



Guidelines: Registration Process & Timelines

<p>Initial Assessment</p>	<p>Registration Committee Review Not Required - Up to 3 Weeks</p> <p>For applicants who opted to pay the expedited review fee, initial assessment occurs in less than 3 weeks. Expedited review is not available for applications that indicate a history of past or present complaints or investigations.</p>	<p>Registration Committee Review Required - Up to 5 Weeks</p> <p>Expedited review is not available for applications that must be reviewed by the Registration Committee.</p>
<p>Supporting Documents</p>	<p>Responsibility of Applicant - Ensure to regularly check the status of your application online and act on all pending and/or rejected credentialing requirements. If necessary, follow up with 3rd party source organizations on the status of documents you requested to be sent to the College.</p> <p>Processing, distribution, upload and review of all incoming credentialing documents takes at least 3 business days but may take longer during the peak registration period from March to July. The online application is updated accordingly to reflect the status of each document: Accepted, if in good order or Rejected with an explanatory note, if deficient.</p>	
<p>Registration Committee Review</p>	<p>Some applications may require a Manager and/or CPSO Medical Advisor review which may take up to 5 business days. 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>Visit <u>Registration Committee Processing Timelines and Meeting Dates page</u> for details.</p>
<p>Quality Check</p>	<p>Verification for applications deemed as complete takes up to 5 business days but may take longer during the peak registration period from March to July.</p> <p>If the process of verification reveals any deficiencies or omissions, you will be notified immediately.</p>	
<p>Payment of Membership Fee & Issuance</p>	<p>If you have already paid the membership fee for the current membership year, your certificate effective date will be the date your application is verified as having satisfied all credentialing requirements, unless the certificate is being issued for a future start date set by the College.</p> <p>If you owe payment of the membership fee for the current membership year, you have 90 days from the time your application is verified as having satisfied all credentialing requirements to submit the payment of membership fee. Your certificate effective date will be the date the payment of membership fee was processed, unless the certificate is being issued for a future start date set by the College.</p> <p>If the payment is not received within 90 days, your application will be withdrawn, and you will be required to submit a new application with a payment of an associated non-refundable application fee.</p>	
<p>Certificate of Registration</p>	<p>Find your profile on the CPSO Register by conducting an advanced name search via <u>Doctor Search</u>. If your name does not appear or does not reflect an Active Member status, you have not yet been registered.</p>	

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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. Wait time between receipt of an application and completion of initial assessment is typically 3 to 5 weeks – 3 weeks for non-Registration Committee cases and 5 weeks for Registration Committee cases.

For applicants who selected the option of paying the expedited review fee, the initial assessment will occur in less than 3 weeks. Expedited review is not available for applications that require consideration by the Registration Committee, or applications with past or present complaints or investigations.

Online Applicant/Member Portal

The online portal provides you with a current status of your application and enables communication between you and the College.

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. Your credentialing requirements are logged as follows:

- **Received, Under Review** – allow minimum of 2 business days for review of received requirements.
- **Not Received** – outstanding requirements yet to be received by the College from you or a 3rd party. Refer to an explanatory note posted against each pending requirement for specific instructions.
- **Rejected** – requirement was assessed and deemed as deficient and/or incomplete. Refer to the explanatory note posted against each rejected requirement to review the reason for rejection and additional instructions.
- **Accepted** – requirements assessed and deemed acceptable.

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, however, 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 delivery costs associated with the source documents.

Scanned copies of signed source documents on official letterhead paper sent by email to credentials@cpso.on.ca are acceptable only if sent from an official email address. The accompanying email must clearly indicate the sender's name, title and department. Documents received directly from applicant or personal email accounts are not accepted.

If your online portal showcases a 3rd party requirement as pending, contact the sender to determine the sent date, destination address and delivery method (i.e. email, regular mail, courier). Prior to contacting the College, allow sufficient delivery time depending on the delivery method and source location.

Once received by the College directly from the issuing institution, we will provide you with photocopies of any source documents not issued in English or French language to arrange for an acceptable translation.

Translations

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

- Translation Bureau of Public Works and Government Services Canada,
- A certified member of the Association of Translators and Interpreters of Ontario (<https://atio.on.ca/>) or a certified member of the equivalent Association in another Canadian province or territory,
- A Canadian embassy overseas or a foreign embassy or consular office in Canada authorized to certify translations,
- Your medical school if translation documents are dated and stamped by the medical school to verify the content and are received directly from the medical school with copies of all original language documents.

Questions?

inquiries@cpso.on.ca / 416-967-2617 / 1 800-268-7096 x617 (in Canada only) / Monday – Friday / 8AM-5PM EST

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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.

Credentialing requirements remain valid for the duration of your application; application validity not exceeding one year from the date of submission. The maximum term of validity for results of a criminal record search is six months from the date of issuance. Applications remaining incomplete or inactive for one year will be withdrawn.

Acceptable Outside Verification Sources

physiciansapply.ca	Source-verification of medical degree credentials by physiciansapply.ca is no longer a requirement for registration with this College. However, if you previously applied to the College and your medical degree that was source-verified by physiciansapply.ca was accepted, you are not required to resubmit evidence of your graduation with any subsequent application.
Federation Credentials Verification Service (FCVS): Medical Professional Information Profile	Medical Degree and / or Medical School Transcript US Examination Results (FLEX, NBME, USLME) American Board Certification Federation of State Medical Boards: Board Action Clearance Report Completion of Accredited Residency in USA

Blood Borne Viruses

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.

Criminal Record Screening

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

Ensuring Competence: Changing Scope of Practice and/or Re-entering Practice

Every applicant is encouraged to review the [Ensuring Competence: Changing Scope of Practice and/or Re-entering Practice](#) policy. If it is determined that you do not comply with this policy, you will be notified, and your application will require review by the College's Registration Committee.

Registration Committee

All outstanding requirements flagged as required in advance of the Registration Committee review must be accepted in good order before you are provided with a copy of the application material to be considered by the Committee. You will also be asked to consent to review before your case is added to the meeting agenda. No advance assurances can be given with respect to outcome and/or date for review by the Registration Committee.

If you know your application requires review by the Registration Committee (i.e. under a registration policy, or you have received notification from the College that following assessment of your application and/or supporting documents, your application requires Committee's consideration concerning a particular matter), visit the [Registration Committee](#) page for additional information about the Committee process and meeting dates with corresponding deadlines.

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Verification and Quality Check

Once all credentialing requirements have been accepted by the College, your application will undergo verification and quality check which usually takes up to 5 business days.

Should the process of verification (or quality check) reveal any deficiencies or omissions, you will be notified immediately.

Payment of Membership Fee

Regardless of your intended start date for medical practice or postgraduate training in Ontario, the College cannot backdate your certificate.

You will receive applicable notification regarding issuance of your certificate of registration, as follows:

- If you have already paid the membership fee for the current membership year, your certificate effective date will be the date your application is verified as having satisfied all credentialing requirements, unless the certificate is being issued for a future start date set by the College (i.e. in accordance with the start date noted on the confirmation of appointment issued by the Ontario medical school, etc.).
- If you owe payment of the membership fee for the current membership year, you have 90 days from the time your application is verified as having satisfied all credentialing requirements to submit the payment of membership fee.

The payment of membership fee will initiate issuance (activate) of your certificate of registration. The certificate effective date will be the date the payment of membership fee was processed, unless the certificate is being issued for a future start date set by the College (i.e. in accordance with the start date noted on the confirmation of appointment issued by the Ontario medical school, etc.).

If the payment of membership fee is not received within **90 days**, your application will be considered as abandoned. Should you wish to engage in postgraduate training or medical practice in Ontario, you will be required to submit a new application with a payment of an associated non-refundable application fee and comply with the registration requirements in force at the time of reapplication.

Issuance of Your Certificate

Once your certificate of registration has been generated, you will be prompted to download a copy from the online portal.

Your registration details, including the CPSO number if you are a 1st time applicant, will be uploaded to the CPSO Register. Find your profile by conducting an advanced name search via [Doctor Search](#).

If your name does not appear or does not reflect an Active Member status, you have not yet been registered.

Do not begin medical practice or training in Ontario until you have received confirmation from the CPSO that you are registered. 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.

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 provisions in [s. 36 of the RHPA](#).

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

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