

INFORMATION ABOUT IEMBP REQUIRED EVIDENCE

READ THIS CAREFULLY to:

- 1. Determine what supporting documents you are required to provide;**
- 2. Learn which documents you can submit and which must be sent by another person or organization;**
- 3. Understand the format of acceptable documents (original, notarized, translations).**

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IEMBP Application Checklist

Part 1: Basic Portfolio

All Applicants must do the following:

- Finalize Part 1 of on-line application
- Pay fee for Part 1 of on-line application (\$500)

All Applicants must mail the following to the IEMBP office:

- Proof of name change (if any documents have a previous/different legal name on them) as soon as possible after finalizing

All applicants must request that the following be sent directly to the IEMBP office from the appropriate outside source:

- English test result (unless exempt) OR Transcript of schooling required for proving English exemption (if applicable)

Applicants who wish to meet Option A eligibility requirements must request that the following be sent directly to the IEMBP office:

- WES Report
- Information about your midwifery program
- May also require: Program Syllabus/Course descriptions*

Applicants who wish to meet Option B eligibility requirements must request that the following be sent directly to the IEMBP office:

- Proof of Professional Conduct from the organization(s) regulating their prior practice
- Proof of education or experience in antepartum, intrapartum, postpartum, and newborn care on the applicant's own responsibility

Part 2: Expanded Portfolio

All Applicants must do the following:

- Finalize Part 2 of on-line application
- Pay fee for Part 2 of on-line application (\$1,500)

All Applicants must mail the following to the IEMBP office:

- Notarized print-out of full IEMBP Application Portfolio, with a photo attached
- Proof of name change (if any documents have a previous/different legal name on them) as soon as possible after finalizing
- Evidence of experience/education in Canadian healthcare, if applicable

All applicants must request that the following be sent directly to the IEMBP office from the appropriate outside source:

- Verification of clinical experience sufficient to meet eligibility requirements
- Two Professional References on the required form, each with a photo attached

Note: You may be asked for additional information if the documents received do not adequately verify that you meet requirements. This is typically because referees have not verified as many births as applicants expect, or because your education was in a school or country that is new to assessors.

What documents will be accepted as evidence of my background?

Each applicant has taken a unique path through their midwifery career, and the IEMBP process is designed to accommodate these differences. This means that there are a variety of different documents that will be accepted as evidence that you have met specific requirements. Some documents provide evidence of more than one requirement. **You will need to read this document carefully to determine what combination of documents you should provide to verify that you meet IEMBP requirements.** If you have questions, after reading the written material, you can call the IEMBP office for assistance.

It is critical that you read the information in the “What will be accepted?” column to find out if you can submit a document directly, when it must be notarized, and when the document must be received directly from a person or institution other than yourself. Failure to follow these instructions can cause assessment to be delayed or unsuccessful.

You will be required to submit the following:

Part 1: Basic Portfolio		
What do I need to provide?	What is it proving?	What will be accepted?
Finalized online version of your basic portfolio		<p>Before Part 1 of your application can be verified by assessors you must finalize the online version of your Basic Portfolio. In order to finalize Part 1 you will need to complete all mandatory parts of the application and pay the fee.</p> <p>Evidence being sent from a person or institution other than you should be sent directly to the IEMBP office. The names of the person(s) and/or institutions providing supporting evidence and the date it was requested must be entered into the online application.</p>
Fees	Payment type & amount	As part of the application finalization you will be asked to pay all accompanying fees. Please see Appendix B for fee schedule and payment options.
Proof of Name Change (if any documents you will be submitting have a previous/different legal name on them)	Your identity	<p>You must submit original or notarized copy of official document(s) that clearly indicate your change of name from one name to another.</p> <p>Ideally, document(s) should indicate both your old and new names. Accepted documents can include marriage or divorce certificates, or other official name</p>

		<p>change documents. Sometimes, it may be necessary to send more than one document in order to prove your legal names.</p> <p>If the document(s) is in another language, you must submit an English translation. See IEMBP Office 604-822-0352 for information about accepted translators and procedures.</p> <p>Forward all name change documents and translations to the IEMBP office.</p>
Proof of English language fluency	English language fluency	<p>You must do ONE of the following:</p> <ol style="list-style-type: none"> 1. Ensure that an official score report of your level of English proficiency is sent directly from the organization offering an IEMBP approved English test to the IEMBP office. It must not be more than two years old at the time that your application is finalized. <p>OR</p> <ol style="list-style-type: none"> 2. Complete the affidavit in the IEMBP on-line application that indicates you meet criteria for exemption from English language testing, AND have an appropriate transcript sent to the IEMBP office. <p>Click here for more detailed information about language fluency.</p>

OPTION A (Education & Clinical Experience)

If you are applying and wish to be considered under OPTION A eligibility requirements, you must submit the following documents:

<p>WES Report</p> <p><i>A "WES Report" is an official credential evaluation report by World Education Services – Canada (WES).</i></p>	<p>Midwifery education – successful completion from a recognized program and institution, authenticity of documents, date of completion</p>	<p>You are required to have an educational credential assessment done by World Education Services – Canada (WES). You must request that a copy of your course by course evaluation report be sent to the IEMBP office. Please go to http://wes.org/ca/ for information on how this process works and what documents you must send them. There is a fee for this service.</p>
<p>Information about your midwifery program</p>	<p>Midwifery education – program description, hours of clinical and theoretical studies, graduation requirements and dates/locations of your clinical placements</p>	<p>Applicants must provide ONE of the following:</p> <ol style="list-style-type: none"> 1. <i>IEMBP Form A2</i> from your midwifery program head or other relevant official from your educational institution <p>OR</p> <ol style="list-style-type: none"> 2. Official program materials that include: total hours of theoretical and clinical midwifery education and graduation requirements during the time you attended the program. You can include this with your mailed application, or the educational institution can mail it directly. <p>AND</p> <p>Information about the dates and locations of your clinical placement. This is sometimes provided in your official transcript. If it isn't, a letter or official document received directly from your educational institution will be acceptable.</p> <p>This information may need to be translated into English (paid for by applicant). The IEMBP office will contact you if this is necessary after receipt of the material. See IEMBP Office 604-822-0352 for information about accepted translators and procedures.</p>
<p>Program Syllabus/Course descriptions</p>	<p>Midwifery education – course content</p>	<p>In cases where a school or program is new to the IEMBP office, or has changed significantly, you will be required to provide additional information, including</p>

		<p>detailed program syllabus and course descriptions. The IEMBP office will inform you after you apply if this is required.</p> <p>This information may need to be translated into English (paid for by applicant). The IEMBP office will contact you if this is necessary after receipt of the material. See IEMBP Office 604-822-0352 for information about accepted translators and procedures.</p>
<p>OPTION B (Registration & Clinical Experience): If you are applying and wish to be considered under OPTION B eligibility requirements, you must submit the following documents:</p>		
<p>Proof of Professional Conduct</p>	<p>Registration as a midwife with good professional conduct</p>	<p>A <i>IEMBP Form B: Proof of Professional Conduct</i> must be received directly from each of the regulatory organizations where you have been registered as a midwife in the last ten (10) years.</p> <p>Regulatory organizations should fill out the application in English, or if they don't know English, in their first language.</p> <p><i>Form B</i> is available in several languages. If the relevant language is not available, you may translate the form for your regulatory organization but your translation will need to be verified by a professional translator when it is received (and you will need to pay for this service).</p> <p>All professional conduct forms that have been completed in a language other than English must have regulator's answers translated into English for the assessment process. The IEMBP office will arrange this with you, as you will need to cover the cost of this translation. See IEMBP Office 604-822-0352 for full information about accepted translators and procedures.</p>

<p>Proof of education or experience in antenatal, intrapartum, postpartum, and newborn care, on your own responsibility</p>	<p>Basic competence across the full spectrum including antepartum, intrapartum, postpartum, and newborn care.</p>	<p>You must submit at least ONE of the following:</p> <ol style="list-style-type: none"> 1. An official transcript must be received directly from your midwifery educational institution that clearly shows that you studied the full spectrum, AND/OR 2. Official midwifery education program materials that cover the information in question, and verification that you graduated from the program they describe, must be received with your mailed IEMBP Application Portfolio form or directly from your midwifery educational institution AND/OR 3. <i>IEMBP Form C1: Detailed Verification of Clinical Experience</i> received directly from a supervisor or colleague who has seen you work in all areas and can attest to your work experience in the full spectrum AND/OR 4. Letter received directly from a supervisor or colleague who has seen you work in all areas and can attest to your work experience in the full spectrum <p>You may provide more than one document if that is necessary to verify that you have experience or education in all areas.</p> <p>If documents received are not in English, they will need to be translated into English (paid for by applicant). The IEMBP office will contact you if this is necessary after receipt of the material. See IEMBP Office 604-822-0352 for information about accepted translators and procedures.</p>
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Part 2: Expanded Portfolio – Verification of Clinical Experience and Competency

What do I need to provide?	What is it proving?	What will be accepted?
Finalized online version of your expanded portfolio AND print-version mailed to the IEMBP office		<p>Before Part 2 of your application can be assessed you must finalized the online version of your Expanded Portfolio. In order to finalize Part 2 you will need to complete all mandatory parts of application and pay the fee.</p> <p>The print-version of your IEMBP Application Portfolio must be signed and witnessed by an <u>acceptable</u> notary public or lawyer, and mailed to the IEMBP office. See IEMBP Office 604-822-0352 for information on acceptable notaries.</p> <p>Evidence being sent from a person or institution other than you should be sent directly to the IEMBP office. The names of the person(s) and/or institutions providing supporting evidence and the date it was requested must be entered into the online IEMBP Application Portfolio.</p>
Fees	Payment type & amount	As part of the application finalization you will be asked to pay all accompanying fees. Please see Appendix B for fee schedule and payment options.
Three passport sized photos	Your identity	<p>You must obtain three passport-sized photos of your head and shoulders (approximately 5 cm X 7 cm in size). They must:</p> <ul style="list-style-type: none"> • be no more than one year old • be identical - in other words, they must be produced from the same film negative, or from the same electronic image file. <p>You must sign the back of one photo attesting that this is a true photo of you, and then staple it to your printed application. Do <u>not</u> glue it on.</p> <p>You must staple the other two photos to the professional reference forms.</p>
Verification of clinical experience	Acceptable clinical experience, including numbers of births as	You must provide evidence of the clinical experience that you wish to have counted towards meeting IEMBP eligibility requirements and the registration requirements in your province of application.

	primary midwife and other experience	See How can I verify Clinical Experience for more detailed information on what documents are accepted.
Two Professional References each with a photo attached	Your identity and good character	<p>Two IEMBP professional reference forms must be received directly from your referees.</p> <p>Acceptable Referees: Referees must include one midwife and one other healthcare provider (midwife or other) who have witnessed your recent work as a midwife. Referees must not be related to you and they must be in good standing with the relevant registration or licensing bodies.</p> <p>ATTENTION: To be accepted, professional reference forms must be <u>completed in full</u>, including having the back of the photo signed by the referee. Incomplete reference forms can delay your assessment or cause you to be ineligible.</p> <p>If your referees don't know English, they should answer the questions in the professional reference form in their first language.</p> <p>Professional reference forms are available in several languages. If your referee's language is not available, you may translate the form for your referee but your translation will need to be verified by a professional translator when it is received (and you will need to pay for this service).</p> <p>All professional reference forms that have been completed in a language other than English must have referee's answers translated into English for the assessment process. The IEMBP office will arrange this with you, as you will need to cover the cost of this translation. See IEMBP Office 604-822-0352 for full information about accepted translators and procedures.</p>
Evidence of experience and/or education in Canadian healthcare, if applying for exemption from the "Orientation to Canadian Healthcare Systems" pre-requisite course	Knowledge of Canadian Healthcare System	If you wish to be exempt from the IEMBP's pre-requisite Orientation to Canadian Healthcare course, you must do ONE of the following:

		<ol style="list-style-type: none">1. Ensure that an official transcript is sent directly from a Canadian educational institution to the IEMBP office <p>OR</p> <ol style="list-style-type: none">2. Ensure that a letter is sent directly from a supervisor or an official in the personnel department of your Canadian health care workplace to the IEMBP office. <p>The letter must be on institutional letterhead and indicate your start and end dates, position, and hours of work per week (full-time/part-time). It must be in English or French. If it is in French, you may be required to have it translated into English; the IEMBP office will let you know.</p> <p>Click here to see if you should apply for exemption from this course.</p>
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How can I verify clinical experience?

Only verified clinical experience counts

You need to provide evidence that verifies the clinical experience that you have documented in your IEMBP Application Portfolio. **Only experience that is verified will be counted towards meeting eligibility requirements for IEMBP**, or towards your province's registration requirements.

Please note that it is common that referees verify less experience than an applicant expects; therefore we recommend that you request more evidence than you initially think you need. The IEMBP office staff cannot tell you what information a referee has provided for reasons of confidentiality, but they will let you know if it seems like the total evidence received will not be enough for assessors to confirm that you meet basic eligibility requirements for IEMBP.

You do not need to provide evidence of all of your experience, if that is more than is required for IEMBP or registration requirements in your province of application.

Acceptable evidence

Acceptable evidence must be received directly from a person that:

- has seen or directly supervised the experience they are verifying, or
- has access to official records of your experience.

Evidence must give information about the number of visits and births that you attended in any midwifery role and those that you managed as primary midwife.

If there are differences between the amount of clinical experience that you have documented and the amount that has been verified by outside sources, you may be asked to provide additional evidence, and/or explain the difference in writing or in an interview with assessors.

Evidence must be in English at the point that it is reviewed by the assessors. If a document is received that is in another language, you will be contacted about paying for it to be translated by a certified translator.

Acceptable Evidence		
Type of Experience	Acceptable Documents	Important Notes
Student Experience	<ul style="list-style-type: none"> - Transcript or similar official school record listing your total clinical experience as a midwifery student - Letter from your educational institution on institutional letterhead indicating your total clinical experience numbers gained as a midwifery student - <i>Form C1</i> from a clinical preceptor or tutor/clinical placement coordinator 	Must be received by mail or courier from your educational institution, except if it is prepared by a clinical preceptor, in which case, the preceptor must mail it directly.
Employed Midwife	<ul style="list-style-type: none"> - <i>Form C1</i> from a supervisor - Letter from an official in the personnel department on institutional letterhead indicating your total clinical experience numbers at this site - <i>Form C3</i> noting the time period you worked at the institution, your position, whether it was full-time or part-time, and an estimation of how many prenatal and postnatal visits and births a midwife in your position would have attended and how many they would have managed as primary midwife. 	<p>Must be received by mail or courier directly from the person providing the evidence.</p> <p>Letters must be on business / institutional letterhead.</p>
Independent Practice (group practice)	<ul style="list-style-type: none"> - <i>Form C1</i> from a colleague - Letter from a practice administrator reporting from written records and written on business letterhead - <i>Form C2</i> 	Must be received by mail or courier directly from the person providing the evidence on business / institutional letterhead, except in the case of <i>Form C2</i> which can be submitted directly by the applicant. Please note that <i>Form C2</i> will be verified by interviews with a sample of the clients listed.
Independent Practice (solo)	<ul style="list-style-type: none"> - <i>Form C2</i> - Letters from individual clients verifying their experience with the applicant providing care to them. Such letters must include dates care started and ended, number of visits, description of care provided, and contact information so that the information can be verified. 	<p><i>Form C2</i> can be submitted directly by the applicant. It will be verified by interviews with a sample of the clients listed.</p> <p>Letters from clients must be received by mail or courier directly from each client.</p>

Troubleshooting Getting Verification of your Clinical Experience:

1. *The school I attended no longer exists but I need to count the clinical experience I did there.*

Usually when a school closes down, its records are moved to another institution that can continue to confirm student experience in the closed institution. You should research where the records from your school are being stored and investigate who can confirm your student experience at this time. In exceptional circumstances where a school and its records no longer exist, you may apply under the [“Lack of Documentation Policy”](#).

2. *A practice where I worked no longer exists but I need to count the clinical experience I did there.*

The practice records may be stored at another location. You should attempt to find where records are held so that you can get formal verification of your experience at this site. If this is difficult or impossible, you should try to find one of your supervisors or colleagues who is willing to attest to your experience at this site. If you find a supervisor or colleague who is able to send verification of your experience at this site, they should send it on their current practice letterhead or on plain paper with their personal contact information clearly indicated.

In exceptional circumstances when a practice site and its records no longer exist and you are unable to find any supervisors or colleagues you worked with at this site, you may be able to apply under the [“Lack of Documentation Policy”](#).

3. *The hospital where I worked no longer has detailed records of the experience I gained while working there.*

You should request that *Form C3 - Employer Description of Typical Clinical Practice* be completed and sent to the IEMBP office. *Form C3* includes confirmation of when you worked at the institution, your position, whether it was full-time or part-time, and asks for an estimate of how many prenatal and postnatal visits and births a midwife in your position would have attended and how many they would have managed as primary midwife during that time.

4. *I left my country as a refugee and have lost all contact with the people with whom I worked.*

If you can provide evidence of your refugee status and your inability to contact anyone that you worked with, you may be able to apply under the [“Lack of Documentation Policy”](#).

5. *My experience is from a country where English is not spoken.*

It will be less expensive for you if you are able to find someone that can provide verification of your clinical experience in English. However, if this is not possible, you should request that people providing verification of your clinical experience do it in their own language(s). Some IEMBP forms are available in a number of languages. If the language you need is not available, you may translate the form for your referee but you will need to provide your translation and cover the cost of the verification of your translation.

All documents received in a language other than English will need to be translated for the assessment process and applicants will need to cover the costs of translation. The IEMBP office will contact you to organize this. _____

6. *I worked in a solo practice in a region where English is not spoken.*

You may have clients send individual letters in their own language confirming their experience with your care. Such letters must include the dates care started and ended, the number of visits you did, a description of care you provided, and contact information so that the information can be verified. Like all other documents received in a language other than English, these letters will need to be translated for use in the assessment process and you will need to cover the costs. The IEMBP office will contact you to organize this. _____

7. *There is not enough time for my evidence to reach the IEMBP office by the IEMBP Application Portfolio Finalization Deadline.*

You must have requested all evidence by the IEMBP Application and Portfolio *Finalization Deadline*, as posted on the website. We understand that how long it takes others to send the information requested to the IEMBP office is not entirely within your control. Once the printed version of your IEMBP Application Portfolio is received (by the *Final Documentation Submission Deadline*, as posted on the website); your file will be reviewed by a staff member and you will be informed about how complete it is, and given a short period of time to follow up on any outstanding documents.

How can I verify that I meet requirements for English Language Fluency?

If you meet ONE of the following, and can provide required evidence, you will not need to take an English test.

1. Successfully completed a minimum of 10 years of primary and secondary school in Canada including English language examinations AND achieved a minimum score of 70% in non-ESL Grade 12 English. (*Required Evidence: Affidavit in IEMBP Application and transcript from secondary school*)
2. Lived in an approved English-dominant country* for four of the six years immediately prior to the IEMBP Application Portfolio *Finalization Deadline*, as posted on the website, AND Completed a midwifery education program, of at least 24 months duration, in an English-dominant country*, where the language of instruction and examination was in English and where a minimum of 80% of clinical experience, including patient interactions, took place in English. (*Required Evidence: Affidavit in application form; Verification by school; and, transcripts or WES Report*)
3. Lived in an approved English-dominant country* for four of the six years immediately prior to the IEMBP Application Portfolio *Finalization Deadline*, as posted on the website, AND Lived and studied in an English-dominant country* in English-only schools for at least four years in a secondary and/or post-secondary institution. (*Required Evidence: Affidavit in IEMBP Application Portfolio and either transcripts or WES Report*)

NOTE: The IEMBP and its partners reserve the right to request additional proof of English language competency and/or to require you to attend an English course pre-requisite if they assess that your English fluency is not adequate for the IEMBP.

English is only considered as a first language when it is the language learned at home in childhood *or* it is the language the individual identifies as knowing best and being most comfortable with *and* it is the language primarily used for reading, writing, listening and speaking.

Countries considered to have English as the first language by the IEMBP

Anguilla, Antigua & Barbuda, Australia, Barbados, Bermuda, British Virgin Islands, Canada (except Quebec), Dominica, Grenada, Grenadines, Ireland, Jamaica, New Zealand, Singapore, South Africa, St. Kitts & Nevis, St. Lucia, St. Vincent, Trinidad & Tobago, United Kingdom, United States of America, and US Virgin Islands.

If you do not meet the exemption criteria above, you must take one of the following approved English tests. See IEMBP Eligibility Requirements to find out the score that you must achieve on each test to be able to participate in IEMBP.

Test Name
International English Language Testing System (IELTS) – Academic
Test of English as a Foreign Language Internet Based Test (TOEFL - iBT)

How can I verify that I meet requirements for knowledge of the Canadian healthcare system?

All applicants must prove that they have a basic knowledge of the Canadian healthcare system. The *Orientation to the Canadian Healthcare System* course is a pre-requisite to the IEMBP core midwifery phase. To be exempt from taking this course, applicants must meet ONE of the following requirements.

1. Have passed a similar course within the last five years that is Canadian in scope, and covers, at a minimum, federal and provincial roles in healthcare, roles and collaboration of different healthcare professionals, patient/client expectations, work safety, privacy, and other relevant legislation and expectations. (*Required Evidence: course transcript*)
2. Have successfully completed a Canadian education program for a regulated health profession in Canada within the last five years. (*Required Evidence: Course transcript*)
3. Have worked as a regulated health professional within Canada for at least 8 months of full-time practice, or equivalent part-time work, within the last ten years. (*Required Evidence: Letter direct from employer, or equivalent, on institutional letterhead and stating dates of employment, full-time or part-time status, profession and role for this employer.*)

APPENDIX A – Lack of Documentation Policy

Specific documentation is sometimes unavailable due to exceptional circumstances. These may include:

- 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.

In these cases, the IEMBP office will consider alternate documentation at their discretion and on a case-by-case basis.

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

1. 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 your school and all of its records, you should submit news articles or other proof that this happened. If you left your country as a refugee and were unable to bring your documents with you, you should provide evidence of your refugee status and a statement regarding your inability to bring your documents with you.
2. Provide alternate means of verifying the information you document in your IEMBP Application Portfolio. 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.

Note: Any such documents will be accepted at the assessors' or IEMBP's discretion. **It is highly recommended that you consult with the IEMBP office prior to submitting alternate documentation** to ensure that it is likely to be accepted by midwife-assessors reviewing your file.

APPENDIX B – Payment Methods

Assessment Application Part 1 – \$500.00

Assessment Application Part 2 – \$1500.00

Assessment Fees can be paid online:

<https://www.eply.com/UBCIEMBPAApplicationPaymentForm1192912>

APPENDIX C – List of IEMBP Forms

IEMBP Forms are accessed via Step Ten of the online IEMBP Application Portfolio. They are available in a printable version, or you can choose to email them to your referees, educational institutions, and/or workplaces. They are:

Form A2 - Information from Midwifery Programs: This form is for collecting important information about midwifery education programs that are not normally mentioned in transcripts or diplomas, including the numbers of hours of clinical and theoretical hours, the dates and locations of clinical placements, and graduation requirements. This form goes to the midwifery program at a school.

Form B – Proof of Professional Conduct: This form is for collecting information about an applicant's previous professional conduct as a midwife. It will be sent to organizations that regulate the profession of midwifery and with which an applicant has been assessed and registered.

Form C1 – Detailed Verification of Clinical Experience: This form collects information from someone who can verify births that they have seen or directly supervised, or for which they have access to related records at the institution or practice that they work at. It asks for numbers of births and visits, and descriptions of the applicant's role in antepartum, intrapartum and postpartum care.

Form C2 – Applicant Declaration of Clinical Experience: This form allows applicants to complete a table with a list of care they have provided, including client initials, applicant's midwifery role, dates of visits and birth, number of visits, place of birth, etc. The form, when received, needs to be verified by the regulator who will phone a random sample of clients listed (once permission is obtained).

Form C3 – Employer Description of Typical Clinical Practice: This is the form to use when details about an applicant's experience is no longer available. In this form, an employer will confirm an applicant's employment details and will estimate how many visits/births a typical midwife would have done at that institution at the time in question.

Form D – Professional Reference Form - This form collects information that confirms your identity and your good character.

Form E – Translation Form - This form is used for getting translations of documents that were sent directly to the IEMBP office. It clarifies the role of the translator and verifies that the applicant will pay the necessary costs but that the translation will be sent only to the IEMBP office, as per IEMBP policy.

APPENDIX D – Submission of Documents by Applicant or Other

Documents that CAN be submitted by the applicant:

- Proof of Name Change
- Marriage Certificate
- Divorce Certificate
- Form C2

Documents that CANNOT be submitted directly by the applicant:

- Form A2
- Form C1
- Form C3
- Form D
- English Test Score Report
- Transcript
- Diploma
- WES Course-by-Course Report
- Letter from School
- Letter from Practice Administrator
- Letter from Client
- Letter from Colleague
- Letter from Employer