principal midwife and
 - a. 10 were in an appropriate out-of-hospital setting and
 - b. 10 were in a hospital setting
 - ii) 30 included the provision of continuity of care
 - and
 - b) attended a minimum of 10 births in the past two years, of which
 - i) 10 were as principal midwife
 - ii) 10 included the provision of continuity of care

OUTCOME

- The results of the assessment of practice experience will be considered within the context of your whole application and will contribute to the determination of your eligibility to proceed to Multifaceted Assessment - the Canadian Midwifery Registration Examination and OSCE
- Candidates who do not meet a minimum of births as above may be granted restricted registration pending reaching these numbers if the college deems the experience attainable within a one year supervised period.

LOCATION IN THE APPLICATION

- You will find the Practice Experience section on pages 6 to 9 of your Application.

EXAMPLES OF VERIFICATION

- Examples have been provided on this page. The examples only demonstrate plausible alternative ways to answer the question. They are meant to be used as a GUIDE only. Please note that a referee's verification is preferred over a statutory declaration.

List of Documents Submitted for Verification of Practice Experience				
Name of Practice Site	Referee's Verification	Name of Referee	Statutory Declaration	Records submitted for audit
Example 1: Midwifery Practice XYZ	YES	M. Smith		Yes
Example 2: Health District 123			provided	YES
Example 3: Area Hospital	YES	J. Smith		NO

EXAMPLES OF DETAILS

	Date	Client Identifier	Birth Outcome	Principal Midwife (√)	Continuity of Care (√)	Site (Hosp / Out-of Hosp)
1	Feb 2/10	S.J. Woman's Line Care	Gravida 5, para 3, extensive prenatal counselling, vertex presentation, spontaneous vaginal birth, intact perineum, water birth	√	√	Out- of Hosp
2	Jan 21/10	L.M. Central Hospital	Face presentation, spontaneous vaginal birth, 1 st degree tear			Hosp
3	Dec 20/11	W.R. First Woman Midwifery	Planned home birth, maternal exhaustion, transfer of care, forceps birth, difficulty with breast feeding, extended postpartum care	√	√	Hosp

Section E: Additional Documentation Required

OVERVIEW OF SECTION E

- The Standards of Competency and Practice, **Midwifery Regulation** and *Health Disciplines Act* require specific documentation for registration..

INFORMATION REQUIRED

- In section E, you are asked to provide:
 - 1) Required Certifications
 - a. Proof of certification in Cardio Pulmonary Resuscitation – to a minimum level of the American Heart Association's Basic Provider or equivalent. To be considered Current this must be maintained every two years.
 - b. Proof of Successful completion of a Recognized Neonatal Resuscitation Certificate / advanced life support program. To be considered current this must be renewed annually.
 - c. Proof of Successful completion of an Emergency Skills Workshop. To be considered current this must be renewed every two years.
 - 2) Character Declaration
 - a. Two (2) separate referees complete the included forms **and send directly to the College**. You should provide the forms and stamped, addressed envelopes to those people you are asking to act as referees. These are of a personal nature and do not have to be familiar with your practice of midwifery. However, they MAY NOT be a family relative.

i. Forward Directly to:

Registrar, College of Midwives of Alberta
215 1935 32 ave. NE
Calgary, AB, Canada
T2E 7C8

3) Criminal Record Check

- a. A criminal record check must be provided. If are coming from outside of Canada and you have completed one for the purposed of immigration, a copy of that report is acceptable. To assist you the following is the website for the RCMP regarding Criminal Record Checks: <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>

APPLICATION ASSEMBLY

- Attach copies of your certifications with date of issue to page ten (10) of your application.
- Have letters of Reference **sent directly** to the College.
- Attach Criminal record check to page ten (10).

LOCATION IN THE APPLICATION

- You will find the Additional Documentation Required section on page ten (10) of your application.
- You will find Character Declaration forms (2) on pages eleven and twelve (11 and 12) of your application.

Section F: Conduct Declarations

OVERVIEW OF SECTION F

A person must be of good character and reputation to be eligible to become a registered practitioner of a designated health discipline.

- The purpose of section F is to have the applicant take personal responsibility for disclosure of any disciplinary or criminal actions in which they are involved.

Section G: Language Requirement

OVERVIEW OF SECTION G

Midwives must have the ability to communicate effectively with other caregivers, facilitating referral, consultation and collaboration when appropriate.

- The purpose of Section H is to verify that you are able to communicate fluently in English (the primary language in Alberta) .

INFORMATION REQUIRED

- In section G, you are asked to provide:
 - Notarized copy of results of the TOEFL (95) or IELTS (7.0) scores; or
 - Documents to verify English Competency:
 - Proof of completion of a min. three(3) year degree program from an institution where English is the primary language of instruction and examination
 - Proof of Successfully completed a minimum of 10 years of primary and secondary school in Canada, or in a country where the predominant language is English, including English language examinations AND have achieved a minimum score of 70% in non-ESL Grade 12 English..

APPLICATION ASSEMBLY

- Attach notarized copies to page 14 or have results sent directly from source to the college.

OUTCOME

- If an applicant does not meet the minimum English language requirements listed above their application **WILL NOT** be considered.