



The College of

Physicians and Surgeons of Ontario

REGISTRATION PROCESS AND TIMELINES

GENERAL GUIDELINES

Please note the following guidelines of the College's registration process and timelines. We encourage you to follow them carefully to enable the timely processing of your application.

Submitting your Application

- 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.
- Submit your **full application package** and begin arranging for all supporting documents **at least four months** in advance of your appointment start date.
- Mail or courier your application and payment to the College. Faxed applications are not acceptable. All documents must be sent by hard copy or a scanned PDF.

Assessment of your Application and Online Application Status Check

- Applications are assessed in the order they are received. March to July is our peak period.
- Wait time between receipt of an application and completion of initial assessment is usually **three to five weeks**. An initial assessment will not be completed unless the application fee has been submitted.
- Upon receipt of your application, we will e-mail you log-in instructions to access the College's Online Application Status Check. Please check the status of your application on a regular basis and to advise the College if you change your e-mail address. Since you may receive confidential information, it is your responsibility to ensure that your e-mail address is secure.
- The Online Application Status Check will provide you with a current view to your application, including documentation that has been received to date and any documentation that is still outstanding.
- All incoming mail takes 2 business days to be logged on the Online Application Status Check.
- Following the initial assessment of your application, we will continue to update the status of your documents online. You may be asked for additional documents to support your application.

Supporting Documents Sent by Third-Party Organizations

- Ensure that all required documentation is sent directly to the College from the source.
- Faxed verifications are acceptable if sent directly by the source and clearly indicate the organization.
- Some documents (e.g. criminal record check) are only valid for six months and may require updating.
- The College is not responsible for any costs for delivery of documents, including courier deliveries.

Non-Exemptible Requirement

In addition to the listed requirements, every applicant must meet the following non-exemptible requirement:

The applicant's conduct, including past conduct, affords reasonable grounds for belief that the applicant:

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

If any issues are presented that call into question an applicant's compliance with this requirement, the application must be reviewed by the Registration Committee.

Blood Borne Viruses Policy

This policy requires physicians who perform, assist in performing, or have the potential to perform exposure prone procedures in Ontario to be tested for HCV, HIV and HBV – if they have not been confirmed immune to HBV – before they commence these procedures. Providing a declaration of testing will be part of the application process.

GENERAL GUIDELINES

Translations

All documents not written in the English or French language must be accompanied by certified English or French translations. **All translations must be certified by one of the following:**

- <http://physiciansapply.ca>
- A Certified Member of the Association of Translators and Interpreters of Ontario (ATIO). To find a certified translator, please visit: www.atio.on.ca. Translations completed by a certified member of the equivalent Association of Translators and Interpreters in another Canadian province/territory are also acceptable.
- 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.

Issuance of Your Certificate

- Do not begin practice in Ontario until you have received confirmation from the CPSO that you are registered. Upon issuance of your certificate, you will be sent an e-mail notification with your membership number. Your certificate will be mailed to you afterwards.
- Once you are registered, your CPSO membership number will appear in the “Public Register Info” feature of our website at www.cpso.on.ca. 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 starting date, unless your application remains incomplete. The College cannot back-date a certificate of registration.

Confidentiality

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 Regulated Health Professions Act (Ontario):

- (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).

Requirements Subject to Change

The requirements are subject to change without notice. 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.