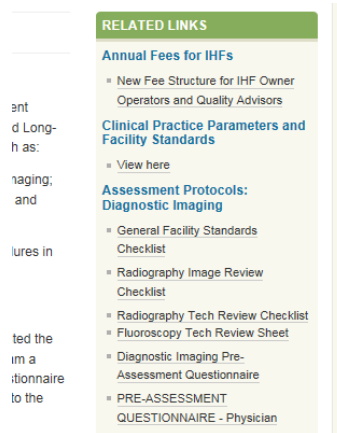


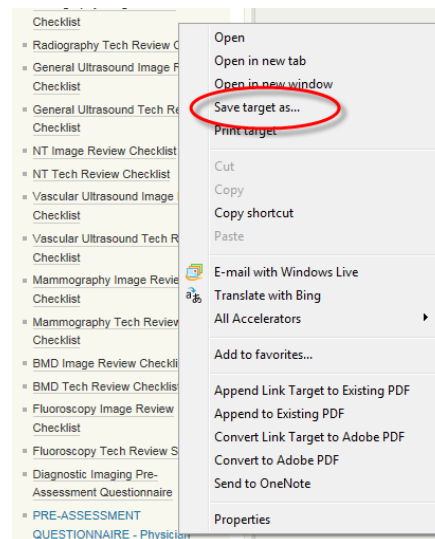
Preparing Your Pre-Assessment Materials – Quick Reference Guide

1. In your browser, navigate to the [Independent Health Facilities](#) page.



2. In the “Related Links” Sidebar, locate the pre-assessment questionnaire(s) applicable to your facility.

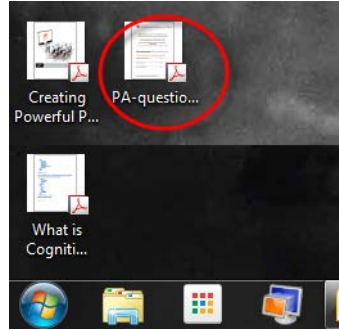
3. Right-click the assessment which you are required to complete.
4. Select “Save target as...” or “Save link as...”



5. A new window will appear. Locate and select “Desktop” in the left sidebar.
6. Select the “Save” button.



7. Locate and open the questionnaire on your desktop.



8. Please complete the form electronically. Identify the fields which you are required to complete by:
- Identifying the fields in which the “**I**” symbol appears, and/or
 - Identifying the fields that are slightly shaded.

Type information into these fields by:

- Left-clicking the blank space, and
- Using your keyboard to type information.

Please fill out the following form. You can save data typed into this form.

- your RCPSC SUMMARY AND DETAILED LIST of Continuing Professional Development activities
- a copy of your CPSO letter for Specialty recognition (if applicable)
- the written agreement between the owner/operator and yourself

Surname (as given on CPSO register)			
Given name(s) (as given on CPSO register)			
CPSO #		Date of Birth dd/mm/yyyy	
Sex	<input type="radio"/> M	<input type="radio"/> F	
University in which you obtained your Medical Degree			

9. If you intend to sign the form in ink - upon completion of the form, please save and print the form. Then proceed to step 10.

If you intend to use an electronic signature on the form, do so and then save the form, and send it to CPSO on a USB key or a CD as part of the pre-assessment package.

Please fill out the following form. You can save data typed into this form.

- your RCPSC SUMMARY AND DETAILED LIST activities
- a copy of your CPSO letter for Specialty reco
- the written agreement between the owner/op

Surname (as given on CPSO register)		Smith	
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10. If you are not using an electronic signature on the form, but signing in ink - Scan all required documentation in PDF format for submission to CPSO. **N.B.** Do **not** send each page as individual files; rather send accompanying documentation as one or two files, with the questionnaires located at the beginning of the file.