



MEMBERSHIP POLICY

Preamble

This policy addresses midwife registration categories, membership fees and procedures, and maintaining good standing with the MABC.

1. Definitions, Fees and Forms

A. Midwife Registration and Membership Categories

- a. **Practicing Midwife Registrant** - a member who is registered on the Practicing Midwife registry of the BC College of Nurses and Midwives (BCCNM).
- b. **Practicing Midwife (w/o intra-partum care) Registrant** - a member who is registered on the Practicing Midwife (w/o intra-partum care) registry of the BCCNM.
- c. **Provisional Midwife Registrant** – a member who is registered on the Provisional Midwife registry of the BCCNM.
- d. **Non-Practicing Midwife Registrant** - a member who is registered on the Non-Practicing Midwife registry of the BCCNM.
- e. **Temporary (emergency) Midwife Registrant** - a member who is registered on the Temporary (Emergency) midwife registry of the BCCNM.
- f. **Midwifery Student** - a member who is currently undertaking a formal education program in a BCCNM recognized midwifery education program.

B. Definition of Fees

- a. **MABC Universal Dues** – The MABC membership dues are 2.9% on all midwifery gross billings. The dues are automatically deducted by the Medical Services Plan (MSP) from all midwifery billing claims. Consent forms for the MABC Universal Dues must be included with the membership application package. If not deducted by MSP, the MABC will invoice members for their membership dues.
- b. **Midwives Protection Program fees** – The Midwives Protection Program (MPP) is the malpractice insurance program for practicing midwives in BC and is administered by the MABC. All practicing midwives pay malpractice insurance premiums. The coverage is held by the Risk Management Branch of the Ministry of Finance. MPP premium amounts are found in the *Membership Fee Schedule* in this policy.





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NOTE: Important risk management information is found in the *Risk Management Policy: Reporting to MPP*¹ and general information is found on the Insurance pages of the members' section of www.bcmidwives.com and MPP website www.bcmpp.org

- c. **NP dues** – If a member is on the BCCNM NP registry they will pay quarterly or annually NP dues. For dues amount refer to *Membership Fee Schedule* in this policy. Note that MABC membership is not required for BCCNM NP registrants.
- d. **Administrative fees** – Include, but are not limited to: quarterly and weekly payment fees, change of status fees, refund fees and late fees. Administrative fee amounts are found in the *Membership Fee Schedule* in this policy.

C. Membership Forms and Documents

- a. **New Membership Application** – This form is the new member application and can be found online at www.bcmidwives.com.
- b. **Universal Dues Consent** – This form gives consent to Medical Services Plan (MSP) to automatically deduct the MABC Universal Dues from a member's MSP billing claims. Consent forms are found in addendums A and B to this policy; and are included in the online membership application.
- c. **Certificate of Proof of Commercial General Insurance (CGL)** – This certificate must be submitted as proof of the requirement of the MPP that all practicing midwives carry CGL coverage. Members must contact their CGL broker and request that a **Certificate of Proof of CGL insurance** be forwarded to the MABC office as follows:
 - 1) Registration renewal: Proof of CGL must be submitted prior to December 15 each year;
 - 2) New members: Proof of CGL must be submitted as part of the registration process.

Midwives who are covered under the CGL insurance program with Shaw Sabey & Associates Ltd. need not submit proof of coverage as the broker provides proof directly to the MABC office. Information on the CGL requirement and the CGL insurance program is found in the *MABC Policy on CGL*² and in the insurance pages of the members' section of www.bcmidwives.com

- d. **MABC Bylaws, Policies, Statements and Guidelines** are the MABC governing documents and they can be found in the "Governance" section of the members' site at www.bcmidwives.com. Compliance with MABC bylaws, policies, statements and guidelines is a duty of membership.³

¹ MABC Risk Management Policy Reporting to MPP, MPP Incident Reporting Form, MPP Obstetrical Guidelines

² MABC Policy on CGL

³ MABC Bylaw (2017) Article 3





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- e. **Change of Status Application** – This online form is used to apply for a change of registration status.
- f. **Membership Renewal** – This form is for membership renewal and is completed online at www.bcmidwives.com Annual renewal for registered midwives is January 1.
- g. **Student Membership Application** – This online form is used to apply for student membership and to renew student membership. Annual renewal for students is September 15.

2. Member Applications & Renewals

A. New Midwife Member Application

Midwife applicants for membership may apply for only one membership category per application.

BCCNM Confirmation: All midwife applications will be completed upon confirmation that the applicant is registered as a midwife with the BCCNM.

Midwife member applications must be completed in full and be received two weeks prior to the BCCNM registration date; with one exception: new BCCNM registrants who have a start date between December 21 and January 10 must submit an MABC member application before December 15. Applications for MABC membership are complete once the MABC office receives the following:

- a. Online application
- b. Proof of CGL insurance
- c. Universal Dues Consent form
- d. MPP premiums or NP dues Payment

B. Student Member Application

Midwifery students may apply for MABC membership for the school year from September to September by submitting their completed student membership application form and membership dues of \$50 to the MABC by September 15. Note that students may apply for membership at any time; however the membership fee of \$50 will not be pro-rated. Proof of enrolment in a midwifery program at an institution recognized by the Board is required.⁴

UBC midwifery and Internationally Educated Midwives Bridging Program (IEMBP) students are eligible for complimentary student membership. Steps for complimentary MABC student membership will be communicated directly to UBC students by MABC admin via the UBC Midwifery Student Services Manager.

⁴ MABC Bylaw (2017) Article 2





C. Membership Renewal

Midwife memberships are renewable every year on January 1. Registered midwife members must complete the annual membership renewal process online in the members' section of the MABC website. The Membership Renewal period opens on November 1 of each year and **the deadline for Membership Renewal is December 15**. All members will be sent notification of the annual Membership Renewal via email. Renewal applications are complete once the MABC office receives the following:

- a. Online Membership Renewal Application;
- b. Proof of CGL insurance; *NOTE: NP members are not required to submit proof of CGL;*
- c. Payments due.

Change of Status during renewal period: Members with a change of status start date between December 21st and January 10th must complete an online renewal form and change of status application along with payment before December 15th. See *Change of Status* process below.

Student Memberships are renewable every year on September 15th. The student membership application is complete once the MABC receives the following:

- a. Online Student Membership Renewal Application;
- b. Payment (if applicable).

3. Member Change of Information

Members must log into their www.bcmidwives.com account to make changes to their member information and ensure their name, personal and practice information is accurate and up to date.

NOTE: Members' midwifery practice information is reflected on the public side of the MABC website via the "find-a-midwife" tool.

4. Registered Midwife Change of Status

A. Change of Status Application

In order to apply for a change of status, midwife members must complete the online process two weeks prior to the effective date. To change their registration status, members must log in to their account in the members' section of www.bcmidwives.com and follow the change of status process. As noted above under Membership Renewal, an application for a change of status with a date between December 21 and January 10 is due December 15.

BCCNM Confirmation: The change of status application will be completed upon confirmation of the registrant's change of status from the BCCNM.

B. How Fees Apply to a Mid-quarter Change of Status (Quarterly payments only)

Midwives who have a change of status mid-quarter (two or more statuses in the same quarter) will follow payment rules as laid out below:





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a. Changing to Practicing Midwife

From Practicing (w/o intra-partum care) and Provisional Midwives: Members who change their status to Practicing Midwife mid-quarter will not be required to pay an additional MPP premium for the quarter.

From NP: Members who change their status to Practicing Midwife mid-quarter will be required to pay the Practicing Midwife status MPP premium in addition to their NP membership fee.

b. Changing to Practicing Midwife (w/o intra-partum care)

From Practicing Midwife and Provisional Midwife: Members who change their status to Practicing Midwife (w/o intra-partum care) mid-quarter will not be required to pay an additional MPP premium for the quarter.

From NP: Members who change their status to Practicing Midwife (w/o intra-partum care) mid-quarter will be required to pay the Practicing Midwife (w/o intra-partum care) MPP premium in addition to their NP membership fee.

c. Changing to Provisional Midwife

From Practicing Midwife and Practicing Midwife (w/o intra-partum care): Members who change their status to Provisional Midwife mid-quarter will not be required to pay an additional MPP premium for the quarter.

From NP: Members who change their status to Provisional Midwife mid-quarter will be required to pay the Provisional Midwife MPP premium in addition to their NP membership fee.

d. Changing to NP

From Practicing Midwife, Practicing Midwife (w/o intra-partum care) and Provisional Midwife: Members who change their status to NP mid-quarter will not be required to pay NP membership fee until the following quarter.

5. Payment Information

Refer to the Membership Fee Schedule in this policy for MPP premiums, NP dues and admin fees.

A. Methods of Payment

- a. **Payments by credit card** are accepted online via your account in the members' section of the MABC website. Payments are processed using an Internet Secure Payment Processor hosted by the Midwives Association of BC.

If paying by credit card the MPP and NP quarterly payments will be automatically drawn on the first of each subsequent quarter. An email confirmation will be sent to the payee once the online payment is complete.





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- b. **Payments by cheque** must be made payable to the “Midwives Association of BC” and mailed to the MABC office. If paying by cheque, all post-dated cheques for the year must be received by the MABC office by December 15th.

B Annual Payments of MPP Premiums and NP Dues

- a. **Renewing members:** Payment must be received in one lump sum by December 15th.
- b. **New members:** Payment must be received in one lump sum for the balance of the year two weeks prior to the start of their registration date.

C. Quarterly Payments of MPP Premiums, NP Dues and MABC Universal Dues,

- a. Quarterly payments of MPP fees and NP membership dues have an administration fee of \$25.
- b. **Renewing members:** The first payment must be received by the MABC office by December 15th of each year. Each subsequent quarterly payment will be processed on the first day of the quarter, April 1, July 1, and October 1.
- c. **New members:** The first payment must be received by the MABC office two weeks prior to their registration start date. Each subsequent quarterly payment will be processed on the first day of the quarter, April 1, July 1, and October 1.
- d. If not deducted by MSP, the MABC will invoice members for their MABC Universal Dues on a quarterly basis. You will receive an email notification of your Universal Dues invoice and statements by May 1, August 1, November 1 and February 1. Invoice/statement will be attached to the invoice and will also be available online, on your MABC profile. Invoice is due within 30 days of receipt.

D. Weekly Payments of MPP Premiums for short-term practice (members must contact the office to apply for the weekly rate),

- a. The weekly rate for MPP is intended to provide malpractice insurance coverage for short term periods of practice up to 8 weeks within a quarter. To apply for the weekly rate, you must provide an end date when submitting your request to the MABC office. Payment for the short-term MPP coverage will be processed immediately.
- b. The MPP weekly rate is available to Practicing Midwife and Provisional Midwife registration classes only.
- c. Each short-term practice period paid at a weekly rate will have a minimum charge of 2 weeks.
- d. Each short-term practice period will have an administrative fee of \$25.
- e. The weekly coverage can be extended up to 9 weeks in a quarter. Each extension requested will have an administrative fee of \$25.
- f. After the short-term practice period ends, all subsequent payments for the balance of the year will default to quarterly payments.





E. Refunds

Quarterly MPP fees and NP dues cannot be pro-rated and will only be refunded prior to the beginning of a quarter. A refund fee of \$25 will apply to all MPP refunds.

MPP and NP refunds will be processed upon receipt of:

- a. The MABC completed online *Change of Status* application and payment; and
- b. BCCNM Confirmation: The MABC must receive the BCCNM confirmation of change of status.

Refunds will be processed within 30 calendar days after receipt of the BCCNM confirmation of change of status.

F. NSF Charges

All NSF cheques will be subject to a charge of \$35. A second NSF in the year will be subject to a charge of \$70. Members will be notified of their NSF cheques. A replacement cheque, including the NSF charge, must be received by the MABC office within seven (7) business days of the notification.

G. Member Good Standing and Late Payments^{5,6}

All members shall maintain their good standing with the MABC. Requirements on maintaining good standing are found in the *Policy on Suspending and Revoking Membership*.

Maintaining good standing, as it pertains to this policy means that:

- a. Midwife members shall maintain registration with the BCCNM;
- b. Members shall pay all required fees as determined by the MABC Policies, as amended from time to time, including MABC MPP premiums, MABC Universal Dues, NP dues and administrative fees where applicable;
- c. Members shall submit applicable forms, such as change of status and membership renewal as required.

Lapse of BCCNM Registration: When the MABC is notified of a member's lapse or termination of their registration with the BCCNM, their MABC membership will be automatically cancelled.

⁵ MABC Bylaws (2017) Article 2 and 3

⁶ Policy on Suspending and Revoking Membership





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Lapse of Student membership: When the MABC is notified that a midwifery student is no longer enrolled in a midwifery program, their MABC student membership will be automatically cancelled.

Late Payments: Failure to maintain your MABC account will initiate a member's lack of good standing with the MABC. When the MABC does not receive payments, as due, the following steps will be taken:

Renewal payments: MPP fees or NP dues will be subject to a late charge of \$50 if received on or after January 10th. This late fee will be added to the member's account without further notice.

- a. Quarterly payments: Members who select quarterly MPP fees or NP dues payments will be subject to a late charge of \$50 if payment is not received on the 10th day of the payment's due date. This late fee will be added to the member's account without further notice.
- b. A practicing member who has not remitted payment of the MPP premium by the 20th of the quarter will no longer be in good standing and will be notified by email and by registered mail. Access to the member's section of the MABC website will be denied and members must contact the MABC office to remit payment.
- c. **A practicing member who has not remitted payment of the MPP premium by the 50th day of the quarter will cease to be a Member and the BCCNM and MPP will be notified.**
- d. A member who has not remitted payment for an MABC Universal Dues invoice on or before the due date will be subject to a late charge of \$50 and this charge will be added to your account without further notice.
- e. A member who has not remitted payment for an MABC Universal Dues invoice within 20 days of due date will no longer be in good standing and will be notified by email and by registered mail.
- f. **A member who has not remitted payment for the Universal Dues invoice within 50 days from due date may have their membership suspended and the BCCNM and MPP will be notified.**
- g. A member who has not remitted payment of the NP dues by the 50th day of the quarter will cease to be a member and will be notified by email and by mail.
- h. A member who incurs a second late fee in a calendar year will be charged a penalty of \$75.
- i. An individual may be restored to good standing at the discretion of the Executive by paying the arrears, including late fees.
- j. If membership is suspended the individual's membership *may* be reinstated at the discretion of the Executive by paying the arrears, including late fees.





H. Waiving Payments Due to Medical Leave⁷

- a. **NP dues waiver for medical leave longer than two years:** The MABC will waive membership dues for NP members who are on a “long duration” LTD claim, which is more than two years and as defined by the terms of the LTD insurance policy. The MABC will waive NP dues and admin fees for the period the member remains on the LTD claim to a maximum of three (3) consecutive years.
- b. For members on a medical leave for more than two years, but without an LTD claim in place, the NP dues will be waived. Proof of medical leave will be required on annual basis and must include the start date of the medical leave. The MABC will waive NP dues and admin fees for the period the member remains on a medical leave to a maximum of three (3) consecutive years.
- c. Members eligible for the waiver of NP dues must complete their annual membership renewal. Members will receive a “discount code” by email that must be entered at checkout when completing the online renewal process.

I. Summary of Administrative fees, change of status fees, and late penalties

- A \$25 administration fee will be charged on quarterly and weekly payments of MPP premium and NP membership dues.
- \$25 administration fee will be charged on all canceled applications that do not align with your BCCNM registration dates and status.
- The administrative fee will be waived at renewal if the annual MPP premium or NP dues are paid in full.
- The administrative fee will be waived for new midwives’ applications if the MPP premium or NP dues are paid annually for the balance of the year.
- A \$25 change of status fee will be charged for each Change of Status application.
- A \$35 fee is charged for the first NSF cheque and a \$70 fee is charged for the second (and subsequent) NSF cheque received in a calendar year.
- A \$50 late fee will apply for MPP/NP payments received on or after the 10th of each quarter, January 10th, April 10th, July 10th, and October 10th.
- A \$75 late fee will be applied to members who have a second MPP late payment in a calendar year.
- A \$25 refund fee will apply to all MPP refunds.

⁷ Effective Jan 2019





Related Documents

MABC Bylaws 2017

MABC Risk Management Policy: Reporting to MPP

MABC Policy on CGL

MABC Policy on Suspending and Revoking Membership





New Membership Fee Schedule – January 1, 2021 with new BCCNM Registration classes

MABC REGISTRATION STATUS (BCCNM Class)	MEMBERSHIP EFFECTIVE	MALPRACTICE INSURANCE (MPP)			MEMBERSHIP FEES	
		Annual Payment	Quarterly Payments	Weekly Payment (minimum 2-week payment)	Annual Payment	Quarterly Payments
GENERAL (Practicing Midwife)	Jan 1- Dec 31	\$1,800	OR \$450 + admin fee	OR \$50 + admin fee	Universal Dues 2.9%	
TEMPORARY - LIMITED SCOPE (Practicing Midwife w/o intra-partum care)	Jan 1- Dec 31	\$1,000	OR \$250 + admin fee	OR N/A	Universal Dues 2.9%	
CONDITIONAL (Provisional Midwife)	Jan 1- Dec 31	\$1,800	OR \$450 + admin fee	OR \$50 + admin fee	Universal Dues 2.9%	
NON-PRACTICING Non-Practicing Registrant	Jan 1 - Dec 31	N/A			\$150	OR \$37.50 + admin fee
Midwifery Students	Sep 15 - Sep 14	N/A			WAIVED for UBC Midwifery Students \$50 for other Midwifery Students	

MABC Membership Admin Fees

Quarterly & Weekly payments admin fee	\$25	Late fee	\$50
Change of Status	\$25	2 nd Late fee in calendar year	\$75
1 st NSF cheque in the year	\$35	MPP fee refunds	\$25
2 nd NSF cheque in the year	\$70	Canceled applications	\$25





CONSENT TO MEDICAL SERVICES PLAN OF BC (MSP) TO DEDUCT THE UNIVERSAL DUES OF 2.9% FROM MSP BILLINGS AND DEPOSIT INTO A DESIGNATED ACCOUNT WITH THE MIDWIVES ASSOCIATION OF BRITISH COLUMBIA (MABC).

In order for the MABC to receive your membership dues we ask that you complete this form. Please note that the MABC office will fill in your MSP number(s) once you begin billing MSP.

MABC Membership Dues: The following consent gives permission to the MSP to deduct the Universal Dues of 2.9% at source and to deposit this fee directly into a designated MABC account.

I, _____, being a currently registered midwife with the MABC, hereby give permission to the MSP to deduct the **Universal Dues of 2.9%** directly from my gross earnings with each billing payment.

Practitioner Number (MSP billing number): **89** _ _ _

Payee #: i) _____ ii) _____

*** You may include your own payee number (i.e. billing number as above), or another midwife's or group payee number to which you are assigning payment.**

If at any time you will be assigning payment to another number (including a group payee number), it is necessary to contact the MABC office for another consent form.

Signature

Full Name

Date (mm/dd/yy)





**GROUP CONSENT FORM FOR UNIVERSAL DUES OF 2.9%
TO BE DEDUCTED FROM A GROUP PAYEE NUMBER**

The following consent gives permission to the Medical Services Plan of BC (MSP) to deduct the **Universal Dues of 2.9%** at source, from a group payee number, and to deposit this fee directly into a designated MABC account.

PLEASE NOTE: If at any time another midwife joins your practice and uses the group payee number it is necessary to contact the MABC office immediately so that their name can be added to our records.

We, being-currently registered midwives and members with the MABC, hereby give consent to MSP to deduct the **Universal Dues of 2.9%** directly from billings assigned to the group payee number below, and to deposit this same fee directly into a designated account with the MABC.

Name: _____ Practitioner # (MSP #): _____

Name: _____ Practitioner # (MSP #): _____

Name: _____ Practitioner # (MSP #): _____

Name: _____ Practitioner # (MSP #): _____

Name: _____ Practitioner # (MSP #): _____

Name: _____ Practitioner # (MSP #): _____

Group Payee Number#: _____

MSP requests one signature per practice for this form.
Any midwife assigning payment to this group payment number may sign below.

Signature

Full Name

Date (mm/dd/yy)
Date





ADDENDUM:

On September 1st, 2020 new midwife registration classes came into effect for the newly amalgamated BC College of Nurses and Midwives (BCCNM).

The MABC website and database is in transition to be updated with the new BCCNM registration classes.

In the meantime, any MABC registration process for current and new applicant members will be done by selecting the equivalent, as determined by the table below, to their current BCCNM registration class:

Current BCCNM registrant class:	Equivalent MABC registrant class:
Practicing Midwife	General
Practicing Midwife (w/o intra-partum care)	Temporary (limited scope)
Provisional Midwife	Conditional
Non-Practicing Midwife	Non-Practicing

MPP fee update - effective January 1, 2021

MPP conducted a risk review and determined that the risk for the Provisional class is the same as the risk for the Practicing class.

New MPP weekly rate for short-term practice: In response to the elimination of the “Temporary” registration class, MPP and the MABC will continue to offer a weekly MPP rate as determined by Section 5.D - ***Weekly Payments of MPP Premiums for short-term practice.***

MPP rates for Conditional (Provisional Midwife) and the weekly MPP rate for General (Practicing Midwife) and Conditional (Provisional Midwife) are increasing effective January 1, 2021. Information on the new MPP fees is included on the membership schedule on this policy.

