

# RESIDENT *news*

Important information for physicians completing training

April  
2016



College of Physicians and Surgeons of Saskatchewan



## HAVE USASK EMAIL? MOVING?

Keep us informed and update your contact information with us.

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# AVOID DELAYS!

**BEAT THE  
RUSH!**

*Have you applied for your  
Saskatchewan licence yet?*

[www.cps.sk](http://www.cps.sk)

## DON'T DELAY – APPLY TODAY

Residents nearing the end of their training program and intending to practise medicine in Saskatchewan must apply for a regular or a provisional licence with the College of Physicians and Surgeons of Saskatchewan.

If you are considering licensure outside Saskatchewan contact the appropriate provincial College of Physicians & Surgeons or licensing authority in other jurisdictions.



## IF YOU ARE COMPLETING YOUR TRAINING

### FAMILY MEDICINE LICENCE QUALIFICATIONS FOR SASKATCHEWAN

To obtain a **regular licence** to practise family medicine in Saskatchewan, applicants must have:

- ❖ passed Parts I and II of the Medical Council of Canada's Qualifying Examination (LMCC)
- ❖ satisfactorily completed their postgraduate training program (this includes completion of any projects) certification with the College of Family Physicians of Canada

Residents **who do not meet** the requirements for regular licensure may be eligible for a provisional licence under supervision. Please refer to Page 4 under the heading **Supervised Practice**.

### SPECIALTY PRACTICE LICENCE QUALIFICATIONS FOR SASKATCHEWAN

To obtain a **regular licence** to practice a specialty in Saskatchewan, applicants must have:

- ❖ passed Parts I and II of the Medical Council of Canada Qualifying Examination (LMCC);
- ❖ satisfactorily completed their postgraduate training program; and,
- ❖ possess certification with the Royal College of Physicians & Surgeons of Canada.

When postgraduate trainees have not been successful with the certification exam on their first attempt, they may still be eligible for a provisional licence under supervision. Please refer to Page 4 under the heading **Supervised Practice**.

## Don't have a [www.physiciansapply.ca](http://www.physiciansapply.ca) account?

You will need to create an account. There is a fee to set up an account that is payable directly to the Medical Council of Canada.

## APPLYING FOR SASKATCHEWAN LICENSURE

**LOGIN** to your account at [www.physiciansapply.ca](http://www.physiciansapply.ca) and complete the application for medical registration. If your medical degree was obtained outside of Canada, the medical degree will need to be source verified.

### Step 1

Go to **Applications for Medical Registration** found in the **Overview**. Select College of Physicians and Surgeons of Saskatchewan from the **Province Section** menu.

#### You will be required to enter the following:

- the date(s) of your certification examination with the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada.
- All training, licensing and practice (if applicable) history - this includes your training and licensing in Saskatchewan.

*\*Obtaining some of the required documentation can be time consuming; it is recommended that physicians begin the application process as soon as possible. Failure to provide all required information could result in an application being rejected or denied.*

### Step 2

Once the application is completed, please **pay the assessment fee**. Your application will then be made available to the College online. The College will review your application and email you regarding the application process.

### Step 3

Once all the required documentation is received and the application is considered complete, you will be granted access to the on-line registration appointment. Required documentation includes references and certificates of professional conduct (if applicable). The Registration Department is unable to guarantee that any applicant will be issued a licence by a particular date.

**Physicians cannot practice or bill for services until they have received official notification of licensure along with a licence number issued by the College.**

## SUPERVISED PRACTICE

### FOR FAMILY PHYSICIANS AND SPECIALISTS

If new graduates have not met the requirements for a regular licence by passing all of the required examinations, he/she may still be eligible for a provisional licence to practice medicine. Provisional licensure requirements include successful completion of the MCCEE or MCCQE1 and a completion certificate from the College of Medicine.

On a provisional licence:

- The physician is restricted to practice under supervision;
- the licence may be renewed annually prior to November 1;
- the physician must be enrolled in the CME program of the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada.

*New graduates cannot practice medicine independently unless a practice supervisor is willing and able to accept this responsibility.* Practice supervision includes a review of charts, chart stimulated discussion with the physician being supervised and reports to the College at regular intervals on a form provided by the College.

#### BE AWARE

A licence will not be issued until all of the necessary arrangements for practice supervision are complete and all of the required documentation has been received by Registration staff.

## ONLINE REGISTRATION APPOINTMENT

#### NEW APPLICANTS

Must complete an online Registration Appointment as part of the licensure process. The electronic appointment is hosted by the College of Medicine Continuing Medical Education (CME) Office. Following completion of the appointment physicians are granted CME credits by the College of Medicine.

Access to the appointment is granted by the Registration Staff once all of the required documents have been collected and reviewed. Registration Staff will be in contact with you to advise you when you may proceed to the online registration appointment.

The appointment involves review of a broad variety of topics and completion of a short quiz at the conclusion of each chapter. A completion certificate will be generated by the College of Medicine once the quizzes are submitted. Registration Staff will issue a licence following receipt of the Completion Certificate from the College of Medicine CME office.

## REGISTRATION AND LICENCING FEES

Registration and Licence fees for 2016 are as follows:

### One Time Registration Fee:

**\$450.00**

Applicants are required to submit a one-time, non-refundable registration fee submitted during the licensure process.

### Annual Licence Fee:

**\$1880.00**

The annual licence fee is also payable at the time the licence is being granted. The annual licensing fee is payable at the time the licence is granted.

The registration year is December 1 to November 30 of the following year. Registration renewals are due prior to November 1 each year; therefore, regardless of what month in the year you obtain a Saskatchewan licence, the annual renewal will be due and payable prior to November 1 of the following year. There is no proration of this fee and it is a non-refundable fee.



### RENEWAL NOTICE

The College sends out renewal notifications in early October regarding the annual online licence renewal. The renewal process includes **payment of registration fees AND providing responses to the annual registration renewal questions.**

Physicians who will be working for a limited period during the year should contact the College of Physicians and Surgeons for fee/licensure information relevant to his/her specific situation.

## CERTIFICATES OF PROFESSIONAL CONDUCT

The College of Physicians and Surgeons of Saskatchewan issues Certificates of Professional Conduct (CPC) for physicians applying for licensure outside of Saskatchewan, whether for a practicing licence or participating in an elective.

Certificates are sent directly to the licensing authority requesting the document within ten to fifteen (10 – 15) business days of receiving the completed form in the College office.

Physicians requiring a CPC will need to complete the Certificate of Professional Conduct Request Form which is found on our website at [www.cps.sk.ca](http://www.cps.sk.ca) and return to the College by email to:

[cpssreg-cpc@cps.sk.ca](mailto:cpssreg-cpc@cps.sk.ca)

or by fax to: **306-244-0090**

Payment must be made by cheque, Visa or MasterCard. The fee for a Certificate of Professional Conduct is \$105.

Any inquiries can be directed to:

[cpssreg-cpc@cps.sk.ca](mailto:cpssreg-cpc@cps.sk.ca).

### IMPORTANT NOTICE

Please be aware that the period of validity for a Certificate of Professional Conduct varies at the discretion of the jurisdiction or organization to which it is submitted. To avoid extra costs, PLEASE VERIFY with your chosen recipient that the expected **DATE OF ISSUE** of the certificate will coincide within their established **PERIOD OF VALIDITY FROM DATE OF ISSUE**.



## THINKING OF MOONLIGHTING?

An endorsement on the educational licence to moonlight may be issued for the following periods:

**April 1 – October 30**  
and  
**November 1 – April 30**

Residents who plan to provide moonlighting coverage during the 2015/2016 academic year must obtain permission from the Program Director. Interested applicants must complete and submit the following documents:

- College of Medicine **Moonlighting Application form** – this form must be signed by the Program Director and the Associate Dean Postgraduate Medical Education;
- College of Physicians and Surgeons of Saskatchewan **Moonlighting Endorsement** for Intern/Resident licence – to be signed by the Program Director;
- **Position description** – provided by College of Medicine;
- Required **competencies checklist** – signed by the Program Director;
- **Moonlighting Practice Plan** – signed by the moonlighting supervisor;
- **LMCC** – copy;
- **Identification** – a notarized copy of the valid driver's licence or passport

Once the preceding requirements/documents are assembled and approved by the College the resident will receive a request for the following from the CPSS:

- CPSS educational endorsement application form – must be notarized;
- Fees for the endorsement;
- Insurance undertaking. The resident will be required to provide a copy of the CMPA coverage to the CPSS within 30 days of licensure.

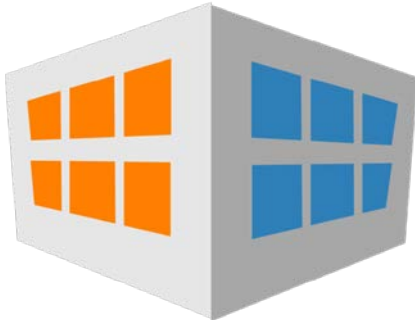
### YOU NEED TO KNOW

Once your application is complete, please allow sufficient time for processing by Registration Services.

Registration Services is unable to guarantee issuance of a licence by a particular date.

Residents can only begin moonlighting once he/she has received confirmation of licence registration emailed from the College.

## MEDICAL PROFESSIONAL CORPORATIONS



Physicians who become registered may be eligible for a permit for a medical professional corporation. Information regarding medical professional corporations is available at the CPSS website at [www.cps.sk.ca](http://www.cps.sk.ca) under the menu heading Professional Corporations. For your convenience the application form is available on line.