



Checklist for New Registered Midwives

- Complete midwifery training program
- Conduct [interviews](#) with midwifery practice groups to find a practice that is a good fit for you (*timing of interviews can vary and not necessarily in this order*)
- Write the Canadian Midwifery Registration Examination [CMRE](#)
- Receive written offer from a midwifery practice group including a midwifery services agreement to sign
- Complete and submit applications to [AOM for membership and professional liability insurance](#)
- Complete and submit application package to [CMO](#) - allow at least 10 days for processing (*NOTE: Date of CMO registration, AOM membership and liability insurance activation all must be the same*)
- Receive [Legal Expense Insurance \(LEI\)](#) information from AOM (*your LEI certificate which will give you access to free legal advice will be emailed to you once you have applied to the AOM*)
- Have a lawyer review MPG agreement before signing (*AOM ON CALL staff may be able to provide additional advice about midwifery specific questions concerning caseload, call requirements and payment schedules*)
- Receive confirmation of registration with CMO including your registration number
- Receive confirmation of new registrant membership from the AOM (*including members only website login information*)
- Receive professional liability insurance certificate from AOM (*emailed to you once you are registered*)
- Pay AOM membership fees (*invoice will be emailed to you once you have been registered*)
- Apply for benefits plan with the AOM Benefits Trust within 30 days of registration (an application will be emailed to you from the AOMBT once you are registered with the CMO)
- Apply for [provider number](#) from the MOH (*you will need your CMO registration number*)

- Your practice administrator submits request to Transfer Payment Agency (TPA) for you to be entered into the BORN billing system (*you will need your provider number*)
- Apply for hospital privileges (*you will need your proof of liability insurance coverage – a certificate will be emailed to you from the AOM once you have been registered*)
- Purchase midwifery equipment (check the [AOM website](#) for important guidance) and consider accessing discounts available through the AOM's [Member Affinity](#) program (*Confirm with the practice group when you should go ahead and order equipment and whether you should pay and be reimbursed or order through the practice*)
- Check out the AOM's weekly Midwifery Memo. This e-newsletter will keep you up to date on crucial information for all Ontario midwives and has a "New Ontario Midwives Corner" with resources and supports for newly practicing midwives. (*If you are a member but are not seeing it in your in-box, ensure that it is not being accidentally routed to your junk mail*)
- Visit the AOM's website for more [resources for new midwives](#)