

Dear Applicant:

The College is pleased to provide this application for a **Postgraduate Education** certificate of registration for a residency or clinical fellowship appointment.

**This application package is for graduates of accredited medical schools in Canada or the United States of America who have been offered a residency or clinical fellowship appointment at an Ontario medical school.**

This application package contains the following:

- Schedule of Requirements
- Information about the Certificate
- Application, Credentialing, and Payment Forms

To ensure that your certificate is issued in time for your appointment starting date, we urge you to apply **at least three months** in advance and follow all instructions carefully. This recommendation ensures that supporting documentation is sent to the College in advance of your appointment.

This application package requests a list of the minimum credentialing requirements. Following an initial assessment of your application, you may be required to provide additional information or arrange for third-party documents.

For detailed information relating to the registration process and timelines, you must review the **General Guidelines** document available under Related Links on the Registration Applications and Forms page.

Should you have any questions, please contact the Applications and Credentials Department at (416) 967-2617, Monday to Friday 9:00 am to 5:00 pm EST.

The College looks forward to receiving your application and wishes you a successful and rewarding training experience in Ontario.

Sincerely,

Applications and Credentials Department

This schedule contains detailed information regarding the requirements for registration:

☐ PART A - The requirements to be returned by you

☐ PART B - The requirements you must arrange to be completed by third parties.

All requirements in this schedule must be completed. Please follow instructions carefully.

**PART A:****REQUIREMENTS TO BE SENT BY APPLICANT****Application Form**

Your application form must be fully completed and the declaration on the last page must be signed. We do not take action on incomplete or e-mailed forms. Ensure that your photograph is full face, of passport size and quality, and taken within six months of completing the form. **Please ensure that you read the instructions and answer each question carefully.** Note that for every “Yes” response, in sections (a)-(g) must be explained in writing and supported by the required background documents or third-party reports.

In section (h), you will be required to report on exposure-prone procedures and blood-borne pathogens. For assistance with these questions, we strongly recommend that you review the CPSO policy on Blood Borne Viruses and FAQ.

Any conflicting or false responses will require written explanation.

Applications not completed after one year will be considered withdrawn.

**Evidence of Canadian Citizenship, Permanent Resident Status or Work Permit**

One of the following is required:

- i. Proof of valid Canadian citizenship in form of valid Canadian passport.
- ii. Copy of both sides of your Permanent Resident card issued by Citizenship and immigration Canada under the immigration and Refugee Protection Act.
- iii. Copy of a Canadian Work Permit issued under the immigration and Refugee Protection Act which permits you to undertake the specified practice. You will be provided with the work permit upon your arrival in Ontario by the Canadian immigration officials. For most applicants, submission of the work permit is one of the final requirements.

**Report from the National Practitioner Data Bank (NPDB)**

If you have practised medicine or taken postgraduate medical training in the United States, a “Self-Query” of NPDB is required.

You must submit to NPDB a Self-Query request for information disclosure, and then forward to the College the reports you receive from NPDB. If you receive a rejection notice from NPDB, do not forward it to the College. Instead, re-submit your Self-Query to NPDB.

Note that the Self-Query must be submitted through the NPDB website. For further instructions and to start the Self-Query process, go to <http://www.npdb.hrsa.gov/>.

### **Disclosure of Criminal Record Information**

You are required to arrange for a criminal record check using the Canadian Police Information Centre (CPIC) database, which can be obtained from a municipal or provincial police service in Canada. A vulnerable persons check is always acceptable. Checks by third-party commercial vendors, including online vendors, and checks obtained from a service agency outside Canada are not accepted.

Ensure your criminal record check covers:

- i. Current and all previous names;
- ii. Convictions and current charges – both are required
- iii. Correct date of birth

Please refer to the “Guide for Acceptable Criminal Record Checks” posted on the College’s website for additional assistance. Select the Registration menu at the top, followed by Registration Applications and Forms and access the document on the right side of the page.

Once obtained, please forward your criminal record check results to the College. Do not wait for your results to submit with your application, as this will delay the processing of your file.

If your check indicates a possible match in the CPIC system, fingerprint verification from the Royal Canadian Mounted Police (RCMP) will be required to complete the screening process. You will be notified if this applies to you.

Applicants residing outside of Canada must take into consideration the Canadian criminal record check processing time of a minimum of 14 business days.

The results of a criminal record check remain valid 6 months from the date of issuance.

### **Curriculum Vitae**

Your curriculum vitae must provide, at a minimum:

- i. Undergraduate medical education information and date of graduation
- ii. A listing, in chronological order (month/year) of all your postgraduate training appointments including, durations and level of training in every jurisdiction since graduation
- iii. A listing, in chronological order (month/year) of all your professional appointments and type of practice including names of hospitals and/or clinics, discipline, duration and location (please specify the city, province/state, country)
- iv. A listing of all your previous and current medical licenses including type, duration, licence number and jurisdiction
- v. A listing of specialist and other postgraduate examinations and qualifications

Any significant gaps in your training and practice history must be explained in the curriculum vitae and match dates provided in the application and the Declaration for Breaks in Training and Practice page in the application form.

**Payment of Fees (\$736.25)**

<b>Application Fee (non-refundable):</b>	<b>\$411.25</b>
<b>Membership Fee:</b>	<b>\$325.00</b>
Expedited fee (optional):	\$203.00

Fees must be submitted with your application. No assessment of your application will be made until the application fee is received. The application fee is **non-refundable** regardless of whether your application is incomplete, withdrawn or refused.

Note that for applicants who select the expedited assessment fee, the initial assessment for eligible applicants will be less than three weeks, which is currently the service standard. Note: expedited review does not include the time required to issue a certificate. Expedited review is not available for applications with past complaints or investigations by other medical licensing authorities or for applications that must be reviewed by the CPSO's Registration Committee. If you are not eligible for this fee, you will be notified by the CPSO.

Payment must be made using *Visa, American Express, MasterCard*, money order or certified cheque (payable to the College of Physicians and Surgeons of Ontario). Please use the form provided by the College to authorize payment of fees by *Visa, American Express or MasterCard*.

Personal cheques are not accepted.

Receipt of your payment of fees by the College does not confirm that you are eligible for registration nor does it confirm that your certificate of registration has been issued.

The application fee also includes Ontario Fairness Commissioner Registration Audit Recovery fee of \$5.

**Fees are subject to change. Applications are subject to fee amounts in effect at time of submission.**

**PART B:****REQUIREMENTS TO BE SENT BY THIRD PARTY ORGANIZATIONS**

- ☒ **You must arrange for the documents below to be sent directly to the College by third party organizations. Source documents sent by you will be rejected.**
- ☒ **They must arrive by mail in an official, sealed and stamped envelope directly from the third party.**
- ☒ **Courier delivery is acceptable, but the documents inside the courier package must be in an official envelope that has been sealed by the source organization. Courier packages must be sent directly to the College.**
- ☒ **For all documents received by the College, not written in the English or French language, you will be asked to arrange for translation. Please refer to the General Guidelines document for information on acceptable translations.**

**Medical School Transcript**

Arrange for an official sealed transcript of your medical courses signed by the dean or registrar of the medical school which granted your medical degree. We acknowledge that medical school transcripts worldwide are issued in different formats. The transcript should, however, at the very minimum, contain the following:

- i. The dates you attended the school and date of graduation,
- ii. All courses of the curriculum and the courses you completed,
- iii. Your performance in courses and examinations,
- iv. Your clinical clerkship performance (must also specify rotations and duration).

A legible photocopy of your medical school transcript sent directly to the College by your medical school will also be acceptable.

If you attended more than one medical school, an official transcript is required from each school. You must also arrange for a letter from the first school confirming that your transfer was voluntary and that you were in good standing at the time of transfer.

The only acceptable alternative to this requirement is having your medical degree credentials source-verified by physiciansapply.ca. If you have completed source verification with physiciansapply.ca please ensure to authorize sharing of your verified credentials (medical degree and/or medical school transcript, or both) with the College through your physiciansapply.ca profile before submitting this application.

**Letter of Appointment for Residency or Clinical Fellowship**

A signed and dated Letter of Appointment issued by the Postgraduate Medical Education office of the Ontario medical school at which you have an appointment as a resident or clinical fellow. The Postgraduate office will send the Letter of Appointment to you for your signature. **You must return it to the Postgraduate office, not the College. The Postgraduate office will then forward it to the College on your behalf.**

The Letter of Appointment might not be available until later in the application process. Applicants should continue with completion of other requirements while waiting for the Letter of Appointment.

**Statement of Objectives for Clinical Fellowship (if applicable)**

Applicants will receive a Statement of Objectives prepared by the Postgraduate Medical Education office or Program Director in Ontario. **The Postgraduate office will forward this requirement to the College on your behalf.**

The Statement of Objectives must set out the nature and purpose of your Clinical Fellowship. The Statement of Objectives must be on official university letterhead and signed by the Program Director. It must also include your name, start date, and specific objectives of your fellowship.

**Evidence of Standing**

Using the “Confirmation of Standing” form provided by the College, you must provide evidence of standing from the medical licensing authority **in every jurisdiction where you have practised medicine, or have taken postgraduate training since graduating from medical school.** If the form received does not cover your full period, a revised form will be required.

A certificate of standing is acceptable in lieu of a completed “Confirmation of Standing” form only if the licensing authority will not complete the Confirmation form and only if the certificate of standing attests to the same information as required on the Confirmation form.

If you were **not required to hold a licence** to practise or train medicine in a jurisdiction, you must arrange for a letter from your Program Director or Supervisor. It must be sent directly to the College in an official, sealed and stamped envelope. It must confirm the dates of your appointment, type of position, satisfactory performance and conduct, and that no registration or licensure was required.

**Verification of Observerships, Research, Health-Related Employment, etc.**

After graduating from medical school, if you have undertaken any medicine observerships, shadowing or research positions, or if you have been employed in health fields other than medicine (research for example), arrange for your supervisor or employer for each position to send a letter to the College confirming the dates of your position, duties, and satisfactory performance. If you were licensed with another regulated health authority, official evidence of standing is required.

A letter is not required for any such positions that were less than one year in duration.

**Inquiry Form for Board Action Search by the Federation of State Medical Boards**

If you have practised medicine or taken postgraduate medical training in the United States, a board action search by the Federation of State Medical Boards of the United States is required.

You must complete an Inquiry Form: Federation of State Medical Boards Action Data Bank form provided by the College and send it directly to the Federation of State Medical Boards at the address indicated in the form. The Federation will in turn send the Inquiry form directly to the College. You may fax the Inquiry form to the Federation at **(817) 868-4099.**

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### **Postgraduate Education Certificate of Registration**

Your Postgraduate Education certificate will carry the following standard terms, conditions and limitations:

1. *The holder of this certificate shall practise medicine only as required by the postgraduate medical education program in which the holder is enrolled at [Ontario medical school];*
2. *The holder shall prescribe drugs only for in-patients or out-patients of a clinical teaching unit that is formally affiliated with the department where he or she is properly practising medicine and to which postgraduate trainees are regularly assigned by the department as part of its program of postgraduate medical education;*
3. *The holder shall not charge a fee for medical services;*
4. *The certificate expires on the earlier of the following times:*
  - a. *When the holder is no longer enrolled in a program of postgraduate medical education provided by a medical school in Ontario; or when*
  - b. *When the holder no longer holds Canadian citizenship, permanent resident status or a valid employment authorization under the Immigration Act (Canada).*

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### **Fee for Service**

The Postgraduate Education certificate of registration carries a standard term which prohibits the holder of a Postgraduate Education certificate to charge a fee for medical services.

If you will be required to charge a fee for medical services during your subspecialty training or clinical fellowship in Ontario, or wish to engage in medical practice outside of your training appointment, such as locums or moonlighting, you will need to apply for and be issued an Independent Practice certificate of registration.

For further information, visit registration pages of our website or call the Applications and Credentials Department at (416)967-2617.

If you decide to proceed with an application for a Postgraduate Education certificate of registration, but later wish to engage in independent practice, including locums, you will be required to submit a formal application for Independent Practice, including all relevant credentialing documents and applicable fees.

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### **Renewal of Postgraduate Education Certificate**

Upon issuance of the certificate of registration, the applicant becomes a member of the College.

Every Postgraduate Education certificate carries an expiry date. If the training appointment is extended, it is the member's responsibility to renew the certificate. It is an offence to practise with an expired certificate.

Renewal of a Postgraduate Education certificate requires a new Letter of Appointment from the Ontario medical school, payment of annual membership fee, and other documents as applicable.

# Credit Card Payment Authorization for Postgraduate Education Certificate Fees



THE COLLEGE  
OF  
PHYSICIANS  
AND  
SURGEONS  
OF  
ONTARIO

80 College Street,  
Toronto, Ontario,  
Canada  
M5G 2E2  
Toll free: (800) 268-7096

**PLEASE NOTE:** In order to comply with Payment Card Industry Data Security Standards, the College is not able to accept credit card payments by email or telephone. Faxed credit card payments will only be accepted if remitted directly to the Finance Department at (416) 967-2654.

For clarity, please complete this form electronically.

CPSO Number (or File#):

Applicant Given Name(s):

Applicant Surname:

Street Address:  City:

Province/State:  Postal Code/Zip:  Country:




Email Address:  Phone Number:

- \$411.25 - Application Fee - Postgraduate Education
- \$325.00 - Membership Fee - Postgraduate Education
- \$980.00 - Application Fee - Restricted Registration for Residents

By selecting this fee, you acknowledge that you have read the Terms & Conditions with regard to a request for expedited initial assessment of your application. In doing so, you understand that an expedited review does not include the time taken to issue a certificate and that this service is not available for applications that require review by the College's Registration Committee.

\$203.00 - Expedited Assessment Fee - Postgraduate Education

I authorize The College of Physicians and Surgeons of Ontario to charge \_\_\_\_\_ to my :

Account Number

-     -     -

Expiry Date (MM/YY)

/

Cardholder Signature \_\_\_\_\_

Cardholder Name (Print)

Date





The College of

# Physicians and Surgeons of Ontario

Applications and Credentials Department

80 College Street, Toronto, Ontario, Canada M5G 2E2

Telephone: 416-967-2617; 1-800-268-7096 (In Canada only)

## APPLICATION FOR A CERTIFICATE OF REGISTRATION AUTHORIZING POSTGRADUATE EDUCATION

Mail or courier the original application to the College. Ensure there are no missing pages. No action is taken on faxed / emailed applications or applications received without a non-refundable application fee.

**CPSO Registration or File Number** \_\_\_\_\_

If you do not have a CPSO number, leave this field blank. The College will notify you of your assigned file number shortly after the receipt of your application.

**physiciansapply.ca Candidate Code** \_\_\_\_\_

If you have a physiciansapply.ca account, before submitting this application, ensure to authorize sharing of all medical degree credentials submitted to [physiciansapply.ca](http://physiciansapply.ca) for source verification. If applicable, also share the Medical Council of Canada examination results through your profile on [physiciansapply.ca](http://physiciansapply.ca).



### 1. PERSONAL DETAILS

- a) One black and white or colour photograph must be affixed above. Photograph must be full face, of passport size and quality, and taken within six months of submitting this application.

The photograph of me attached hereto was taken on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

b) \_\_\_\_\_  
Last Name

\_\_\_\_\_

First Name

Middle Names

- c) Have you ever been known by any other names? Yes  No

If "Yes", provide your previous names: \_\_\_\_\_  
Last Name

\_\_\_\_\_

First Name

Middle Names

Evidence of name change must be submitted with application. Any discrepancy in how your name appears on the valid ID document submitted with application and the medical degree credentials must be explained.

d) Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

e) Gender: Male  Female

f) Are you a Canadian Citizen? Yes  No  If not by birth, date granted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

g) Do you hold Permanent Resident Status under the *Immigration and Refugee Protection Act (IRPA)*?

Yes  No  If "No", are you now applying for Permanent Resident Status under IRPA? Yes  No

- h) Do you hold an employment authorization (work permit) under the IRPA which enables you to undertake the postgraduate training appointment specified in your Letter of Appointment issued by the Postgraduate Medical Education office of an Ontario medical school where you have obtained such appointment?

Yes  No

If "No", are you now applying for such an employment authorization under the IRPA? Yes  No

- i) Have you previously applied for or been issued a licence or certificate of registration by the CPSO?

Yes  No

If "Yes", please indicate your file or certificate number in the space provided next to the photograph.

## 2. POSTGRADUATE TRAINING APPOINTMENT DETAILS

- a) Type of Postgraduate Training Appointment: Elective  Residency  Clinical Fellowship

- b) Anticipated Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

- c) Name of the Ontario medical school at which you have been offered a postgraduate training appointment:

\_\_\_\_\_

- d) Name of the department or program at which you have been offered a postgraduate training appointment:

\_\_\_\_\_

- e) Name of discipline in which you have been offered a postgraduate training appointment and training level:

\_\_\_\_\_

## 3. CONTACT DETAILS

The mailing address you provide will be used as your official mailing address for communications from the College. The training appointment address you provide will be recorded in the College register and will be available to the public. Your mailing address will not be publicly available unless it is the same as your training appointment address. **As part of the application process, you may receive information pertaining to your application that is confidential. It is therefore your responsibility to ensure that your email address is secure.**

- a) **Email Address:** \_\_\_\_\_

- b) **Present Mailing Address:** \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

- c) **Future Ontario Mailing Address:** \_\_\_\_\_

Effective Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

- d) **Ontario Training Appointment Address:** \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**4. UNDERGRADUATE MEDICAL EDUCATION**

a) Qualification Title of your Medical Degree:

\_\_\_\_\_

b) Name and Address of University or School of Medicine granting your Medical Degree:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

c) Date Granted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

d) Period of time you were enrolled at this University or School of Medicine:

From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

e) Your native language is: \_\_\_\_\_

f) Language of instruction and/or language primarily used in patient care during the clinical parts of your education at the University or School of Medicine granting your Medical Degree:

English Yes  No

French Yes  No

Other Yes  No

If you answered "Yes" to "Other", specify which language: \_\_\_\_\_

g) Before you graduated from the University or School of Medicine named above, did you attend any other University or School of Medicine to receive part of your medical education?

Yes  No

If "Yes", please specify:

Name of University or School of Medicine	Location	From Month/Year	To Month/Year	Language of Instruction
_____	_____	/	/	_____
_____	_____	/	/	_____

h) If you obtained a degree of Doctor of Osteopathic Medicine, please confirm it was granted by an osteopathic medical school in the United States that was, at the time the degree was conferred, accredited by the American Osteopathic Association (AOA):

Yes  No  N/A  Date Granted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

i) Name and Address of University or School of Medicine granting your Doctor of Osteopathic Medicine Degree:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

j) Period of time you were enrolled at this University or School of Medicine:

From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

## 5. POSTGRADUATE MEDICAL QUALIFICATIONS

### a) Medical Council of Canada Examinations

Have you passed the Medical Council of Canada Evaluating Examination? Yes  No   
 Examination Date: \_\_\_\_ / \_\_\_\_  
 Month Year

Have you passed, prior to December 31, 1991, the Medical Council of Canada Qualifying Examination (before introduction of MCCQE Part 1 and Part 2)? Yes  No   
 Examination Date: \_\_\_\_ / \_\_\_\_  
 Month Year

Have you passed, after December 31, 1991, Part 1 of the Medical Council of Canada Qualifying Examination? Yes  No   
 Examination Date: \_\_\_\_ / \_\_\_\_  
 Month Year

Have you passed, after December 31, 1991, Part 2 of the Medical Council of Canada Qualifying Examination? Yes  No   
 Examination Date: \_\_\_\_ / \_\_\_\_  
 Month Year

If "No" have you registered to take Part 2 of the Medical Council of Canada Qualifying Examination? Yes  No   
 Expected Examination Date: \_\_\_\_ / \_\_\_\_  
 Month Year

### b) Equivalent to Medical Council of Canada Qualifying Examinations

Have you passed, prior to December 31, 1991, the examinations for the Diplomate of the National Board of Medical Examiners (NBME) of the United States of America? Yes  No   
 Examination Date: \_\_\_\_ / \_\_\_\_  
 Month Year

Have you obtained, prior to December 31, 1991, a score of seventy-five or better on each of Component 1 and Component 2 of FLEX – the Licensing Examination of the Federation of State Medical Boards of the United States of America? Yes  No   
 Examination Date: \_\_\_\_ / \_\_\_\_  
 Month Year

### c) Acceptable Alternative to Medical Council of Canada Qualifying Examinations

Have you passed the examinations for the Diplomate of the National Board of Medical Examiners (NBME) of the United States of America between January 1, 1992 and December 31, 1994? Yes  No   
 Examination Date: \_\_\_\_ / \_\_\_\_  
 Month Year

Have you obtained a score of seventy-five or better on each of Component 1 and Component 2 of FLEX – the Licensing Examination of the Federation of State Medical Boards of the United States of America between January 1, 1992 and December 31, 1994? Yes  No   
 Examination Date: \_\_\_\_ / \_\_\_\_  
 Month Year

Have you passed the United States Medical Licensing Examination (USMLE) Steps 1, 2 and 3? The Step 2 Clinical Skills (CS) is required if Step 2 was taken after June 12, 2004. Yes  No   
 Step 1: \_\_\_\_ / \_\_\_\_    Step 2: \_\_\_\_ / \_\_\_\_    Step 3: \_\_\_\_ / \_\_\_\_  
 Month Year    Month Year    Month Year

Have you obtained certification by the Educational Commission for Foreign Medical Graduates (ECFMG), based on United States Medical Licensing Examination (USMLE) Steps 1 and 2, plus USMLE Step 3? The USMLE Step 2 Clinical Skills Assessment (CSA) component is required if ECFMG certification was obtained between July 1, 1998, and June 14, 2004. Yes  No   
 Certification Date: \_\_\_\_ / \_\_\_\_  
 Month Year  
 Step 1: \_\_\_\_ / \_\_\_\_    Step 2: \_\_\_\_ / \_\_\_\_    Step 3: \_\_\_\_ / \_\_\_\_  
 Month Year    Month Year    Month Year

Have you passed the Comprehensive Osteopathic Licensing Examination (COMLEX-USA) Levels 1, 2 and 3? COMLEX-USA Level 2 Performance Evaluation (PE) component is required if Level 2 was completed after September 2004.

Yes  No

Step 1: \_\_\_\_/\_\_\_\_ Step 2: \_\_\_\_/\_\_\_\_ Step 3: \_\_\_\_/\_\_\_\_  
 Month Year Month Year Month Year

Have you passed the Examen Clinique Objectif Structuré (ECOS) of the Collège des Médecins du Québec between 1992 and 2000?

Yes  No

Examination Date: \_\_\_\_/\_\_\_\_  
 Month Year

#### **d) Royal College of Physicians and Surgeons of Canada Qualifications**

Do you hold certification by examination by the Royal College of Physicians and Surgeons of Canada?

Yes  No

Certification Date: \_\_\_\_/\_\_\_\_  
 Month Year

Speciality: \_\_\_\_\_

Yes  No

Sub-speciality, if applicable: \_\_\_\_\_

Certification Date: \_\_\_\_/\_\_\_\_  
 Month Year

If "No", have you received an official assessment that you are eligible without preconditions to take the oral and the written examination of the Royal College of Physicians and Surgeons of Canada?

Yes  No

Expected Examination Date:  
 \_\_\_\_/\_\_\_\_  
 Month Year

Do you hold certification without examination by the Royal College of Physicians and Surgeons of Canada?

Yes  No

Specify Route to Certification: \_\_\_\_\_

Certification Date: \_\_\_\_/\_\_\_\_  
 Month Year

Speciality: \_\_\_\_\_

#### **e) College of Family Physicians of Canada Qualifications**

Do you hold certification by examination in family medicine by the College of Family Physicians of Canada?

Yes  No

Certification Date: \_\_\_\_/\_\_\_\_  
 Month Year

Do you hold certification by examination of special competence in emergency medicine by the College of Family Physicians of Canada?

Yes  No

Certification Date: \_\_\_\_/\_\_\_\_  
 Month Year

If "No" have you received an official assessment that you are eligible without preconditions to take the College of Family Physicians of Canada examination in family medicine?

Yes  No

Expected Examination Date:  
 \_\_\_\_/\_\_\_\_  
 Month Year

Do you hold certification without examination by the College of Family Physicians of Canada?

Yes  No

Specify Route to Certification: \_\_\_\_\_

Certification Date: \_\_\_\_/\_\_\_\_  
 Month Year

If "No", have you submitted an application for certification without examination?

Yes  No

**f) Collège des médecins du Québec Qualifications**

Do you hold a specialist certificate, obtained by examination, by the Collège des médecins du Québec?

Yes  No 

Discipline: \_\_\_\_\_

Certification Date: \_\_\_\_ / \_\_\_\_  
Month Year

If "No", specify route to certification: \_\_\_\_\_

**g) Qualifications by the American Board of Medical Specialties**

Do you hold certification by the American Board of Medical Specialties?

Yes  No 

Specialty: \_\_\_\_\_

Certification Date: \_\_\_\_ / \_\_\_\_  
Month YearExpiry Date: \_\_\_\_ / \_\_\_\_  
Month Year

Sub-specialty, if applicable: \_\_\_\_\_

Yes  No Certification Date: \_\_\_\_ / \_\_\_\_  
Month YearExpiry Date: \_\_\_\_ / \_\_\_\_  
Month Year

If "No" have you received an official assessment that you are eligible to take the oral and the written examination of the American Boards?

Yes  No Expected Examination Date: \_\_\_\_ / \_\_\_\_  
Month Year**h) Other Qualifications**

Are you certified as a medical specialist by an organization outside Canada or United States that certifies medical specialists?

Yes  No 

Name of Organization Granting the Medical Specialist Qualification:

Certification Date: \_\_\_\_ / \_\_\_\_  
Month Year

Discipline: \_\_\_\_\_

Are you certified as a medical sub-specialist by an organization outside Canada or United States that certifies medical specialists?

Yes  No 

Name of Organization Granting the medical sub-specialist qualification:

Certification Date: \_\_\_\_ / \_\_\_\_  
Month Year

Discipline: \_\_\_\_\_

**6. POSTGRADUATE MEDICAL TRAINING COMPLETED IN CANADA OR UNITED STATES**

**(a) Internship (If Applicable) and Residency Training Listed in Academic Years**

Level	Discipline	Medical School	Base Hospital	From Month/Year	To Month/Year
INT				/	/
PGY1				/	/
PGY2				/	/
PGY3				/	/
PGY4				/	/
PGY5				/	/
PGY6				/	/
PGY7				/	/
				/	/

Was your training performance in all internship, elective and residency rotations to date rated as satisfactory by your Program Director? If "No", please attach a comprehensive explanation and identify the Program Director involved. Yes   
No

**(b) Clinical and Clinical-Research Fellowships**

Discipline	Medical School	Base Hospital	From Month/Year	To Month/Year
			/	/
			/	/
			/	/
			/	/

Was your training performance in all clinical or clinical-research fellowships to date rated as satisfactory by your Program Director? If "No", please attach a comprehensive explanation and identify the Program Director involved. Yes   
No

**7. POSTGRADUATE MEDICAL TRAINING COMPLETED OUTSIDE CANADA OR UNITED STATES**

**a) Internship (If Applicable) and Residency Training Listed in Academic Years**

Level	Discipline	Medical School	Base Hospital	From Month/Year	To Month/Year
				/	/
				/	/
				/	/
				/	/
				/	/
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				/	/
				/	/

Was your training performance in all internship, elective and residency rotations to date rated as satisfactory by your Program Director? If "No", please attach a comprehensive explanation and identify the Program Director involved. Yes   
 No

**b) Clinical and Clinical-Research Fellowships**

Discipline	Medical School	Base Hospital	From Month/Year	To Month/Year
			/	/
			/	/
			/	/
			/	/

Was your training performance in all clinical or clinical-research fellowships to date rated as satisfactory by your Program Director? If "No", please attach a comprehensive explanation and identify the Program Director involved. Yes   
 No





**9. BREAKS IN MEDICAL TRAINING AND PRACTICE**

Declare and account for all periods of six continuous months or more during which you did not practise medicine in any capacity either as a postgraduate clinical trainee or a clinical practitioner.

Be sure to include any delays occurring between the date of graduation from medical school and commencement of postgraduate training. Time spent in observerships / shadowing should also be declared.

Health-related research positions, including research fellowship(s) during which you did not maintain clinical patient contact constitute a break in medical training and practice history and must be listed.

Ensure dates provided are correct and complement the postgraduate training / practice history information provided in the application and the curriculum vitae. Missing periods or conflicting dates will require clarification.

Period		Reason for Break Explain why you took a break, e.g. parental leave, extended vacation, personal leave, immigration, observership / shadowing, research employment. Attach additional pages as necessary.
From Month/Year	To Month/Year	
/	/	
/	/	
/	/	
/	/	
/	/	
/	/	
/	/	

## 10. PROFESSIONALISM, CONDUCT, CHARACTER AND SUITABILITY TO PRACTISE MEDICINE

Each question must be answered carefully and honestly. Clarify any uncertainties with the College before you answer the questions. If you do not fully understand what a question means or how it should be answered, contact the College for assistance.

Any errors, discrepancies or omissions in your answers, no matter how minor, will delay your application and may require review by the College's Registration Committee.

Ensure that you consider any past practice in Ontario when responding to the questions and that your responses are consistent with those in any previous application you have made to the College.

For every "Yes" response, you must provide sufficient explanation and documentation. Without this, the College cannot proceed with your application. Later in the process, the College may ask you for further explanation or documentation.

If the events or circumstances behind any "Yes" response raise reasonable doubts about whether you fulfill the registration requirements, your application must be referred to the Registration Committee for review.

Be assured, however, that not every "Yes" response requires Registration Committee review, and that in either case your honest and frank disclosure will be appreciated by the College.

The College has a **non-exemptible requirement** for registration that the conduct of the applicant, including the applicant's past conduct, affords reasonable grounds for belief that the applicant:

- (i) is mentally competent to practise medicine,
- (ii) will practise medicine with decency, integrity and honesty and in accordance with the law,
- (iii) has sufficient knowledge, skill and judgment to engage in the medical practice authorized by the certificate, and
- (iv) can communicate effectively and will display an appropriately professional attitude.

Knowingly giving a false response to any question is grounds for refusal of the application by the Registration Committee and is an offence under s. 92 of the Ontario *Health Professions Procedural Code*.

### a) APPLICATIONS TO MEDICAL LICENSING AUTHORITIES

*In the following questions, "medical licence" includes any certificate of registration or permit to practise medicine of any type -- full, limited, temporary, provisional, training, etc.*

- For every "Yes" response, provide a detailed explanation including all relevant names and dates.

(i) Have you ever applied anywhere for a medical licence and been refused?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(ii) Have you ever been refused renewal of your medical licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iii) Are you currently applying for a medical licence in any jurisdiction other than Ontario?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### b) ACTIONS BY MEDICAL LICENSING AUTHORITIES

*In the following questions, "medical licensing authority" includes the College of Physicians and Surgeons of Ontario and any other licensing or regulatory authority that has had jurisdiction over your medical practice.*

- For every "Yes" response, provide a detailed explanation.
- For each complaint investigation outside Ontario, the College requires that you arrange for the medical licensing authority or other organization involved to forward all relevant information including, but not limited to, copies of the complaint, your formal response to the complaint, and the decision and reasons.

To facilitate this, the Consent to Release Information to the College of Physicians and Surgeons of Ontario form can be obtained by contacting Registration Inquiries at [inquiries@cpso.on.ca](mailto:inquiries@cpso.on.ca).

(i) <b>Regardless of the outcome</b> , have you ever been the subject of any complaint made to a medical licensing authority? <i>Be sure to disclose <b>all</b> complaints. Complaints that were dismissed, or closed with no further action, or otherwise resolved in any manner, must still be disclosed.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(ii) Are you currently the subject of any complaint made to a medical licensing authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iii) Have you ever been the subject of <b>any type</b> of investigation, inquiry or proceeding by a medical licensing authority relating to your professional conduct, competence, capacity, or any other aspect of your medical practice? <i>Be sure to disclose <b>all</b> medical licensing authority investigations, inquiries or proceedings, including any audits or assessments of your practice.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iv) Are you currently the subject of <b>any type</b> of investigation, inquiry or proceeding by a medical licensing authority relating to your professional conduct, competence, capacity, or any other aspect of your medical practice?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(v) Have you ever had a medical licence revoked, suspended, restricted, limited, or subjected to any other adverse action?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(vi) Have you ever voluntarily entered into an undertaking or agreement, or voluntarily restricted, resigned or surrendered your medical licence, either during or subsequent to an inquiry, investigation or proceeding relating to your professional conduct, competence, capacity, or to any other aspect of your medical practice?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(vii) Have you ever been required to enter into an undertaking or agreement, or been required to restrict, resign or surrender your medical licence, either during or subsequent to an inquiry, investigation or proceeding relating to your professional conduct, competence, capacity, or to any other aspect of your medical practice?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### **c) LEGAL ACTIONS, SETTLEMENTS AND COURT FINDINGS**

- *For each action or claim, provide an explanation of the events that led to the action, the patient's condition at the point of your involvement, the nature and extent of your involvement, and the degree of your responsibility for the patient's care. Also, provide copies of the statement of claim or complaint, statement of defence or response, court judgment or court order, and settlement agreement. If the supporting documents are not in your possession, please contact the Canadian Medical Protective Association (CMPA) or your legal counsel to authorize release to the College.*
- *For past actions in Canada, contact a Medical Officer at the CMPA and authorize a report to be sent directly to the College that describes the action, your role in the events, and the outcome of the action. A report from your legal counsel will be required if the CMPA does not confirm the necessary details of the action.*
- *For current actions in Canada, contact your legal counsel and request a report to be sent directly to the College that describes the action, your role in the events, and the present status of the action.*
- *For actions outside Canada, contact your legal counsel or insurance carrier and request a report to be sent directly to the College that describes the action, your role in the events and the outcome or present status of the action.*

(i) Has there ever been any civil proceeding, legal action, insurance or other claim that was in any way related to your practice of medicine or your professional activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(ii) Is there currently any civil proceeding, legal action, insurance or other claim that is in any way related to your practice of medicine or your professional activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iii) Have you ever agreed to a settlement or other resolution to avoid or resolve any civil proceeding, legal action or claim that was in any way related to your practice of medicine or your professional activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iv) Has a court ever made a finding against you in respect of a civil proceeding, legal action or claim that was in any related to your practice of medicine or professional activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(v) Have you ever been denied professional liability protection or insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**d) CHARGES AND CONVICTIONS**

In the following questions, “offence” includes driving offences such as impaired driving, dangerous driving, driving while suspended, refusing to give a breath or blood sample, or failing to stop at the scene of an accident – **these are all major offences which must be disclosed**. You need not disclose minor traffic offences, such as parking violations.

- For every “Yes” response, provide a detailed explanation and include copies of relevant documents, e.g. conviction, indictment or summons forms; conditional or absolute discharge orders; other court orders and records.
- If you have been granted a pardon for a past conviction, enclose a copy of the pardon document.

(i) Have you ever pleaded guilty to, or been found guilty of, any offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(ii) Have you ever pleaded no contest or made any similar plea to any charge?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iii) Are there any charges now pending against you for any offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iv) Have you ever been charged or arrested for any offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(v) Have you ever entered a diversion program or other resolution process as an alternative to conviction or prosecution for an offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**e) PRIVILEGES AND PROFESSIONAL EMPLOYMENT**

- For every “Yes” response, provide a detailed explanation including all relevant names and dates.
- Arrange for the chief of staff, department head, executive officer, or employer to send directly to the College a report setting out the circumstances and reasons behind the action.

(i) Have you ever been denied privileges or been denied appointment or reappointment to the medical staff of a hospital or other health facility?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(ii) Have you ever withdrawn an application for privileges at a hospital or other health facility?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iii) Have you ever voluntarily relinquished or changed your privileges or resigned from a hospital, health facility, or any other place of employment either during, subsequent to or in expectation of, an inquiry, investigation or review that was in any way related to your professional conduct, competence, capacity, or any other aspect of your medical practice?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iv) Have your privileges ever been revoked, suspended, cancelled, reduced or otherwise changed by a hospital or other health facility?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(v) Have your privileges or legal authority to purchase, prescribe, possess or dispense narcotic, controlled or designated drugs ever been restricted, reduced, withdrawn or surrendered?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(vi) Are you now or have you ever been the subject of any type of investigation, inquiry, review or action by a hospital, health facility, or any other place of employment relating to your professional conduct, competence, capacity, or any aspect of your medical practice? Be sure to disclose all such matters, <b><u>regardless of outcome</u></b> .	Yes <input type="checkbox"/> No <input type="checkbox"/>

**f) MEDICAL EDUCATION AND ACADEMIC CONDUCT**

- For every “Yes” response, provide a detailed explanation including all relevant names and dates.
- If the matter is under appeal or has been successfully completed / remediated, you must still answer “Yes”.
- For “Yes” responses, arrange for the undergraduate dean or the postgraduate dean or program director to send directly to the College a letter setting out the circumstances and reasons behind the matter.

**Undergraduate Medical Education**

(i) Have you ever withdrawn from, or been expelled or suspended by a medical school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(ii) Have you ever been put on probation or remediation by a medical school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iii) Have you ever taken a leave of absence of six months or longer from a medical school or otherwise interrupted your undergraduate medical education for six months or longer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iv) Have you ever transferred from one undergraduate medical education program to another?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(v) Have you ever been the subject of any type of investigation, inquiry or proceeding relating to misconduct of any type during your undergraduate medical education?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(vi) Has your enrollment in medical school been prolonged or extended for any reason beyond the standard curriculum completion time set by your medical school?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Postgraduate Medical Education**

(vii) Have you ever been dismissed, suspended or removed from a postgraduate medical training program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(viii) Have you ever been put on probation or remediation during a postgraduate medical training program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(ix) Have you ever taken a leave of absence of six months or longer from or otherwise interrupted a postgraduate medical training program for six months or longer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(x) Have you ever transferred from one postgraduate training program to another without having fully completed the first program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(xi) Have you ever withdrawn or resigned from a postgraduate medical training program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(xii) Have you ever been the subject of any type of investigation, inquiry or proceeding relating to misconduct of any type during your postgraduate medical education?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**General**

(xiii) Have you ever been investigated or sanctioned by any academic, research or medical educational body of any type for any violation of academic policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**g) MEDICAL CONDITIONS (GENERAL)**

In the following questions, "medical condition" refers to any physical or mental disorder or illness.

- For every "Yes" response, provide a detailed explanation and arrange for your treating physician(s) to send directly to the College a current report on your medical condition setting out your diagnosis, course of treatment, present health and prognosis.

(i) Do you currently have any medical condition that affects or could affect your ability to practise medicine?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(ii) Have you ever had any medical condition that has affected or could affect your ability to practise medicine?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iii) Have you ever taken a medical leave of absence, <u>of any duration</u> , from a medical school, a postgraduate medical training program or any professional position or employment? <i>Please take note that all medical leaves of absence must be disclosed, even those less than six months in duration.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iv) Are you now abusing, dependent on, or addicted to alcohol or a drug?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(v) Are you being treated for abuse of, dependence on, or addiction to alcohol or a drug?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(vi) Have you ever abused, been dependent on, or addicted to alcohol or a drug?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(vii) Have you ever been treated for abuse of, dependence on, or addiction to alcohol or a drug?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(viii) Do you now have a communicable disease or are you a carrier, whether asymptomatic or otherwise of an infectious agent of a communicable disease (i.e. latent TB, hepatitis, etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**h) MEDICAL CONDITIONS (BLOOD BORNE VIRUSES)**

- For every response in bold provide a detailed explanation. Once your application is assessed, the College will follow up with you regarding your responses and advise you of further requirements.

(i) In the coming year of your postgraduate training program/practice, will you 1. perform, assist in performing, or have the potential to perform or assist in performing exposure-prone procedures (e.g. PGY-1 rotation in emergency medicine) as defined in the Blood Borne Viruses policy? <b>OR</b> 2. perform or assist in performing procedures that may become exposure-prone (e.g. a laparoscopic that may convert to an open procedure)? <b>If "Yes" to either (1) or (2), answer questions (ii) to (v). If "No" to (1) and (2), skip questions (ii) to (vii).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
(ii) Have you had your blood tested for Hepatitis C and HIV in the past 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iii) Are you infected with and/or have you had a positive blood test with respect to Hepatitis C or HIV?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iv) Have you been vaccinated against Hepatitis B virus?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(v) Have you had post-vaccination testing that confirms immunity to Hepatitis B virus? <b>If "No", answer (vi) and (vii).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(vi) Have you had your blood tested for Hepatitis B virus in the past 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(vii) Are you infected with or have you had a positive blood test with respect to Hepatitis B virus? If you test positive for the surface antibodies only, answer "No".	Yes <input type="checkbox"/> No <input type="checkbox"/>

**i) GENERAL**

- For every “Yes” response, provide a detailed explanation.

(i) Have you delayed commencement of postgraduate training after graduation from medical school <u>and/or</u> have you ever interrupted or ceased postgraduate training and/or medical practice for any reason for six months or longer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(ii) Are you now subject to any contract, agreement, undertaking or obligation with any medical licensing authority, health facility or other regulatory or governmental body that might be an impediment to your application for a certificate of registration to practise medicine in the province of Ontario?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(iii) Is there any event, circumstance, condition or matter not disclosed in your answers to the preceding questions in respect of your character, conduct, competence or capacity that might be relevant to your application for a certificate of registration to practise medicine in the province of Ontario?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**j) UNDERSTANDING, AGREEMENT AND THIRD PARTY AUTHORIZATION**

- 1) I understand that I will be deemed by the College of Physicians and Surgeons of Ontario (the “College”) not to have satisfied the requirements and qualifications for a certificate of registration if, in connection with this application or any past application, I have made a false or misleading representation, either because of what was stated or left unstated.
- 2) I understand that any certificate of registration that results from this application is void and is deemed to have always been void if I have made any false or misleading representation or declaration on or in connection with this application, whether by commission or omission.
- 3) I agree that during the course of this application I will immediately notify the College in writing of anything that renders any response to the questions in this application, although true and complete when made, no longer true and complete. I understand that failure to notify the College of any such thing may void any certificate of registration that results from this application.
- 4) I understand that the College's registration and credentialing requirements are subject to change and that any such changes, including possible updates during the course of this application may apply to me. I understand that the maximum term of validity for most supporting source credentialing documents is six months from the date of issuance. I understand that if my application remains incomplete or inactive for one year, it will be considered withdrawn.
- 5) I understand that the submission of this application for registration to the College and any registration with the College that may result, shall constitute and operate as authorization by me for the College to make such inquiries about me of any kind that it considers appropriate in connection with this application and to disclose information about me to other medical licensing authorities, federations of licensing authorities, hospitals and other institutions to which I apply for appointment.
- 6) I understand that this Understanding, Agreement and Third-party Authorization is valid commencing on the date subscribed below and that this Understanding, Agreement and Third-party Authorization will remain in force and effect during the course of this application and until I no longer hold a certificate of registration issued by the College.

\_\_\_\_\_  
Print Full Name of Applicant

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year



## 11. PROFESSIONAL LIABILITY PROTECTION

Under the College's registration regulation, applicants for registration must hold professional liability protection in compliance with the College's by-laws, as follows:

*Each member shall obtain and maintain professional liability protection that extends to all areas of the member's practice, through one or more of,*

- (a) *Membership in the Canadian Medical Protective Association;*
- (b) *A policy of professional liability insurance issued by a company licensed to carry on business in Ontario that provides coverage of at least \$10,000,000;*
- (c) *Coverage under the Treasury Board Policy on Legal Assistance and Indemnification (for Crown servants of Canada).*

**Dependent on your circumstance, please complete either the Declaration OR the Undertaking section.**

### a) Professional Liability Protection – Declaration by Applicant

Not Applicable

I, \_\_\_\_\_, hereby declare to the College of Physicians and Surgeons of Ontario ("the College") as follows:

1. I currently hold professional liability protection that extends to all areas of my practice in Ontario. My professional liability protection is provided through:
  - (a) Membership in the Canadian Medical Protective Association (CMPA), under membership number: \_\_\_\_\_, or  
CMPA # \_\_\_\_\_
  - (b) A policy of professional liability insurance issued by a company licensed to carry on business in Ontario that provides coverage of at least \$10,000,000, namely \_\_\_\_\_, or  
Name of Company \_\_\_\_\_ Policy Number \_\_\_\_\_
  - (c) Coverage under the Treasury Board Policy on Legal Assistance and Indemnification (for Crown servants of Canada).
2. I understand that after I am registered with the College and have identified the provider of my professional liability protection, the College may inquire with the provider regarding whether I hold professional liability protection in compliance with s. 50.2 of the College by-law, and I hereby consent to disclosure of this information to the College by the provider of my professional liability protection.
3. I understand that I must have available in my office, in written or electronic form, for inspection by the College, evidence that I hold professional liability protection.
4. I understand that my registration with the College will expire when I no longer hold professional liability protection.
5. I understand that before each annual renewal of my College registration, I must sign a declaration that I hold professional liability protection.
6. I understand that it is an offence under s. 92 of the *Health Professions Procedural Code* to make a false representation for the purpose of having a certificate of registration issued.
7. I understand that I will be deemed not to have satisfied the requirements and qualifications for a certificate of registration if I have made a false or misleading representation in this Declaration.

\_\_\_\_\_  
Print Full Name of Applicant

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

**b) Professional Liability Protection – Undertaking by Applicant**Not Applicable 

I, \_\_\_\_\_, hereby undertake, agree, and consent to the College of Physicians and Surgeons of Ontario (“the College”) as follows:

1. Before I provide any medical service in Ontario to any person, I will obtain professional liability protection that complies with s. 50.2 of the College by-law. Specifically, my professional liability protection will extend to all areas of my practice and be provided through one or more of,
  - a) membership in the Canadian Medical Protective Association (CMPA);
  - b) a policy of professional liability insurance issued by a company licensed to carry on business in Ontario that provides coverage of at least \$10,000,000.
  - c) coverage under the Treasury Board Policy on Legal Assistance and Indemnification (for Crown servants of Canada).
2. Within thirty (30) days of obtaining such professional liability protection, I will sign and submit to the College a declaration to that effect, using the College form “Declaration by Member: Professional Liability Protection.”
3. I understand that after I am registered with the College and have identified the provider of my professional liability protection, the College may inquire with the provider regarding whether I have professional liability protection, and I hereby consent to disclosure of this information to the College by the provider of my professional liability protection.
4. I understand that I must have available in my office, in written or electronic form, for inspection by the College, evidence that I hold professional liability protection.
5. I understand that my registration with the College will expire when I no longer hold professional liability protection.
6. I understand that before each annual renewal of my College registration, I must sign a declaration that I hold professional liability protection.
7. I understand that a breach of this undertaking is an act of professional misconduct which may result in referral of a specified allegation against me of professional misconduct to the Discipline Committee of the College.

\_\_\_\_\_  
Print Full Name of Applicant

\_\_\_\_\_  
Signature of Applicant

Date:      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
                  Day       Month       Year

**12. CONSENT FOR RELEASE OF INFORMATION: MEDICAL INFORMATION NUMBER OF CANADA**

For the purpose of generating the Medical Information Number of Canada (MINC) number that will be permanently assigned to you or for checking the existing MINC number, completion of this part of consent section is required. Please read the details about the MINC system and answer the question below.

**Not Applicable - Consent provided with the previous application made to this College.**

A medical identification number system has been developed with the goal of providing a reliable means of identifying every individual in the Canadian medical education and practice systems.

A not-for-profit corporation (whose legal name is noted above), known as "MINC#NIMC", has been incorporated by the Federation of Medical Regulatory Authorities of Canada (FMRAC) and the Medical Council of Canada (MCC) for the sole purpose of administering the MINC number system.

A MINC number will be issued to all individuals (who consent in writing) at the time of their initial, even temporary, entry to any aspect of the Canadian medical education or practice systems, including undergraduate students, postgraduate trainees, applicants to the MCC examinations, and physicians of any registration status. Once assigned, an individual's MINC number will remain unchanged throughout his/her entire medical career. Assigned numbers will never be reused, even after the death of the individual. Individuals will carry the same MINC number, even if they leave Canada and return, move between jurisdictions or change registration status.

No information is encoded in an individual's MINC number, other than a country code (CA for Canada) and a profession code (MD for Medicine). The MINC number does not imply any special privilege, rights or status; it is simply a series of letters and numbers for identification purposes.

Upon the consent of an individual, the MCC or a provincial/territorial medical regulatory authority will submit personal information to MINC#NIMC as follows: name(s), gender, date of birth, country of birth and year and university of graduation (note: previous names if applicable and other identifiers if necessary to confirm identity may also be submitted), collectively referred to as the Core Information.

MINC#NIMC will use Core Information to either generate or confirm a MINC number for individuals and will retain the Core Information and its associated MINC number in its system for

the purposes of uniquely identifying individuals and ongoing identity confirmation by Prime Users and Licensed Users of the MINC system. Prime Users are the 12 medical regulatory authorities in Canada, as well as the MCC.

Not-for-profit and public sector organizations that are involved in the education, certification, licensure or professional practices of physicians in Canada may apply to MINC#NIMC for a license to use the MINC number system as a means of accurately identifying individuals with whom they have dealings, processing information relating to those individuals, and linking or exchanging physician information with other Licensed or Primary Users for Approved Purposes such as the compilation of statistics, the development of profiles, the administration of programs or benefits, the management of the health system and research.

Licensees agree to comply with MINC#NIMC's Privacy Code, with privacy, security and confidentiality provisions, and with applicable privacy legislation as part of their licensing agreements.

The MCC and the twelve Canadian medical regulatory authorities will have controlled access to both MINC numbers and Core Information in order to facilitate the performance of their regulatory responsibilities. The only information that shall be disclosed to Licensed Users shall be the MINC numbers for their own members.

For a more complete description of MINC#NIMC, including the details of its Privacy Code and a list of all Prime Users and Licensed Users and their approved uses, consult its website at [www.minc-nimc.ca](http://www.minc-nimc.ca), or contact MINC#NIMC directly at:

MINC#NIMC Corporation  
1021 Thomas Spratt Place Ottawa, ON, K1G 5L5  
Attention: Mr. John E. Swiniarski, Executive Director  
Telephone: (613) 288-2792 / 1-855-288-2783  
Email: [info@minc-nimc.ca](mailto:info@minc-nimc.ca)

**Consent for Release of Information to the Medical Information Number of Canada**

I have read and understand the above information, and consent to the release by the College of Physicians and Surgeons of Ontario of my Core information to MINC#NIMC for the purpose of generating a MINC number that will be permanently assigned to me or checking my existing Core Information with MINC#NIMC.

Yes

I further consent to MINC#NIMC storing the MINC number and my Core information in its database and disclosing the MINC number to Prime and Licensed Users and my Core Information to Prime Users as outlined above. I also understand that I may withdraw my consent to MINC at any time by written notice to MINC#NIMC.

No

*Updated by MINC#NIMC Nov/2017*

Print Full Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

**13. DECLARATION**

Subsections 92 (1) (a) and 92 (2) (a) of the *Health Professions Procedural Code* state:

- 92 (1) (a) *Every person who makes a representation, knowing it to be false, for the purpose of having a certificate of registration issued is guilty of an offence and on conviction is liable to a fine of not more than \$25,000 and not more than \$50,000 for a second or subsequent offence;*
- 92 (2) (a) *Every person who knowingly assists a person in committing an offence under subsection (1) is guilty of an offence and on conviction is liable in the case of an individual, to a fine of not more than \$25,000 and not more than \$50,000 for a second or subsequent offence.*

I, Dr. \_\_\_\_\_  
Full Name of Applicant

of the \_\_\_\_\_ of \_\_\_\_\_  
Type of Municipality (City, Town or County) Name of Municipality (City, Town or County)

in the \_\_\_\_\_ of \_\_\_\_\_  
Province, State or Country Name of Province, State or Country

hereby declare the following:

- 1) I am the person making the application for a certificate of registration to practice medicine in the Province of Ontario.
- 2) The photograph attached to the first page of the application is an unaltered photograph of me taken within six months before the application is made.
- 3) I have, read, understood and signed the application to which this declaration is attached.
- 4) The answers I have given to the questions in the application to which this declaration is attached are true, complete and without intent to mislead.
- 5) I understand that I am not permitted to engage in any kind of medical practice in Ontario until I have actually been issued a certificate of registration authorizing such practice.
- 6) If the College of Physicians and Surgeons of Ontario issues a certificate of registration to me, I promise to comply with the regulations and by-laws of the College.
- 7) I make this declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

\_\_\_\_\_  
Print Full Name of Applicant

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

# INQUIRY FORM: FEDERATION OF STATE MEDICAL BOARDS ACTION DATA BANK

## TO APPLICANT:

Please complete and forward this form directly to the Federation of State Medical Boards by e-mail to [boardinquiry@fsmb.org](mailto:boardinquiry@fsmb.org). All search results are returned to the designated board electronically.

## TO THE FEDERATION OF STATE MEDICAL BOARDS OF THE UNITED STATES:

I am applying for a certificate of registration to practise medicine in the province of Ontario, Canada, and before my application can be assessed, information relating to my qualifications and medical practice activities is required. I hereby authorize your releasing to the College of Physicians and Surgeons of Ontario the results of your search for information about me in the Board Action Data Bank.

I request a summary report(s) and any appended information to be forwarded directly to:

The College of Physicians and Surgeons of Ontario  
Applications and Credentials Department  
80 College Street, Toronto, Ontario, Canada M5G 2E2

My personal details are as follows:

Name: \_\_\_\_\_  
Last Name

\_\_\_\_\_ First Name Middle Name

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year

\_\_\_\_\_ Medical School (Include complete name and, if applicable, branch location)

\_\_\_\_\_ Degree Year of Graduation Country of Medical School

\_\_\_\_\_ ECFMG Number (for foreign medical graduates) USA Social Security Number (if applicable)

\_\_\_\_\_ Physician's Signature

\_\_\_\_\_ Date



## CONFIRMATION OF STANDING BY MEDICAL LICENSING AUTHORITY

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Completion of this form is required for the purpose of registration with the College of Physicians and Surgeons of Ontario (CPSO). The completed form must be returned directly to the CPSO by the medical licensing authority(ies) concerned. If necessary, please print additional copies.

The applicant is responsible to have the 3-page Confirmation of Standing by the Medical Licensing Authority form forwarded to the medical licensing authority in every jurisdiction where s/he practised medicine, postgraduate training appointments included. Note that an applicant for a Supervised Short Duration certificate of registration is required to arrange for confirmation of standing only from the medical licensing authority in the jurisdiction where s/he currently practices medicine.

For the purpose of registration with this College, the confirmation of standing from the jurisdiction where an applicant currently practices medicine remains valid for six (6) months from the date of issuance.

A certificate or letter of standing is acceptable in lieu of a completed Confirmation of Standing form only if the licensing authority will not complete the Confirmation form and only if the certificate or letter of standing attests to the same information as required in Part B of the Confirmation form.

### PART A APPLICANT'S CONSENT TO RELEASE INFORMATION TO THE COLLEGE OF PHYSICIANS AND SURGEONS OF ONTARIO

To the Medical Licensing Authority in: \_\_\_\_\_  
Name of Region / Province / State / Country

I am applying for a certificate of registration to practise medicine in the province of Ontario, Canada, and before my application can be assessed, information relating to my qualifications and medical practice activities in your jurisdiction is required.

I hereby authorize the release to the College of Physicians and Surgeons of Ontario of all information requested below and any further information which you deem relevant to my present application for a certificate of registration to practise medicine in Ontario, Canada.

I request the completed form and any additional information to be forwarded in an official sealed and stamped envelope or from the institutional email account noted on page 3 directly to:

Applications and Credentials Department  
The College of Physicians and Surgeons of Ontario  
80 College Street, Toronto, Ontario, Canada M5G 2E2  
Email: [credentials@cpso.on.ca](mailto:credentials@cpso.on.ca)

I understand you may require a fee for this service.

Print Full Name of Applicant: \_\_\_\_\_

Applicant's Licence Number in Jurisdiction Named Above: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART B CONFIRMATION BY THE MEDICAL LICENSING AUTHORITY**

1. This is to verify that,

a) Dr. \_\_\_\_\_  
 Full Name of Applicant Named in Part A

who graduated from \_\_\_\_\_  
 Full Name of Medical School

on \_\_\_\_\_,  
 Date of Graduation from Medical School

b) Has been issued the following licence(s) by this medical licensing authority:

Licence Number	Licence Type	Date Issued Month/Year	Date Expired Month/Year
_____	_____	/	/
_____	_____	/	/
_____	_____	/	/
_____	_____	/	/

c) Has the following specialty qualification(s) which is recognized by this medical licensing authority:

Specialty	Granted By	Date Issued Month/Year
_____	_____	/
_____	_____	/
_____	_____	/

d) Undertook the following postgraduate training appointment(s) in the jurisdiction governed by this medical licensing authority (include internship, residency and fellowship training, as appropriate):

Type of Program	Hospital / University	From Month/Year	To Month/Year
_____	_____	/	/
_____	_____	/	/
_____	_____	/	/

2. Has the above-named physician ever been the subject of an inquiry or an investigation by this licensing authority involving an allegation of professional misconduct, incompetence, incapacity or any like allegation?

Yes  No

3. Is the above-named physician currently the subject of an inquiry or investigation by this licensing authority involving an allegation of professional misconduct, incompetence, incapacity or any like allegation?

Yes  No

4. Does the above-named physician appear in the records of this licensing authority as having been subject to reduced, suspended or cancelled privileges by a hospital due to incompetence, negligence, incapacity or any form of professional misconduct?

Yes  No

5. Have there ever been any disciplinary or fitness to practise findings or any like findings, made by this licensing authority against the above-named physician?

Yes  No

For "Yes" response to questions 2, 3, 4 and/or 5, please provide all relevant information and supporting documents.

Print Name of the Medical Licensing Authority Official: \_\_\_\_\_

Title of the Medical Licensing Authority Official: \_\_\_\_\_

Original Signature of Medical Licensing Authority Official: \_\_\_\_\_

Date: \_\_\_\_\_

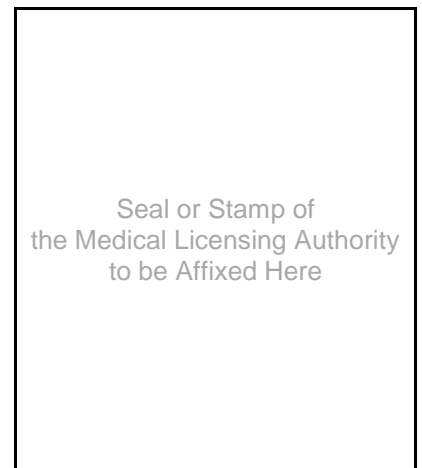
Full Name of the Medical Licensing Authority:  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address of the Medical Licensing Authority:  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_



Rev: Jan/2017