

# COLLEGE OF MIDWIVES OF BRITISH COLUMBIA

---

## **POLICY on CHANGING REGISTRATION STATUS and RESIGNATION**

Registrants are required to officially notify the College, using the prescribed form, when they plan to cease practice for a period or to resign from registration. A registrant<sup>1</sup> who has her/his practice status changed to non-practising during a registration year is qualified for adjustment to registration fees when applicable and for temporary suspension of NRP, CPR and emergency skills recertification<sup>2</sup> requirements.

### **A. TEMPORARY CESSATION OF PRACTICE AND NON-PRACTISING REGISTRATION**

**A registrant must have her/his registration status changed to non-practising before stopping current professional liability coverage**

#### **Registrant**

- submits completed “*Application for Non-Practising Registration and Non-Practising Declaration*” form to CMBC providing the exact date she/he plans to cease practicing and applying for non-practising registration (registration fee adjustment applies if the registration status is changed during a registration year)
- the form must be received by CMBC before the intended date of status change
- if the dates of return to practice are known, also submits completed “*Application for Return to General or Temporary Registration from Non-Practising*” to CMBC or submits the form prior to the date registrant wishes to return to practice
- does not practice midwifery, any restricted activities or otherwise, when not registered in an active practicing class of registration
- if practice ceases during a registration year, registrant returns annual certificate of registration and annual registration card to CMBC
- must ensure the responsibility for all original retained records of clinical care are securely transferred to another registered midwife who is practicing midwifery in BC, and retain documentation of the transfer<sup>3</sup>
- informs CMBC of where client records will be stored and how they can be accessed
- as a non-practising registrant, may use the title “non-practising midwife”, “registered midwife – non-practising”, or “RM (non-practising)”
- may allow NRP, CPR and emergency skills certification to lapse during non-practising period<sup>2</sup>
- is responsible for acts prior to ceasing practice
- must consider implications of ability to meet active practice requirements under *CMBC Requirements for Active Practice*

---

<sup>1</sup> Only General and Temporary registrants are eligible to apply for non-practising registration

<sup>2</sup> Refer to *Leave of Absence Requirements for Continuing Competency in NRP, CPR and Emergency Skills Policy*

<sup>3</sup> Refer to *Policy on Records and Record Keeping and Guide for Record Keeping, Storage and Retention*

- may have status changed back to general or temporary registration once liability coverage is in place and all continuing competency requirements are met, refer to section C - *Return to Practice from Non-practising Status* for details

### **College**

- suspends requirements for proof of NRP, CPR and emergency skills recertification until end of notified leave period
- informs registrant of fee adjustments
- holds annual certificate of registration and annual registration card on file for registrant
- informs MABC and other agencies of status change
- considers implications to Quality Assurance program
- continues to communicate with registrant (e.g. notices, updates to the Registrant's Handbook)

## **B. RESIGNATION**

### **Registrant**

- submits completed "*Resignation*" form to CMBC notifying of exact date of resignation
- attaches a copy of resignation notification to the practice if applicable
- attaches a copy of letter resigning hospital privileges
- if resigning during a registration year, registrant returns annual certificate of registration and annual registration card to CMBC
- returns photo identification card
- must ensure that all original retained records of clinical care are securely transferred to another registered midwife who is practicing midwifery in BC and retain documentation of the transfer<sup>4</sup>
- informs CMBC of where client records will be stored and how they can be accessed
- does not practice midwifery, any restricted activities or otherwise, after resignation
- does not use titles: "midwife", "registered midwife", "RM"
- is responsible for acts prior to resignation
- if resigning during a registration year, registrant is eligible for a refund of an appropriate portion of the registration fee
- must reapply as per section 56.1 of the bylaws and meet all continuing competency requirements to return to practice (application must be approved by the Approval Panel of the Registration Committee) when a former registrant wishes to return to practice

### **College**

- informs MABC and other agencies of resignation
- refunds eligible registration fee
- maintains former registrant's records on file

---

<sup>4</sup> Refer to *Policy on Records and Record Keeping* and *Guide for Record Keeping, Storage and Retention*

## **C. RETURN TO PRACTICE FROM NON-PRACTISING STATUS**

### **Registrant**

- submits completed “*Application for Return to General or Temporary Registration from Non-Practising*” to CMBC notifying of exact date of return to practice
- is responsible for submitting fees as required including a fee adjustment to make up the full registration fee if returning during a registration year
- must submit proof of current NRP, CPR and emergency skills certification and any other continuing competency requirements to the CMBC
- must meet active practice requirements under CMBC *Requirements for Active Practice* or have an approved plan for addressing the active practice shortfall

### **College**

- reviews proof of current NRP, CPR and emergency skills certification and any other continuing competency requirements submitted by registrant
- reviews status of registrant meeting the active practice requirements
- confirms registrant’s professional liability insurance coverage
- issues annual registration card and annual certificate of registration
- informs MABC and other agencies of return to practice