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# REGISTRATION PROCESS CLINICAL FELLOWSHIP

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## **1. WORK PERMIT**

### **a) General Information**

You will need a Work Permit for your Clinical Fellowship at the University of Toronto. I will be seeking the necessary approvals in Canada for your temporary employment here as a Clinical Fellow. Once I have obtained these approvals, I will be able to send a “Letter of Eligibility” to you by email along with other required documentation that you must submit to Citizenship and Immigration Canada (CIC) when you apply for the Work Permit. Additional information about the application process is available through CIC’s website (<http://www.cic.gc.ca/>), including a list which will help you to identify the nearest CIC Visa Office outside Canada for you (<http://www.cic.gc.ca/english/information/offices/apply-where.asp>).

### **b) Medical Examination**

Because, as a Clinical Fellow, you will be employed in an occupation in which protection of public health is essential, CIC will require you to undergo a medical examination by a Canadian Government designated panel physician. The medical report form cannot be downloaded; CIC will send the medical report form to you after receiving your application for the Work Permit. The processing of the completed medical report form by CIC can take six weeks or more, so it is in your interest to satisfy this requirement as early as possible.

### **c) Timeframe**

***CAUTION: The Work Permit process may take four months or more to complete after you have received the Letter of Eligibility and other required documentation from our office. Please apply for the Work Permit as soon as you receive this documentation from our office. CPSO LICENSE (Educational Certificate)***

In addition to the Work Permit from CIC, you will need a Certificate of Registration from the College of Physicians and Surgeons of Ontario (CPSO), the regulating body for the medical profession in Ontario. I have notified the CPSO of your appointment as a Clinical Fellow. You should receive an application package by email from the CPSO. It is also possible to download the application for the Certificate of Registration from the CPSO website (<http://www.cpso.on.ca/Registering-to-Practise-Medicine-in-Ontario/Registration-Applications-and-Forms>). You will find the application form by selecting “Registration and Application Forms” followed by “Postgraduate Education Applications – Residents and Clinical Fellows” then “Graduates Outside Canada and the US – Clinical Fellows”.

**You should apply for your CPSO certificate (educational license) at once.** You will not be able to satisfy the CPSO's requirements fully until you have arrived in Toronto and given them a copy of your Work Permit; however, I recommend that you complete the application form and submit it to the CPSO now with as much of the required supporting documentation as possible. Applying early will ensure that the CPSO assesses your application prior to your arrival. Please read the CPSO application carefully: some

supporting documents that the CPSO requires, like evidence of standing, should not be submitted more than six months prior to the start date of your training.

**As stated in the CPSO's application package, the CPSO requires all international medical graduates (doctors who have obtained their medical degree *outside* Canada and the U.S.) to complete source verification of their medical degree with [physiciansapply.ca](http://physiciansapply.ca). The source-verification takes several months to complete. You should begin the source verification process immediately. For further information on the source verification requirements please visit [physiciansapply.ca](http://physiciansapply.ca).**

## **2. CMPA MEMBERSHIP**

You will require Canadian Medical Protective Association (CMPA) membership for the duration of your Clinical Fellowship. The CMPA is a non-profit medical mutual defense organization that protects the professional integrity of doctors by providing services including legal defense, indemnification, risk management, educational programs and general advice. Detailed information, including a downloadable application form, is available through the CMPA's website at <https://www.cmpa-acpm.ca/home>. Membership cannot begin until the CPSO has issued your Certificate of Registration and you have both a Canadian address and Canadian bank account; however, ***you still should apply as soon as possible***, to speed up the processing of your membership. Please note that, as a Clinical Fellow, your CMPA type of work (TOW Code) is "13".

## **3. REGISTRATION & IMMUNIZATION**

The Registration Section of our office will contact you by email with PGME registration information, including a Personal Identification Number (PIN) and Password to give you access to the Postgraduate Web Evaluation and Registration (POWER) system. You should receive this email at least one month prior to the start date of your training. Through the POWER system you will be able to access your "Letter of Appointment" (LOA) and an Immunization Form. The LOA is a requirement for your licensure by the CPSO. Our office issues the LOA annually according to the academic year, which begins on July 1 of each year. You must sign and return the LOA electronically to PGME, where it will be recorded then forwarded to the CPSO. You must also return your completed immunization form to our office.

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