

Multi-jurisdictional Midwifery Bridging (MMBP) Project

Application Policies

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MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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Table of Contents

Related Policies	4
1. Communication Policies.....	5
1.1 Support & Information.....	5
1.2 Method of Communication	5
1.3 Communication of Results	5
2. Assessment Policies.....	5
2.1 Deadlines.....	5
2.2 Assessment Criteria.....	6
2.3 Senior Students Policy	6
2.4 Transfer of P.L.E.A. In-Progress Candidates	6
2.5 Transfer of MMBP Application to another province/territory.....	7
2.6 Assessors	7
2.7 Conflict of Interest Policy.....	7
3 Documentation Policies	9
3.1 General	9
3.2 Original Documents	9
3.3 Acceptable Copies	9
3.4 Language of Documentation	10
3.5 Acceptable Translations.....	10
3.6 Authentication	11
3.7 Requests for Additional Documentation	11
3.8 Lack of Documentation Policy	12

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

www.midwiferybridging.ca

3.9	Receipt of Documentation.....	13
3.10	Retention of Documentation	13
3.11	Limitations on Access to Documentation in Files.....	15
3.12	Ownership of MMBP Application	15
4	Financial Policies	16
4.1	Acceptable Payment Methods	16
4.2	Payment Deadlines.....	16
4.3	Receipts.....	16
4.4	Refunds.....	16
5	Results Policies.....	17
5.1	Potential Results.....	17
5.2	Declining Offer	17
5.3	Re-application.....	17
5.4	Appeals.....	18

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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Related Policies

Some application policies are contained in the separate documents listed in the table below rather than in this one.

Policy Topic	Name of Policy Document
Eligibility Requirements	<i>English Language Fluency Requirements</i> <i>Midwifery Background Requirements and</i> <i>AO Eligibility Requirements</i>
Required Evidence (documents that must be submitted as part of application)	<i>Information about MMBP Required Evidence</i>
Protection of Personal Information	<i>MMBP Terms of Use Agreement</i>
MMBP Application Portfolio terms of use	<i>MMBP Terms of Use Agreement</i>

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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1. Communication Policies

1.1 *Support & Information*

- 1.1.1 General information about MMBP, including questions about interpretation of MMBP eligibility requirements and use of the online MMBP Application Portfolio, is provided via www.midwiferybridging.ca website and via the MMBP office by Email: info@midwiferybridging.ca, and Phone: at 1-888-642-2232 or 604-742-2232.
- 1.1.2 For information regarding registration requirements of each province or territory once MMBP has been completed, applicants should contact the regulatory body of that jurisdiction directly.
- 1.1.3 Information related to the application process is provided via the above-mentioned website and within the MMBP Application Portfolio. An email link to technical support can be found there.

1.2 *Method of Communication*

- 1.2.1 Communication with applicants is via email. Applicants must provide a personal and private email address to be used for official correspondence related to the MMBP.
- 1.2.2 Applicants are expected to check email often and ensure that MMBP emails are not being deleted or otherwise lost due to email security software.

1.3 *Communication of Results*

- 1.3.1 Official MMBP Application Portfolio assessment results letters will be issued by email and mail. Results will not be provided verbally.
- 1.3.2 Official MMBP Application Portfolio assessment results may also be posted on the applicants' protected on-line user account.

2. Assessment Policies

2.1 *Deadlines*

- 2.1.1 The online MMBP Application Portfolio must be "finalized" before midnight Pacific Standard Time (GMT-8) on the MMBP Application Portfolio *Finalization Deadline* as posted on the website.

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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- 2.1.2 The print version of the MMBP Application Portfolio and all supporting documentation being submitted by the applicant, must be received by the MMBP office by 16:00 Pacific Standard Time (GMT-8) on the MMBP Application Portfolio *Submission and Payment Deadline* as posted on the website.
- 2.1.3 The Accelerated Option (AO) portfolio must be received by the MMBP office by 16:00 Pacific Standard Time (GMT-8) on the *AO Portfolio Submission Deadline* as posted on the website.

2.2 Assessment Criteria

- 2.2.1 The criteria listed in the MMBP *English Language Fluency Requirements* and *Midwifery Background Requirements* are the basis for assessing applications for eligibility to the MMBP.
- 2.2.2 The criteria listed in the *AO Eligibility Requirements* are the basis for assessing applications for eligibility to the Accelerated Option of the MMBP.

2.3 Senior Students Policy

- 2.3.1 Applicants who are currently senior midwifery students may submit an MMBP Application Portfolio prior to graduation or completion of their course of midwifery studies with the following conditions:
 - a. The applicant must submit the completed MMBP Application Portfolio by the regular deadlines (noted above in 2.1);
 - b. The MMBP office must receive final transcript of completion of midwifery education directly from the educational institution by 16:00 Pacific Standard Time (GMT-8) on the MMBP Application Portfolio *Documentation Submission* deadline, as posted on the website.
 - c. Applicants completing self-directed studies must provide proof of completion of studies that is satisfactory to the MMBP office by 16:00 Pacific Standard Time (GMT-8) on the MMBP Application Portfolio *Submission and Payment Deadline*, as posted on *the website*.

2.4 Transfer of P.L.E.A. In-Progress Candidates

- 2.4.1 *Applicants* who have been assessed in a Canadian midwifery P.L.E.A. process, and who are eligible to proceed to examinations according to relevant P.L.E.A. policies, are eligible to transfer into the MMBP without completing the application process.

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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- 2.4.2 Applicants who have been assessed in a Canadian midwifery P.L.E.A. process, and who are eligible to proceed to examinations pending proof of English language fluency according to relevant P.L.E.A. policies, are eligible to transfer into the MMBP without completing the application process only if they meet the required MMBP language score (for entry to MMBP core midwifery phase). Depending on the English score, these applicants may be required to take the pre-requisite English language course.
- 2.4.3 Applicants who are eligible to apply for a transfer to the MMBP as per the above criteria will be required to pay a \$50 fee for an assessment for exemption from any pre-requisite courses.
- 2.4.4 If P.L.E.A. transfer applicants wish to be considered for the Accelerated Option they must complete an MMBP Application Portfolio and AO portfolio and are subject to MMBP requirements.
- 2.4.5 Applicants who have been assessed in a Canadian midwifery P.L.E.A. process and found not eligible for examinations, and applicants whose applications were incomplete and/or not assessed are not eligible to transfer to MMBP and will be required to complete the entire MMBP application process.

2.5 *Transfer of MMBP Application Portfolio to another province/territory*

- 2.5.1 Applicants may choose to seek registration in another province or territory from the one that they originally indicated in their online MMBP Application Portfolio.
- 2.5.2 If a transfer is requested before the MMBP Application Portfolio *Documentation Submission Deadline*, as posted on the website, there is no penalty.
- 2.5.3 If a transfer is requested after the MMBP Application Portfolio is assessed and before the clinical placement, applicants will need to approach the MMBP office and UBC's Division of Midwifery to see if it is possible to transfer to a new province. This will be decided on a case-by-case basis. There will be a fee for the transfer to cover any associated costs.

2.5 *Assessors*

- 2.6.1 MMBP Application Portfolios will be assessed by Registered Midwives who have attended special MMBP training in assessment. In most cases, these "assessors" will be from the jurisdiction to which an applicant has applied.

2.7 *Conflict of Interest Policy*

- 2.7.1 A conflict of interest between an assessor and an applicant shall be deemed to exist if the following conditions apply:

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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- a. If applicant anonymity cannot be preserved AND
 - b. There exists a prior personal or professional relationship between the applicant and the assessor AND
 - c. The degree of the prior relationship is such that, in the view of the MMBP office, it would affect the objectivity of the assessment.
- 2.7.2 When a conflict of interest is deemed to exist, all reasonable efforts shall be made to reassign the assessment to a different assessor.

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3 Documentation Policies

3.1 *General*

3.1.1 All documents received for a MMBP Application Portfolio will be treated as confidential and kept in a locked and secured cabinet.

3.2 *Original Documents*

3.2.1 Original documents are acceptable.

3.2.2 The MMBP office takes no responsibility for the security of such documents when they are not in their possession (e.g. when they are in the mail).

3.3 *Acceptable Copies*

3.3.1 Copies of original documents must be legible.

3.3.2 Copies must be certified by:

- a. a notary public in good standing in a jurisdiction where this profession is regulated and monitored, or
- b. a lawyer who is registered and in good standing with his or her professional body, or
- c. a Canadian Consulate abroad via a legalization process, or
- d. by the institution who has issued the original document, or
- e. by a staff member of the provincial regulatory organisation (if this option is available).

3.3.3 The certification process by the notary public, or other acceptable certifier listed above, must include:

- a. A review against the original document. This must be specifically stated on the document. For example, the statement might read: "I have examined this document and the original document and attest that it is a true copy of said original."
- b. Each page of the certified copy must be signed and/or sealed by the certifier.

3.3.4 The MMBP office may, at its discretion, require an applicant to produce an original document, or documents, for verification.

3.3.5 Original documents can be copied and certified by the MMBP office, a fee determined by the MMBP office will be charged. This process takes 5 business days.

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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3.4 Language of Documentation

- 3.4.1 All documents to be used in the assessment for MMBP must be in English, or accompanied by certified translations.
- 3.4.2 People providing references for applicants should respond in their own language if they are not fluent in English.

3.5 Acceptable Translations

- 3.5.1 All translations must be completed by a translator who is certified for carrying out the specific type of translation they have done (e.g. from French to English).
- 3.5.2 Acceptable translators must be fully certified members of one of the following organisations:

Association of Translators and Interpreters of Alberta (ATIA): www.atia.ab.ca

Society of Translators and Interpreters of British Columbia (STIBC): www.stibc.org

Association of Translators and Interpreters of Saskatchewan (ATIS): www.atis-sk.ca

Association of Translators, terminologists and Interpreters of Manitoba (ATIM): www.atim.mb.ca

Corporation of Translators, Terminologists and Interpreters of New Brunswick (CTINB): www.ctimb.nb.ca

Association of Translators and Interpreters of Nova Scotia (ATINS): www.atins.org

Nunavut Interpreter / Translator Society (NKT)

Association of Translators and Interpreters of Ontario (ATIO): www.atio.on.ca

Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ): www.otiaq.org

OR

Full members in good standing of a full member association of the International Federation of Translators (FIT) appearing on the most recent list of FIT members at <http://www.fit-ift.org/> AND they must have passed a certification examination and be obliged to uphold a code of ethics to maintain certification.

- 3.5.3 The name and designation of the certified translator must be clearly identified on the translation.

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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- 3.5.4 Translations must be word-for-word and literal as opposed to interpretive. They must also be in the same format as the original document.
- 3.5.5 In exceptional circumstances (as outlined in the lack of documentation policy), non certified translations may be accepted but they must be verified by a translation service approved by the MMBP office. Such verification must be sent directly to the MMBP office and all associated costs must be paid by the applicant.
- 3.5.6 Documents that require translation and which are sent directly to the MMBP office by an educational institution or individual will be forwarded to a certified translator for translation (after confirmation that applicant will cover associated costs).
- 3.5.7 When carrying out translations of documents sent by the MMBP office, the translator must send the translated and original documents back to the MMBP office and may not forward such documents, or copies thereof, to the applicant. Any exceptions to this policy must be approved by the MMBP office in writing.
- 3.5.8 All translations costs will be paid by the applicant. The MMBP office will not send documents for translation until the applicant has agreed in writing to pay for them.
- 3.5.9 The MMBP office may charge the applicant an administration fee in addition to the translation cost if the applicant submits a document, or documents, that require translation. This fee does not apply to documents that are sent directly from an educational institution, workplace, referee, or other external person or organisation.

3.6 Authentication

- 3.6.1 All documentation received is verified to ensure that it is authentic.
- 3.6.2 When a document appears to be fraudulent, it will be disqualified as evidence if it cannot be confirmed as authentic by usual assessment procedures. All other documents in the file will then be authenticated at the highest possible standard. Referees may be interviewed, the applicant may be asked to attend an interview to address the issue, and additional documentation may be requested.
- 3.6.3 Applicants will be permanently disqualified from the application process if the deliberate falsification of evidence is confirmed. A copy of the file and all the investigation materials will be retained regardless of the outcome.

3.7 Requests for Additional Documentation

- 3.7.1 The MMBP office may require applicants to submit additional documentation when more information is needed to complete the assessment.

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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3.8 Lack of Documentation Policy

3.8.1 The MMBP office will consider alternate documentation at their discretion and on a case-by-case basis when specific documentation is unavailable due to exceptional circumstances.

3.8.2 Exceptional circumstances include situations such as the following:

- Loss of original documents due to having fled one's country as a refugee;
- Loss of original records needed for external verification owing to a war or natural disaster in the country they were stored;
- Inability to contact referees or others in a given country due to safety issues related to being a refugee;
- Inability to find referees or others due to having relocated as a refugee or other exceptional circumstances;
- Loss of original records needed for external verification when an institution, program, or workplace the applicant attended no longer exists and did not transfer its records to another institution.

3.8.3 To apply under the Lack of Documentation Policy, applicants must:

- a. Submit a statement explaining the reason for a lack of documentation, along with evidence of the situation in question. For example, if an earthquake destroyed their school and all of its records, applicants should submit news articles or other proof that this happened. If applicants left their country as refugees and were unable to bring documents with them, they should provide evidence of their refugee status and a statement regarding their inability to bring documents with them.
- b. Provide alternate means of verifying the information documented in their application forms. Some examples include:
 - an affidavit from a specified referee, AND/OR
 - a statutory declaration detailing your education or experience (whatever the missing evidence would have verified), AND/OR
 - an interview, either in person or by video-conference with midwife-assessors, AND/OR
 - alternate documentation that verifies the information in question.

3.8.4 It is at the MMBP office's discretion which documents or process (e.g. interview) they will accept in a given situation.

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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3.9 Receipt of Documentation

- 3.9.1 It is the responsibility of the applicant to use reliable delivery methods for all documentation sent to the MMBP office. The MMBP office does not accept responsibility for documents lost en route to them.
- 3.9.2 Some documents must be sent directly to the MMBP office by certain individuals (e.g. referees) or organizations (e.g. midwifery schools), and will not be accepted from the applicant. Refer to *Information about MMBP Required Evidence* for details about what must be sent by someone other than the applicant and what will be accepted from the applicant.
- 3.9.3 The MMBP office does not accept responsibility for securing and returning original documents submitted by an applicant unless such documents are required as part of the application.
- 3.9.4 The MMBP office does not accept responsibility for retaining or returning documentation that is not properly identified or addressed, documentation that is received in advance of a completed MMBP Application Portfolio, or documentation on which postage is due.

3.10 Retention of Documentation

On-line MMBP Application Portfolios

- 3.10.1 On-line MMBP Application Portfolios that are not finalized may be deleted at any time by the applicant. (Warning: once it is deleted, it is not retrievable and all data will be lost.)
- 3.10.2 On-line MMBP Application Portfolios that are not finalized may be deleted after one year of inactivity.
- 3.10.3 Finalized on-line applications will be deleted when:
 - a. the application is cancelled by the applicant;
 - b. the paper application is not submitted and six months has passed;
 - c. the applicant is found ineligible;
 - d. the applicant becomes registered as a midwife in Canada.
- 3.10.4 If an applicant is assessed as ineligible but wishes to apply again the following cycle, she or he can request that their online application remain available for one more year. This request must be received within 60 days of the date on the results letter.

Paper File

- 3.10.5 A paper file is created for each applicant by the MMBP office. It contains the print version of the on-line application and all supporting documentation (including the AO

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

www.midwiferybridging.ca

portfolio if submitted). At a minimum, all documents are retained for the duration of the assessment period and will not be released until after the results letter has been issued and any provincially required appeal period has passed.

3.10.6 Upon successful completion of the MMBP, the following key documents from files are transferred to the regulatory body the applicant had applied to:

- Form B – Proof of Professional Conduct
- Form D – Professional Reference Forms
- Notarized/Certified copy of proof of name change documents
- Notarized/Certified copy of midwifery education diploma
- MMBP Assessment Results and clinical experience numbers from both assessment and experience gained through MMBP.

Contact your individual regulatory body for information on their document retention policy.

3.10.7 Applicants may request that original documents they submit be returned to them once the assessment is complete. For return of documents postage and handling charges may apply.

3.10.8 Copies of the above documents, plus all remaining contents of MMBP applicant file other than original documents, will be retained by the MMBP for one year after the file becomes inactive. Inactive files are files where the applicant/participant has:

- been assessed as ineligible to proceed;
- officially withdrawn as per MMBP policies; participated in, but did not complete MMBP program.

3.10.9 Copies of the above documents, plus all remaining contents of MMBP applicant file other than original documents, will be retained by the MMBP for a two year time frame for:

- all participants who have successfully completed the MMBP.

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3.11 *Limitations on Access to Documentation in Files*

3.11.1 Applicants waive the right of disclosure regarding all documents in their file that were received by a person or organisation other than the applicant. This means that applicants are not permitted to see these documents at any time.

3.12 *Ownership of MMBP Application Portfolio*

3.12.1 All documents received by the MMBP office as part of the application process for the MMBP, with the exception of original documents submitted by the applicant when originals are specifically required, are the sole property of the MMBP.

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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4 Financial Policies

4.1 Acceptable Payment Methods

4.1.1 The following table outlines acceptable payment methods:

International money orders, bank drafts, and certified cheques payable in Canadian funds, and VISA or MasterCard (with 3% surcharge).

Applicants must ensure that the money order, bank draft or certified cheque is negotiable in Canada.

The current secretariat of the Multi-jurisdictional Midwifery Bridging Project (MMBP) is the College of Midwives of BC and therefore, fees are payable to the *College of Midwives of BC*.

4.2 Payment Deadlines

4.2.1 Application fees must be received by 16:00 Pacific Standard Time (GMT-8) on the MMBP Application Portfolio *Submission and Payment Deadline*, as posted on the website. If the fees are late, the application will not be assessed.

4.3 Receipts

4.3.1 Receipts will be issued according to the College of Midwives of BC policy. Contact the College of Midwives for more details.

4.4 Refunds

4.4.1 No refunds will be issued on payments for the assessment of your (regular) application.

4.4.2 Until the *AO Portfolio Submission Deadline*, as posted on the website, a refund of \$200 will be issued to applicants who paid the AO portfolio assessment fee and did not submit an AO portfolio by the deadline. Any documents submitted as part of an AO portfolio will be returned at the applicant's expense.

4.4.3 After the *AO Portfolio Submission Deadline*, no refunds of AO fees will be issued. Any documents submitted as part of an AO portfolio will be returned at the applicant's expense.

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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5 Results Policies

5.1 *Potential Results*

- 5.1.1 Entry to the MMBP is on a competitive basis. There are three potential results of the assessment of your MMBP application:
1. Eligible and offered entry to the MMBP;
 2. Eligible and not offered entry (waitlisted);
 3. Ineligible.
- 5.1.2 Applicants who are eligible but who have not been offered entry will be put on a waitlist. If a spot becomes available, this spot will be offered to an applicant on the waitlist and the applicant will be informed.
- 5.1.3 Results are only valid for one offering of the MMBP. If a spot does not become available, applicants on the waitlist will need to reapply another year. A reduced fee for reapplication is available in the year immediately following initial application. Ineligible applicants who re-apply to be considered for the next offering of the MMBP are required to pay the full fee.

5.2 *Declining Offer*

- 5.2.1 Applicants who decline an offer of entry to the MMBP will need to reapply if they wish to be considered for the next offering of the MMBP. A reduced fee for reapplication is available in the year immediately following initial application.

5.3 *Re-application*

- 5.3.1 Applicants who have been found eligible but who were not offered entry or who were not able to accept entry, may reapply at a reduced rate the next year only. They will not need to complete a new application, but may be required to amend some portions of their application or add to it.
- 5.3.2 Applicants who have been found ineligible can reapply but they must pay the full application fee. They may or may not need to complete an entirely new application; this is at the MMBP's discretion and may vary from applicant to applicant depending on the reason for ineligibility.

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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5.4 Appeals

The MMBP application portfolio assessment process is based on the guiding principles of fairness, transparency, timeliness, and consistency. MMBP application policies and procedures work to embody these principles in balance with available resources and organizational capacity. If an applicant believes that an MMBP application policy was not fairly applied in the assessment of her/his application, the applicant may appeal. The basic principles governing the consideration of applicant appeals and grievances are as follows:

Appealing the application of a MMBP policy

- 5.4.1 Applicants may appeal a decision of the application portfolio assessment process if the applicant believes MMBP policies have not been applied.
- 5.4.2 Appeals must be received no later than 30 days from the date the applicant was sent notice of the decision/result which they are appealing.
- 5.4.3 All appeals must be submitted in writing, electronically and/or in paper format.
- 5.4.4 An administration fee of \$50 will be charged for processing an appeal. This fee must be paid in full, as per acceptable payment methods, before an appeal will be considered received.
- 5.4.5 Once received, an appeal will be reviewed by an Appeal Committee consisting of 2 Regular Members of the MMBP Steering Committee, an educator from the MMBP Core Midwifery Phase, an MMBP midwife assessor who was not involved in the assessment of the applicant's portfolio, and a public member¹. Applicants may be asked for further documentation and/or interview at the discretion of the Appeal Committee.
- 5.4.6 Appeal results will be communicated to the applicant usually within 45 days and no later than 60 days of receipt of the appeal and all required documentation. In some cases, because of the international nature of the MMBP, gathering all of the required documentation can take time. If this is the case, the applicant will be informed of the status of their appeal and advised when all of the necessary documentation has been obtained.
- 5.4.7 Possible results of the appeal process may be:
 1. Confirmation of the original decision.
 2. Revoking of the original decision, allowing the applicant to continue in the application/assessment process.

¹ The public members will be selected from one of the MMBP regulatory bodies.

MULTI-JURISDICTIONAL MIDWIFERY BRIDGING PROJECT

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3. Modification of the original decision. This may or may not allow the applicant to continue.
4. Referring the decision back to a team of new MMBP assessors for re-assessment. This may require further time and may have an application reassessment fee associated with it.

5.4.8 All Appeal Committee decisions are final.

Other Grievances

Any applicant to the MMBP who has finalized an application and paid the application fee for the Assessment Phase and who has a concern or complaint regarding issues other than the fair application of MMBP policies, will be given an opportunity to be heard. In normal circumstances, the first step is to discuss your complaint or concern with the MMBP Applicant Advisor or the MMBP Project Director. If that step does not produce the desired result, you may write a letter to the MMBP Steering Committee.