



## Guide Sheet

### Restricted Certificate of Registration for Exam Eligible Candidates Policy

#### Which registration requirements does the policy address?

This policy relates to the following requirements for an independent practice certificate of registration:

- Medical Council of Canada Qualifying Examination (MCCQE) Parts 1 and 2,
- Certification by the Royal College of Physicians and Surgeons of Canada (RCPSC);
- Certification by the College of Family Physicians of Canada (CFPC).

#### What is the purpose of the policy?

The policy enables the College's Registration Committee to approve the issuance of a time-limited, restricted certificate of registration to applicants who are missing MCCQE 1 & 2; and/or RCPSC or CFPC certification where the applicant is officially eligible to take the missing examination(s).

#### Who is eligible to apply under the policy?

Applicants for an independent practice certificate, who are missing MCCQE 1 & 2; and/or RCPSC or CFPC certification may apply under this policy. **Proof of certification by the RCPSC or CFPC, or current eligibility to take the RCPSC or CFPC exam is required.**

Applicants under this policy must be committed to taking the missing examination at the next available opportunity.

In addition, applicants under this policy must be willing to practise in an approved, supervised setting for the duration of the restricted certificate of registration and until they have passed the missing examination and have been issued an independent practice certificate.

Applicants under this policy are responsible for arranging for a supervisor and a supervised practice arrangement that are acceptable to the Registration Committee and meet the College's supervision guidelines. For further information, see the College's [Guidelines for Supervision](#).

Applications submitted under the policy must be reviewed and approved by the College's Registration Committee.

## **What are the restrictions on the certificate?**

The certificate restricts the physician to practising under supervision and in a setting approved by the Registration Committee, with regular reports to the College.

The certificate automatically expires when the physician's eligibility to take the examination expires, and, in any case, the term of the certificate may not exceed three years.

As a precondition to issuance of the certificate, the physician must provide a written undertaking agreeing to take the missing examination(s) at each opportunity during the term of the certificate.

## **How do applicants begin the application process?**

Applicants must arrange to have verification of their credentials sent to the College. If an applicant has previously been registered with the College, some credentialing documents will be on file and they need not be re-submitted.

The following information should be enclosed with an application under this policy:

- A letter explaining why the candidate is applying, including the name of the proposed supervisor and a description of the proposed practice;
- A letter from the supervising physician that provides detailed information about the proposed practice arrangement including the applicant's scope of practice, supervision arrangement, etc.
- Official evidence that the candidate is presently eligible to take the missing examination(s).

## **Other Important Information**

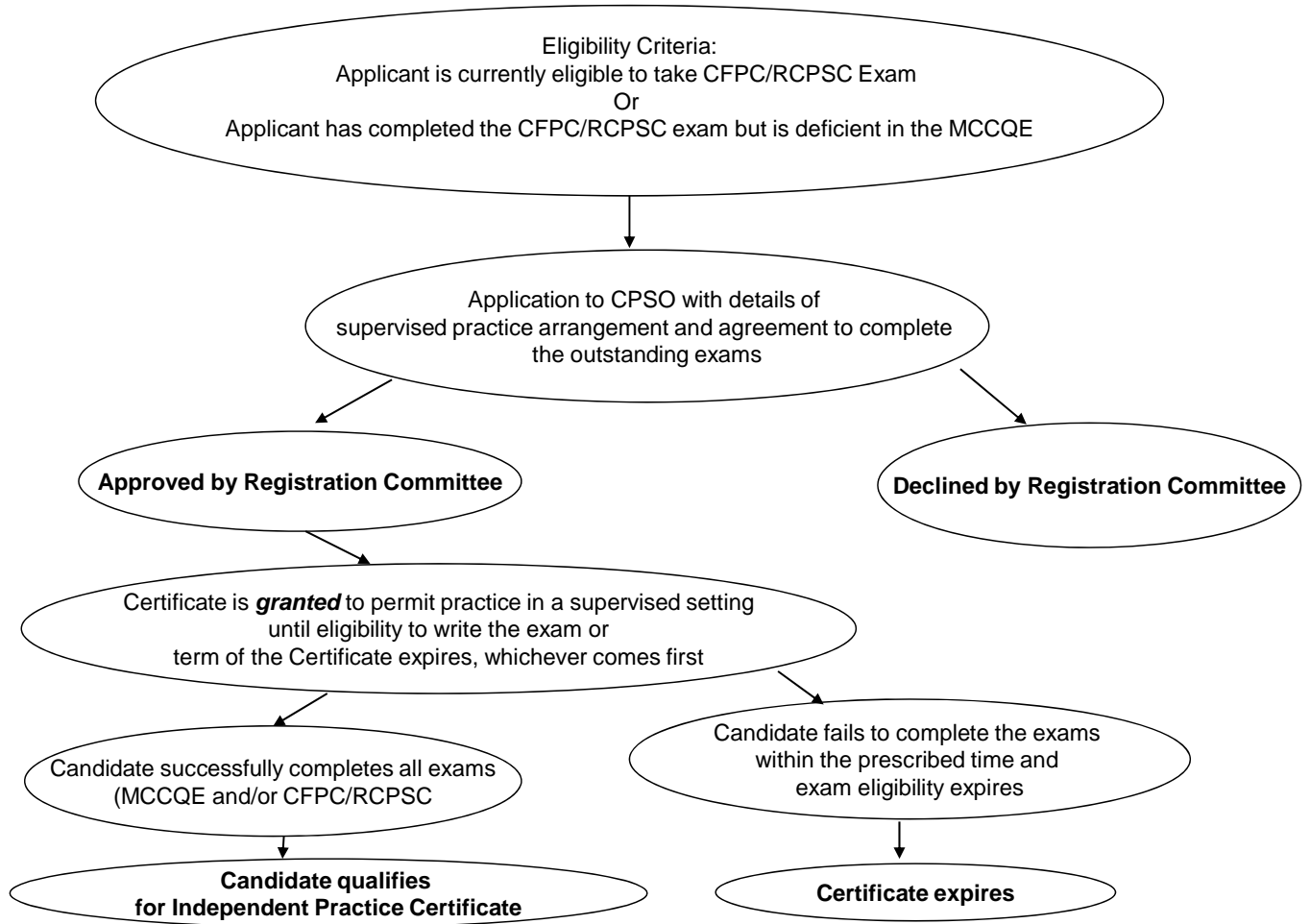
No assurances can be offered in advance regarding the outcome of an application under this policy. The applicant should not make any fixed commitments to practise in Ontario until the application has been approved and the certificate of registration issued.

The Registration Committee meets once every four to six weeks. An application cannot be referred to the Registration Committee until the basic credentialing requirements have been met.

The length of time required to process an application under this policy can take several months (from the time of the initial application to completion of credentialing and approval by the [Registration Committee](#)).

Depending on the duration of the application process, the credentialing requirements may require updating before the certificate can be issued.

Physicians who are registered under this policy who subsequently pass the missing examination(s) may apply for an independent practice certificate by submitting an application and required supporting documents, along with payment of fees.



For full details, please refer to the [Restricted Certificates of Registration for Exam Eligible Candidates](#) policy.

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