What is Finalization
"Finalize" and "Finalization" are the terms being used within the IEMBP Application Portfolio to refer to what you will do when you are satisfied that your Application Portfolio is complete and you wish to have it saved as it is and accessible to the IEMBP for assessment.

When you finalize your Expanded Application Portfolio you may mail, courier or hand deliver the Mail-in Print Version with a photo and your application fee payment. (Please refer to the IEMBP website for timelines and deadlines for particular offerings.)

Finalize button
You will see a "Begin Finalizing Your Application Portfolio" button on the Overview page for both the Basic and Expanded Portfolio, whenever all of the Steps are marked as "complete". (Exception: There may be times when you instead see a message indicating that the finalize function is unavailable due to maintenance work.)

If you make a change to your Application Portfolio such that a Step becomes "Incomplete", the Finalize button will no longer be visible on the Overview page – it will return whenever all Steps are marked "Complete".

Getting ready to Finalize
DO NOT finalize your Application Portfolio until you are certain that you have created a record (row in a table) for each of your practice sites, schools, midwifery registrations, etc. The software checks whether you have responded to all of the mandatory questions in the Application Portfolio, but cannot check whether you have created sufficient records to cover your situation.

It is up to you to carefully go through your Application Portfolio when you think it is complete, to ensure that you have filled in all of the required information to convey your background, education, and experience. It is also strongly recommended that you provide answers for as many non-mandatory questions as possible to provide assessors and educational partners with comprehensive information about your midwifery experience.

How to Finalize
When you are fully satisfied that the information you have provided in your IEMBP Application Portfolio is complete and accurate, you can click on the "Begin Finalizing Your Application Portfolio" button to finalize it.

If you change your mind at this point, you can leave the page by clicking on the Welcome link at the top right of the page.

To proceed with finalization, click in the tick boxes beside "I agree" and then click on the "Complete Finalization of Your Application Portfolio" button. There will be a pop-up window to double check that you want to finalize your Application Portfolio. If you decide not to finalize at this point, you can click on "Cancel" in the pop-up window. Once you click "OK" in this pop-up window, your Application Portfolio will be finalized and time-stamped – this application portfolio information is what will be assessed to determine your eligibility for the IEMBP. (If you apply later for registration as a midwife, some of this information will also be used by the midwifery regulatory organization for the province or territory that you intend to practice in.)

Differences after you Finalize

After you finalize your Application Portfolio, you can still make changes to the Required Evidence sections, update your contact information and update your immigration status via the Overview page, but you will no longer be able to make other changes to the responses you have provided anywhere else in your Application Portfolio without submitting an amendment form or a province/territory change form.

With the exception of Required Evidence, the Overview page will have "view" buttons beside each Step (instead of "edit" buttons) to allow you to look at all of the information you have provided. Also, there will be a "Mail-in Print Version of Your Application Portfolio" button at the bottom of the Overview page in Part 2: Expanded Application Portfolio, that you can click to access the shortened form that you must complete and deliver to the IEMBP with any related documentation and your fee payment.

You have not finished applying to the MMBP

In order to apply to the IEMBP you must finalize your Application Portfolio AND complete the finalization survey AND provide any required evidence AND arrange delivery of all evidence required from someone else on your behalf AND print, sign and deliver the Mail-in Print Version of your application information and your application fee payment (Please refer to the IEMBP website for timelines and deadlines for particular program offerings.)

Printing the Mail-in Print Version

After you have finalized your Part 2: Expanded Application Portfolio and

completed the finalization survey, you will see the Mail-in Print Version of your application that you must print out and send to the IEMBP. This shortened version contains your name, Application Portfolio Number, and contact info, as well as selected information from your Application Portfolio, including a summary of your midwifery practice sites and of your birth numbers by year. Review the information presented to be sure that it is correct. If you notice any errors in the Mail-in Print Version, please email the IEMBP at info@midwifery.ubc.ca with your name, User Account Number and details of the error.

Once you are satisfied that the information displayed is correct, use the Print function in your internet browser (often Print is under the File menu) to print it out. If you have difficulties, email info@midwifery.ubc.ca for assistance – please indicate your name, User Account Number, and the internet browser you are using.

You do not have to print the Mail-in Print Version immediately after finalizing and completing the finalization survey, but be sure to allow time to visit a notary public (or lawyer who is authorized to take oaths) and arrange for delivery before the any deadlines for a particular program offering.

To get to the Overview page from the page displaying the Mail-in Print-Version, click on the "Overview" button at the top of the Mail-in Print-Version, or change the url address in your internet browser address bar to: mmbp-onlineapplication.ca/application-overview. To see the Mail-in Print Version of your application, click on "Go to Mail-in Print Version of Your Application Portfolio" on the Overview page.

Witnessing and Photo Verification by a Notary Public
At the top right of the first page of the printed application, you must attach a photo that is identical to those used for your professional references. This photo is to be signed by you, and verified and signed by a notary public.

The Mail-in Print Version contains an Authorization and a Certification which you must sign and date in front of the notary public. The notary public must initial to witness these signatures. If contained in the application, the notary public must also witness your signature on the affidavit that you are exempt from English language testing.

Next, the notary public must read and sign the declaration at the end of the application, and provide the requested information. Finally, the notary public must place her/his stamp or seal on the page with their signed declaration. The notary public must be in good standing in a jurisdiction where this profession is regulated and monitored. If this is not possible, then you may have your application witnessed and your photo verified by a lawyer in good standing who is authorized to take oaths.

Mailing the Mail-in Print Version

You should decide on the delivery method (in person, by mail or by courier), based on your proximity, estimated delivery timeframes, and the amount of time before the deadline for a particular program offering.

Checklist of what to include with your Mail-in Print Version of your application

Don't forget to include the photo, fee payment and any evidence that you will be submitting directly. The following checklist will be on the last page of your printed application:

- Mail-in Print Version of IEMBP Application Portfolio (this form)
  - o Additional information filled in where specified
  - o Checked over for accuracy
  - o Signed where indicated, in front of a Notary Public or Lawyer (authorized to take oaths)
  - o Signature of Notary (or Lawyer authorized to take oaths) witnessing your signature
- Photo of yourself
  - o 5cm by 7cm
  - o Head and shoulders
  - o Taken within the last year
  - o Identical to the photos on your Professional Reference forms
  - o Signed on back, by you and Notary (or Lawyer), indicating it is a true likeness of you
- Fee Payment
- Documents that can be submitted by you directly, to support your application.