

## **POLICY ON TIMEFRAME FOR COMPLETION OF APPLICATION FOR REGISTRATION**

The timeframe for an applicant to complete an application for registration for review by the Registration Approval Panel is set as follows:

- An applicant must complete an application for registration within 1 year (12 months) from the date the College of Midwives of BC (CMBC) receives the application form. To complete an application for registration, the applicant must submit all the required materials in support of the application and successfully complete the BC Jurisprudence Examination (BC Exam).
- For any application files that remain incomplete for more than 60 days, CMBC reserves the right to request updated materials from the applicant.

### **Quick Reference of the Timeframe**

<b>Requirement</b>	<b>Time Allowed</b>
Complete application for registration and BC Exam	Within 12 months from the date of receipt of application
Updated materials may be requested	Application file remains incomplete more than 60 days

- Should an applicant fail to complete the application for registration within 1 year (12 months) from the date of CMBC receipt of the application form, the application file will be closed. If the applicant wishes to pursue application for registration after the file is closed, the applicant must reapply by submitting a new application form with all required materials and application fees.