

**MMBP APPLICATION PORTFOLIO
TERMS OF USE AGREEMENT**

The MMBP Application Portfolio has been created to allow Internationally Educated Midwives to apply to the Multi–jurisdictional Midwifery Bridging Project (MMBP).

This agreement outlines the conditions governing your access to and use of the MMBP Application Portfolio.

Before you may proceed with using the MMBP Application Portfolio, you must read this Terms of Use Agreement carefully and click on “I agree”.

In accepting this agreement and by accessing and using this MMBP Application Portfolio, you will be bound by these terms of use and by all applicable laws and regulations.

WARNING: Any false statement, misrepresentation or concealment of any material fact in this MMBP Application Portfolio or any document presented in support of your application to the MMBP may lead to permanent disqualification from the MMBP application process and from registration as a midwife in the participating provinces and territories.

Registration & Password

To use this MMBP Application Portfolio, you must use a private and confidential email to create and manage a personal MMBP Application Portfolio account. It is your responsibility to keep your email and MMBP Application Portfolio account passwords confidential in order to protect your privacy.

Security Warning:

- Do not tell anyone your MMBP Application Portfolio username or password.
- Do not tell anyone your email account password.
- Always uncheck the “remember my password” option in any dialog box from your browser or operating system.

If you think that someone else may know your username and password, and/or may have accessed your MMBP Application Portfolio, you must change your account password immediately.

If you think that someone else may have access to your email account, you should change your email password immediately, to prevent their access to your MMBP Application Portfolio.

If you suspect any of these security breaches, you must also check through all of the information in your MMBP Application Portfolio to ensure that it is correct.

The MMBP is not responsible or liable for any loss or damage resulting from you sharing your email or MMBP Application Portfolio usernames and passwords.

Information you Provide

You must enter only information that is accurate and complete to the best of your knowledge, and you must update such information as necessary to maintain its accuracy.

Providing inaccurate, non-current, misleading, or false information in your MMBP Application Portfolio may lead to the suspension or termination of your access to the MMBP Application Portfolio and/or to your disqualification from application to the MMBP and from registration as a midwife in the participating provinces and territories.

Prohibited Uses

You will not use the MMBP Application Portfolio for any prohibited, fraudulent, or unlawful purpose. You specifically agree that you will not apply on behalf of another person and that all information entered is regarding yourself and your background.

You will not duplicate, publish, distribute, modify, or sell any information, materials, or software derived from the MMBP Application Portfolio.

Termination

The MMBP may suspend or terminate your access to all or part of the MMBP Application Portfolio if there is a suspected or confirmed breach of the terms of this agreement.

If you have not finalized your application, your MMBP Application Portfolio account may be deleted by the MMBP after a period of six months of inactivity (where you have not made any changes, additions, or deletions). All data entered will be permanently lost. You may request an extension of this timeframe.

After you have finalized your application, your MMBP Application Portfolio account will remain active until the assessment is complete or longer, at the discretion of the MMBP. If you do not submit the

signed print–version of the application portfolio by the required deadline, you will once again be allowed to edit your previously finalized application. Your application will be subject to deletion after six months of inactivity.

Limitation of Liability

Your use of this website is at your own risk, and the MMBP and participating partner organizations shall not be liable or held responsible for any loss, damage or injury resulting from your use of this website, including from inaccuracy of information, technical problems or data interception or loss occurring during your use.

Changes to the Agreement or the MMBP Application Portfolio

The MMBP and participating partner organizations reserve the right to require your future agreement to changes or additions to the terms of this agreement and to make changes or additions to the MMBP Application Portfolio at any time. Changes will be posted to the MMBP website (www.midwiferybridging.ca) and on the MMBP Application Portfolio itself.

Pilot Program

Because this is a pilot project, the MMBP is under ongoing development. The MMBP staff, consultants, participating provincial/territorial regulatory organizations and educational partners are working to ensure that participation in this program is a positive experience. Your feedback will be an important contribution to this project. Until you become an official applicant by finalizing your application, you will not receive personal notices of changes, with the exception of changes related to the opening/closing of all or parts of the MMBP Application Portfolio. You must, therefore, check both the MMBP Application Portfolio Overview page and the MMBP site (www.midwiferybridging.ca) for notices regarding new information and required actions.

Governing Law and Jurisdiction

The MMBP Application Portfolio (excluding linked websites) is developed and managed by the Canadian Midwifery Regulators Consortium's Multi–jurisdictional Midwifery Bridging Project (MMBP). The MMBP legally operates under the College of Midwives of British Columbia as the MMBP and the Canadian Midwifery Regulators Consortium are not currently legal entities. This agreement shall be governed by the laws of British Columbia and the laws of Canada applicable therein without regard to principles of conflicts of law. Any disputes related to the use of this MMBP Application Portfolio shall be determined exclusively in the courts of British Columbia.

TERMS OF USE AGREEMENT – PRIVACY POLICY

Privacy

Protecting your privacy is of utmost importance to the MMBP. Canada's [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#) also requires the full protection of all 'Personally Identifiable Information' retained in the MMBP Application Portfolio.

The MMBP Application Portfolio collects full name, address, email address, telephone number, midwifery education, clinical experience and other personally identifiable information from applicants.

You may change or delete the information that you provide, or delete your entire MMBP Application Portfolio at any time before you have finalized your application. Once it is finalized, you may view your MMBP Application Portfolio, but you can no longer change or delete the information, except via a formal request.

The information you provide in the MMBP Application Portfolio will be used by the MMBP partners (midwifery regulatory organizations and educational institutions) to assess your application, and to support your progress in the MMBP (if you are selected to be a participant). If you apply for registration as a midwife, some of the information collected will also be used by the relevant provincial or territorial regulatory organization during the assessment of your application for registration.

The MMBP staff can see your MMBP Application Portfolio at any time, although they will not normally view it except for the purposes of assisting you to complete it. Assessors will not view your MMBP Application Portfolio until after it has been finalized when they start the application assessment. Educational partners will access pertinent information, as needed, regarding eligible applicants only.

The information that you provide in the MMBP Application Portfolio will not be shared with anyone other than the official MMBP partners, assessors, and the MMBP evaluator. These parties will receive only the information that they specifically need, and only at the point that they have need for it.

Information About Step 11

Information on specific midwifery skill levels will be gathered in the section of the MMBP Application Portfolio entitled "Information for University of British Columbia" in order to help the university tailor the MMBP content appropriately. Provincial/territorial regulatory organizations and MMBP assessors will not have access to your step 11 information within your MMBP Application Portfolio, and it will be not be considered in the assessment process.

Information for the Evaluator

The MMBP evaluator is an external consultant who will be evaluating the MMBP and providing a report on her findings. Application information will be forwarded to the evaluator in anonymous format, with identifying information removed.

Security

Your privacy is very important to the MMBP and participating partner organizations, and the security of this website is a high priority.

The measures taken to maximize security include ensuring that user input is properly validated and authenticated, ensuring that good access control is maintained, ensuring that software vulnerabilities are promptly patched, and ensuring that the web servers and databases used are securely configured.

Security Warning:

- If you are using a shared computer to access the MMBP Application Portfolio, be sure to log out, clear the internet browser's cache and close down the browser when you leave the computer, even if for just a short time.
- If you are using your own private computer to access the MMBP Application Portfolio, be sure to logout at the end of every session.