

# 2018 Application for Renewal of Postgraduate Education Certificate: Frequently Asked Questions

## General Questions

- 1. *My renewed training appointment starts on July 1, 2018. When will I receive notice from the CPSO to start my application for renewal of my PGE certificate of registration?***

The CPSO will mail your Renewal Notice by regular mail within one week after we receive your uploaded “eLOA” (electronic Letter of Appointment) from the Postgraduate Medical Education Office of your medical school.

Uploading of eLOAs opens on April 23, 2018, so if your school uploads your e-LOA shortly afterwards, you can expect to receive your Renewal Notice by Canada Post regular mail in early May.

Your Renewal Notice will set out the renewal requirements. It will instruct you to log on to the CPSO’s website to make online payment of the annual fee and to complete the online application form.

For most trainees, all the PGE renewal requirements can be completed entirely online and in one session.

- 2. *Can I submit my application for renewal and payment of fee before the CPSO receives my eLOA?***

No. You will not be able to complete your online session until your eLOA has been uploaded to the CPSO by your Postgraduate Medical Education Office.

- 3. *How much is the PGE annual renewal fee?***

For 2018, the fee is \$345. This is a flat fee and cannot be pro-rated or refunded either in full or part.

- 4. *How long will I have to complete the renewal requirements?***

Our Renewal Notice will provide you with a due date of 10 days from the date of the notice.

If you miss the due date, you risk delay in renewal and appointment starting date, so please ensure that you complete all requirements as soon as possible.

- 5. *Once I have received my Renewal Notice in the mail and have logged on to my account, how long will it take me to complete my online session?***

Your online session should take approximately 20 minutes.

**6. What kinds of questions are asked in the online application form for renewal of my PGE certificate?**

You will be required to update your contact details and answer questions relating to adverse actions, offences, findings and personal health.

For a sample of the 2018 application form, click [here](#). (This is for reference only. The online form will have a different interface but include the same questions and instructions.)

We strongly encourage you to review the sample form in advance and contact us if you have any questions or concerns (see below for our contact details).

**7. I am an international trainee and have received my renewed Canadian work permit. Who should I send this to?**

Please send a copy of your renewed work permit to [pge-renewals@cpsy.on.ca](mailto:pge-renewals@cpsy.on.ca) or by fax to (416) 967-2659.

**8. I have not received my renewed work permit yet and my existing work permit is due to expire. What should I do?**

For assistance with your work permit, or if you have applied for but have not yet been issued your renewed work permit, please contact your Postgraduate Medical Education Office.

**9. What can I expect once I complete all the online requirements for renewal of my PGE certificate?**

If there is no follow-up needed by the CPSO regarding your responses and no remaining requirements (such as a work permit), your PGE certificate of registration will be renewed within 2-3 business days and an email confirmation will be sent to you. Notice of your renewal will also be sent to your medical school.

You must not start your new training appointment until you have received confirmation from the CPSO that your certificate has been renewed.

**10. How do I check the status of my application for PGE renewal?**

You can check the status of your application for PGE renewal on the CPSO's website. Go to your listing in our [Public Register](#) and check your registration expiry date. If the expiry date has not been extended to cover your new training appointment, your certificate has not been renewed.

**11. How and when do I get a copy of my PGE payment receipt and membership card?**

After your renewal has been completed, your official receipt and membership card will be available for printing from our secure website. Your new PGE certificate will be sent to you by regular mail.

**12. I will be starting sub-specialty training this year and want to apply for an Independent Practice (IP) certificate instead of renewing my PGE certificate. How and when should I apply?**

- Download the “Final-Year Resident” IP application from [here](#).
- Mail your completed application by May 18, 2018.
- Note that if your IP certificate is not issued in time for your new training appointment, you must either renew your PGE certificate or delay your appointment starting date.
- If you renew your PGE certificate and apply for an IP certificate later on, your PGE renewal payment can neither be refunded nor credited towards your IP application.

**13. Who should I contact at the CPSO for assistance?**

For questions about the general process, timelines, application form, etc. please call PGE Renewals at (416) 967-2673 or toll free at 1-800-268-7096 Ext. 673, or email us at: [pge-renewals@cpso.on.ca](mailto:pge-renewals@cpso.on.ca)

When you are completing the online application form and need help with the questions, please call Physician Advisory Services at (416) 967-2606 or toll free at 1-800-268-7096 Ext. 603.

## Questions about the Application Form

### Section 1A: Contact Information

**1. Which mailing address should I use?**

Use an address that you can rely on for CPSO mailings to reach you by Canada Post.

You may use either your residential address or your practice address as your CPSO mailing address. Be aware that your practice address is posted in the CPSO’s public register. Your residential address, if you use it for your mailing address, is kept confidential.

If you use a practice address, use your program or departmental office address rather than the postgraduate office address. Note that some programs (e.g. Family Medicine at Western) prefer you use your residential or clinic address and not use the program address for your CPSO mailing address.

The CPSO uses your mailing address to send you communications by regular mail. These are official, important CPSO communications which for legal or practical reasons cannot be sent by email. It is your responsibility to keep your CPSO mailing address valid and current, and to notify the CPSO of any changes within 30 days.

### Section 2B: Postgraduate Training Conduct/Leaves in ONTARIO

**2. What is the definition of denied, limited or restricted?**

In question B (1), “denied, limited or restricted” refers to any formal intervention by your postgraduate training program or medical school which, although it might not be officially termed as a dismissal, suspension or removal from training, still results in your being denied,

limited or restricted from access to, or full participation in, the regular activities and responsibilities of your training program.

**3. What do professionalism, professional conduct, professional attitudes, interpersonal skills or communication skills mean?**

For the purpose of question B(2), these terms refer to the attitudinal, behavioural and interpersonal requirements and expectations of your postgraduate medical training program, as distinct from the clinical, technical and knowledge components. From the perspective of the CAN MEDS competency framework, these terms are captured primarily under the Professional, Collaborator and Communicator roles.

For further understanding of the CPSO's expectations regarding professionalism and professional conduct, refer to relevant CPSO policies, including the following:

- "Physician Behaviour in the Professional Environment" <http://www.cpso.on.ca/policies-publications/policy/physician-behaviour-in-the-professional-environmen>
- "Professional Responsibilities in Postgraduate Medical Education" <http://www.cpso.on.ca/Policies-Publications/Policy/Professional-Responsibilities-in-Postgraduate-Medi>

**4. What is considered remedial training?**

Remediation is a formal program of individualized training aimed at assisting a trainee to correct identified weaknesses, where it is anticipated those weaknesses can be successfully addressed to allow the trainee to meet the standards of training.

**5. If I answer yes to remedial training, please explain what happens next.**

The online application form contains a text box where you should summarize the dates and reasons for your remedial training, and identify the program, department and rotation(s) concerned, and Program Director.

Afterwards, the CPSO may contact you to arrange for further information to be sent from your Postgraduate Medical Education Office or Program Director. Be assured that the CPSO is committed to efficient processing of all PGE renewal applications. Your prompt response to any CPSO inquiries will help expedite the review process.

**6. I am currently on a leave of absence and do not know how long the leave will last. How do I answer this question?**

If there is any reasonable possibility that your leave may exceed two continuous years you should answer 'yes.' There will be opportunity later for you to clarify or revise this information with CPSO.

**7. Does “leave of absence of 2 years or longer” mean consecutive or cumulative years? If cumulative do two parental leaves count?**

The purpose of the question is to identify any leave, or leaves, of absence that spans two continuous years or more. Accordingly, if you have taken two or more consecutive, uninterrupted leaves that total two or more continuous years, you should answer ‘yes’ to the question. If you have taken separate leaves that total two or more years but were discontinuous and separated by a return to training, you should answer ‘no.’

**Section 2C: Adverse Actions by Medical Schools and other “Institutions”**

**8. Will answering “yes” to the questions regarding adverse actions, offences, etc. on the online application form delay renewal of my certificate?**

The CPSO will need to review your ‘yes’ responses and follow up with you for further information. The CPSO may also inquire with your Program Director as well as your Postgraduate Medical Education Office for clarification and assistance.

Key steps to expediting our review and reducing delay:

- (1) Complete your application by the due date noted in your Renewal Notice.
- (2) Include an explanation for any ‘yes’ response in the text box.
- (3) Respond promptly to any follow-up inquiries by the CPSO.

If you are uncertain how to answer a question, contact the CPSO for assistance. You may also seek guidance from your Program Director or Postgraduate Medical Education Office. If still in doubt, you should err on the side of caution and respond ‘yes.’

**9. Regarding question C1(a), if I have already disclosed that I am undergoing remedial action in section B should I answer yes to this question as well?**

Yes you should. The CPSO has designed the form to have overlap between several of the questions.

**10. Does question C1(a) extend back to my undergraduate medical training?**

No. The questions pertain to your postgraduate training only.

**11. Section C2(c): Please explain “made a promise or given an undertaking to.”**

“Promise” or “undertaking” refers to a formal commitment you have made to an institution in connection with a potential adverse action against you. You must disclose any such promise or undertaking, regardless of whether it had the purpose of avoiding, modifying or delaying a potential adverse action.

**Section 2D: Registration in Other Jurisdictions**

- 12. Why does a resident's involvement in other professional organizations matter? If sanctioned by another organization, does that need to be divulged since our governing policies/rules would not be the same between different professions?**

The Ontario Regulated Health Professions Act authorizes the CPSO and other health regulatory bodies to disclose information regarding their members to any governing body of any profession, inside or outside Ontario. In the actual event the CPSO needs to share information with these bodies, it is necessary to know with which professional bodies its members are registered.

The legislation authorizes the CPSO both to request information about disciplinary actions taken by other regulatory bodies and to initiate its own professional misconduct proceedings on the basis of the actions by other regulatory bodies.

### **Section 3F: Offences, Findings and Settlements**

- 13. Do I need to disclose traffic offences/parking tickets?**

No. Minor traffic offences/parking tickets should not be disclosed.

### **Section 3G: Personal Health Status**

- 14. How will my responses in Section G affect my application?**

Any 'yes' responses to the questions in Section G, including your explanations in the text boxes, will be reviewed by the CPSO. The CPSO will contact you and may also contact your Postgraduate Medical Education Office for further information needed for its review. Be assured that the CPSO is committed to efficient processing of all PGE renewal applications and will expedite review of applications to the extent possible.

- 15. Question G2(a) asks if I will be performing, assisting in, or potentially performing or assisting in exposure prone procedures. Please define 'exposure-prone procedures.'**

Exposure prone procedures are defined in the CPSO's policy, 'Blood Borne Viruses.' Please carefully review the definition: <http://www.cpso.on.ca/Policies-Publications/Policy/Blood-Borne-Viruses>

Also, refer to page 12 of the sample [PGE Renewal application](#). Here you will find a list of training programs which involve, or may involve, exposure prone procedures.

- 16. Regarding question G2(b), I have not been tested for Hepatitis C or HIV status since April 1, 2015. Is a test required?**

Yes. If, in the coming year, you will be performing or assisting in performing EPPs or procedures that may become EPPs, you must have had a blood test for Hepatitis C and HIV since April 1, 2015.

Tests completed before April 1, 2015 are not acceptable.

If you have not yet done so, have this test done now so that you can know your test results before you begin the PGE renewal application form.

**17. *What if my HCV and HIV test results are not yet available when I complete my PGE renewal application?***

If you have not been tested or obtained your results by the time you complete your renewal application, answer 'no' to question G2(b) and arrange to have your testing done within 45 days of completing your application. Once you receive your test results, you must notify [pge-renewals@cpsso.on.ca](mailto:pge-renewals@cpsso.on.ca) of your test date and test results, either negative or positive. Please do not send a copy of your lab results.

The follow-up process for your test results will not delay your renewal for July 1 if all other renewal requirements have been met. However, the CPSO will continue to follow up with you, and your Postgraduate Dean may be notified to ensure your test results are submitted. Failure to submit your test results to the College could eventually result in the suspension of your certificate of registration.

**18. *Should I obtain testing from my family MD or the hospital where I am currently completing a rotation?***

Individuals may choose to be tested at a variety of locations based on personal preference, access and availability. For example a family doctor, a walk in clinic, or University health centre could provide required testing. Please consult with your program should you require more information.

**19. *Regarding question G2(e), I have been vaccinated for Hepatitis B and afterwards I completed a test that confirmed my immunity to Hepatitis B virus. Do I need to have any further testing?***

If you have been vaccinated for Hepatitis B **and** subsequently completed a test with results confirming that you are immune to the Hepatitis B virus, no further testing is required.

However, if you have not been vaccinated **and** been confirmed immune by a post-vaccination test, you must be tested for Hepatitis B. Your test must have been completed within the past year, i.e. since April 1, 2017. Tests completed before April 1, 2017 are not acceptable.

If you have not yet done so, have this test done now so that you can know your test results before you begin the PGE renewal application form.

**20. *What if my HBV test results are not available when I complete my PGE renewal application?***

If you have not been tested or obtained your results by the time you complete your renewal application, answer 'no' to question G2(f) and arrange to have your testing done within 45 days of completing your application. Once you receive your test results, you must notify [pgerenewals@cpsso.on.ca](mailto:pgerenewals@cpsso.on.ca) of your test date and test results, either negative or positive. Please do not send a copy of your lab results.

The follow-up process for your test results will not delay your renewal for July 1 if all other renewal requirements have been met. However, the CPSO will continue to follow up with you, and your Postgraduate Dean may be notified to ensure your test results are submitted. Failure to submit your test results to the College could eventually result in the suspension of your certificate of registration.

**21. Are attending physicians also required to know their serological status?**

Yes. The expectations and requirements of the CPSO's policy, 'Blood Borne Viruses,' apply equally to all members of the CPSO.

**Section 4H: Professional Liability Protection**

**22. Does having CMPA liability protection meet the criteria for liability protection that extends to all areas of my practice?**

Yes. CMPA liability protection ordinarily meets the CPSO's requirement for liability protection that extends to all areas of your practice.

**Public Information**

**23. Which information from the PGE Renewal Application form will be available to the public?**

The Regulated Health Professions Act and CPSO by-laws require certain information about members, if known to the CPSO, to be posted on the public register in our website.

With respect to the questions in the PGE renewal application form, only the following information, if applicable, will be entered in the public register:

- names of any jurisdictions outside Ontario where a medical licence is held
- disciplinary findings by other medical licensing bodies made on or after Sept. 1, 2015
- current charges for an offence under the *Criminal Code of Canada* or *Health Insurance Act*
- guilty findings under the *Criminal Code* or *Health Insurance Act* made on or after June 1, 2015
- court findings of professional negligence or malpractice, unless reversed on appeal
- revocation, suspension or restriction of your hospital privileges in connection with dismissal or suspension from training



## **Acknowledgement and Certification**

- 24. *I understand I am consenting to the sharing of my information within CPSO. Does my consent also allow the CPSO to share this information with the PGME Office?***

Yes. The consents you provide in your Letter of Appointment and in the CPSO's application allow sharing of information between the CPSO and the PGME Office. Regarding health information, the CPSO appreciates that this is particularly sensitive information, and therefore we would only ever share it when necessary, in the interest of our public protection mandate.

- 25. *If I do not complete my renewal will the PGME Office receive notification?***

Yes. The CPSO will notify your PGME Office of the status of your renewal application, and will alert PGMEO if your renewal remains incomplete.