



## General Guidelines: Registration Process and Timelines

Please note the following guidelines of the College's registration process and timelines. We encourage you to follow them carefully to enable timely processing of your application. For additional registration-specific information, we also recommend reviewing the [Frequently Asked Questions](#) document posted on Applications and Forms page of our website.

### Submitting Your Application and Fees

- Ensure you submit the current version of the application and credentialing / fee forms available for downloading from our website, or obtained directly from the Applications and Credentials Department.
- You are responsible for your application and for completing all requirements exactly as outlined. Incorrect or missing information must be corrected and may delay your application.
- You are encouraged to submit your full application package and begin arranging for all supporting source documents at least 4 months in advance of your scheduled start date.
- Mail or courier your application and payment to the College. No action will be taken on faxed / emailed applications or applications received without an application fee.
- When submitting additional supporting documents, ensure to send a hard copy, fax, or scanned PDF.

### Assessment of Your Application

- Applications are assessed in the order they are received. March to July is our peak period which may affect processing times.
- Depending on the case, wait time between receipt of an application and completion of initial assessment is typically 3 to 5 weeks. For applicants who select the option of paying the expedited application fee, the initial assessment will occur in less than 3 weeks - refer to the **Registration Overview and Timelines** section in this document for details relating to timelines.
- Expedited review is **not** available for applications that require review by the College's Registration Committee, or applications that indicate a history of past or present complaints or investigations.
- An initial assessment will not be completed until the application fee has been submitted and processed.

### Online Member/Applicant Login

- Upon receipt of your application, we will e-mail you log-in instructions to access your online profile using the [Member/Applicant Login](#) - refer to the **Registration Overview and Timelines** section in this document for details relating to timelines.
- Advise the College if you change your e-mail address.
- As part of the application process, you may also receive information by e-mail that is confidential. Accordingly, it is your responsibility to ensure that your email address is secure.
- The online Member/Applicant Login provides you with a current view to your application, including supporting documents that have been received to date and any documentation that is still outstanding. Ensure to check the status of your application online regularly.
- Following the initial assessment of your application, we will continue to update the status online as supporting documents are received and reviewed. You may be asked to provide additional documents or explanations to support your application.
- If you are unable to access your online profile, contact Registration Inquiries to reset your account at (416) 967-2617 or 1 800 268-7096 Extension 617, Monday through Friday, 8AM to 5PM EST.

### Requirements Subject to Change and Validity

- The College's registration and credentialing requirements are subject to change without notice. Any such changes, including possible updates during the course of this application may apply to you.
- The maximum term of validity for most supporting source credentialing documents is six months from the date of issuance. Applications remaining incomplete or inactive for one year are considered withdrawn.



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### Supporting Documents Sent by 3rd-Party Organizations

- Source documents received by mail must arrive in an official, sealed and stamped envelope from the source organization. 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. The College is not responsible for any costs for delivery of source documents, including courier deliveries.
- Source documents received by fax are acceptable only if faxed directly by the respective institution and clearly indicate the source. Please have the sender include an official fax cover page on letterhead paper, indicating their name, position/title and contact information. Our fax number is (416) 967-2623.
- Scanned copies of signed source documents on official letterhead paper sent by email to [credentials@cpso.on.ca](mailto:credentials@cpso.on.ca) are acceptable only if sent from an official email address and the accompanying email clearly indicates the sender's name, position / title. Documents received from the applicant or personal/free email accounts are not accepted.
- Translation will be required for any source documents not issued in English or French language. Once these documents are received by the College directly from the issuing institution, the College will provide you with photocopies to arrange for an acceptable translation. Please refer to section on translations for details.

### Acceptable Outside Verification Sources

Physiciansapply.ca: Physician Profile	<ul style="list-style-type: none"> <li>- Medical Degree and / or Medical School Transcript</li> <li>- Completion of Internship</li> <li>- Any Translations</li> <li>- MCC Examination Results</li> <li>- Valid ID</li> <li>- Evidence of Name Change / Discrepancy</li> </ul>
Federation Credentials Verification Service (FCVS): Medical Professional Information Profile	<ul style="list-style-type: none"> <li>- Medical Degree and / or Medical School Transcript</li> <li>- US Examination Results (FLEX, NBME, USLME)</li> <li>- American Board Certification</li> <li>- Federation of State Medical Boards: Board Action Clearance Report</li> <li>- Completion of Accredited Residency in USA</li> </ul>

### Translations

Medical degrees issued in Latin language do not require translation. However, any other supporting documents not written in the English or French language must be accompanied by English or French translations. All translations must be certified by one of the following:

- physiciansapply.ca (using the Translation Bureau of Public Works and Government Services Canada);
- A Certified Member of the Association of Translators and Interpreters of Ontario; To find a certified translator visit <https://atio.on.ca/>;
- Translations completed by a certified member of the equivalent Association of Translators and Interpreters in another Canadian province/territory;
- A Canadian Embassy overseas or a foreign embassy or consular office in Canada authorized to certify translations;
- Translations sent by the medical school must be dated and stamped by the medical school to verify the contents and received directly from the medical school with a copy of the original language document;

### Blood Borne Viruses Policy

Physicians who perform, assist in performing, or have the potential to perform exposure prone procedures are required to be tested for HCV, HIV and HBV – if they have not been confirmed immune to HBV – before commencing these procedures in Ontario. Providing a declaration of testing is part of the application process. We strongly recommend that all applicants review the College's [Blood Borne Viruses](#) policy along with the Frequently Asked Questions document posted on our website for details.



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### Criminal Record Screening

In accordance with the College's [Criminal Record Screening](#) policy, every applicant is required to arrange for a police information check or a vulnerable persons check from the municipal or provincial police service in Canada. We strongly recommend that all applicants review the [CPSO Guide to Acceptable Criminal Record Checks](#) posted on our website for details.

### Issuance of Your Certificate

- It is an offence under the Regulated Health Professions Act for a person to practise medicine in Ontario until such time as an appropriate certificate of registration has been issued. Accordingly, do not begin medical practice or training in Ontario until you have received confirmation from the CPSO that you are registered.
- Once you are registered, your CPSO membership number will appear in the [Find a Doctor](#) feature of our website. You can find your profile by doing a name search. If your name does not appear with an “Active Member” status, you have not yet been registered.
- If you are applying for an educational certificate of registration the effective date of your certificate will match your appointment start date. If your certificate of registration authorizing postgraduate education is issued after the original start date, the College cannot back-date your certificate.

### Confidentiality

The College fulfils its commitment to protect the privacy and confidentiality of information by complying with its statutory obligations under the Regulated Health Professions Act, 1991, the Personal Health Information Protection Act, 2004 and by voluntarily adopting the practices set out in the CPSO Privacy Code. This Code applies to all information that the CPSO collects, receives, creates, uses or discloses while performing its regulatory functions.

The College preserves secrecy with respect to all information it receives in connection with applications for registration, except in accordance with the following provisions in s. 36 of the RHPA:

- a) to the extent that the information is available to the public under this Act, a health profession Act or the Drug and Pharmacies Regulation Act ;
- b) in connection with the administration of this Act, a health profession Act or the Drug and Pharmacies Regulation Act, including, without limiting the generality of this, in connection with anything relating to the registration of members, complaints about members, allegations of members’ incapacity, incompetence or acts of professional misconduct or the governing of the profession;
- c) to a body that governs a profession inside or outside of Ontario;
- d) as may be required for the administration of the Drug Interchangeability and Dispensing Fee Act, the Healing Arts Radiation Protection Act, the Health Insurance Act, the Independent Health Facilities Act, the Laboratory and Specimen Collection Centre Licensing Act, the Ontario Drug Benefit Act, the Coroners Act, the Controlled Drugs and Substances Act (Canada) and the Food and Drugs Act (Canada);
- e) to a police officer to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result;
- f) to the counsel of the person who is required to keep the information confidential under this section;
- g) to confirm whether the College is investigating a member, if there is a compelling public interest in the disclosure of that information;
- h) where disclosure of the information is required by an Act of the Legislature or an Act of Parliament;
- i) if there are reasonable grounds to believe that the disclosure is necessary for the purpose of eliminating or reducing a significant risk of serious bodily harm to a person or group of persons; or
- j) with the written consent of the person to whom the information relates. 2007, c. 10, Sched. M, s. 7 (1).

The College is unable to disclose any information collected in connection with an application for registration to a 3rd party inquiring on the status of that application without applicant's explicit written consent.

To review the [CPSO Privacy Code](#) and the relevant statutes, please visit our website.



## General Guidelines: Registration Process and Timelines

### Registration Overview with Timelines

Application Type	Registration Committee Review Not Required	Registration Committee Review Required
	<ul style="list-style-type: none"> <li>Academic Practice</li> <li>Academic Practice as a Visitor</li> <li>Independent Practice</li> <li>Postgraduate Education</li> <li>Supervised Short Duration</li> </ul>	<ul style="list-style-type: none"> <li>Application to Modify of Terms, Conditions &amp; Limitations</li> <li>Restricted - All Classes</li> <li>Academic Practice (or as a Visitor)</li> <li>Independent Practice</li> <li>Postgraduate Education</li> <li>Supervised Short Duration</li> </ul>
Receipt of Application Package and File Creation	<p>All applications received by the College are logged for distribution by the CPSO Mail Room and delivered to the Applications and Credentials Department <b>within 24 hours</b>.</p> <p>The credit card payment authorization form is forwarded by the CPSO Mail Room directly to the CPSO Finance Department for processing in accordance with the Payment Card Industry Data Security Standards.</p> <p>Data entry is completed by the Applications and Credentials Department <b>within 48 hours</b> to enable creation of type-specific online profile for each application and the registration file for the first-time applicants. Applications are screened for eligibility for expedited review.</p>	
Processing of Fees	<p>The payment is processed <b>within 48 hours</b> of creation of online application profile. If declined for any reason, the applicant is notified by email by the CPSO Finance Department. No further action is taken on an application for which an application fee is outstanding.</p>	
Completion of Initial Assessment	<p><b>3 Weeks;</b> For applicants who select the option of paying the expedited application fee initial assessment occurs in less than 3 weeks. Expedited review is <b>not</b> available for applications that indicate a history of past or present complaints or investigations.</p>	<p><b>5 Weeks;</b> Expedited review is not available for applications that must be reviewed by the Registration Committee.</p>
Receipt and Review of Supporting Documents	<p><b>Fully Dependent on the Applicant;</b> Applicants must ensure to regularly check the status of their application using the College’s Online Member/Applicant Login feature. The online system does not raise flags or reminders.</p> <p>Distribution and review of all incoming support documents takes <b>at least 2 business days</b>. The online application profile is updated accordingly. If in good order, documents are logged as assessed or if deficient, as pending with an explanatory note.</p>	
Registration Committee Review	<p>Some applications may require a Manager / Medical Advisor Review which may take <b>up to 5 business days</b>. At this time additional documents may be required or it may be determined that a referral for review by the Registration Committee is necessary.</p>	<p><a href="#">Please refer to the Registration Committee Processing Timelines and Meeting Dates page of CPSO website for details.</a></p>
Quality Check and Issuance	<p>Regardless of the class, expedited review does not include the time required for verification and issuance of a certificate of registration. The three-step quality check for applications deemed complete takes <b>up to 5 business days</b>. If the process of verification / issuance reveals any deficiencies or omissions, the applicant is notified immediately.</p> <p>Upon issuance, applicants receive a system-generated email notification and the registration details are uploaded to the CPSO Register (<a href="#">Find a Doctor</a>) <b>within 24 hours</b>. Certificate of registration and membership card are sent out by regular mail.</p>	

**Questions? Registration Inquiries 416-967-2617 or 1 800-268-7096 Ext 617 / Monday - Friday / 8AM - 5PM EST**